

PROSPECTUS

2023-24



Government Degree College

Sarahan

District Sirmaur HP – 173024
Contact: 01799-292102
E Mail: gdsarahan2014@gmail.com
Website: www.gcsarahan.in

Admission & Counselling Committee

Prof. Jagmohan Thakur (9418078287)

Prof. Sudhyan Negi (9418211714)

Prof Kamal Dogra (9418699007)

Prof. Mollam Dolma (9459368942)

DOCUMENTS REQUIRED TO UPLOAD FOR ADMISSION IN FIRST YEAR

- Matriculation Certificate
- +2 Certificate (1 photocopy)
- Photograph of student (Photograph should be with clear background)
- Original School Leaving & Character Certificates issued by the school
- If +2 class is passed as a private candidate, then character certificate may be obtained from a Municipal Councillor / Panchayat Pradhan/ Gazetted Officer
- In case of opting for category benefit, SC/ST/OBC/IRDP/BPL/Minority Community/Physically Disabled the certificate must be enclosed from a competent authority
- If any gap year then statement of disclosure for gap year(s)
- Himachal Bonafide Certificate for girl students to avail tuition fees concession
- Original Migration Certificate for those who have passed their eligibility exam from a Board/ other than Himachal Pradesh.
- Aadhaar Card Number
- Valid email ID



Govt. College Sarahan was established in 2014 by Government of Himachal Pradesh and sponsored by Government of India under Rastriya Uchchar Shiksha Abhiyan. Based on the pedestal 'विद्ययामृतमश्नुते' as envisaged by the visionaries who then established this college, the entire functioning of the college rests on two key words 'Modern' and 'Progressive', in both letter and spirit.

It enjoys the status of the first college of Himachal Pradesh under MODEL COLLEGE SCHEME OF RUSA and is growing from a humble beginning to a glorious destination and is aiming to scale greater heights in the fields of education.

The mind is not a vessel to be filled but a fire to be kindled. I appreciate the staff and students of all faculties who use various modes of expansion to present their ideas. As long as our ideas are expressed and thoughts kindled, we can be sure of learning as everything begins with an idea. Just as our mother earth gives us more and more, Learning is not a process limited to colleges only, nor does it end with the conclusion of one's college career. It is indeed a lifelong process.

Our teachers are successfully detecting creative possibilities dormant in our students and encouraging them to reach new heights. I am sure that our students are now grown enough to realise the true spirit of education. Here I want to point out that education is not just passing examinations and receiving Degrees, it is, at bottom, a simultaneous development of body and mind and the true aim of education is building up of sound character.

Our ambition is to create a college that meets/exceeds the educational, social and physical needs of all its students. One of our aims is to provide the opportunity to all of our students to develop the knowledge and skills that will enable them to take their place in the world of work and higher education.

Our effort is continuously focused towards overall curriculum that will sharpen individual's capacity to innovate and inculcate ability to solve problems creatively besides enabling every student to develop skills like critical thinking, efficient communication and effective collaboration which are in the current context far more important than academic knowledge.

We bring the best of each student as per their talent and inculcate ethical, and moral values with discipline and make each student as a best human being with high self-confidence and of course best citizen of nation.

Prof. Hemant Kumar
Principal

ABOUT THE COLLEGE AND THE PLACE

Government Degree College, Sarahan is a new institution that was opened in June 2014 by Government of Himachal Pradesh with the sole objective of providing adequate opportunity of academic and intellectual growth to youths residing in far flung areas of the Pachhad region of district Sirmaur. It is located at the distance of 38 km from district headquarters Nahan on the one side and 52 km from Solan, on the other side.

As per the local narratives about the origin of the name of this place (Sarahan) there are very interesting versions. The first version says that this place derives its name from the only perennial source of water which is a huge pond. In local dialect, the word SAR means the water body (pond) and RAHAN means the habitation, meaning thereby the habitation of human beings surrounding the water body. There is a religious story about how this pond came into existence. Once upon a time when SHIRGUL, the local deity, was feeling very thirsty then his GOD SISTER BHANGAYANI (a famous deity in Sirmaur district) thumped her feet on earth and the water spurted out of that place which eventually formed the large pond. The shape of the pond resembles the footprint.

Another version states that in olden times when king used to happen on journey along with his subordinates he used to halt at this place. It is stated that there was a SARAI (a guest house) near this village where the king and his companions used to stay. That is how the place acquired its present name as SARAHAN means a place which has a SARAI.

The place SARAHAN is situated in Tehsil Pachhad on a dry hill of Dhaarti region with the highest peak of BHUR SINGH-KI-DHAR (1961 m) lying towards south of Churdhar mountain. It takes its origin from Dagshai in the west, and runs parallel to Saindhaar extending to Giri river near Sirmaur Tal. In the winter season the hill receives snow which sometimes stays up to February. On its top is a temple, dedicated to a deity named BHUR SINGH, from where the hill derives its name.

RAGGING IS A CRIMINAL OFFENCE

Ragging is a punishable offence. Ragging of all kind is strictly banned in the Govt. College Sarahan campus. Anybody caught indulging in this evil exercise shall face penalty under the law. Act remotely suggestive of ragging should be reported to the college authorities or to the member of anti-ragging committee. A student who commits the offence of ragging shall be punishable with imprisonment for a term, which may extend to three years or shall also be liable to a fine, which may extend to Rs. 50,000 or both.

In order to have zero tolerance and its total elimination from the educational institutions Hon'ble Supreme Court of India vide its orders dated 4th May, 2001; 16th May, 2007 and 11th Feb. 2009 has directed as under: - Ragging is banned in the institution. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh.







Punishment for ragging includes:

- Imprisonment, fine or both.
- Expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
- Withholding scholarship or other benefits.
- Debarring from representation in events.
- Withholding of results.

- Suspension of expulsion from hostel or mess and the like.

COLLEGE STAFF

Principal: Mr. Hemant Kumar

Faculty	Subject	Name	Designation	
Commerce	Commerce	Mr Kamal Singh	Assistant Professor	
	Commerce	Mr Sudesh Kumar	Assistant Professor	
Arts	English	Vacant	-	
	Geography	Mr. Jagmohan Thakur	Associate Professor	
	Hindi	Mrs. Mollam Dolma	Assistant Professor	
	History	Vacant	-	
	Music (I)	Vacant	-	
	Political Science	Mr. Dinesh Kumar	Assistant Professor	
	Sociology	Dr. Sudhyan Negi	Assistant Professor	

Office Staff	Name	Designation
	Mr. Shambhu Nath	Office Superintendent -GII
	Vacant	Senior Assistant
	Mr. Sanjeev Kumar	Clerk
	Vacant	Clerk
	Vacant	Tabla Vadak

Helping Staff	Name	Designation
	Smt. Shyama Devi	Peon
	Sh. Rattan Chand	Peon
	Smt. Shanti Devi	Peon
	Sh. Surender Dutt	Peon

ADMISSION SCHEDULE FOR THIRD- AND SECOND-YEAR STUDENTS:

Admission of the third-year and second-year students will be on the ROLL-ON basis (Students are being promoted but student will be demoted if one will be failed in the university result.) as per following schedule:

Sr. No.	Class	Admission Dates
1	B.A. / B.COM. -III	30-06-2023 to 4-07-2023
2	B.A. / B.COM. -II	5-07-2022 to 8-07-2023

ADMISSIONS SCHEDULE FOR FIRST YEAR (NEW) STUDENTS:

Sr. No.	Particulars	Period	Days	Remarks
1.	Submission of admission Form for the Session 2023-24	30-06-2023 to 8-07-2023	10 Days	
2.	Display of 1st Merit List	8-07-2023 at 5.00 pm		
3.	Fee to be deposited	10-07-2022 to 12-07-2022	03 Days	
4.	Display of 2nd Merit List	12-07-2022 at 5 pm		
5.	Fee to be deposited	13-07-2023 to 14-07-2023	02 Days	
6.	Regular Teaching	18-07-2023		

Admission process will be held through Online only. Aspiring candidates seeking admission in Govt. Degree College Sarahan can visit the official website <http://gcsarahan.in/> and click on the UG admission portal tab. To fill the application form, candidates have to register first, then fill their personal, academic, and contact details in the form and upload a photograph and signature as well as other requisite documents.

Procedure for admission in first year

Following steps to be followed for first year admission.

1. First Year student will first appear before the admission committee in the college campus for counselling and filling the subject combinations. Then on-line admission form will be accepted along with fees at the fees counter of the college.
2. Register at <http://gcsarahan.in/cap/student/signup.php>
3. Log-in at <http://gcsarahan.in/cap/student/login.php>
4. Fill up the admission form and upload a small passport size photo of 75kb size with plain background.
5. All information must be correct otherwise admission shall be cancelled
6. Upload documents of 10th, 12th, School leaving and character certificate and reservation certificate (if any)
7. Online verification of the applications will be on 8th of July 2023.
8. Fees Challan will be available on 12th July 2023 onwards in the account of students as per the schedule of fees.

9. In case of discrepancies in the information or documents, admission will be liable to cancellation.

COMMITTEES:

Different committees are formed to carry out smooth administrative work and efficient management of other college activities. The committees are constituted by the principal for one academic year or until new committees are constituted. It also gives opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. Committees formed are as below and published on the college website also.

Admission Counselling Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof Kamal Dogra Prof. Mollam Dolma
College Advisory Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof Kamal Dogra Prof. Mollam Dolma
Prospectus Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar
Anti-Ragging Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Mollam Dolma
Discipline Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Kamal Dogra Prof. Mollam Dolma
College Magazine Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Sudesh Kumar Prof. Mollam Dolma
Building & Furniture Committee	Prof. Dinesh Kumar Prof. Sudesh Kumar Prof. Mollam Dolma
Canteen Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar
Campus Beautification Committee	Prof. Dinesh Kumar Prof. Sudesh Kumar Prof. Mollam Dolma
College Maintenance Committee	Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Sudesh Kumar
Career Guidance & Placement Cell	Prof. Sudhyan Negi Prof. Dinesh Kumar

	Prof. Kamal Dogra
House Examination Committee	Prof. Dinesh Kumar Prof. Sudesh Kumar Prof. Mollam Dolma
IQAC	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Kamal Dogra Prof. Mollam Dolma
NAAC	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Kamal Dogra Prof. Mollam Dolma
Scholarship Committee	Prof. Sudhyan Negi Prof. Dinesh Kumar Prof. Sudesh Kumar
Time Table Committee	Prof. Jagmohan Thakur Prof. Sudhyan Negi Prof. Kamal Dogra
Red Ribbon Club	Prof. Mollam Dolma
NSS Program Officer	Prof. Dinesh Kumar
Road Safety Club	Prof. Sudesh Kumar
Eco- Club	Prof. Sudhyan Negi
Rover Scout Leader	Prof. Sudesh Kumar

Academic Programmes Available in the College:

The college provides UNDERGRADUATE PROGRAMME in two streams:

- 1) Bachelor of Arts
- 2) Bachelor of Commerce

The programmes are being run in accordance with HP University guidelines and **directions of** the state government.

Framework of Undergraduate Courses under New (UGC/HPU) Choice Based Credit System:

Since H.P.U. has adopted the UGC pattern of curriculum for undergraduate courses under CBCS, the structure of UG degree is strictly in accordance with this pattern.

However, the structure of the Degree Programme will depend upon the regulation adopted by HP University as per directions of Himachal Pradesh Government from time to time.

Instructional Template for Facilitating Implementation of Choice Based Credit System (CBCS) Annual Pattern UG Courses.

Proposed Scheme for Choice Based Credit System (CBCS) in (B.A. / B.COM.)

Year	Courses (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Course (DSE) (4)	Generic Elective (GE) (2)
Year I	English-1 = 6 Credits Hindi-1 =6 Credits	Environmental Studies=4 Credits	NIL	NIL	NIL
	DSC-1A =6 Credits	English/ Hindi (one out of Two)=4 Credits			
	DSC-2A=6 Credits				
	DSC-1B =6 Credits				
	DSC-2B =6 Credits				
	Total Credits = 36 Credits	Total = 8 Credits			
Year II	English-2 = 6 Credits Hindi-2 =6 Credits	NIL	SEC-1 =04 Credits	NIL	NIL
	DSC-1C =6 Credits		SEC-2 =04 Credits		
	DSC-2C=6 Credits				
	DSC-1D =6 Credits				
	DSC-2D =6 Credits				
	Total Credits = 36 Credits		Total Credits = 8		
Year III	NIL	NIL	SEC-3 =04 Credits	DSE-1A= 6 Credits	GE -1=6 Credits
			SEC-4 =04 Credits	DSE-2A =6 Credits	GE-2 =6 Credits
				DSE-1B =6 Credits DSE-2B =6 Credits	
			Total Credits= 8		
	Total =72 Credits	Total = 8 Credits	Total = 16 Credits	Total Credits = 24	Total Credits= 12

Total Credits in Degree Course BA/B. Com = 132

132 fulfils the requirements of RUSA and UGC.

Credit Split: Theory = 05 and Tutorials = 01 / Theory =04 and Tutorials=02

Subject Combinations: The following subject combinations will be available in the college:

DSC1	DSC2 (Any of the following combination)
Commerce	Commerce
English	Geography, Political Science, Sociology, History
Geography	English, Hindi, History, Sociology
Hindi	Geography, History, Political Science, Sociology
History	Geography, Hindi, Music, Political Science, English
Music	History, Political Science, Sociology, Hindi
Political Science	English, Hindi, History, Music
Sociology	English, Geography, Hindi, Music

P.S. In the category of Ability Enhancement Compulsory Courses (AECC) Environmental Science, English Communication or Hindi Communication for both the streams i.e., B.A. and B.Com, will be offered in the FIRST YEAR.

ELIGIBILITY FOR THE DEGREE

2.1 A regular candidate shall have to undergo the prescribed course of study in a college affiliated to the H.P. University for a period not less than three academic years (and not more than five academic years), pass the examinations prescribed and fulfil such conditions that have been prescribed by HP University from time to time.

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

2.3 For the degree (B.A./B. Com.) the student will have to accumulate a minimum of 132 successful credits (PASSED) of coursework over a minimum of three and maximum of five years from the date of admission.

2.4. Provided that not more than three attempts will be allowed to pass a course.

3 Choosing Study Courses Under Programme: -

3.1 At the time of admission in the First Year Degree Programme each student shall have to take four CORE COURSES including two compulsory language courses. In addition to these core courses, they shall have to study two Ability Enhancement Compulsory Courses (AECC), one of which will be Environmental Studies and one Hindi/ English communication course.

3.2 DSC – 1 and DSC – 2 once identified would not be changed unless the student quits a programme and joins a new programme.

3.3 B.A. with a particular subject would require a student to study Skill Enhancement Courses (SEC) of that subject in the II & III Year.

3.4 The Generic Elective required to be offered in the III Year by the student will be other than the two Discipline Specific Courses already offered by the student.

4. Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'Credit Hour'. The credit also determines the volume of course contents and delivery of programme such as lectures, tutorials, practical, assignments, etc.

For purpose of credit determination, the instructions are divided into three components: -

Lectures (L)- Classroom Lecture of One Hour Duration.

Tutorial (T)-Special, elaborate instruction on specific topics of one hour duration. Practical (P)- Laboratory of field exercises in which the students must do experiments or other practical works of two-hour duration.

Each one of these components is considered as equal to one credit. One Lecture (L) as well as one Tutorial (T) is considered as one credit whereas one Practical (P) two hours is considered as one credit. So, in the form of symbols it can be written as $C=L+T+P$ where C stands for credit.

5. Students' Course-wise Continuous Comprehensive Assessment (CCA) and Evaluation:

All courses that are undertaken by a student involve an evaluation system that has the following two components.

- i. **Continuous Comprehensive Assessment (CCA):** As per scheme of evaluation 30% of the final grade that the student gets in a course is through Internal Assessment.
- ii) **Term End Examination (TEE):** The remaining 70% of the final grade that the student gets in a course constitutes a Term End Examination.

5.1 Continuous Comprehensive Assessment (CCA): This would have the following components.

5.1.1 **Classroom Attendance:** Each student will have to attend a minimum of 75% Lectures / Tutorial/Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination. Those having greater than 75% attendance (for those participating in co-curricular activities e.g., NSS, NCC, Sports, Youth Festival, RRC etc. 25% will be added to percent attendance) will be awarded CCA marks as follows: - 75% but <80%=1 marks, 80% but <85%= 2 marks, 85 but <90%= 3 marks, 90% but < 95%=4 marks, >95%=5 marks.

5.1.2 **Class Test:** There will be one class test for 5 marks after completion of at least 40% of syllabi of all courses opted by the student.

5.1.3 **Mid-Term Test:** There will also be one mid-term test for 10 Marks after completion of at least 75% of syllabi of all courses opted by the student.

5.1.4 **Seminar / Assignment / Term Paper:** The remaining 10 marks of the CCA will be awarded based on seminar/ Assignment / term paper, etc. that the teacher would give to students in respective disciplines.

Class Test (Marks)	House Test (Marks)	Tutorials / Assignments etc. (Marks)	Attendance (Marks)	Total Marks
05	10	10	05	30

5.2 **Term End Examination (TEE):** The remaining 70% of the final grade of the student in a course will be on the basis of Term End Examination (TEE) that will be of three hours duration and will be covering the whole syllabus of the course.

1. Grievances and Redressal Mechanism: The students will have the right to make an appeal against any component of evaluation. Such appeal must be made to the Principal of the College on a prescribed form and should clearly state in writing the reasons(s) for the complaint / appeal. The appeal will be placed before the Grievances Redressal Committee (GRC), Chaired by the College Principal, composed of the Head of the Department, course Teacher, and a senior Teacher of the Department. The decision of the Committee will be final.

For further details of CBCS, Term End Examination and for any modifications in scheme of programme obviously as per directions of HP University or Government of Himachal Pradesh, the students are advised to go through the notices displayed from time to time on the College Notice Board.

RULES FOR ADMISSION

1. A Candidate seeking admission in any faculty will be required to obtain a copy of prospectus from the college office on payment of Rs. 50/-.
2. Candidates/parents/ guardians must read all instructions given in the prospectus carefully and submit application form complete in all respects online.
3. The candidate must fill up the particulars in the prescribed admission form carefully.
4. Admission will be granted strictly on fulfilment of all eligibility conditions.
5. Any gap in the academic career of an applicant must be supported by an affidavit attested by an appropriate authority
6. A student must produce original documents at the time of counselling.
7. Rules of admission are subject to change as per HPU notification from time to time.
8. Candidates coming from Boards / Universities other than HP Board of School Education, Dharamshala/HPU, Shimla, must produce a migration certificate in original.
9. A Candidate having compartment in 10+2 in any subject is not eligible for seeking admission in B.A. I/B.Com. I Year.
10. Admission of a candidate is liable to be cancelled if he/she furnishes incomplete / false information or in case of concealment of facts. Disciplinary action will be taken against such candidates.
11. Girl students seeking admission in any class must bring an attested copy of **HP Bonafide Certificate** to avail fee concession.
12. Principal of the college reserves the right to disallow or cancel the admission.
13. Students seeking exemption from tuition fee on the ground of special ability must attach the certificate issued by the medical board.
14. Only those candidates who have passed all the five papers including English from National Open School are eligible.
15. **Candidates' ineligible for Admission:**

- A) A candidate having a compartment in any subject at 10+2 level.
- B) A candidate who has been expelled or rusticated from any other institution.
- 16. Initially all the admission will be provisional (i.e., subject to approval by HPU).
- 17. A student can migrate from one college to another in accordance with the rules laid down by Himachal Pradesh University.

Application form must be completed in all respects along with following documents:

- A) **Original Character Certificate** from the institution last attended for regular students.
- B.) **Original Character-Certificate** from the 1st class Magistrate/Gazetted Government Officer/Panchayat Pradhan, for others.
- C.) Attested copy of detailed marks card of the previous examination passed.
- D.) Attested copy of matriculation examination certificate in support of date of birth.
- E.) Three passport size photographs of the candidate.
- F.) **Original migration certificate** (in case of examination passed from Board/ University other than HP).
- G.) **SC/ST certificate** issued by first class magistrate.
- H) Gap year certificate, if any, or affidavit issued by first class magistrate clearly stating the activities during the gap period.
- I) Passport size photograph of any one of parents to be affixed on PTA membership form.

Eligibility for Admission in B.A./ B.Com. 1 Year:

1. **Age limit:** Maximum age limit for admission to B.A./ B.Com. First Year is 23 years for boys and 25 years for girls as on July 1, 2023 (Chapter 3, 3.3.A of University Ordinance). For SC/ST candidates a relaxation of three years in the upper age limit is permissible. The Vice Chancellor of HPU may, in exceptional cases/ circumstances, to be recorded in writing, give relaxation in age up to a maximum of six months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by principal and a consolidated list of all such cases will be sent to the Vice Chancellor for necessary approval. Relaxation in upper age is also available to especially abled candidates.
2. The candidate must have a clear pass in the 10+2 examination.

RESERVATION OF SEATS (Ordinance 3.14) 15%, 7.5% and 3% of the seats shall be reserved for S.C., S.T. & especially abled candidates respectively as per H.P. University 120 seats roster norms. This reservation will be applicable to those candidates who have passed their qualifying examination from H.P. Board of School Education or from School affiliated to any board but located within territorial Jurisdiction of Himachal Pradesh and must be bonafide of Himachal Pradesh. For reservation, the following roster will be followed: -

120 POINTS RESERVATION ROSTER FOR ADMISSION

1	26 SC	51	76	101
2	27 ST	52 SC	77	102
3	28	53 ST	78 SC	103
4	29	54	79 SP	104
5	30	55	80 ST	105
6	31	56	81 CUL	106 SC
7SC	32	57	82 HC	107 ST
8	33 SC	58	83	108
9	34	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12SC	37 HC	62 HC	87	112
13 ST	38 CUL	63	88	113 SC
14	39 SC	64	89	114
15	40 SP	65 SC	90	115
16	41 ST	66	91 SC	116
17	42	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	69	94	119 SC
20 CUL	45	70	95	120 ST
21 HC	46 SC	71	96	
22	47	72 SC	97 SC	
23	48	73	98 CUL	
24	49	74	99 SP	
25	50	75	100 HC	
HC -5% CUL -5% SP-5% SC -15% ST-7.5%				

Note: One Seat will be reserved for the Single Girl Child

Common Guidelines for Admission:

1. Every candidate seeking admission to any class must apply online on the admission portal of the college website.
2. The application form is to be filed up by the applicant carefully after reading all the rules and eligibility conditions.
3. Applicants must bring his/ her mother / father/ guardian at the time of counselling. Guardian means only blood relation. He/she should not be a student of this college. No student should sign in place of guardian/parents of any applicant otherwise none of the two will be granted admission in the college.
4. After getting the form submitted online, the applicants of 2& 3 Year will get their fee deposited in the bank after generation of challan online.
5. In case of any clarification or guidance the applicants can approach admission-cum guidance committee of the college.

Rules Regarding the Payment of College Dues:

1. The tuition fee will be charged for 12 months as per schedule. At the time of admission students will have to pay the fee for full session
2. Fees and other charges are to be paid (without fine) on the dates fixed by the office for each class notified from time to time. Those who pay the college dues after the dates fixed for their class will have to pay the fine for the delay.
3. Fee, fine and other dues once paid, will not be refunded.

4. The students who fail to pay their dues as per scheduled dates will be charged Rs. 10/- per day as late fee.

5. Tuition fee from the following students will not be charged:

1. Girl Students.

2. Amongst real brothers/sisters, only one will be exempted.

3. Especially abled with physical disability above 40%.

Fee Structure

Fee will be charged at the time of admission for full session 2023-24 as under: -

Sr. No.	Description	First Year	Second Year	Third Year
1	Admission Fee	25	25	25
2	Amalgamated Fund	300	300	300
3	Books Replacement Fund	25	25	25
4	Building Fund	120	120	120
5	College Development Fund	10	10	10
6	College Magazine Fund	50	50	50
7	Computer And Internet Fund	20	20	20
8	Continuation Fees	0	10	10
9	Cultural Activities Fund	20	20	20
10	Furniture Repair Fund	10	10	10
11	Health Fund	6	6	6
12	Holiday Home Fee	1	1	1
13	House Examination Fund	80	80	80
14	Identity Card	10	10	10
15	Library Security (Refundable)	100	0	0
16	NCC Fund	10	10	10
24	Practical (Music, Commerce, Geography)	180	180	180
17	PTA	400	400	400
18	Rovers & Rangers Fund	60	60	60
23	Sports Fee	15	15	15
19	Sports Fund	240	240	240
20	Student Aid Fund	2	2	2
21	Tuition Fee (Boys only)	600	600	600
22	University Development Fund	250	0	0
25	Youth Welfare Fund	15	15	15
26	Total	2549	2209	2209

Re-admission Fee

First Time	100/-
Second Time	200/-
Absence and Other Fines	
Absence fine per period	1/-
Absence from practical per practical	3/-
Absence from house test per paper	10/-
Late return of Library book per day	1/-

PTA FEE Rs. 400/- Per year from only one child of the family. Note: This fee is subject to change that means if the fee is revised the student will have to pay the revised fee.

IDENTITY CARD

It is mandatory for every student to carry his/her college identity card while in college. The identity card must be produced by the student whenever it is demanded by the college authorities. Replacement of Photo in the Identity card is not permitted under any circumstances whatsoever. In case the identity card is lost, one must file an FIR to get a duplicate identity card on payment of Rs 20/- (within one week only).

LEAVE RULES

1. Students can proceed on leave with prior permission. For this they must get leave allowed by the subject in charge and approved by the principal on a written application. After the approval from the principal, students should bring it to the Course In charge of the respective subjects opted by the student. Students must retain one photocopy of the approved application and submit the approved original copy of the leave application to the office of college superintendent.
2. Leave during House examination will be sanctioned by the principal on the recommendation of the senior tutor.
3. Leave for Sickness/medical grounds must be accompanied by a medical Certificate.
4. A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.
5. If a student remains absent for 5 days continuously without information, his/her name will be struck off from the rolls of the College.
6. Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the College.
7. **Re-admission:** Students can seek readmission twice during the session. First re-admission will be allowed within 7 days after the name is struck on paying a fine of Rs 100/- and a fine of Rs 200/- will be charged for the second readmission within 5 days after the name is struck off from the rolls.

CO-CURRICULAR ACTIVITIES AND FACILITIES AVAILABLE

Cultural and Academic Societies

1. **Red Ribbon Club:** In order to raise awareness levels regarding the dreaded AIDS and Drug Abuse, the college institutionalized Red Ribbon Club of 50 volunteers comprising 25 boys and 25 girls in every session.
2. **Eco- Club:** Eco: Club plays an important role in creating environmental awareness among the students. College has formed Eco- Club to educate students about the environment and to create a clean and green consciousness among students through various innovative methods.
3. **NSS:** With the objective to inculcate the sense of social responsibility among students the college has NSS Unit of 100 volunteers. The students are advised to contact NSS programme officer for enrolment and other details.
4. **Red Ribbon Club (RRC):** In order to raise awareness levels regarding the dreaded AIDS and drug abuse, the college intends to institutionalize Red Ribbon Club consisting of 25 boys and 25 girls as RRC volunteers in every session on the basis of selection before 15 August.
5. **Rovers & Rangers:** The Bharat Scouts & Guides is a registered Society under Societies Registration Act. It is a voluntary, non-political and secular organization. It is the largest youth movement. College also intends to organize units of Rovers & Rangers activities under the leadership of faculty of the college. The objective of the units is to engender in each student qualities of personal dignity, poise, graciousness and social maturity.
6. **Career Guidance and Placement Cell:** It is formed to help the students in providing the information for the selection of career and job placement through various Government and Private agencies, and to arrange the lectures by the experts and concerned officials for selection of better and suitable careers.

7. Road Safety Club:

Road safety club is established in the college from the session 2021-22 with the purpose to aware the students and public regarding traffic rules and road safety through various activities.

8. Youth Red Cross Groups:

It is a constituent of the Indian Red Cross Society (Himachal Pradesh): A group movement organized at the initial stages for students between 18 to 25 years of age. We in our college, have a Youth Red Cross wing. Every college student is a YRC member under the guidance of a programme officer.

9. Mentor – Mentee Groups:

Mentoring is a voluntary professional relationship whose primary purpose is professional development. Mentees look to the mentor – an experienced, knowledgeable, trusted professional – as an advisor who can help them develop personal skills or competencies that will help them achieve personal and career goals. Every student of the college will be the member of one mentor- mentee group.

Scholarships

There are various provisions to grant scholarships in various categories to the deserving students as per the rules /directions issued by the state government from time to time. The few important categories are as follows: 1. IRDP, 2. SC/ST-it is restricted to certain income levels as applicable by the order of H.P. Govt. and 3. Brilliant students' scholarship of H.P.-This scholarship is available only for those students who fulfil the following requirements:

- A) He/she should be a bonafide resident of Himachal Pradesh.
- B) He/she should have passed plus two examinations from HP Board.

Tutorial

Every student is assigned a tutorial group which normally consists of 40-50 students. Each group is guided by a member of the faculty who is their tutor. The students must seek advice from their tutor for all problems. They must get their Identity Cards signed by the concerned tutor/senior tutor. Identity cards must be completed in all respects within 15 days of admission.

College Library:

The college was institutionalized in June 2014 and being the new institution college does not have its own infrastructure. Despite this the college provides a minimum library facility to students where essential books pertaining to syllabi of different subjects have been staged. The students can visit this small library which will be updated in a short period as and when the new campus will be handed over to the college.

All the students are required to adhere to the following Library rules strictly:

1. All the students on the rolls of the College shall be eligible to become members of the College library.
2. Every student is entitled to draw two books for reading at home for a period of 14 days from the library.
3. The borrower shall be solely responsible for the safety/ preservation of the books taken by him/her.
4. A fine of Rs.5/-per day per book will be charged beyond the due date of return of the book from the defaulter students.
5. In case a book is found mutilated, torn, defaced or misplaced the actual cost of the book plus 20% of the original cost will be charged from such defaulting students.

6. Reference books are to be consulted in the library only after obtaining permission from the Librarian.
7. The College also operates a book bank from which textbooks are loaned to poor students of all categories based on a nominal security, (i.e., actual cost plus 20% and maintenance charge of Rs.2/- per book).

Students can get their library security refunded within one year after leaving the College failing which the same will stand forfeited.

PTA: The College has constituted the Parents Teachers Association w.e.f. session 2015-16. Every student is supposed to contribute Rs. 400/-p.a. towards PTA.

CONDUCT AND DISCIPLINE IN COLLEGE CAMPUS

The principal can impose fine, suspension or even rustication on any student who is found indulging in such misconduct as is listed below. Indiscipline on campus will not be tolerated at all.

1. Any act of ragging in the campus will be severely dealt with. Ragging implies harassment: physical, mental torture to another student or group of students. Any student found associated with such nefarious/ immoral activities will be held guilty of gross misconduct. Remember-Ragging is a cognizable Offence.
2. Anybody found guilty of writing obscene language/ words on blackboards, walls or furniture of the college.
3. Aimlessly loitering in the verandas, raising noise or attempting to disturb classes.
4. Smoking or taking alcohol/ drugs etc. in the college campus.
5. Any attempt to damage the furniture or other property in the campus.
6. Bringing unwanted outsiders to the campus or sitting unnecessarily in the passage.
7. Pasting posters on the walls or notices on the Notice-Board without the Principal's permission.
8. Students who participate in sports or other curricular activities/ educational tours must produce written permission from parents.

Every student must always carry with him/her duly completed Identity Card which is issued to him/her at the time of admission. She/he must produce the Identity card whenever demanded by any teacher or the principal.

Parents are requested to remain in touch with the principal and the concerned teachers regarding the progress of their wards in the college.