

(17-18)

Prospectus

# GOVT. DEGREE COLLEGE



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



**PROSPECTUS  
CUM  
HANDBOOK OF INFORMATION**

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Prospectus



## प्राचार्य की कलम से

प्यारे विद्यार्थियो,

शिक्षा व्यक्ति का ऐसा आभूषण है, जो उसके आंतरिक गुणों का विकास करके उसे सभ्य एवं सर्वगुण सम्पन्न बनाता है। शिक्षित व्यक्ति अशिक्षित लोगों की तुलना में अधिक जागरूक, संवेदनशील एवं अधिक कार्यकुशल होता है। अतः प्रत्येक को शिक्षा के महत्व को समझना चाहिए। शिक्षा ही मानव की उन्नति का मूल मंत्र है। ज्ञान जहां व्यक्ति को उसके कर्तव्यों एवं दायित्वों के प्रति सचेत करता है, वहीं समाज में सुरक्षा व सम्मान का आधार भी बनाता है। शिक्षण संस्थान इस ज्ञान प्राप्ति के स्रोत हैं। शिक्षण संस्थानों को दूसरे अर्थों में मानव निर्माण की कार्यशाला भी कहा जाता है। अन्य औद्योगिक वर्कशॉप में तो वस्तुओं का निर्माण होता है लेकिन शैक्षणिक वर्कशॉप में 'मानव निर्माण' किया जाता है। मैं समझता हूँ कि इस मानव निर्माण की कार्यशाला में आप जब तक रहें, इसके समस्त उपकरणों का सदुपयोग करें ताकि आपके व्यक्तित्व व चरित्र का उचित निर्माण हो सके और आप अच्छे नागरिक बनकर देश के विकास में सकारात्मक भूमिका निभा सकें।

मेरा आप सभी छात्र-छात्राओं से तथा आपके अभिभावकों से यह आग्रह रहेगा कि आप सब जीवन में शिक्षा की आवश्यकता को अवश्य समझें और ये बड़े हर्ष की बात है कि इस क्षेत्र में प्रदेश सरकार ने शिक्षा का उच्च संस्थान खोल कर यहां के क्षेत्रवासियों पर बड़ा उपकार किया है। सरकार की इस अनुपम देन के प्रति कृतज्ञ होकर आप सभी इस शिक्षण संस्थान को सजाने व संवारने में कॉलेज प्रशासन को भरपूर सहयोग देंगे, ऐसी हम सब की उपेक्षा है।

हार्दिक मंगलकामनाओं सहित,

डॉ० एच० एल० धीमान  
प्राचार्य

# PROSPECTUS

## Introduction :-

Nagrota Suriyan, a Sub-Tehsil Headquarter under Sub Division Jawali in District Kangra is situated on State Highway No. -22 Jawalamukhi-Dehra-Jawali. It is densely populated town, and a Block Head Quarter of 48 Gram Panchayats. The Historical & strategically significant narrow gauge railway track Pathankot-Jogindernagar also passes through this town. The town is at a distance of 9 kms from famous rock temple Masroor touching the Ramsar international Wet-land. This Wet-Land is main attraction for the domestic as well as oversea tourists. The various species of the migratory birds come to this area all the way from different parts of central Asia during winters. Prior to this man-made water body (Pong Dam Lake) this valley was known as Haldoon Ghati.

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 No. EDN-A-Ka(1)-1/2014 on 15th January 2014 and the classes (Arts & Commerce stream) under the new system of education i.e. RUSA (CBCS) started from 11th June 2014. Presently the college is running from an old Science Block of Govt. Senior Secondary School Nagrota Surian with strength more than 500 students.

The Education Department has acquired 50 kanal of land in village Bantungli adjacent to Nagrota Surian where construction of the college building is in full swing. The foundation stone for the construction of the building was laid down by Hon'ble Chief Minister Sh. Virbhadra Singh on 17th February 2015 in the gracious presence of Sh. Neeraj Bharti, Chief Parliamentary Secretary (Edu.) and Sh Chander Kumar, EX MP. The Government of Himachal Pradesh has released an amount of Rs 5 crore for the construction of the college building.

Keeping in view the further requirement, the process for acquiring additional 4.35 hectares of land under FCA is also underway The Govt Degree College, Nagrota Surian has been made the examination centre for ICDEOL students under the RUSA (CBCS) Undergraduate Courses from 2015-16 onwards.

## STAFF :-

The college has a total number of 13 sanctioned post in the teaching faculty out of these posts are lying vacant in various subjects. In the non-teaching staff, the college has 11 sanctioned post out of which are filled on regular basis and remaining are lying vacant.

## Faculty Positions :-

<b>Principal :-</b>	Dr. H.L Dhiman (Officiating)
<b>Hindi :-</b>	Dr. HL Dhiman (M. A., M. Phil., Ph. D, PGJMC)
<b>Sociology :-</b>	Sh. Naresh Kumar (M A. Economics, M. A. Sociology, M. Phil. UGC-NET, B. Ed.)
<b>English :-</b>	(1) Sh. Nishant Bagga (M. A., M. Phil. BJMC, CIC)
	(2) Vacant
<b>Economics :-</b>	Ms. Monika Sharma (M. A., M. Phil. B.Ed UGC-NET)
<b>History:-</b>	Sh. Vipin Sharma (M. A., Gold Medalist, UGC-JRF)
<b>Political Science :-</b>	Sh. Narinder Sharma (M. A. BE.d, UGC-NET, SLET)
<b>Sanskrit :-</b>	Vacant
<b>Music (Vocal) :-</b>	Vacant
<b>Faculty of Commerc :-</b>	
	(1) Mr. Shashi Kumar (M. Com., M. Phil, UGC-NET, B.Ed.)
	(2) Mrs Harsh Deepika Datta (M. Com, MBA, UGC-NET)

## NON-TEACHING/MINISRTIAL STAFF :-

<i>Librarian</i>	<i>Vacant</i>
<i>Sh. Kulbhusan Sharma</i>	<i>Supdt-II</i>
<i>Sr Asstt</i>	<i>Vacant</i>
<i>Sh. Rajesh Kumar</i>	<i>Clerk</i>
<i>Vacant</i>	<i>Clerk</i>
<i>Tabla VadaK</i>	<i>Vacant</i>
<i>Sh. Madan Lal</i>	<i>Peon cum Chowkidar</i>
<i>Sh. Ravinder Singh</i>	<i>Peon cum Chowkidar</i>
<i>Sh. Surinder Singh</i>	<i>Peon</i>
<i>Smt. Ranjana Devi</i>	<i>Peon</i>
<i>Smt. Prem Lata</i>	<i>Peon</i>

# PROSPECTUS

## COLLEGE COMMITTEES :-

### Admission Committees :-

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. Naresh Kumar
- C) Ms. Monika Sharma
- D) Sh. Narender Sharma

#### B.Com-I, III & V Sem.

- A) Sh. Shashi Kumar
- B) Ms. Harsh Deepika Datta
- C) Sh. Vipin Sharma
- D) Sh. Nishant

#### 1. College Advisory Committee :-

- a) Sh. Naresh Kumar
- b) Sh. Shashi Kumar
- c) Sh. Narender Sharma
- d) Ms. Harsh Deepika Datta

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

#### 2. Internal Quality Assurance Cell (IQAC) :-

- a) (Principal) Chairperson
- b) Dr. K. C. Kanwar (Rtrd. Principal) Member
- c) Dr. V. P. Patiyal (COE HPTU) Member
- d) Dr. H. L. Dhiman, Associate Prof. Member
- e) Sh. Naresh Kumar, Asst. Prof. Member
- f) Sh. Shashi Kumar, Asst. Prof. Member
- g) 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) Ms. Harsh Deepika Datta
- c) Sh. Narender Sharma

#### 4. Annual/House Examination Committee:-

- a) Sh. Naresh Kumar
- b) Sh. Narender Sharma
- c) Ms. Monika Sharma

#### 5. College Bursar :-

- a) Sh. Shashi Kumar



# PROSPECTUS

## 13. *Anti-Ragging Squad :-*

- |                            |                        |
|----------------------------|------------------------|
| a) Ms. Monika Sharma       | b) Sh. Narender Sharma |
| c) Ms. Harsh Deepika Datta |                        |

## 14. *Committee against Sexual Harassment of women at workplace :-*

- |                            |  |
|----------------------------|--|
| a) Ms. Monika Sharma       | Convener                                 |
| b) Ms. Harsh Deepika Datta | Member                                   |
| c) Smt Prem Lata           | Member                                   |
| d) Ms. Veena Dhiman        | (Member Mahila Kalyan Board,<br>HP Govt) |

## 15. *Purchase Committee :-*

- |                            |                                   |
|----------------------------|-----------------------------------|
| a) Dr. H. L. Dhiman        | b) Sh. Naresh Kumar               |
| c) Sh. Shashi Kumar        | d) Sh. Narender Sharma            |
| e) Ms. Harsh Deepika Datta | f) Sh. Kulbhushan Sharma (Supdt.) |

(All purchases will be routed through purchase committee).

## 16. *Editors College Magazine(Haldoon) :-*

- |                        |                              |
|------------------------|------------------------------|
| a) Dr. H. L. Dhiman    | Hindi Section & Chief Editor |
| b) Sh. Nishant         | English Section              |
| c) Sh. Naresh Kumar    | Pahari Section               |
| d) Sh. Shashi Kumar    | Commerce Section             |
| e) Sh. Narender Sharma | Environmental Section        |

## 17. *Media Committee :-*

- |                |                            |
|----------------|----------------------------|
| a) Sh. Nishant | b) Ms. Harsh Deepika Datta |
|----------------|----------------------------|

## 18. *Cultural Committee :-*

- |                            |                      |
|----------------------------|----------------------|
| a) Sh. Shashi Kumar        | b) Sh. Nishant       |
| c) Sh. Narender Sharma     | d) Ms. Monika Sharma |
| e) Ms. Harsh Deepika Datta |                      |

## 19. *Educational Tour Committee :-*

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

**20. Institutional Plan Development Committee :-**

- a) Sh. Naresh Kumar
- b) Sh. Shashi Kumar
- c) Ms. Harsh Deepika Datta

**21. Senior Tutors :-**

- a) Dr.H.L Dhiman ( Tutor in chief)
- b) Sh.Naresh Kumar (Humanities)
- c) Sh.Shashi Kumar (Commerce)

**Societies/clubs :-**

- 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. Harsh Deepika Datta
- d) Historical Society
  - i. Sh. Vipin Sharma
- e) Disaster Management Club
  - i. Sh. Nishant
  - ii. Sh. Narender Sharma
- f) Literary Society
  - i. Dr. H. L. Dhiman
  - ii. Sh. Nishant

**22. NSS :-** a) Dr. H. L. Dhiman

**23. Sports In-Charges :-**

- a) Sh. Shashi Kumar (Men)
- b) Ms. Harsh Deepika Datta (Women)

**24. College Property Incharge :-**

- a) Sh. Kulbhushan Sharma (Supdt.)



# PROSPECTUS

## BA "Three Year" (6-Semester) CBCS Programme Structure

Sl. No.	Course	Course Type	No. of Credits
<b>Semester-I</b>			
1.	Subject-I	Discipline Specific Core	6
2.	Subject-II	Discipline Specific Core	6
3.	English	Core (Compulsory)	6
4.	English/Hindi/Environment Science	Ability Enhancement Compulsory Course	4
<b>Semester-II</b>			
5.	Subject-I	Discipline Specific Core	6
6.	Subject-II	Discipline Specific Core	6
7.	Hindi	Core (Compulsory)	6
8.	English/Hindi/Environment Science	Ability Enhancement Compulsory Course	4
<b>Semester-III</b>			
9.	Subject-I	Discipline Specific Core	6
10.	Subject-II	Discipline Specific Core	6
11.	English	Core (Compulsory)	6
12.	SEC-I (Choose either from subject-I or Subject-II)	Skill Enhancement course	4
<b>Semester-IV</b>			
13.	Subject-I	Discipline Specific Core	6
14.	Subject-II	Discipline Specific Core	6
15.	Hindi	Core (Compulsory)	6
16.	SEC-I (Choose either from subject-I or Subject-II)	Skill Enhancement course	4
<b>Semester-V</b>			
17.	Subject-I	Discipline Specific Elective Course	6
18.	Subject-II	Discipline Specific Elective Course	6
19.	Generic Elective-I (Inter disciplinary) (Either of Subject-I or Subject-II)	Generic Elective	6
20.	SEC-III (Choose either from subject-I or Subject-II)	Skill Enhancement course	4
<b>Semester-VI</b>			
21.	Subject-I	Discipline Specific Elective Course	6
22.	Subject-II	Discipline Specific Elective Course	6
23.	Generic Elective-II (Inter disciplinary) (Either of Subject-I or Subject-II)	Generic Elective	6
24.	SEC-IV (Choose either from subject-I or Subject-II)	Skill Enhancement course	4

**Note :-** Both subjects (subject-I and subject-II) chosen by the students are the main subjects and no subject is major or minor and under CBCS a student has the liberty to choose any offered in the programme structure.

# PROSPECTUS

## **Bachelor of Commerce (B.Com) :-**

Bachelor of Commerce (B.Com.) is an undergraduate degree course spread over three years & 6th Semesters

## **Eligibility Conditions :-**

A candidate who has passed 10+2 or equivalent examination can get admission in the 1st year of three years degree course of B.Com. if he/she fulfils the following eligibility conditions :-

- \* An applicant must not be more than 23 years of age (25 yrs. in case of girl students) on 1-07-2017. The upper age limit is relaxable by three years for SC/ST candidates only.
- \* Minimum percentage of marks for admission to the 1st year of B.Com. is as under : B.Com-I 45%
- \* (40% for boys and 33% for girls who have passed +2 examinations under commerce group)
- \* An applicant seeking admission in B.Com. 1st year must have passed 10+2 in commerce or should have studied Mathematics/Economics as compulsory subject at 10+2 level.
- \* In case of S.C. and S.T. candidates the minimum percentage of marks for admission to B.Com. I is relaxable by 5% .
- \* Students coming from vocational streams without Mathematics/Economics /Biology as the case may be can be admitted if they possess the required minimum percentage for admission.

## **Science Classes :-**

The Govt. of Himachal Pradesh also started Science Classes in the College from the session 2017-18 vide is Notification No. EDN-A-Kha (15)-27/2016 dated 24 May 2017 & subsequent Notification vide Director of Higher Education dated 30 May 2017. The admission are available strictly as per CBCS (RUSA) norms and on merit basis to the students who have passed 10+2 in the concerned subject.

## **B.Sc. (MEDICAL) :-**

I) Botany (II) Chemistry (III) Zoology (IV) AECC-Environment Science, B.Sc. Physical (Non-Medical)

## **B.Sc. (NON-MEDICAL) :-**

I) Chemistry (II) Mathematics (III) Physics (IV) AECC-Environment Science

# PROSPECTUS

## RULES OF ADMISSION :-

- \* Admission to various classes will be made on the recommendation of the admission committee constituted for the purpose.
- \* Any gap of one year or more in the academic career of an applicant just prior to seeking admission to the Bachelor degree must be supported by documentary evidence /affidavit as the proof of his/her activities during the period of gap. Submission of false affidavit is a legal offence. Affidavit/Undertaking in this regard can be given by the candidate on a proforma provided by the college. There is no need to submit it on legal papers as per the notification of H.P. Govt.
- \* The application must be filled by the candidate in his/her own handwriting and should be complete in all respects and supported by following documents :-
  - Attested copy of Matriculation Certificate.
  - Attested copy of Detailed Marks Card of the previous examination passed.
  - Character Certificate in ORIGINAL from the institution last attended or by some Gazetted Class-I Officer of H.P. Government/Gram Panchayat Pradhan.
  - Attested copy of certificate for which benefit is claimed (SC/ST/OBC, etc.)
- \* An applicant must produce original certificates at the time of admission before admission committee.
- \* Applicants coming from Boards/Universities other than the H.P. Board of School Education/H.P. University must provide Migration Certificate in ORIGINAL.
- \* Handicapped applicants seeking fee concession must furnish their status certificate from Medical Board.
- \* National Open School students seeking admission to the 1st year of Bachelor degree must have cleared all the five papers including English. Such students have to submit their MIGRATION CERTIFICATE in original at the time of admission.
- \* FAILED students of other institutions shall not be admitted to any class.
- \* No student, who fails in all subjects, fails twice in the same class or fails in B.A. III/ B.Com. III/B.Sc. III shall be eligible to seek admission in the college.
- \* Admission of a candidate is liable to be cancelled in case he/she furnishes incomplete /false information or in case of concealment of facts. Disciplinary action will also be taken against such candidates.
- \* Admission cannot be claimed as a matter of right. The Principal can deny admission to any such student whose conduct is detrimental to the interest/discipline of the institution.
- \* Initially all admissions shall be provisional and subject to the final approval by H.P.U. Rules of admission are subject to change as per the H.P. University notification issued from time to time.

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## **DOCUMENTS TO BE SUBMITTED WITH THE ADMISSION FORM**

1. Photostat (Attested) copies of School Board/University Certificates from Matriculation onwards.
2. Original copy of the character certificate from the Head of the Institution last attended.
3. The candidate who has passed previous examination from another University/Board must submit :-
  - Eligibility Certificate from H.P. University /Board declaring equivalence
  - Migration Certificate from Board/University from which they have passed the previous Examination (photocopies).
4. Detailed Marks Sheet
5. Admission without these documents will be purely provisional and at the candidates own risk and responsibility and the Principal's discretion.
6. Three copies of passport size photograph and one copy of stamp size photograph.
7. S.C./S.T. Certificates from the Magistrate (first class) for those seeking weightage or relaxation.
8. All original certificates, marks sheets must be produced at the time of admission/ interview.
9. For admission to the 1st year the candidate must submit duly filled registration/ enrolment form along with attested photocopies of Matriculation and 10+2 class certificates.
10. All girl candidates have to submit a copy of Bonafide Himachal Certificate to avail the benefit of relaxation from tuition fee as per government notification number E.D.N.-H(8)3(7)1/76 dated 29-6-2001.
11. Students seeking admission in first year must submit two copies each of matriculation and 10+2 certificate.

## **Rules of Migration :-**

1. A student can migrate from one college to another after completion of whole 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.)

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# PROSPECTUS

4. Candidates coming from Board/University other than H.P. Board of School Education /H.P. University must produce Migration Certificate in original.
5. Those who have passed I yr./ II yr. of a degree course from University other than H.P. University will have to acquire equivalence certificate of H.P. University course/ syllabi from H.P. University Shimla.

## 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 schedule 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 1st Semester at the time of admission and 2nd Semester in November.  
c) Failure to pay dues on due date will entail a fine of Re. 1/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/she wants to leave the college.
- 3) The Principal can expel a student from the College if he/she is found guilty of misconduct/indiscipline/ragging.
- 4) The security deposit will lapse if a student does not apply for refund of security within one year of leaving the college.
- 5) 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.
- 6) 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.
- 7) No tuition fee is charged from the Bonafide Himachali girls students, subject to production of H. P. Bonafide Certificate at the time of admission.
- 8) Students having more that 40% disability are exempted from tuition fee.
- 9) Migration Fee: Rs. 500/-.

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## DETAIL OF FEE STRUCTURE

General Fee Annual Fund	B.A./B. Com., I, II & III In Rupees
Admission Fee (Late Admission Fee Rs. 10 Per day)	25
Tuition Fee	300
Univ. Regd. Fee a) within State	220
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	50
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)	
Music Practical	180 Annual
Commerce Practical	180 Annual
Mathematics	180 Annual
Physics Practical	240 Annual
Chemistry Practical	240 Annual
Botany Practical	240 Annual
Zoology Practical	240 Annual
For General Category	250
For IRDP/BPL (Latest certificate to be submitted)	125
Student Aid Fund	2

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

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## 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.

## READMISSION FEE :-

The details regarding readmission fee is as follows :-

1. First time Rs. 100
2. Second time Rs.200

**Note :-** No student will be readmitted for the third time in the session.

## SCHOLARSHIP :-

The different scholarships offered for students are :-

- i) IRDP scholarship
- ii) SC ,ST scholarships for students with family income less than Rs. 2,50,000
- iii) Scholarship for OBC students with family income less than Rs. 1,00,000
- iv) Kalpana chawla chhatravriti Yojna (Rs.15,000 p.a) offered to meritorious girl students of HPBOSE
- v) Dr. Ambedkar Medhavi Chhatravriti Yojna for EBS Students of General Category (Income Less Than 1 Lac).
- vi) Lala Jogdish Chand Mahajan Memorial Scholarship. Stared by Sh. Sanjeev Mahajan, a local resident of Nagrota Surian in the memory of his father Late Sh. Lala Jagdish Chand Mahajan.

## LEAVE RULES :-

### 1. General leave rules :-

- a. 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.
- b. A tutor can recommended leave upto 6 days; for longer duration i.e. upto 10 days, a student must get the application signed by the Senior Tutor.
- c. Leave during House Examination/Class Test will be sanctioned only by the Principal on the recommendation of the Senior Tutor.
- d. Leave for sickness must be accompanied by a medical certificate.

# PROSPECTUS

## 2. 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 In-charge, prior proceeding to the event.

## RED RIBBON CLUB :-

In order to raise awareness level regarding the dreaded disease AIDS the college has Red Ribbon Club. The Red Ribbon Club as 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 : HALDOON :-

The inaugural issue of the college magazine named "Haldoon" would be published in 2017. It would provide an expression to the creative talent of our students. The magazine would have four sections, each section edited by a member of the staff and assisted by a 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 examinations.

## CULTURAL/CO-CURRICULAR ACTIVITIES :-

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

### Note:-

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

## NSS :-

A unit of NSS comprising 50 students has been started in the college since September 2016.

## 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 toward P.T.A. fund at the time of admission. The PTA body is constituted by the parents of bonafide students of the college either through election or unanimously.

# PROSPECTUS

## 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, 2017 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. Elections are held on indirect basis as per the academic performance of the students and also strictly as per the guidelines of Himachal Pradesh University.

## 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.
    - a) 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.
    - b. Anybody found guilty of writing obscene language, words on blackboard, walls or furniture of the college.
    - c. Aimlessly loitering in the verandas, making noise or attempting to disturb classes.
    - d. Smoking or consumption of alcohol/drugs etc. in the college campus is strictly prohibited.
    - e. Bringing unwanted outsider persons to the campus or sitting unnecessary on the passage to the campus.
    - f. Pasting posters on the walls or notices on the Notice Board without Principal's permission.
    - g. Mobile phone should be on switch off mode in classes and on silent mode outside classes/college campus.
- Indiscipline on campus will not be tolerated.

# PROSPECTUS

2. Students 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-ever demanded 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.

## ROSTER FOR ADMISSION AND RESERVATION :-

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

1	26SC	51	76	101
2	27ST	52 SC	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	

# PROSPECTUS

Abbreviations used: SC: Schedule Casts, ST: Schedule 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%)		

## INSTITUTIONAL CALENDER : 2017-18 :-

1.	Submission of Admission form	16-06-2017 to 23-06-2017
2.	Display of merit List	24-06-2017 to 27-06-2017
3.	Fee deposit and display of second merit list and final fee deposit	28-06-2017 to 30-06-2017
4.	Regular teaching of I, III and V semester	1-07-2017 to 12-10-2017
5.	Meeting of Parents Teacher Association (PTA)	6 August, 2017
6.	Mid-Term examination	24 August 2017
7.	Teachers Day celebration	05-September 2017
8.	Hindi DIVAS	14 September 2017
9.	End-Semester-Examination	13-10-2017 to 12-11-2017
10.	Admission to II, IV and VI Semester (Roll on N. Basis)	10 Nov onwards
11.	Regular teaching of II, IV and VI semester and 5-02-2018 to 10-04-2018	13-11-2017 to 20-12-2017
12.	Annual Athletic Meet	Last Week of Nov. 2017
13.	CSCA Cultural function	Second week of Dec. 2017
14.	Winter Vacation	01-01-2018 to 04-02-2018
15.	Mid-Term Examination	25 Feb. 2018
16.	Annual Prize Distribution Function	Last week of March 2018
17.	Diwali break	Two days after Diwali
18.	End Semester Exam	11-04-2018 to 10-05-2018
<b>Note :-</b> Roll on admission and fee		As per schedule give above

**Deposit for III and V Semester :-**

- BA III and V Semester
- B. Com III and V Semester

# PROSPECTUS

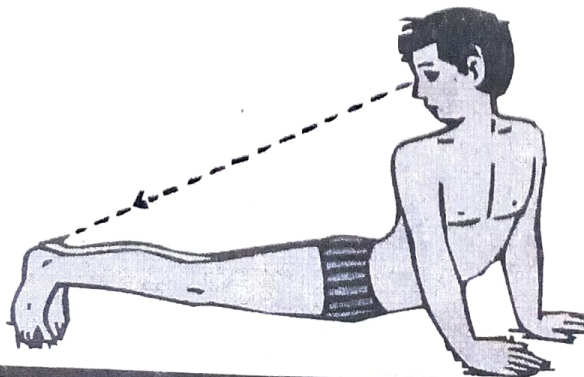
(Calendar is Tentative)

## 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 :-
  - a. Imprisonment, fine or both.
  - b. Expulsion from the institution, suspension from the institution or class for a limited period or fine with a public apology.
  - c. Withholding scholarship or other benefits.
  - d. Debarring from representation in events.
  - e. Withholding of results.
  - f. Suspension or expulsion from hostel or mess and the like.
4. If the individual committing or abetting ragging are not identified, collective punishment shall be resorted to.
5. 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.
6. 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.





**First Outgoing Batch of  
Govt. Degree College, Nagrota Surian**

**Session : 2014 - 2017**