

GOVERNMENT DEGREE COLLEGE

Nagrota Surian, District Kangra (H.P.) - 176027



PROSPECTUS : 2016-17

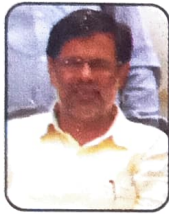
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College Faculty



Dr. Rashmi Ramaul
Principal



Dr. H.L. Dhiman,
Associate Professor
Hindi



Sh. Shashi Kumar
Assistant Professor
Commerce



Sh. Surender Singh,
Assistant Professor
History



Sh. Nishant
Assistant Professor
English



Ms. Monika Sharma
Assistant Professor
Economics



Sh. Narender Sharma
Assistant Professor
Political Science



Sh. Kulbhushan Sharma
Supdt-II



Sh. Rajesh Kumar
Clerk



Sh. Baishakh Chand
Peon



Sh. Madan Lal
Peon



Sh. Ravinder Singh
Peon



Smt. Ranjana Devi
Peon

MOTTO

The college motto “sa vidya ya Vimuktya” is taken from Vishnu Puran 1-19-41, which means, Knowledge is that which liberates from bondage. It is liberation from bondages in terms of spirituality, ignorance and material needs. Education illuminates the path of righteousness and rationality.

INTRODUCTION

Govt. Degree College Nagrota Surian has run into another successful year since its inception in the year 2014. The college for this area was announced by Hon’ble Chief Minister of Himachal Pradesh Sh. Virbhadra Singh on 3rd March, 2013 in a public meeting at Jawali. Accordingly Government of Himachal Pradesh issued a notification on 15th January 2014 vide letter no. EDN-A-KA(1)-1/2014. This college became functional on 10th June 2014 and the classes (Arts & Commerce stream) under the new system of education i.e RUSA (CBCS) started from 21st June 2014. As per the notification No. 1-11/2016-HPU (Conduct) UG dated 05.04.2016 issued by the HP University, Govt. Degree College, Nagrota Surian has been made the examination centre for ICDEOL students under the RUSA (CBCS) Undergraduate Courses from 2015-16 onwards.

The college is progressing ahead because of effective teaching-learning and evaluation processes. Students are provided appropriate counselling at the time of admission. Their knowledge, skills and attendance in class are regularly monitored and parents are kept posted of their wards performance. A system of continuous assessment has been introduced by the University. Students are encouraged to take part in the various activities of the college. Departments have their own subject societies for organising extra-curricular activities. The college attempts to cater to the special needs of students in various ways. It organises special classes for students preparing for various competitive examinations.

Ragging, drinking and smoking are strictly prohibited on the campus.

To ensure zero tolerance on harassment of girls and women on the campus, Women’s Cell has been constituted. The Cell not only focuses on supervision but also on educational interventions, counselling and redressal. The Grievance Redressal Cell ensures a conducive and harmonious educational atmosphere in the college. Grievances are taken up relating to

INSTITUTIONAL CALENDER : 2016-2017

- | | |
|--|------------------------------|
| 1. Submission of Admission Forms | 21st June to 25th June 2016 |
| 2. Display of Merit list | 26th & 27th June, 2016 |
| 3. Fee deposit by the students | 28th - 30th June 2016 |
| 4. Regular teaching (I, III & V Sem) from | 1st July 2016 |
| 5. General Meeting of
Parent Teacher's Association (PTA) | 6th August, 2016 |
| 6. Mid-Term Examination | 24th August, 2016 |
| 7. Teacher's Day Celebration | 5th September, 2016 |
| 8. Hindi Divas | 14th September, 2016 |
| 9. One day sensitization programme on
Disaster Risk Reduction | 8th October, 2016 |
| 10. End Semester Examination (I/III & V Semester) | 15th Oct. to 14th Nov., 2016 |
| 11. Diwali Break | 28th Oct. to 31st Oct. 2016 |
| 12. Admission to II, IV & V Sem (Roll on basis) | 10th Nov. to 14th Nov., 2016 |
| 13. Regular teaching (II, IV & VI Sem) | 24th November, 2016 |
| 14. Annual Athletic Meet | Last week of November, 2016 |
| 15. CSCA Cultural Function | Second week of Dec., 2016 |
| 16. Winter Vacation | 1st Jan. to 10th Feb. 2017 |
| 17. Mid-Term Examination | 25th February 2017 |
| 18. Annual Prize Distribution Function | First Week of April 2017 |
| 19. End Semester Examination
of II, IV & VI Semester | 15th April to 20th May 2017 |

NOTE : Roll on Admission & Fee

Deposit for IIIrd & Vth Semester

- | | |
|-----------------------|-----------------------|
| a) BA IIIrd & Vth | 23rd & 24th June 2016 |
| b) B.Com. IIIrd & Vth | 25th & 26th June 2016 |

(Calender is tentative)

academic matters and complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories. To bring the parents closer to the college administration, the college has a Parents Teacher Association. A students academic success is greatly enhanced when parents and teachers are partners in the process. Parents need to understand the rules and regulations of the college so as the encourage their children to abide by them and as such support the standards and values of the institution. Parents Teacher meetings are regularly organised and parents are encouraged to attend these meetings.

STAFF

The college has a total number of 11 sanctioned posts in the teaching faculty and out of these 05 posts are lying vacant in various subject. In the non teaching staff, the college has 10 sanctioned posts out of which 05 are filled on regular basis and 05 are lying vacant.

FACULTY POSITIONS

Principal : Dr. Rashmi Ramaul (M.Sc., M.Phil, Ph.D.)

FACULTY OF ARTS

HINDI

Dr. H.L. Dhiman (M.A., M.Phil., Ph.D.)

ENGLISH

1. Sh. Nishant Bagga (M.A., M.Phil)
2. Vacant

ECONOMICS

Mrs. Monika Sharma (M.A., M.Phil)

HISTORY

Sh. Surinder Singh (M.A., M.Phil)

POLITICAL SCIENCE

Sh. Narinder Sharma (M.A.)

SOCIOLOGY

VACANT

SANSKRIT

VACANT

FACULTY OF COMMERCE

1. Sh. Shashi Kumar (M.Com., M.Phil.)
2. Vacant

NON-TEACHING / MINISTERIAL STAFF

Sh. Kulbhushan Sharma	Suptdt. Gr II
Vacant	Sr. Assistant
Sh. Rajesh Kumar	Clerk
Vacant	Clerk
Sh. Mohan Lal	Peon cum Chowkidar
Sh. Baishakh Chand (on Deputation)	- do -
Sh. Ravinder Singh	- do -
Ms. Ranjna Devi	Peon
Vacant	Peon cum Chowkidar

COLLEGE COMMITTEES

Admission Committee

The Admission Committee inclusive of the Final Admission Committee will comprise of the following members:

BA-I, III & V Sem.

- a) Dr. H.L. Dhiman
- b) Sh. Surender Singh
- c) Sh. Narender Sharma
- d) Sh. Nishant

B.Com-I, III & V Sem.

- a) Sh. Shashi Kumar
- b) Ms. Monika Sharma
- c) Sh. Rajesh Kumar

1. **College Advisory Committee**

- a) Dr. H.L Dhiman
- b) Sh. Shashi Kumar
- c) Sh. Narender Sharma
- d) Ms. Monika Sharma

NOTE : The Committee will act as the overall decision making body of the college.

2. **Internal Quality Assurance Cell (IQAC)**

- a) Dr. Rashmi Ramaul (Principal) - Chair Person
- b) Dr. L.M Sharma (Retd Principal) - Member
- c) Dr. R.L. Sharma, Associate Prof CUHP - Member
- d) Dr. H.L . Dhiman, Associate Prof - Member
- e) Sh. Shashi Kumar, Asstt Prof - Member
- f) Sh. Kulbhushan Sharma Office Supdt - Member

(The cell is advised to keep proper records of the individuals and institutional achievements)

3. **Time Table Committee**

- a) Sh. Shashi Kumar
- b) Sh. Surender Singh

4. **Annual/House Examination Committee**

- a) Sh. Surender Singh
- b) Sh. Narender Sharma
- c) Ms. Monika Sharma.
- d) Sh. Rajesh Sharma (Clerk)

5. **College Bursar**

Sh Shashi Kumar

6. **Library Affairs Committee**

- a) Sh. Nishant.
- b) Sh. Narender Sharma

7. **Scholarship Committee**
a) Dr. H.L. Dhiman
b) Sh. Surender Singh
c) Sh. Rajesh Sharma (Clerk)
8. **Career Guidance & Placement Cell**
a) Sh. Shashi Kumar
b) Sh. Narender Sharma
c) Ms. Monika Sharma
9. **RUSA/CBCS Committee**
a) Sh. Shashi Kumar - Coordinator
b) Sh. Surender Singh
c) Sh. Nishant
d) Sh. Narender Sharma
10. **Redressal- cum- Counselling Cell for Students**
(a) Dr. H.L. Dhiman
(b) Sh. Surender Singh
(c) Ms. Monika Sharma
(d) PTA President
11. **Infrastructure Development and Maintenance Committee**
a) Sh. Shashi Kumar
b) Sh. Surender Singh
c) Sh. Nishant
d) Sh. Narender Sharma
12. **Discipline Cum Anti Ragging Committee**
a) Dr. H.L. Dhiman -
b) Sh. Shashi Kumar
c) Sh. Surender Singh
d) Sh. Nishant

13. **Committee against Sexual Harassment of Women at Work Place**

- a) Ms. Monika Sharma
- b) Sh. Nishant
- c) Sh. Narender Sharma
- d) Ms. Asha Sharma - (Co-coordinator Women Empowerment JAGORI).

14. **Purchase Committee**

- a) Dr. H.L. Dhiman
- b) Sh. Nishant
- c) Sh. Narender Sharma

(All purchases will be routed through purchase committee)

CO-CURRICULAR ASSIGNMENTS

15. **Prize Committee**

- a) Dr. H.L. Dhiman
- b) Sh. Surender Singh
- c) Sh. Narender Sharma

16. **Editors College Magazine**

- a) Dr. H.L. Dhiman - Hindi Section
- b) Sh. Nishant - English Section
- c) Sh. Surender Singh - Pahari Section
- d) Sh. Shashi Kumar - Commerce Section
- e) Sh. Narender Sharma - Environment Section

17. **Media Committee**

- a) Sh. Nishant
- b) Ms. Monika Sharma

18. **Cultural Committee**

- a) Sh. Shashi Kumar

- b) Sh. Nishant
- c) Sh. Narender Sharma
- d) Ms. Monika Sharma

19. **Educational Tour**

- a) Dr. H.L. Dhiman
- b) Sh. Surender Singh

20. **Senior Tutors**

- a) Dr. H.L. Dhiman
- b) Sh. Shashi Kumar

21. **Societies Club**

a) **Red Ribbon Club**

- i) Sh. Nishant
- ii) Ms. Monika Sharma

b) **Eco Club**

- i) Sh. Narender Sharma

c) **Commerce Society**

- i) Sh. Shashi Kumar
- ii) Ms. Monika Sharma

d) **History Society**

- i) Sh. Surinder Singh

e) **Disaster Management Club**

- i) Sh. Nishant
- ii) Sh. Narender Singh

f) **Literary Society**

- i) Dr. H.L. Dhiman
- ii) Sh. Nishant

22. **Blood Donation Club**

- a) Sh. Shashi Kumar
- b) Sh. Surender Singh

RULES OF ADMISSION

1. Admission will be strictly on fulfillment of eligibility conditions.
2. Any gap in the academic career of an applicant must be supported by documentary evidence. (Attach Affidavit).
3. Failed or Compartment candidates from other colleges will not be admitted.
4. **Application form must be filled properly, complete in all respects and submitted alongwith the following documents :**
 - a) Attested copy of Original Character Certificate.
Note : The Character Certificate must not have been issued more than six months prior to the date of admission.
 - b) Attested copy of detailed Marks Card of the previous examination passed.
 - c) Attested copy of Matriculation Examination / Date of Birth certificate.
 - d) Three Passport size photographs (one pasted on Biodata card, one pasted on the admission form and one to be used for library card later) and one stamp size for laminated Identity Card.
 - e) A passport size photograph of the Parents / Guardian to be affixed on PTA membership form. (Guardian means only blood relation but not a student of this college). Only parents can be the members / office bearers of PTA Executive.
 - f) Documentary proof be attached for SC/ST/Physically Challenged, Sports or Cultural activities.
 - g) **Himachali Girl students seeking admission in any class must bring an attested copy of H.P. Bonafide certificate to avail themselves of fee-concession. (Tuition Fee only)**
 - h) Candidates coming from School of Education Boards / Universities other than HP Board of School Education / HPU, Shimla must produce Migration Certificates in original.
5. **A student must produce original certificates at the time of admission.**
6. Students seeking exemption from tuition fee for disability must attach an attested copy of **40% disability certificate.**
7. Admission of a student is liable to be cancelled if he/she furnishes incomplete / wrong / false information or in case of concealment of facts. Disciplinary action will

also be taken against such candidates.

8. Notwithstanding eligibility for admission, the Principal can refuse admission if the conduct of a student has not been upto the mark during past years.
9. The Principal reserves the right to disallow or cancel any admission.
10. **Rules for admission are subject to change as per the HPU notifications from time to time.**
11. **Initially, all admissions will be provisional (i.e. subjected to the approval of HP University).**

RULES OF MIGRATION

1. A student can migrate from one college to another after completing Semester I and within 10 days of starting of next semester in accordance with the rules laid down by the HP University. However, students migrating from other colleges must obtain the approval of the concerned Admission Committee.
2. Students who migrate either from this college to any other or vice-versa must ensure that the college name is changed on University online Roll, with the RUSA co-ordinator and concerned clerk.
3. Inter-Institutional Migration (i.e. from one college to another as well as from a college to ICDEOL and vice-versa of students will be allowed when no-objection is obtained from both the relieving and receiving institutions, duly signed by both the Principals / Directors, to ascertain that the Major/Minor subjects being studied by the student are available in the receiving institution. The credits and grades earned will be carried over.

Rashtriya Uchattar Shiksha Abhiyan (RUSA)

Choice Based Credit System (CBCS)

For B.A. I / B.Com. I

CBCS

Choice Based Credit System (CBCS) is an instructional package developed to suit the needs of students to keep pace with the developments in higher education worldwide taking

him/her out of isolated compartmentalized learning environment which clearly indicates for each level of certification learning effort required on the part of the student in terms of credits to be earned as well as participation in instructional hours to be spent through either regular mode or through distance education mode.

ELIGIBILITY FOR ADMISSION :

- a) A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.
 - i) Provided that the candidates who have passed the qualifying examination with Commerce stream shall be given preference in admission to B.Com. programme.
- b) An applicant must not be more than 23 years (25 years for girls) of age as on 01-07-2016 and must not have been born earlier to 01.07.1993. However in case of overage candidates, the Vice-Chancellor may allow age relaxation upto six months. In case of Scheduled Caste / Scheduled Tribe, student's relaxation in age upto three years is allowed as per rules.
- c) An applicant failing in all subjects or having a compartment in 10 + 2 will not be admitted.
- d) The admission will be on the basis of merit, as the seats are limited in all faculties.
- e) The reservation of sets will be according to the HP University "120 points" roster given ahead.

COURSES IN PROGRAMMES :

The UG (TDC) programme in a college affiliated to the HPU will comprise the following categories

of courses :

1. Compulsory Courses.
2. Core Courses.
3. Elective Courses.
4. General Interest and Hobby Courses.

1. **COMPULSORY COURSES** : A student enrolled in an Undergraduate Programme will have to pass some compulsory courses. These Compulsory courses offered by

the college are :

(a) Languages -

1. Compulsory English
2. Compulsory Hindi

(b) Social Science / Commerce -

1. Compulsory Indian Constitution
2. Compulsory Himachal Past, Present and Future.

(c) Skill Based Courses -

1. Functional English
2. Functional Hindi

A minimum of three and a maximum of six compulsory courses are to be passed by all students enrolled for a UG degree.

All compulsory courses will be of three credits each. Thus, a maximum of $(3 \times 6 = 18$ credits) can be accumulated by a student by doing compulsory courses.

A minimum of three compulsory courses $(3 \times 3 = 9$ credits) will have to be done by each UG student to qualify for the UG degree.

2. MAJOR SUBJECT (CORE) COURSES

- Once the student is admitted to the preferred Major Course, the student will have to pass 12 (Twelve) Core Courses of 4 credits each.
- To qualify for a UG pass degree, the student must accumulate 48 credits in total in 12 Major Core Courses.
- To qualify the UG Honours degree, the student must accumulate 56 credits in total in 14 Major Core Courses.

3. ELECTIVE (MINOR) COURSES :

- Elective Courses can be opted from the minor subject combinations table given below.

- To qualify for a UG pass degree, a student must accumulate 48 credits in two subjects.
- In each subject the student must pass 6 courses of 4 credits, thus accumulating 24 credits per subject.

4. GENERAL INTEREST AND HOBBY (GI & H) COURSES

- Each student must acquire minimum 1 credit from 1 course for UG degree.
- GI & H Course is to be done in first or second semester, as decided by college authorities.

5. QUALIFYING COURSES

- Each student must qualify a paper of Environment Science (Audit Paper).
- There will be no CCA in this paper.
- This paper will be of 100 marks.
- Student can appear in this paper in Vth or VIth Semester.
- For UG degree i.e. 106 credits it will be shown as “Audit Pass”, whereas 3 credits will be given in the case of 120 credits i.e. Honours Degree but it will not be included for CGPA.

PROGRAMMES :

Major Subject	Minor Subject,other subject combinations....
English	Political Science, History, Economics, Sociology
Hindi	Political Science, History, Economics, Sociology
Political Science	History, Economics, Sociology, Hindi, English
History	Political Science, Economics, Sociology, Hindi, English
Economics	Political Science, History, Sociology, Hindi, English
Sociology	Political Science, History, Economics, Hindi, English
Commerce	Management, Economics

Provided that the following minor subject combinations will be allowed with different major subjects.

1. B.A. (Arts / Humanities / Languages) :

i) Language group :

English, Hindi

ii) Social Science / Humanities Group :

1) Economics

2) Political Science

3) History

4) Sociology

2. B.Com. (Commerce / Management) :

Commerce, Management (Students will study subjects as prescribed in their syllabus.)

3. Students are required to choose two minor from the subjects from the table below.

Choosing Programme Study Courses :

1. At the time of admission each student will identify a major (main) subject in which he /she will concentrate and two minor (allied) elective subjects which he / she would choose to study.
2. Major would be the subject in which the student will have to take 12 core courses as prescribed by the concerned UG Board of Studies and the Faculty.
3. **Major once identified would not be changed unless the student quits a programme and joins a new programme.**
4. Minor, on the other hand, would be the subjects that would be chosen by the student out of a number of subject combinations suggested and approved by the UG BoS and Faculty of a student's major subject. **Minor subjects once chosen cannot be changed at any stage later on.**
5. **For the Degree :**
 - i) A regular candidate shall have to undergo the prescribed courses of study in a College affiliated to the H.P. University for a period not less than three academic years (and not more than five academic years), pass the examinations prescribed and fulfilled such conditions as have been prescribed thereof.

- ii) There shall be no private or other category of students and shall be eligible for degree through regular mode only.
- iii) A candidate other than regular candidates shall have to undergo the prescribed courses of study under International Centre for Distance Education and Open Learning (ICDEOL) H.P. University for a period not less than three academic years (and not more than five academic years), passed the examinations prescribed and fulfilled such conditions as have been prescribed thereof.
- iv) For the Undergraduate Pass Degree (B.A. / B.Com.) the student will have to cumulate 106 successful credits (12 Courses of Major Subject).
- v) For the Undergraduate Major (Honours) degree, the student will have to accumulate 120 credits (14 courses of Major Subject).
- vi) A student who has opted for a Bachelor's degree will have the option available to him / her of continuing the degree to Honours degree.
- vii) No more than three attempts will be allowed to pass the course.
- viii) However, on the other hand, such students who, due to any reason, are not able to complete the UG programme (i.e. are not able to accumulate 120 credits), will be considered for the following :
 - a) **Certificate** in the major Subject, if he / she has accumulated at least 48 credits in total with at least 16 credits in Core Courses.
 - b) **Diploma** in the major Subject, if he / she has accumulated at least 96 credits in total with at least 32 credits in Core Courses.

CREDITS

The term 'credit' (C) refers to the weightage given to a course. $C = L + T + P$

For the purpose of credit determination, instruction is divided into three components :-

Lectures (L) — Classroom lectures of One Hour duration.

Tutorials (T) — Special, elaborate instructions on specific topics (from Lectures) of one hour duration.

Practicals (P) — Laboratory of field exercises in which the student has to do experiments or other practical work of two hour duration.

The total minimum credits required for an Under Graduate Pass Degree Programme is one hundred and six (106).

Sr. No.	Course Component	Number of Courses		Credits Per Course	Total Credits	
		Minimum	Maximum		Minimum	Maximum
1.	Compulsory Courses	3	6	3	9	18
2.	Core Courses	12		4	48	
3.	Elective Courses	6 each in two subjects 12		4	24 each in two subjects 48 total	
4.	General Interest & Hobby Courses	1	3	1 to 3	1	9
	Total	28	33	1 to 3	106	123

Students Coursewise Continuous Comprehensive Assessment (CCA) and Evaluation

All courses (Compulsory, Core, Elective and GI & H courses) involve an evaluation system of students that has the following two components :-

- i) **Continuous Comprehensive Assessment (CCA)** accounting for 50% of the final grade that a student gets in a course; and
- ii) **End-Semester Examination (ESE)** accounting for the remaining 50% of the final grade that the student gets in a course.
- iii) A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.
- iv) The ratio of CCA and ESE would be 50 : 50 for the students of academic session 2014.

i) **Continuous Comprehensive Assessment (CCA) :** This would have the following components :

- a) Classroom Attendance – Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).

- Provided that those having less than 75% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.

- Provided that those having less than 75% attendance due to medical reasons will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital.
 - Provided that exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports, Rovers & Rangers etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by a authenticated certificate from the concerned college authorities.
 - Provided further that those getting the exemptions, except for those getting exemptions for co-curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below :
- b) **Classroom Attendance Incentive** : Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows :
- $\geq 75\%$ but $< 80\%$ 1 mark
 - $\geq 80\%$ but $< 85\%$ 2 marks
 - $\geq 85\%$ but $< 90\%$ 3 marks
 - $\geq 90\%$ but $< 95\%$ 4 marks
 - $\geq 95\%$ 5 marks
- c) **Mid-Term (Minor) Tests** : There will be One Mid-Term test, that would be conducted when approximately 2/3 of syllabus is covered. This test will be for 15 marks. Mid test will be of 30 marks for the students of academic session 2014.
- d) **Seminar / Assignment / Term Paper** : The remaining 10 marks of the CCA will be awarded on the basis of seminar / assignment / term paper etc. For the students of academic session 2014, seminar / assignment will be of 15 marks.
- ii) **End-Semester Examination (ESE)** : The remaining 70% of the final grade of the student in a course will be on the basis of an End-Semester Examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.
- For the Odd Semesters the ESE will be in the month of October /

November and for Even Semesters it will be in the month of April & May.

- The students are advised to take a combination of Compulsory, GI & H courses, and Core Courses in the earlier semesters (I, II and III), do the electives in the middle semesters (IV and V), and go for additional electives in the last semester (VI).

NOTE: Students are advised to fill the Major subjects with precautions, as the Major subject once allotted cannot be changed.

- i) Admission to T.D.C. I is restricted to the availability of seats in the concerned major subject i.e. the admission will be strictly on merit and Roaster basis.
- ii) Criterion for admission will be marks obtained in 10+2 examination. However if the last two / more students have same marks in 10+2, then student having more marks in 10th will be given preference. However if marks in 10th are also equal, then junior in age will be given preference.
- iii) For "Sports/Cultural Quota" admissions, the certificate should be of "State Level Representation & above".
- iv) **The name of a student will be struck off from the rolls of the college if he/she remains absent without leave continuously for five days in any class / subject.**

In case the name of a candidate is struck off, the re-admission is permissible within 1st seven days with first re-admission fee of Rs. 100/- on a prescribed performa. If the candidate fails to seek re-admission within first seven days then he/she should seek re-admission upto 12 days, on payment of Rs. 200 as second re-admission fee on the personal presence of parent / guardian. After 12 days from the date of his /her name is struck off, there shall be no re-admission in any case.

PROCEDURE OF ADMISSION

1. The student will first appear before the Admission Committee after filling up the admission and other forms attached with the prospectus.
2. After the forms are processed and signed by the relevant Admission Committee, the

forms are to be deposited in the office. The merit list of students would be displayed as per the scheduled dates notified by the HPU. Thereafter, the students will then go to the relevant Fee-Counter to deposit his/her dues and other funds where he/she will be issued receipt for fee, PTA fund and College Roll Number. On production of the fee receipt and a passport size photograph the identity card will be issued from the library.

FEES / FUNDS / FINES

1. a) Every student must pay his/her dues on the dates notified from time to time.
 - b) A student will have to pay dues for Ist Semester at the time of admission and IInd Semester in November.
 - c) Failure to pay dues on due date will entail a fine of Re. 1/- per day.
 - d) In case of non-payment of dues in advance, the name of the student will be struck off from the college rolls at the end of that month.
 - e) Registration fee will not be charged from a student migrating from another college if he/she is already registered with HP University. Other dues will be charged accordingly as per rules.
2. Every student will have to procure No Dues Certificate from the Library, College Canteen, Fee Clerk etc. if he wants to leave the college.
 5. The Principal can expel a student from the College if he/she is found guilty of misconduct/indiscipline/ragging.
 6. The security deposit will lapse if a student does not apply for refund of security within one year of leaving the college.
 7. The fine for absence has to be paid along with dues, while fine imposed otherwise have to be deposited by the date announced in the college office/fee counter.
 8. Contribution towards PTA funds Rs. 250/- per student (to be paid at the time of admission) and Rs. 250/- at the time of fee deposit of 2nd semester.
 9. No tuition fee is charged from the Bonafide Himachali girls students, subject to production of H.P. Bonafide Certificate at the time of admission.
 10. Students having more than 40% disability are exempted from tuition fee.
 11. Migration Fee : Rs. 50/-.

DETAILS OF FEE STRUCTURE

General Fee	B.A./B.Com.
Annual Fund	I, II & III
	(₹)
Admission Fee	25
(Late Admission Fee Rs. 10 per day)	
Tuition Fee	300
Univ. Regd. Fee a) within State	200
b) Outside State	400
College Development Fund	10
Univ. Sports Fee	15
Youth Welfare Fund	15
Univ. Holiday Home Fund	1
Building Fund	60
Sports Fund	120
Identity Card	10
Health Fund	6
Mid-term Examination	40
Student Aid Fund	10
College Magazine	50
Library Security (Refundable)	100
Amalgamated Fund	150
Campus Development Fund	10
Book Replacement Fund	25
Cultural Activities Fund	20
Furniture Repair Fund	10
Rovers & Rangers Fund	30
Computer & Internet Facility	20
University Development Fund (per annum)	
For General Category	250
For IRDP/BPI	125
(latest certificate to be submitted)	

(FIR is to be lodged, if Identity Card is lost Duplicate Identity Card fee is Rs. 20/-)

FINE

- a) Absence for a period : Re. 1/-
- b) Absence from House Examination : Rs. 10/- per paper
- c) Absence in tutorial group/class test Rs. 2/- per day per test.
- d) Delay in returning library books : Re. 1/- per day per book.

NOTE :

1. The fee structure is subject to changes as notified by the University from time to time.
2. Concession in fee is allowed as per the rules applicable.

LEAVE RULES

a) GENERAL LEAVE RULES :-

1. Students can proceed on leave with prior permission. For this, they should fill in the Leave forms to be supplied to the students @ Rs. 5/- per booklet at the time of admission.
2. A tutor can recommend leave upto 6 days ; for longer duration i.e. upto 10 days, a student must get the application signed by the Senior Tutor.
3. Leave during House Examination/Class Test will be sanctioned only by the Principal on the recommendation of the Senior Tutor.
4. Leave for sickness must be accompanied by a medical certificate.

b) DUTY LEAVE RULES :-

Participation by the students in Sports/Cultural/Co-Curricular activities, Inter-College/University Competitions shall be considered as duty leave for the period of respective competition(s). Duty Leave, however, shall only be allowed if recommended by the concerned activity Incharge, prior proceeding to the event.

RED RIBBON CLUB

In order to raise awareness level regarding the dreaded AIDS the college has Red Ribbon Club. The Red Ribbon Club is a voluntary on-campus intervention programme for students to address the knowledge, attitude and behaviour in the interrelated areas of voluntary blood donation, HIV and AIDS.

COLLEGE MAGAZINE – TARANGINI

The College magazine “Tarangini” is published every year to give expression to the creative talent of our students. The magazine has four sections, each section edited by a member of the staff and assisted by student editor.

CAREER GUIDANCE & COUNSELLING

Keeping in mind the career of the students, the college runs a Career Guidance and Counselling Cell. The students are made aware of various career opportunities available to them. They are also advised about the preparation for various competitive examination.

CULTURAL/CO-CURRICULAR ACTIVITIES

The college also provides opportunities for students to take part in cultural and co-curricular activities. These are Debate & Declamation, Rangoli, Painting, Poster Making, Wall Magazine, Drama, Quizes etc.

Note: Every student must seek written permission on prescribed proforma from concerned subject teacher before leaving the college for participation in various activities.

PARENT TEACHER ASSOCIATION (PTA)

There is a Parent Teacher Association which plans and undertakes various development works in the college. The association is run by the Executive Committee which takes all decisions. The parents/ guardians of the students contribute towards P.T.A. fund at the time of admission.

EDUCATIONAL / STUDY TOURS

- i) Educational tours are arranged only for final year students and such tours are allowed only during winter vacations. The routes will be recommended by the concerned committee and approved by the Principal.
- ii) The college will provide limited financial support as permitted under rules.
- iii) Students will have to produce written permission from their parents for joining such tours.
- iv) The college will not recognize any Organization other than College Students Central Association (CSCA) or such Subject Societies as are established by college

authorities.

- v) Applications for educational tours must reach the Co-ordinator Educational Tour Committee by 30th November, 2016 and no application after that date will be entertained.

COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA)

The college student body called the CSCA is elected as per the norms and directions of H.P. University. It follows the recommendation of Lyngdoh Committee. The CSCA extends helping hand to the college administration in the smooth functioning of all activities.

CONDUCT AND DISCIPLINE

The Principal can impose fine, suspension or even rustication on any student who is found indulging in such misconduct as is listed below.

1.
 - i) Any act of ragging on the campus will be severely dealt with. Ragging implies harassment/physical or mental torture to another student by a student or a group of students. Any student found associated in such nefarious activities will be held guilty of gross misconduct. **Remember Ragging is a cognizable offence.**
 - ii) Anybody found guilty of writing obscene language, words on blackboard, walls or furniture of the college.
 - iii) Aimlessly loitering in the verandas, making noise or attempting to disturb classes.
 - iv) Smoking or consumption of alcohol/drugs etc. in the college campus is strictly prohibited.
 - v) Bringing unwanted outsider persons to the campus or sitting unnecessary on the passage to the campus.
 - vi) Pasting posters on the walls or notices on the Notice Board without Principal's permission.
 - vii) **Mobile phone should be on switch off mode in classes and on silent mode outside classes/college campus.**
2. **Indiscipline on campus will not be tolerated.**
Student who participate in sports or other-curricular activities/educational tours must produce written permission from their parents/guardians.

3. Every student must always carry with him/her duly completed identity card which is issued to him/her at the time of admission. He/She must produce the identity card when-everdemanded by any teacher or the Principal.
4. Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.

ROASTER FOR ADMISSION AND RESERVATION

Keeping in view the various types of reservations mentioned in clause 6 :Admission and Reservation” the following roster has been evolved w.e.f. session 1992-93 and all the admission shall be made according to this Roaster of Reservation.

1	26SC	51	76	101
2	27ST	52SC	77SC	102
3	28	53ST	78SP	103
4	29	54	79ST	104
5	30	55	80ST	105
6	31	56	81CUL	106SC
7SC	32	57	82	107ST
8	33SC	58	83	108
9	34HC	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12SC	37	62	87	112
13	38CUL	63	88	113SC
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41ST	66HC	91SC	116
17	42	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100HC	

Abbreviations used : SC : Scheduled Caste, ST : Scheduled Tribe, SP : Sports, CUL : Cultural, HC : Handicapped.

Number of category-wise Reserved seats in 120 point reservation roster :

SC	18 Seats (15%)	ST	9 Seats (7.5%)
SP	6 Seats (5%)	CUL	6 Seats (5%)
HC	3 Seats (2.5%)		

ANTI-RAGGING / INDISCIPLINE RULES

In order to have zero tolerance and its total elimination from the educational institutions. Hon'ble Supreme Court of India vide its orders 06 dated 4th May, 2001; 16th May, 2007 and 11th Feb. 2009 has directed as here as under :

1. Ragging is banned in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh.
3. Punishment for ragging includes :
 - i) Imprisonment, fine or both.
 - ii) Expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
 - iii) Withholding scholarship or other benefits.
 - iv) Debarring from representation in events.
 - v) Withholding of results.
 - vi) Suspension or expulsion from hostel or mess and the like.
4. If the individuals committing or abetting ragging are not identified, collective punishment shall be resorted to.
6. Character/migration certificate(s) issued by the institution shall have an entry apart from that of general conduct and behaviour to the effect whether the student had participated in ragging and in particular was punished for ragging.
7. IN CASE THE APPLICANT FOR ADMISSION IS FOUND TO HAVE INDULGED IN RAGGING/INDISCIPLINE IN THE PAST OR IF IT IS NOTICED LATER THAT HE/SHE HAS INDULGED IN RAGGING, HIS/HER ADMISSION MAY BE REFUSED OR HE/SHE SHALL BE EXPELLED FROM THE INSTITUTION FORTHWITH.

Note : In case of any emergency, the student(s) may contact any member of the Anti-Ragging cum Discipline Committee.