Lal Bahadur Shastri Govt.College Saraswati Nagar, Distt.Shimla,H.P.-171206

Prospectus

Session 2025-26

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CALENDAR OF ACTIVITIES

Admission Schedule	Online, as per Schedule posted on college website (1st June to 19th June 2025
Orientation of 1st Year Students	First week of Teaching
Change of subject/faculty	First week of regular Teaching
Van Mahotsav	August 2025
Address by Principal	1st week of August 2025
Cleanliness Drive (Eco Club)	August 2025
International Youth Day	12th August 2025
Online / Offline Quiz on General English	12th August 2025
Independence Day	15th August 2025
Enrollment of NCC, NSS and Rovers & Rangers	Up to 31st August 2025
Date of CSCA Elections	As fixed by HPU Shimla
PTA General House Meeting	4th week of August 2025
Teacher's day	5th September,2025
Academic Committee Quiz / Debate/ Declamation/Painting/Photography etc. Contests	September 2025
Commerce Society Function	2nd week of September
Hindi Diwas	14th September 2025
World Ozone Day	16th September 2025
Essay writing and poetry recitation, article writing (Literary Society.)	16th September 2025
NSS Day	24th September 2025
World Tourism Day	27th September 2025
Gandhi Jayanti Celebrations	2nd October2025
English Literary Fest	14th October2025
Chemistry Week	October 2025
Tourism/Departmental Field Trip	October 2025
Green Diwali Campaign	October 2025
Academic Committee PPT presentation by students	November 2025
Diwali Break	As Notified by Govt.
Constitution Day	26th November 2025
Industrial Visit(Commerce Dept.)	Last week of November
World AIDS Day	1st December 2025
Human Rights Day	10th December2025
Anti Drugs Campaign	December 2025
Field Trip (Geography Dept.)	December 2025

Mid Term Examination	1st week of December 2025.
NSS 7days Special Camp	3rd week of December 2025
Annual Athletic Meet	29th November 2025
Academic Committee Essay Writing Competition	February 2026
National Science Day	28th Feb. 2026
International Women's Day	8th March 2026
Annual Prize Distribution Function	12th March 2026
HPU Annual Practical Examination	1th March to 15th March 2026
HPU Annual Theory Examination	1stApril-14th May2026

Vacation Schedule:

1.Winter Vacation	1st January to 4th February 2026

(NOTE: Dates /Rules are subject to change, depending upon the latest instructions received from H.P. Govt./ H.P.U., Shimla.)

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1. INTRODUCTION

Lal Bahadur Shastri Government College Saraswati Nagar is situated at a distance of about 100 km. from the capital city of Shimla near famous Hateshwari temple in Jubbal Tehsil of district Shimla. It is located in a valley formed by river Pabbar and is surrounded by scenic beauty of small hills and apple orchards.

The college was established in the year 1986 and offers courses in the Faculty of Arts (12 departments), Faculty of Sciences (Medical and Non-Medical streams), Faculty of Commerce and B.C.A. The college building comprises of spacious class rooms, well equipped and spacious science laboratories, fully equipped seminar room, smart classrooms, English Language and Career Aptitude lab, an examination hall, girl's common room, various indoor and outdoor sports facilities, a gymnasium, well stocked library, which subscribes to several newspapers and periodicals. The college also provides hostel facility to the girl students who come from far flung areas to fulfill their dream of quality education.

The college has a well-qualified, experienced and committed teaching staff in the faculties of Humanities, Science, Commerce and BCA. To develop overall personality of students, the college has NCC, NSS, Rovers & Rangers units and various societies and clubs. In addition to this, the college has a big play ground for outdoor sports activities, outdoor stage for extracurricular activities.

The information and Technology Department, H.P. during the year 2008-09 has established a Computer Lab., comprising of 30 latest computers in the College. With the establishment of this lab, the students of the college are being enormously benefitted not only in acquiring latest information and knowledge but also in acquiring the skills in handling the computers at their doorsteps. Besides two more computer labs, one for BCA and another for Computer application are functional in the college. A language lab was also established in the year 2017. Seminar room has been given a facelift with advanced teaching–learning tools i.e. smart class rooms have been installed.

To meet the future challenges thrown up by the process of globalization and privatization, the Government has approved BCA under self financing scheme and two Add-on Courses, i.e. Marketing Management & Computer Applications. The college has been running these course successfully since2011-12.TheBCA is a fully fledged degree course whereas the Add-on Courses can be pursued by the college students along with their regular bachelor degree courses.

The college is a co-educational Institution where students come from far-flung areas of not only Jubbal Tehsil but also from the adjoining areas of Uttarakhand to pursue their dreams. The students are innocent, hard working and respectful. The student strength shows an increase every Year due to introduction of new courses and additional facilities that are added every year in the college. Post graduation in the subjects of History and Political Science was started in year2019 and B VOC. , MA Hindi, English and M Com was started in the year 2023-24.

2. Teaching Staff

Faculty of ARTS

❖ **Department of English**
1. Dr. Monika Raina (Asst. Prof.)
2. Prof. Vijay Laxmi (Asst.Prof.)
3. Prof. Priyanka (Asst. Prof.)
4. Vacant

❖ **Department of Hindi**
1. Dr. Yogita Bandta
2. Dr. ND Bhardwaj

❖ **Department of History**
1. Prof. Pawan Kumar (Asst.Prof.)
2. Vacant

❖ **Department of Music**
1. Dr. Sumitra Chauhan(I) (Asst.Prof.)
2. Dr. Rohit Mokta (V) (Asst.Prof.)

❖ **Department of Physical Education**
1. Vacant

❖ **Department of Political Science**
1. Prof. Preeti Panta Chhatti (Asst.Prof.)
2. Dr. Sanjeev Kumar (Asst. Prof.)

❖ **Department of Geography**
1. Prof. Kailash Chauhan (Asst.Prof.)

❖ **Department of Public Administration**
1. Prof. Diksha Chauhan (Asst. Prof.)

❖ **Department of Sanskrit**
1. Dr. Naresh Kumar (Astt. Prof.)

❖ **Department of Economics**
1. Prof. Punit Kumar (Asst. Prof.)

❖ **Department of Philosophy**
1. Vacant

❖ **Department of Sociology**
1. Vacant

Faculty of Commerce

1. Dr. Sandeep Kumar (Asst. Prof.)
2. Prof. Manmohan Verma (Asst. Prof.)
3. Prof. Diksha Chauhan (Asst. Prof.)

Faculty of Sciences

❖ **Department of Mathematics**
1. Prof. Goverdhan Kumar Chauhan (Astt. Prof.)

❖ **Department of Chemistry**
1. Dr. Lok Raj Sharma (Asst.Prof.)
2. Dr. Shallu Dogra Sharma (Asst. Prof.)

❖ **Department of Zoology**
1. Dr. Punam Chauhan (Asst. Prof.)

❖ **Department of Botany**
1. Prof. Shefali Thanta (Asst. Prof.)
2. Vacant

❖ **Department of Physics**
1. Dr. Radha Raman Gautam

❖ **Library Staff**
1. Librarian Vacant
2. Smt. Nirdosh Pathania (Asst. Lib.)
3. JOA (IT) Library Vacant

3. NON-TEACHINGSTAFF

❖ OFFICE STAFF

1. Supdt. Gr-I Vacant
2. Supdt.Gr. II- Vacant
3. Sh.Yashwant Dulta (Sr.Asst.)
4. Sh. Kamlesh Kumar (Clerk)
5. Clerk (Vacant 2)

❖ LABORATORY STAFF

1. Sh.Anil Kumar Negi SLA
2. Sh. Raj Paul SLA
3. Sh. Bhopinder Singh JLA
4. Vacant (JLA)
5. Smt. Sunita LA

❖ CLASS-IV STAFF

1. Sh. Bharat Singh Sethi Peon-Cum- Chowkidar
2. Smt.Tara Devi -do-
3. Smt. Sumitra Devi -do-
4. Smt. Usha Devi -do-
5. Smt. Sharda Devi - do-
6. Smt. Guddi Devi -do-
7. Smt. Kiran Lata -do-
8. Ms. Asha Sharma -do-
9. Sh. Sandeep Kumar Daily wage

COMMITTEES FOR THE SESSION 2025-26

- **Dean Students' Welfare**
  Dr. Sumitra Chauhan
- **Dean of Studies**
  Dr. Monika Raina
- **Dean Students' Admission/ Results**
  Dr. Lok Raj Sharma
- **RUSA Coordinator**
  Dr. Monika Raina
- **Bursar**
  Dr. Sandeep Kumar
- **Hostel Warden**
  Prof. Vijay Laxmi
- **NCC In-charge**
  Dr. Rohit Mokta (ANO)
- **NSS Programme Officers**
  1. Prof. Pawan Kumar Unit-I
  2. Prof. Preeti Panta ChhattiUnit-II
  3. Mr.Yaswant Dulta
- **Rovers & Rangers**
  1. Prof. Punit : Rover Leader
  2. Prof. Priyanka : Ranger Leader
  3. Mr. Yashwant Dulta

- **College/RUSA/CSCA Advisory Committee**
  1. Dr. Sumitra Chauhan Convenor
  2. Dr.Monika Raina
  3. Dr. Lok Raj Sharma
  4. Prof. Pawan Kumar
  5. Dr. Yogita Bandta
  6. Prof. Goverdhan K Chauhan
  7. Supdt Gr-I
- **Disciplinary Committee**
  1. Dr. Lok Raj Sharma Convenor
  2. Prof. Kailash Chauhan
  3. Dr. Sanjeev Kumar
  4. Prof.Man MohanVerma
  5. Dr. ND Bhardwaj
  6. Prof. Diksha Chauhan ©
  7. Supdt Gr-I
- **Anti Ragging Committee**
  1. Dr. Yogita Bandta Convenor
  2. Prof. Preeti Panta Chhatti
  3. Dr. Sandeep Kumar
  4. Dr. ND Bhardwaj
  5. Supdt. Gr-I
  6. Sh.Anil Kumar Negi
  7. CSCA President
  8. NSS President(Boys & Girls)
  9. NCC SUO(Boys& Girls)
  10. Best Sports person(Boys & Girls)

11. PTA President
12. PTA Vice President
13. SHO Jubbal

❖ **Anti-Drugs Committee**

1. Dr. Sumitra Chauhan
2. Dr. Shallu Dogra Sharma
3. Prof. Priyanka
4. Dr. Naresh Kumar
5. PTA President
6. Student Nominees
7. SHO Jubbal

❖ **College Development Committee**

1. Prof. Pawan Kumar Convenor
2. Dr. Sanjeev Kumar
3. Supdt Gr-I
4. Sh.Yashwant Dulta

❖ **Health Mind Cell/ Medical AID Committee**

1. Dr.Punam Chauhan
2. Prof. Vijay Laxmi
3. Dr. Shallu Dogra Sharma
4. Sh.Anil Kumar
5. Smt. Sharda Devi

❖ **Library Committee**

1. Prof. Vijay Laxmi
2. Prof. Kailash Chauhan
3. Prof.Man MohanVerma
4. Prof. Priyanka
5. Dr, Naresh Kumar
6. Prof. Shefali Thanta

❖ **Canteen Committee**

1. Prof. Monika Raina Convenor
2. Dr. Shallu Dogra Sharma
3. Dr. Naresh Kumar
4. Supdt.Gr-I

❖ **College Magazine Committee**

1. Dr. Yogita Bandta:Editor-in-Chief
2. Dr. Naresh Kumar: Sanskrit Section
3. Dr. ND Bhardwaj: Hindi Section
4. Prof.Vijay Laxmi :-English Section
5. Dr. Punam Chauhan: Science Section
6. Dr . Sumitra Chauahan : Pahari Section
7. Prof. Diksha Chauhan :Commerce & Planning Section
8. Mrs. Ranjna Dilta :BCA Section

❖ **College Purchase Committee**

1. Prof. Goverdhan Kumar Chauhan
2. Prof. Kailash Chauahn
3. Dr. Sanjeev Kumar

4. Dr.Radha Raman Gautam
5. Smt.Roshani Chauhan Supdt.Gr-II
6. Sh.Anil Kumar Negi

❖ **Career Guidance and Student Welfare**

1. Dr. Lok Raj Sharma Convenor
2. Dr. Sanjeev Kumar
3. Dr. Punam Chauhan
4. Prof. Diksha Chauhan
5. Mrs. Shiwani
6. Mr. Kush Bhardwaj
7. Mr. Munish Jhouta

❖ **Bus Pass Attestation Committee**

1. Prof.Vijay Laxmi
2. Dr. Sanjeev Kumar

❖ **Time Table Committee**

1. Prof. Goverdhan Kumar Chauhan
2. Dr. Sandeep Kumar
3. Dr. Radha Raman Gautam

❖ **Result Compilation Committee**

Arts

1. Prof.Vijay Laxmi
2. Dr. Naresh Kumar
3. Prof. Punit

Science

Prof. Shefali Thanta

Commerce/BCA

1. Prof. Diksha Chauhan (C)
2. Ms. Shwani Rawat

❖ **UGC Committee**

1. Dr. Monika Raina
2. Dr. Radha Raman Gautam
3. Prof. Punit
4. Mr. Yashwant Dulta

❖ **Building Fund Committee**

1. Prof.Pawan Kumar
2. Dr. Sanjeev Kumar
3. Dr. Rohit Mokta
4. Dr. ND Bhardwaj
5. Sh. Mukesh Pathik Supdt. Gr-I
6. Prof.Balwant Singh Chauhan(Retd. Principal)
7. Pradhan Local Panchayat
8. CSCA President
9. PTA President

❖ Cultural Committee

1. Dr. Sumitra Chauhan
2. Dr. Rohit Mokta
3. Prof. Diksha Chauhan (Pub.Adm)

❖ Hostel Committee

1. Prof. Preeti Panta Chhati Convenor
2. Prof.Vijay Laxmi
3. Prof. Shefali Thanta
4. Supdt Gr-I
5. Sh.Yashwant Dulta

❖ Academic Committe

1. Dr. Monika Raina
2. Prof. Man Mohan Verma
3. Dr. Naresh
4. Prof. Priyanka
5. Prof. Diksha Chauhan (Pub. Admn.)
6. Prof. Shefali Thanta
7. Mrs. Shivani

IQAC

1. Dr. P.P.Chauhan Principal (President)
2. Prof. Goverdhan Chauhan (Co-ordinator)
3. Dr. Yogita Bandta
4. Dr.Punam Chauhan
5. Prof.Kailash Chauhan
6. Dr.. Sandeep Kumar
7. Dr.Radha Raman Gautam
8. Dr.Shallu Dogra Sharma
9. Supdt.Gr-I (Administrative Officer)
10. Sh. Balwant Singh Chauhan (Retired Principal)
11. Sh. Lokinder Bisht President (Progressive Growers' Association)
12. Office bearers CSCA (4)

❖ ICC/ Women Redressal Cum Sexual Harassment Committee

1. Dr. Monika Raina Convenor
2. Prof. Pawan Kumar
3. Prof.Preeti Panta Chhatti
4. Dr. Sanjeev Kumar
5. Dr.Shallu Dogra Sharma
6. Prof. Diksha Chauhan (Pub.Adm)
7. Prof. Shefali Thanta
8. Prof. Diksha Chauhan (C)
9. Mrs. Ranjana Dilta
10. Smt.Nirdosh Pathania Asstt. Lib.
11. Supdt. Gr-I
12. Smt. Sharda Devi Class IV

❖ **"Hatkeshwari" Society**

1. Dr.P.P.Chauhan Principal (President)
2. Dr. Sumitra Chauhan
3. Dr. Lok Raj Sharma Member Secretary
4. Prof. Pawan Kumar
5. Dr.Yogita Bandta
6. Supdt Gr-I
7. Sh. Balwant Singh Chauhan (Rtd. Principal)

❖ **NEP Committee**

1. Dr. Monika Raina Nodal officer
2. Prof. Man Mohan Verma
3. Dr. Radha Raman Gautam
4. Ms. Shivani Rawat

❖ **Energy Club**

1. Dr.P.P.Chauhan Principal (Patron)
2. Prof. Goverdhan Chauhan Member
3. Dr. Lok Raj Sharma Member Secretary
4. Dr. Naresh Kumar
5. Student leader

❖ **Red Ribbon Club**

1. Dr.Punam Chauhan

❖ **Eco Club**

1. Dr. Punam Chauhan
2. Prof. Shefali Thanta

❖ **Yuva Tourism Club**

1. Prof. Kailash Chauhan
2. Student nominee(4 members)

❖ **Prahari Club**

1. Prof. Preeti Panta Chhatti Convenor
2. Prof.Vijay Laxmi
3. Dr. Rohit Mokta
4. Prof. Punit
5. Student nominee NSS
6. Student nominee NCC
7. Student nominee R&R

❖ **Road Safety Club**

8. Prof. Pawan Kumar Convenor
9. Prof. Diksha Kumari (Pub.Adm.)
10. Prof. Priyanka
11. Sh. Kamlesh Kumar
12. Smt. Sunita Devi
13. Student Nominees (NCC/NCC/R&R)

5. ADMISSION COMMITTEES FOR THE SESSION2025-26

- **Dean Students' Admission**
  Dr. Lok Raj Sharma

- **B.A.I Year**
  1. Prof. Pawan Kumar Convenor
  2. Prof. Preeti Panta Chhatti
  3. Prof. Vijay Laxmi
  4. Prof. Kailash Chauhan
  5. Prof. Punit Kumar

- **B.A.II Year**
  1. Dr. Rohit Mokta Convenor
  2. Prof. Priyanka
  3. Dr. ND Bhardwaj

- **BA. III Year**
  1. Dr, Yogita Bandtha Convenor
  2. Dr. Naresh
  3. Prof. Diksha Chauhan

- **BSc.**
  1. Dr. Punam Chauhan Convenor
  2. Dr. Shallu Dogra Sharma
  3. Prof . Shefali Thanta

- **BCom**
  1. Prof. Sandeep Kumar Convenor
  2. Prof. Diksha Chauhan

- **BCA**
  1. Dr. Radha Raman Gautam Convenor
  2. Smt. Ranjana Dilta
  3. Ms. Shiwani Rawat
  4. Mr. Vishal Kumar

- **B Voc.**
  1. Prof. Man Mohan Verma Convenor
  2. Mrs. Neha Malokta
  3. Mrs. Meera Verma

- **PG Courses**
  1. Prof. Pawan Kumar
  2. Prof. Preeti Panta Chhatti
  3. Dr. Sanjeev Kumar

5. Admission Procedure

Any student interested in seeking admission must pay Prospectus-cum-Admission Form fee through online mode. After going through the prospectus and admission form, he/she should follow the steps given below:

Step-1: Fill in the application form online. Upload all necessary documents with admission form.

Step-2:

Bring your father/guardian along and present yourself before the Admission Committee whenever asked to do so to get the form checked and recommended.

Step-3: Present yourself before scrutiny committee.

Step-4: Go to the Principal's office and present yourself before the Principal for his/her final approval.

Step-5: If the Principal approves your admission, then deposit the fee on the same date through online mode.

Note: The admission process has been Converted to online mode only

6. DOCUMENTS REQUIRED

The candidate will submit hard copy of application form along with the relevant documents as detailed below (For 1st Year only):

1. **Board/University Certificates**: Two copies of certificates of Matriculation onwards examination already passed are to be submitted while the original certificates are to be shown for verification. If the Board/University has not issued any particular certificate, provisional certificate from the head of the institution last attended will be acceptable, provided it gives the detailed marks and proof of date of birth.

2. **Fresh entrants must submit copies of following certificates along with above mentioned documents**

(a)School leaving certificate (b)Character certificate in original

(c) **Migration certificate in original and one photo stated copy by all the candidates migrating from outside Himachal Pradesh.** In case the eligibility of such candidates is doubtful, he/she can be asked to bring equivalent certificate or eligibility certificate for admission to the desired class.

(d) **SC/ST/OBC/IRDP candidates must attach an attested copy of their category certificate** and IRDP candidates should attach certificate showing the profession of the father and income from all sources. The original certificate issued by Magistrate Class-I or Tehsildar must be shown at the time of admission.

(e) **Bonafide Himachali Certificate issued by Magistrate Class-I or Tehsildar must be shown at the time of admission by a girl student in order to get fee concession**.

(f) **Aadhar Card UID/EID is compulsory for all students.**

3. **Candidates having a gap are required to submit an affidavit**, duly attested by Magistrate Class-I, stating the facts/reasons responsible for the discontinuation of their studies. In case of false affidavit, the candidate's admission will be cancelled and legal action will be taken against him/her.

4. **The old continuing students** of the college need not submit character certificate. In case the student seeking admission has passed the last examination as private candidate, he/she will produce a character certificate from a gazetted officer. This certificate should not be more than three months old.

7. ELIGIBILITY CONDITIONS FOR ADMISSION

The college is running all the three faculties of Science, Commerce and Humanities. The students may seek admission in any of the three streams, provided they fulfill the following minimum eligibility conditions.

Minimum Eligibility Conditions for Admission to B.A. / B.Sc. /B.Com.:

B.A.-I (Pass Course): 33% in 10+2. Provided those students seeking admission to B.A.-I with Mathematics as one of the subject of study, should have obtained at least 45% marks in aggregate or 45% marks in Mathematics at 10+2 level.

B.Sc.-I (Pass Course): 45% in 10+2 in four written subjects (including English) with Physics, Chemistry, Mathematics/Biology. For those who opt for Medical Group, Biology at 10+2 is compulsory.

B.Com.-I (Pass Course) : 45% in 10+2 in four written subjects (including English) with Mathematics/Economics as compulsory subject at 10+2 level, vocational (45%) with commerce subjects. (40% in 10+2 for those students who have passed 10+2 under Commerce Stream). In case of girl student, 33% in 10+2 are required. The Academic council/Executive council vide Item No. 30 (19) of its meeting held on 6-7-98 clarified that the students coming from vocational streams can be given admission to B.A./B.Sc./B.Com.-I without having
Maths/Economics and Maths/Biology as the case may be as one of the compulsory subject at +2 level with the requisite minimum pass percentage as prescribed for admission to B. A./ B.Sc./B. Com. – Ist year (pass course) under ordinance 1.4 (as amended) .

Note :
Age: No student shall be admitted who has attained the age of **23 years (25 years for girls students only**) on 1st July of the year concerned. **The upper age limit will be raised by three years in case the student belongs to SC/ST category. The Principal, however can use his discretion to provisionally grant age relaxation up to maximum of 3months.**

In addition to eligibility conditions mentioned above, the student should also satisfy the following conditions for admission to B.A./B.Sc./B.Com.

1) A student should have passed 10+2 class from H.P. Board of School Education under 10+2+3 system or any other equivalent examination recognized by the H.P. University.

2) The student of **National Open School**, who has passed all the five subjects by securing requisite marks will be admitted. There is **no provision of admission to the compartment cases of National Open School.**

a) Admission to Add on Courses

1 Student should be a **Bonafide student** of the college.

2 Student from any stream can join Add- on course in computer application.

3 Add on course in Marketing & Management will be compulsory for B.Com Students and optional for any other student.

4 Fee structure is as per Govt. of H. P. notification.

5 It is mandatory for a student having more than 60% marks in XII class to opt for one of the Add-on-Courses.

b) Admission to B.A./B.Com./B.Sc. I, II & III year

1. Students will be admitted on roll on basis within the prescribed dates of admission. However their admissions will be regularized after the declaration of results of their respective classes.

2. Migration cases can also be considered provided they fulfill all conditions mentioned above.

3. Failed or compartment cases of 3rd year are not eligible for re-admission. They can appear as private or late college students.

8. CHOOSING PROGRAMME/STUDY COURSES : (132 FOR BACHELORS (PASS COURSE) CREDIT HOURS)

The students have the option to go for Bachelors (pass) degree only. He/she will choose only two subjects that he/she will be studying from the subject groups given below.

a) B.A.

GROUP I

Hindi, Sanskrit, Economics, History, Sociology

GROUP II

Physical Education, Geography, Music(V), Music (I), Philosophy.

GROUP III

Public Administration, English, Maths, Political Science.

b) B.Sc.

Physics , Chemistry, Botany, Zoology, Mathematics.

c) B.Com.

Commerce

The CBCS System (Earning Credits): The implementation of CBCS will depend on the Notification released by University from time to time.

For update please visit college website. www.lbsgcsnagar.edu.in

Outline of Choice Based Credit System:

1. **Core Course:(Discipline Specific Course I, 12 papers)** . The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course: (Discipline Specific Course II, 12 papers).**Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

3. **Core Compulsory Courses:**
   1. English (In 1st Year and 2nd Year only)
   2. Hindi/ Skt.(In 1st Year and 2nd Year only)

4. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds:
   (a). Ability Enhancement Compulsory Courses (AECC)
   (b). Skill Enhancement Courses (SEC).

Ability Enhancement Compulsory Courses (AECC):

(i) Environmental Science (1st Year only)

(ii) English /Hindi /MIL Communication.(1st year only)

5. **Skill Enhancement Courses:** (SEC) (4 for regular courses each 2nd& 3rd Year): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category is suggestive in nature and each

University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

6. **Discipline Specific Elective (DSE) Course:** Core course offered in 3rd year of degree under the main discipline/subject of study is referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
7. **Generic Elective (GE) Course: (**2 each for B.A./B.Com. regular courses in 3rd year only)): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need. P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

8. **Practical/tutorials** (One each with every core and discipline/generic specific elective paper):

The list of practical provided is suggestive in nature and each university has the freedom toadd/subtract/edit practical from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

9. **Dissertation/Project***: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

Introducing Research Component in Under-Graduate Courses.

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Implementation:

1. The above given CBCS has been implemented by the University from 2019-20 onwards..
2. Credit score earned by a student for any elective paper has to be included in the student's overall score tally irrespective of whether the paper is offered by the parent university (degree awarding university/institute) or not in case of students migrating to other University.
3. For the introduction of AE Courses, they are divided into two categories:

   a) **AE Compulsory Courses**: The universities participating in CBCS system have common curriculum for these papers. They are to be one paper each in the 1st two semesters viz.

   (i) English/Hindi/MIL Communication, (ii) Environmental Science.

   b) Skill Enhancement Courses

4. The college will plan the number of seats per elective paper as per the facility and infrastructure available. An undergraduate degree in Science disciplines will be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above respectively.

5. An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core compulsory papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Electives papers.

6. For the purpose of computation of work-load the following mechanism will be adopted:

   i) 1 Credit=1 Theory period of one hour duration.

   ii) 1 Credit=1 Tutorial period of one hour duration.

   iii) 1 Credit=1 Practical period of two hour duration

7. The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in the syllabus designed by University available on its website or as given in next two pages.

Details of Courses Under Undergraduate (B.Sc.)

Course	**Credits*	
	Theory+ Practical	**Theory +Tutorials**
Core Course(6Credits)	**12X4= 48**	**12X5=60 (12papers)**
04 Courses from each of the 03 disciplines of choice		
Core Course Practical/Tutorial*	**12X2=24**	**12X1=12**
(12 Practical/Tutorials*) 04 Courses from each of the 03 Disciplines of choice		
I. Elective Course (6Credits)	**6X4=24**	**6X5=30**
(6Papers) Two papers from each discipline of choice including paper of interdisciplinary nature.		
Elective Course Practical/ Tutorials*/Tutorials*)	**6 X 2=12**	**6X1=6 (6 Practical**
Two Papers from each discipline of choice including paper of interdisciplinary nature Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in B.Sc. 3rd Year.		
Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses(AECC) (2 Papers of 4credits each) Environmental Science English/Hindi/MIL Communication	**2 X 4=8**	**2X4=8**
2. Skill Enhancement Courses(SEC) (4 Papers of 4 credits each)	**4 X 4=16**	**4 X 4=16**
Total credit=132		**Total credit=132**

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own. *wherever there is practical there will be no tutorials and vice -versa

Details of Courses Under Undergraduate Program(B.A. / B.Com.)

Sr. No	*Course*	*Year*	**Credits*
		1st Year	
1.	**DSC IA&I B**	Discipline Specific Core	**6+6=12**
2.	**DSC II A&II B**	Discipline Specific Core	6+6=12
3.	***English Compulsory***	***Core (Compulsory)***	***6***
4.	***Hindi/Skt.(Compulsory)***	***Core (Compulsory)***	***6***
5.	***Environmental Science***	***AECC***	***4***
6.	***English / Hindi /Skt.***	***AECC***	***4***
		2nd Year	
7.	**DSC I C&ID**	**Discipline Specific Core**	**6+6=12**
8.	**DSC II C &IID**	**Discipline Specific Core**	**6+6=12**
9.	**English Compulsory**	**Core (Compulsory)**	**6**
10.	**Hindi/Skt.(Compulsory)**	**Core (Compulsory)**	**6**
11.	**SEC I**	**Skill Enhancement Course**	**4**
12.	**SEC II**	**Skill Enhancement Course**	**4**
		3rd Year	
13.	**DSEI A &IB**	**Discipline Specific Elective**	**6+6=12**
14.	**DSE II A&II B**	**Discipline Specific Elective**	**6+6=12**
15.	**Generic Electric I**	**Core (Compulsory)**	**6**
16.	**Generic Electric II**	**Core (Compulsory)**	**6**
17.	**SEC I**	**Skill Enhancement Course**	**4**
18.	**SEC II**	**Skill Enhancement Course**	**4**
			Total =132

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own wherever there is a practical there will be no tutorial and vice-versa .

There shall be no private or other category of students and shall be eligible for degree either through regular mode or through distance education mode.

Students Course-wise Assessment and Evaluation

All courses (Compulsory, Core, Elective, and Ability Enhancement Course) involve an evaluation system of students that has the following two components:-

(i) Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course; and

(ii) End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

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).

b) Classroom Attendance Incentive: The incentive for the classroom attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:

>75%but< 80%	1 marks
>81%but<85%	2 marks
>86%but<90%	3 marks
>91%but< 95%	4 marks
>96%	5 marks

c) **Mid-Term (Minor) Test**: one Mid Term Test will be conducted on the completion of 2/3 of syllabus. Each of these mid-term tests will be for 15marks.

d) **Seminar/Assignment/ Term Paper**: The remaining 10 marks of the CCA will be awarded on the basis of seminar/ assignment I term paper etc. that the course gives to the students. teacher might

NOTE: Only those students shall be allowed to appear in the ESE who have been successful in CCA

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.

A candidate who does not pass the examination (ESE) in any course(s) or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s)' ESE in the subsequent ESE to be held in the following October / November or April/May as the case may be.

The registration for the ESE will be done at the time of the enrollment for the course at the beginning of the semester. The fee for the ESE will also be collected at that time as decided by the university from time to time.

If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit shall be deemed to have 'dropped the course. However such candidate, on his /her written request to be made immediately, can be permitted to redo the missed semester after completing I the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course

including CCA and ESE.

The information given above is general in nature, for exact and exhaustive details the students are advised to go through the CBCS regulations available with the admission committees, in the college Library and on the Himachal Pradesh University website, www.hpuniv.nic

Note: **To get BA/B.Sc. /BCOM degree as per UGC Notification Students have to compulsory pass EVS Subject as in lieu of instructions passed by Hon'ble Supreme Court of India**.

9. ELIGIBILITY RELAXATION FOR SC/ST/ OBC & EWS STUDENTS

To encourage boys and girls belonging to SC/ST category to go for college education, the following relaxations are available.

i) 15%, 7.5% , 27% and 10% of the total number of seats in each course and class are reserved for SC , ST, OBC & EWS candidates respectively.

ii) Each SC/ST candidates will be given relaxation of 5% marks (in the minimum eligibility requirement) for each course and their merit list will be prepared and announced separately.

iii) SC/ST candidates are also entitled for 3 years relaxation in age limit. If after giving the above noted relaxation, some seats remain vacant; these will be treated as open and will be offered to other students on merit.

Annexure-A

Reservation of seats in the Educational institutions for admission in various courses

Vertical Reservation : (i) SC 22%, (ii) ST 5%, (iii) OBC 15%, (iv) EWS 10%

Horizontal Reservation: (i) Ex Man/Ward of Ex Man=15%, (ii) PH=5%, (iii) WFF=2%, (iv) IRDP=15%

UR=Un reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Sections, IRDP-Integrated Rural Development Programme, PH=Physically Handicapped, WFF- Ward of Freedom Fighter, Ex-Man= Ex Serviceman.

200 POINT ROSTER

Sr. No. of Seat(s)	Category for which the seat(s) remarked	Sr. No. of Seat(s)	Category for which the seat(s) remarked
1	UR- *PH-1*	34	UR
2	UR	35	OBC-5- *IRDP-2*
3	UR	36	UR
4	UR	37	SC-8
5	SC-1	38	EWS-4
6	UR	39	UR
7	UR- *Ex-man-1*	40	ST-2- *Ex-man-6*
8	OBC-1	41	SC-9
9	EWS-1	42	OBC-6
10	SC-2	43	UR
11	UR	44	UR
12	UR	45	UR
13	UR	46	SC-10
14	SC-3- *Ex-man-2*	47	UR- *Ex-man-7*
15	UR	48	UR
16	UR	49	OBC-7- *PH-3*
17	OBC-2	50	SC-11
18	EWS-2	51	UR-*WFF-1*
19	SC-4	52	UR
20	ST-1	53	EWS-5
21	UR- *Ex-man-3*	54	UR- *Ex-man-8*
22	OBC-3	55	SC-9
23	SC-5- *PH-2*	56	OBC-8
24	UR	57	UR
25	UR	58	UR
26	UR	59	EWS-6
27	UR	60	SC-13-*Ex-man-9*
28	SC-6- *IRDP-1*	61	ST-3
29	OBC-4- *Ex-man-4*	62	UR
30	EWS-3	63	OBC-9- *IRDP-3*
31	UR	64	SC-14- *IRDP-4*
32	SC-7	65	UR
33	UR- *Ex-man-5*	66	UR

67	UR	116	UR
68	UR	117	OBC-17
69	SC-15	118	EWS-12
70	EWS-7	119	SC-26
71	UR	120	ST-6
72	OBC-10- *Ex-man-10*	121	UR- *Ex-man-18*
73	SC-16	122	OBC-18
74	UR- *Ex-man-11*	123	SC-27- *PH-7*
75	UR	124	UR
76	UR	125	UR
77	OBC-11	126	UR
78	SC-17	127	UR
79	EWS-8	128	SC-28 - *IRDP-8*
80	ST-4- *IRDP-5*	129	OBC-*19* - *Ex-man-19*
81	UR- *Ex-man-12*	130	EWS-13
82	SC-18	131	UR
83	UR- *PH-4*	132	SC-29
84	OBC-12	133	UR-*Ex-man-20*
85	UR	134	UR
86	UR- *Ex-man-13*	135	OBC-20- *IRDP-9*
87	SC-19	136	UR
88	UR	137	SC-30
89	OBC-13	138	EWS-14
90	EWS-9	139	UR
91	SC-20- *WFF-2*	140	ST-7 - *Ex-man-21*
92	UR	141	SC-31
93	UR-*PH-5*	142	OBC-21
94	UR- *Ex-man-14*	143	UR
95	OBC-14- *IRDP-6*	144	UR
96	SC-21- *IRDP-7*	145	UR
97	EWS-10	146	SC-32
98	ST-5	147	UR- *Ex-man-22*
99	OBC-15	148	UR
100	SC-22- *Ex-man-15*	149	OBC-22- *PH-8*
101	UR- *PH-6*	150	SC-33
102	UR	151	UR- *WFF-3*
103	UR	152	UR
104	UR	153	EWS-15
105	SC-23	154	UR- *Ex-man-23*
106	UR	155	SC-34
107	UR- *Ex-man-16*	156	OBC-23
108	OBC-16	157	UR
109	EWS-11	158	UR
110	SC-24	159	EWS-16
111	UR	160	SC-35 *Ex-man-24*
112	UR	161	ST-8
113	UR	162	UR
114	SC-25 - *Ex-man-17*	163	OBC-24 - *IRDP-10*
115	UR	164	SC-36 - *IRDP -11*

165	UR	183	UR- *PH-9*
166	UR	184	OBC-27
167	UR	185	UR
168	UR	186	UR- *Ex-man-28*
169	SC-37	187	SC-41
170	EWS-17	188	UR
171	UR	189	OBC-28
172	OBC-25- *Ex-man-25*	190	EWS-19
173	SC-38	191	SC-42- *WFF-4*
174	UR- *Ex-man-26*	192	UR
175	UR	193	UR- *PH-10*
176	UR	194	UR- *Ex-man-29*
177	OBC26	195	OBC-29 *-IRDP-13*
178	SC-39	196	SC-43- *IRDP-14*
179	EWS-18	197	EWS-20
180	ST-9- *IRDP-12*	198	ST-10
181	UR- *Ex-man-27*	199	OBC-30
182	SC-40	200	SC-44- *Ex-man-30*

The seats under 200 Point Roster for different categories are as under:-

Category	SC (22%)	ST (5%)	OBC(15%)	General	EWS(10%)	Total
Open	28	06	18	70	20	142
Ex. Man/WES	06	02	04	18	--	30
WFF	02	---	---	02	--	04
IRDP	06	02	06	---	--	14
PH	02	---	02	06	--	10
Total	**44**	**10**	**30**	**96**	**20**	**200**

Horizontal Reservation:

Ex. Serviceman	=15%
Ward of Freedom Fighter	= 2%
IRDP	= 7%
Physically Handicapped	= 5%

Points Earmarked:

Ex Serviceman (15%) :	7, 14, 21, 29, 33, 40, 47, 54, 60, 72, 74, 81, 86, 94, 100, 107, 114, 121, 129, 133, 140, 147, 154, 160, 172, 174, 181, 186, 194, 200
Ward of Freedom Fighter: (2%)	51, 91, 151, 191
IRDP (7%)	28, 35, 63, 64, 80, 95, 96, 128, 135, 163, 164, 180, 195, 196.
Physically Handicapped (5%)	1, 23, 49, 83, 93, 101, 123, 149, 183, 193,

Annexure-B

Modal Roster for Cadre Strength up to 13 points:-

Cadre Strength	Initial	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	UR	SC	UR	UR	OBC	EWS	SC	UR	UR	UR	SC
2	UR	UR	UR	SC	UR	UR	OBC	EWS	SC	UR	UR	UR	SC	
3	UR	UR	SC	UR	UR	OBC	EWS	SC	UR	UR	UR	SC		
4	UR	SC	UR	UR	OBC	EWS	SC	UR	UR	UR	SC			
5	SC	UR	UR	OBC	EWS	SC	UR	UR	UR	SC				
6	UR	UR	OBC	EWS	SC	UR	UR	UR	SC					
7	UR	OBC	EWS	SC	UR	UR	UR	SC						
8	OBC	EWS	SC	UR	UR	UR	SC							
9	EWS	SC	UR	UR	UR	SC								
10	SC	UR	UR	UR	SC									
11	UR	UR	UR	SC										
12	UR	UR	SC											
13	UR	SC												

10. FEE STRUCTURE

ANNUAL CHARGES (NON-REFUNDABLE)

Sr. No.	Fund Name	Amount
1	Admission Fee	Rs. 25.00
2.	Re-admission Fee (1st time)	Rs. 100.00
3.	Re-admission Fee (2nd time)	Rs. 200.00
4.	Late Admission Fee	Rs. 10.00 per day
5.	House Examination Fund	Rs. 80.00
6.	Medical Fund	Rs. 0 6.00
7.	Campus Dev. & Beautification Fund	Rs. 10.00
8.	Book Replacement Fund	Rs. 25.00
9.	Furniture Repair & Replacement Fund	Rs. 10.00
10.	Identity Card	Rs. 20.00
11.	Duplicate Identity Card	Rs. 40.00
12.	Magazine Fund	Rs. 50.00
13.	NCC Fund	Rs. 10-00
14.	Student Aid Fund	Rs. 20.00
15.	Cultural Activity Fund	Rs. 20.00
16.	Library Security(Refundable)	Rs. 100.00
17.	Computer & Internet Facility	Rs. 60.00
18.	Youth Red Cross	Rs. 40-00
19	Misc. (Flag , Student Prg.)	Rs. 100.00
	Total	**Rs.616.00**
University Charges		
1.	University Continuation Fee (For Old Students)	Rs. 10.00
2.	University Youth Welfare Fund	Rs. 15.00
3.	University sports Fund	Rs. 15.00
4.	University Holiday Home Fund	Rs. 1-00
5	University Development Fund	Rs.250.00 (Rs.100 for BPL /IRDP)
	Total	**Rs.291.00 (Rs.141.00 for** BPL /IRDP **)**
Monthly Charges (For full year)		
1	Tuition Fee (only for Boys) @Rs.50/-	Rs. 600.00
2	Amalgamated Fund @Rs.25/-	Rs. 300.00
3.	Sports Fund(Local) @Rs.20/-	Rs.240.00
4.	Building Fund @10/-	Rs.120.00
5.	Rangers and Rovers @Rs.5/-	Rs. 60.00
6.	PTA Fund	Rs.600.00
	Total	**Rs.1920.00**

Practical Fee		
1	Practical Fee for Phy. Chem., Botany, Zoology	Rs. 20.00 / practical/month
2	Practical Fee for Geog., Music,Phy.Edu.	Rs. 15-00 /-practical/Month
3	Practical Fee for Computer (Commerce & Maths)	Rs. 15.00 / - per subject/Month

Note: No tuition fee to be charged from bonafide girls belonging to Himachal Pradesh

Fine Details

Absence from theory period	Rs. 1.00
Absence from practical period	Rs. 3.00
Absence from house examination	Rs. 100.00 per
Paper Library Book Fine per Book per Day	Rs. 2-00
Special fine during absence in college functions Use of Mobile etc.	Rs 100 to Rs.500

Note:

Fees and funds are subject to revision as per the latest Govt. notifications.

Funds once deposited are not refundable in any case. However if a student is allowed casual admission to the college, he/she will have to deposit fee and funds for three months. Students migrating from other colleges will have to deposit full fee and funds.

11. POST GRADUATE COURSES:

Admission to M.A Courses will be done after affiliation to HPU in the following subjects:

1. Political Science
2. History
3. Hindi
4. English
5. M Com.

The minimum qualification prescribed for admission to PG courses and examination leading to degree of the university shall be followed strictly in accordance with HP University ordinance/provisions, rules and regulations notified by HPU from time to time. For Post- graduation classes the maximum age limit is 26 years for boys and 28 years for girls.

Admission to PG classes will be on the basis of the merit list prepared by the HPU. However, the students interested for admission to PG shall have to apply for admission in the college separately. Reservation of Seats (Ordinance 3.14): H.P. University latest seats roster norms will be followed. This reservation policy will be applicable to those, who have passed their qualifying examination from H.P. board of School Education or from any other school located within territorial jurisdiction of Himachal Pradesh or Bonafide of Himachal Pradesh.

FEE STRUCTURE of MA / M Com

Sr. No.	Fund Name	Amount
Annual Charges		
1	Admission Fee	Rs. 25.00
2.	Re-admission Fee (1st time)	Rs. 100.00
3.	Re-admission Fee (2nd time)	Rs. 200.00
4.	Late Admission Fee	Rs. 10.00 per day
5.	House Examination Fund	Rs. 80.00
6.	Medical Fund	Rs. 0 6.00
7	Campus Dev. & Beautification Fund	Rs. 10.00
8.	Book Replacement Fund	Rs. 25.00
9.	Furniture Repair & Replacement Fund	Rs. 10.00
10.	Identity Card	Rs. 20.00
11.	Duplicate Identity Card	Rs. 40.00
12.	Magazine Fund	Rs. 50.00
13.	NCC Fund	Rs. 10-00
14.	Student Aid Fund	Rs. 20.00
15.	Cultural Activity Fund	Rs. 20.00
16.	Library Security(Refundable)	Rs. 100.00
17.	Computer & Internet Facility	Rs. 60.00
18.	Youth Red Cross	Rs. 40-00
19	Misc. (Flag , Student Prg.)	Rs. 100.00
	Total	**Rs.616.00**
University Charges		
1.	Continuation Fee (For Old Students)	Rs. 10.00
2.	Youth Welfare Fund	Rs. 15.00
3.	University Fund	Rs. 15.00
4.	Holiday Home Fund	Rs. 1.00
5	University Development Fund	Rs.250.00 (Rs.100.00 for BPL /IRDP)
	Total	**Rs.291.00 (Rs.141.00 for BPL/ IRDP)**
6.	University Project Assessment Fee M.Com 2nd Year only	Rs.500.00
Monthly Charges (For two semesters)		
1	Tuition Fee (only for Boys) @Rs.50/-	Rs. 600.00
2	Amalgamated Fund @Rs.25/-	Rs. 300.00
3.	Sports Fund(Local) @Rs.20/-	Rs.240.00
4.	Building Fund @10/-	Rs.120.00
5.	Rangers and Rovers @Rs.5/-	Rs. 60.00
6.	PTA Fund	Rs.600.00
	Total	**Rs.1920.00**

Note: No tuition fee to be charged from bonafide girls belonging to Himachal Pradesh

12 RULES FOR PAYMENT OF DUES:

1. Monthly fee is chargeable for 12 months for the existing session.
2. At the time of admission, a student must deposit the Annual Fees, various securities and monthly tuition fees for six months. The second installment must be deposited in Oct. /Nov.
3. Students who fail to pay their fees by the notified dates must pay dues latest by last day of the notified month. No postponement of the dates beyond this date is permissible.
4. The Principal may be constrained to strike off the names of those student from the college rolls who fail to clear their dues even by the last day of the notified month for the collection of dues and who remain absent for ten days or more in a month.
5. In case a student seeks re-admission on any grounds whatsoever he/she will pay re- admission fee of Rs. 100/-.
6. A student seeking inter college migration to this college will pay admission fee of Rs. 250.00. If he is already registered with our University, he will not have to pay University Registration Fee of Rs. 30/- afresh. He will also pay monthly fee w.e.f. the month he joins the college even if he has paid these in the college last attended for the said month.
7. A student seeking inter-college migration to this college from a private college will also pay the annual fee.
8. In the current academic session, if a student switches over to a class either from higher to lower or from lower to higher level due to understandable reasons, he will not be charged admission fee afresh.
9. College securities, if not withdrawn or get adjusted within one year of the student leaving the college, will lapse. No claim of such lapsed securities will be entertained.
10. Absence fines are to be paid at the time of payment of college dues. Other fines are to be paid within notified period.
11. The students of TDC II & III will be charged six months fee at the time of provisional admission. The remaining fee shall be realized after the declaration of result and regularization of admission.

13. Library

The college has well stocked library. There is a well-furnished and spacious Reading Hall. The library also subscribes to important dailies and periodicals. A student may borrow a maximum of four book sat a time for a period of 14 days. At the expiry of this period, there is a fine of Rs. 1/- per day per book. Reference books and periodicals are not given on loan.

Library -Cum-Identity Card

Soon after admission to the College, the Librarian will issue each student an Identity-cum- Library Card. The office will notify the dates for the said purpose. The students are advised to carry their Identity Cards with them all the time as student can be asked any time by the authorities to show the Identity Card.

14. COLLEGE DISCIPLINE

The college lays special emphasis on maintenance of discipline and decorum in and outside the classrooms. The following points may be carefully noted:

i) Students are expected to show proper respect to their teachers; they should be polite to one another and show courtesy to the all employees of the college.

ii) In order to create favorable academic atmosphere in the college, students should maintain silence while moving in the college campus and sitting in the library. Movements from one classroom to other should be orderly.

iii) Students should carry with them Identity Cards daily and on demand they will show it to the staff members. Students are strictly prohibited to bring any outsider to the college campus. They will be heavily fined in case they do so.

iv) **The following activities will be considered as violation of the college discipline and may result in fine, expulsion or rustication depending on gravity of the offence:**

Using mobile phones in academic blocks/ inside corridors/classrooms will attract a fine of up to Rs. 500/-

Making noise and disturbing classes.

Damaging College property, furniture, door, windows, blackboards etc.

Plucking flowers and destroying campus.

Bringing outsider to the college Campus.

Interfering with the electrical appliances.

Writing on the walls

Eve Teasing

Crowding in the corridors.

Putting up notice/ sticking bills on the notice board without permission of the Principal.

Smoking: Any student found smoking will face the act of expulsion or rustication from the college.

(v) Only those functions will be held on the college campus (Premises and Ground) which are organized by the college administration or allowed by the Principal. Such functions must be wound up within the permitted time frame.

Any student, who is guilty of misconduct in any way, shall not be eligible for prizes/scholarships/ fee concession or membership of SCA, Sports Council or other important bodies in the college.

Discipline Committee

1. It always takes two to make a quarrel. So all quarrels/disputes with fellow students should be avoided. A complaint in writing should at once be made to the Principal whenever there is a dispute.

2. Aggrieved parties, alternatively, may immediately report the matter to any of the Discipline Committee members who will enquire/settle the matter. They are advised not to take law in their own hands.

15. RAGGING

Definition of Ragging :Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or likely to cause annoyance, hardship, physical or psychological harm mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which a student is not willing to do so or which cause him/her shame or embarrassment or danger to his/her life or limb or indulging in eve teasing. (Hon'ble Supreme Court of India).

Prohibition of Ragging

Ragging is completely banned by law in and outside the college campus and Hostel.

Penalty for Ragging

Whoever directly or indirectly commits, participates, abets or instigates ragging within or outside any education institution, shall be suspended, expelled, rusticated from the institution and shall be liable to fine which may extend to Rs. 10000/-. The punishment may also include cancellation of admission, suspension from attending classes, with-holding/withdrawing fellowship, scholarship and other financial benefits.

The Anti Ragging Committee and Anti-Ragging Squad have been constituted to implement Raghavan Committee Recommendations to deal with matters relating to ragging in the college.

16. RE-ADMISSION/WITHRAWAL FROM THE COLLEGE ROLLS

Rules: The following rules govern withdrawal or removal of a student from the college rolls by the Principal:

i) A student who remains absent from the college for ten or more days without prior sanction of the Principal will be removed from the college rolls. Re-admission is allowed within 10 days from the date of the name has been struck-off.

ii) A student whose name is struck-off thrice will not be readmitted.

iii) Re-admission first time: Rs. 100.00; Re-admission second time: 200.00.

Withdrawal by the student: A student who would like to withdraw himself/herself from the college rolls, will do so by giving application and his/her application must carry counter signature of his/her parents/ guardian. He/she must clear all his/her dues before he/she quit the college.

17. COLLEGE STUDENT'S CENTRAL ASSOCIATION (CSCA)

As per rules laid down by the H.P. University, College Students Central Association is formed every year in the beginning of the session to promote participation of students in college activities. The members of this body are chosen by merit basis as per norms laid down by the H.P.U., on a date approved and notified by the H.P.U. There is also a provision for academically brilliant students and others to enter this august body by nomination, as per norms laid down in CSCA constitution. It must be noted that there is a strict rule that a student cannot be nominated if he fails to fulfill lecture condition of 75% .

18. EXTRA CURRICULAR ACTIVITIES

The college encourages students to participate in co-curricular activities, under the supervision of our experienced and competent staff members. Every student has to compulsorily participate in either of the following activity.

1. **N.C.C.:** Students are lucky that this college has separate NCC units for Boys and Girls. NCC teaches students the lesson of discipline and inculcates in them quality of leadership. Anyone who is

medically fit can join NCC. Students must remember that the "C" certificate holder of N.C.C. is eligible to appear directly for interview in the Armed Forces.

2. **N.S.S.:** The college has two NSS Units. The purpose of NSS is to encourage community services in young minds. Students are taught value of rendering their services for the improvement of rural and urban environment. NSS volunteers holding certificate of accomplishment of two year NSS regular activity along with a camp get 2% weightage in admission in postgraduate classes.

3. **Rangers & Rovers**: The College has one unit each of Rangers & Rovers to inculcate the value of adventure, discipline and velour. The girls and boys can join Rangers & Rovers activities.

SOCIETIES/CLUBS

A number of literary, cultural and subject societies/ clubs function in the college to inculcate the spirit of public speaking, quizzing, dramatics and talent among the students. These societies are: (i) English literary Society (ii) Science Society (iii) Social Science Society (iv) Geography Society (v) Commerce Society (vi) Red-Ribbon Club & (vii) Eco club. Every student of the college is expected to take an active participation in at least one of the societies/ clubs a fore listed.

19. CAREER COUNSELLING CELL

The college has a Career Counseling Cell. The purpose of this cell is to guide students in choice of careers that may be suitable in accordance with their temperament and profession skill. It is proposed that the cell will invite resource persons from different fields such as law, army, teaching, administration and others to inform students about the various jobs avenues available in these areas.

20. COUNSELLING CELL FOR ADOLESCENTS

The college has started a Health Mind Cell cum Counseling Cell for Adolescents in the college. The objective of the Cell is to provide psychological counseling to students. In this highly competitive age, it is common to observe many students undergoing stress and tension that may lead to acute depression and many other psychological problems. There may be many of psychological problems that a youth experiences but is unable to share with anyone. Talking about the problems is a big leap in the direction of solving it. The college, therefore, has formed the Cell under the chairpersonship of the Principal, which will provide counseling to students in the matters related to their mind's health. Students are free to discuss and share any anxiety related problem with the members of the cell. They will be given patient listening and in this sharing some way out to their anxieties will be found. Healthy mind is fundamental pre-requisite of a happy and positive human being.

21. WOMEN GRIEVANCES REDRESSAL CUM COUNSELING CELL

The cell has been constituted with the aim of giving a patient hearing to the problems of girls students and female staff of the institution. The cell also works towards making women aware of their rights and opportunities.

22. COLLEGE MAGAZINE"HATKESHWARI"

In order to encourage creativity among the students, the College magazine "Hatkeshwari" is published. There is an Editorial Board, consisting of college teachers and students. It consists of number of sections including articles of students from diverse fields of interest.

23. SCHOLARSHIPS

The following scholarships are available to the students under different schemes:

a. IRDP Scholarships.

b. Kalpana Chawla merit Scholarship for girls of HP.

c. Post Matric Scholarship for SC/ST/ minorities candidates.

The eligible students must fill the form at the time of Admission and submit along with admission form. Eligible SC/ST/OBC/PWD/ minorities students should submit their scholarship form for the academic year by February for processing of Scholarship

24. ANNUAL PRIZE DISTRIBUTION FUNCTION

Prizes are awarded at the Annual Prize Distribution Function of the college to the students for obtaining first and second position in aggregate as well as in individual subjects in the University and house examinations provided the students have (a) passed in all the subjects offered (b) obtained a minimum of 50% marks in the subject in which prize is claimed. In addition, prizes are also awarded to the outstanding achievements in sports, N.C.C., N.S.S. sports and other Co- curricular activities.

25. OLD STUDENTS' ASSOCIATION(OSA)

To maintain connectivity with the ex-students and to ensure their constructive role in developing vibrant academic environment in the college, Old Students Association (OSA) was constituted during the last session. OSA played a remarkable role to celebrate the Silver Jubilee of the college. OSA and PTA collectively created a bronze bust of Late Sh. Lal Bahadur Shastri in the college campus. OSA also organized a grand cultural function 'Milan' on 23rd December, 2011 to celebrate the Silver Jubilee.

26. PARENT-TEACHER ASSOCIATION (PTA)

To encourage community participation in education, college Parents-Teacher Association (PTA) meets twice during the session. The college PTA has been extending all the needed co- operation in improving the academic environment in the College. PTA enrolment form is attached with the Prospectus. In addition, the parents are welcome to visit the college and inquire about the progress of their wards any time.

27. HOSTEL FACILITIES

The college provides hostel facility to cater to the safe accommodation requirements of the girls students coming from far flung areas. Admission to the hostel shall be made on the merit basis, as per eligibility conditions and as per fee structure mentioned in the prospectus.

28. RULES AND REGULATIONS FOR BOARDERS OF GIRLS' HOSTEL

a. Eligibility

a) Admission in the Hostel will be strictly on the basis of merit depending upon the availability of the vacant seats.

b) Priority will be given to the students belonging to SC/ST and to those students who come from more than 20 km. distance from the college.

d) List of the candidates selected for admission to the hostel will be displayed on the Notice Board by due date.

e) Only those students will be considered for admission to the hostel who have deposited their college fees on notified dates.

b. Documents Required:

i. Medical fitness certificate to be issued by a doctor of Govt. Hospital.

ii. SC/ST certificate from class 1,Magistrate.

iii. A passport size photograph and specimen signature of parents/guardian who are allowed to see the boarder.

29. HOSTEL FEE STRUCTURE:

Sr. No	Component	Fee Amount	
1	Admission Fee (Annual)	Rs. 75.00	
2	**Annual Charge Refundable/Adjustable**		
	1.Furniture Security	Rs. 100.00	
	2.Hostel Security	Rs. 500.00	
	3.Mess Advance	Rs. 1000.00	
	Total	**Rs. 1600.00**	
3	**Annual Charge (Non-(Non-Refundable)Fee**		
	1. Utensil Fee	Rs. 30-00/-	
	2.Hostel Identity Card	Rs. 10-00/-	
	3.Pollution CB Charges	Rs.500.00/-	
	Total	**Rs.540.00**	
4	**Monthly Charges**		
	Room Rent per Seat	Rs. 30-00/-	
	Attendant Fee	Rs. 50-00/-	
	Common Room Fee	Rs. 20-00/-	
	Water Charges	Rs. 50-00/-	
	Electricity Charges	Rs. 200-00/-	
	First Aid Charges	Rs, 10-00/-	
	Maintenance Charges	Rs.20-00/-	
	Telephone Charges	Rs. 10-00/-	
	Clerical Assistance Fee	Rs. 10-00/-	
	Safai Karamchari Charges	Rs. 40-00/-	
	Total	**Rs. 440-00/-**	

Total =Annual Amount=440 x 12= 5280/-

Grand Total (1+2+3+4) = Rs.7420-00/-

Note: 50% of the total hotel fee will be charged during admission to the college and remaining amount will have to be deposited in November with college fee.

30. INSTRUCTIONS FOR BOARDERS OF GIRLS' HOSTEL

1. The boarders are expected to arrive a day before the term begins with their own bedding, a lock, a bucket, a mug, curtains for the windows and a CFL Bulb.
2. Furniture will be issued to the resident student against her signature. Before leaving the hostel she must obtain a certificate from the warden that the furniture issued has been returned in working condition.

3. The boarders are not allowed to keep mobile phones, record players and electric gadget in their rooms. Defaulters will be imposed a fine of Rs. 50/- and the objects will be confiscated.
4. A weekly outing to market between 2:00 PM-5.00 PM is allowed on every Saturday.
5. The girls will be allowed to visit local guardians (duly authorized by her parents) only once in a month with the prior permission of warden.
6. No boarder will leave or enter the hostel without making an entry in the departure/arrival register of the hostel.
7. Visitors/ Guests are allowed only on Sunday in the visiting room of the hotel. No visitor is allowed to enter the rooms of the girls.
8. Absence from the hostel without prior permission of the warden will be deemed to be an act of indiscipline and punished accordingly. Parents/ guardians will have to take the wards with them after due permission of the warden.
9. All boarders will report for the routine roll call daily at 5:00 PM, and any student absenting herself without the prior permission of the warden will be fined Rs. 5/- per day.
10. Hostel shall have hostel committee consisting of prefect, Mess Manager, Common Room Secretary and Cleanliness In-charge etc. The committee will be appointed every year by the warden from amongst senior students of good standing to her in the administration of hostel.
11. No hosteller will be allowed to stay in the hostel during summer vacation after the university examinations are over.
12. Failed boarder will not be given admission to the hostel.
13. The principal and member of the Hostel Committee reserve the right of censoring all correspondence of the resident students.

31. *SELF FINANCING AND ADD ON COURSES*

In order to cope with the demands and challenges of the globalization and privatization, it is imperative to inculcate the skills of entrepreneurship among the students. The Govt. has two Add-on Courses including Computer Application and Marketing & Management. These courses provide Certificate, Diploma and Advanced Diploma Courses and will be open to the students of B.A./ B.Com., B.C.A. and B.Sc.

32. IMPORTANT UNIVERSITY/COLLEGE RULES FOR STRICT COMPLIANCE

1. A student has to attend a minimum of 75% lectures in each course in Theory and Practical separately, otherwise the Examination form will not be forwarded to H.P. University.
2. A student must obtain at least 20% marks in each subject (compulsory and elective) or 25% marks in aggregate in Mid Term examination in order to be eligible for the University Examinations.
3. Smoking on college campus is strictly prohibited by law and any student found smoking, will be fined up to Rs. 500/- and may even face expulsion or rustication from the college.
4. Students must utilize their free periods in reading books, magazines and newspapers available in the library or in pursuing some useful hobby or craft or in the practice of some sport.
5. Every student must carry **Identity Card** and Admission Slip daily with them.

Disclaimer

The information contained in this Prospectus is general in nature for the information of the students seeking admission in various classes. It is neither an exhaustive nor legal document. The information contained here is believed to be correct at the time of publication. However, the college reserves the right

to make any alteration, subject to directions from H.P. Govt. and H.P.U. The college will not be responsible for any hardship or expense occurred by any student on account of such change.

RAGGING- A PUNISHABL OFFENCE

Prohibition of ragging under H.P.EDUCATIONAL Institutions(Prohibition of Ragging) ACT, 2009 defines 'Ragging' as doing any act, by disorderly conduct , to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student, will not be willing to do in the ordinary course.

A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years or shall al be liable to fine which may extend to RS. 50,000 or both.

If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he shall be dismissed from the college and such student will not get admission in other colleges for a period of three years from the date of his dismissal from the colleges.

College Anti-ragging Committee :

Dr. P.P Chauhan (Principal)	Chairperson	**94184- 70677**
Dr. Yogita Bandta	Nodal Officer/ Convenor	**9816025354**
Prof. Preeti Panta Chhatti	Member	**9418209261**
Dr. Sandeep Kumar	Member	**9816433831**
Dr. ND Bhardwaj		**9482050194**
Supdt Gr-1	Member	
Sh. Anil Kumar Negi	Member	
CSCA President	Member	
NSS President (Boys & Girls)	Member	
NCC SUO (Boys & Girls)	Member	
Best Sportsperson (Boys & Girls)	Member	
PTA President	Member	
PTA Vice President	Member	
SHO Jubbal	Member	
Incharge , Police Post Saraswati Nagar	Member	