PROSPECTUS

2024-2025

GOVERNMENT DEGREE COLLEGE SARAHAN

DIST. SIRMAUR (H.P.)- 173024

A Co-Educational Institution Affiliated to Himachal Pradesh University

Shimla-5

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WELCOME

Govt. College Sarahan was established in 2014 by Government of Himachal Pradesh and sponsored by Government of India under Rashtriya Uchchatar Shiksha Abhiyan. Based on the pedestal 'विद्ययामृतमश्नुते' asenvisaged 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 realize 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.

Principal
Dr. Anita Thakur

TEACHING STAFF

Principal: Dr. Anita Thakur

Faculty	Subject	Name	Designation	
Commerce	Commerce	Sh. Sudesh Kumar	Assistant Professor	
	Commerce	Ms. Priyanka Sarao	Assistant Professor	
Arts	English	Dr. Rajan Kaushal	Assistant Professor	
	Geography	Sh. Jagmohan Thakur	Associate Professor	
	Hindi	Dr. Mollam Dolma	Assistant Professor	
	History	Sh. Krishan Dutt	Assistant Professor	
	Music(I)	Dr. Reema Sharma	Assistant Professor	
	Political Science	Sh. Dinesh Kumar	Assistant Professor	
	Sociology	Dr. Sudhyan Negi	Assistant Professor	

NON-TEACHING STAFF

	Name	**Designation**
Office Staff	Smt. Kiran Kant	Assistant Librarian
	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
	Mr. Deepak Kumar	Peon

ADMISSION SCHEDULE

Important Dates:

S.No.	Particulars	Period
1.	Submission of admission forms for the session 2024-25	03.06.2024 to 15.07.2024
2.	Pre-admission Counselling of Students	03.06.2024 to 15.06.2024
3.	Display of 1st Merit List (UG 1st Year students)	16.07.2024 upto 1:00 PM
4.	Fee to be deposited	16.07.2024 to 19.07.2024
5.	Display of 2nd Merit List	20.07.2024 upto 11:00 AM
6.	Fee to be deposited	20.07.2024 upto 5:00 PM
7.	Orientation of 1st Year Students	22.07.2024
8.	Admission of UG 2nd Year & Final Year students on Roll On Basis	06.06.2024 to 15.07.2024
9.	Fee to be Deposited	06.06.2024 to 19.07.2024
10.	Post Admission Counselling	20.07.2024, 22.07.2024
11.	Regular Teaching	w.e.f. 23.07.2024 Onwards

Note:-
1. Candidate failing to deposit the fee on the notified dates will lose his/her claims on the seat and seat will be provided to the next candidate in the merit list.
2. Admission to 2nd and 3rd year of the degree course will be done on roll on basis. They can apply online from the college website and deposit the print out of admission form along with fee receipt in the office.

Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would render immediate disqualification of the Applicant(s).

Important Instructions regarding filling up of online application(s) form(s):

1. Applicant(s) are required to apply online through Govt. Degree College Sarahan Dist. Sirmaur, H.P. official website i.e https://gcsarahan.edu.in/. No other means/modes of application are acceptable.
2. Applicant(s) must have a valid Email ID and Mobile Number before registering and creating login credentials.
3. Applicant(s) must verify the email before logging in. It is a onetime process.
4. Verification mail may reflect in inbox or spam folder of the email account holder.
5. After creating login credentials, applicant(s) need to login with these credentials. He/she will be redirected to dashboard page, from where he/ she can apply for the relevant course.
6. Applicant(s) need to click on 'Click Here to Apply' link, to apply for the Course.
7. Applicant(s) should carefully fill all the information asked in the Form and then SAVE it.
8. The Applicant(s) is required to upload at the appropriate web links provided for that purpose:
    • Matriculation or Date of Birth Certificate, in support of his date of birth/proof of age.
    • 10+2 mark sheet for merit generation.
    • Character certificate (issued by the competent authority).
    • Migration certificate (for students belonging to boards other than HP)
    • The category certificates for claiming reservation, fees relaxation, age relaxation etc. against their respective category, they do belong to. ❖Size of documents should not exceed 1 MB.
9. The Applicant(s) is also required to upload his/her recent photograph image. Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. =4.5 X 3.5 cm).
10. Only the applications of applicants who fulfill all the requisite eligibility criteria will be accepted by the system.
11. Applicant(s) will not be allowed to edit their application form after its final submission.

FEE STRUCTURE AND MODE OF PAYMENT

The fees of all type prescribed for the Applicant(s) are mentioned in prospectus.

However, the Applicant(s) are required to follow below mentioned procedure to pay the fees:-

    • After submitting application, 'Pay prospectus fee' link will be visible in the second grid of dashboard page.
    • Applicant(s) will be able to see applications submitted by them in the application status grid with fees payment (prospectus fees) status.
    • 'Pay prospectus fee' link will be available there only for those applicants for which the prospectus fees is not paid.
    • Only one option will be available after clicking on Pay Now link for prospectus.

- Online Payment: Applicant(s) can pay using Net banking, UPI (Google Pay, PhonePe, Paytm, Bhim etc) for Online Payment to the college.
- No payment will be accepted after the last date of submission of application form as mentioned in notification. The candidature of such Applicant(s) shall be liable to be rejected straightway without further communication.

General Instructions:

- Before filling up the online application form, the Applicant(s) are advised to read carefully the Notification/Advertisement for the courses (s)/Exam(s) and also ensure that he/she is eligible as per the criteria as prescribed in the Advertisement Notice.
- The applications received through any other mode (offline etc.) will not be accepted and summarily rejected.
- Online Application process must be completed (including Form Filling and submit Prospectus Fee) before last date fixed for submission of online form as mentioned in the Notification/Advertisement, after which the web link will automatically be disabled and no subsequent correspondence will be entertained in that respect.
- The Applicant(s) applying for the admission should ensure that they fulfill all eligibility criteria as prescribed for admission. Their admission at all stages will be purely provisional subject to satisfying the prescribed eligibility conditions.
- College takes up verification of eligibility conditions with reference to original documents at subsequent stages of admission process.
- The list of selected Applicant(s) will be drawn in the order of their merit.

ADMISSION COMMITTEES

Sh. Jagmohan Thakur (Dean & Overall Monitoring)

BA 1st year

- Dr Sudhyan Negi (Convener)
- Sh. Dinesh Kumar
- Dr. Mollam Dolma

BA 2nd Year& 3rd Year

- Dr. Rajan Kaushal (Convener)
- Dr. Reema Sharma
- Sh. Krishan Dutt

B.Com 1st, 2nd& 3rd Year

- Sh. Sudesh Kumar (Convener)
- Ms. Priyanka Sarao

PRE-ADMISSION COUNSELLING COMMIITTEE

- Sh. Jagmohan Thakur
- Dr. Rajan kaushal
- Dr. Sudhyan Singh Negi
- Sh. Dinesh Kumar
- Dr. Mollam Dolma
- Sh. Sudesh Kumar

ABOUT 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 Sirmauri 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.

Co-Curricular Activities and Facilities Available:
Cultural and Academic Societies

1) **Red Ribbon Club (RRC):** 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) 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.

5) Career Counseling 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.

6) Internal Committee under Sexual Harassment/ Women Cell: On the direction of Hon'ble Supreme Court of India, the college has established a women cell to redress grievances related to gender bias.

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) Anti Drug Cell: The purpose of this club is:
- To ensure drug free campus
- To educate and enable youth to reject illicit drugs.
- To motivate the students to actively participates in awareness programmes conducted by the cell.

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.

10) **Parent Teacher Association (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.

11) **Old Student Association (OSA):** One of the main purpose of alumni associations is to support and build the sense of belonging among members of the alumni, the present students, the staff and the management with the common goal of all round development.

12) **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 fulfill 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.

13) **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.1/-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.

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.*

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.

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 an**d directions of** the state government.

1. 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=6Credits Hindi-1=6Credits	Environmental Studies=4Credits	NIL	NIL	NIL
	DSC-1A=6 Credits	English/Hindi (one out of Two)-=4Credits			
	DSC-2A=6 Credits				
	DSC-1B=6 Credits				
	DSC-2B=6 Credits				
	Total Credits= 36 Credits	Total=8 Credits			
Year II	English-2=6Credits Hindi-2=6Credits	NIL	SEC-1=04Credits	NIL	NIL
	DSC-1C=6 Credits		SEC-2=04Credits		
	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=04Credits	DSE-1A=6Credits	GE-1=6 Credits
			SEC-4=04Credits	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

Number of Seats in BA/B.Com 1st Year for the session 2024-25:

S.No.	Subject	No. of Seats
1.	English	80
2.	Hindi	80
3.	Political Science	80
4.	History	80
5.	Geography	80
6.	Sociology	80
7.	Music (I)	80
8.	Commerce	80

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, Music (I)
History	Geography, Hindi, Music (I), Political Science, English
Music (I)	History, Political Science, Sociology, Hindi
Political Science	English, Hindi, History, Music (I)
Sociology	English, Geography, Hindi, Music (I)

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.

2. 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 through regular mode only.

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 curse 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 Attendanc**e: 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 / T**erm 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 Governmen*t *of Himachal Pradesh, the **students are advised** to go through the notices displayed fro**m time to time on t**he College Notice Board.*

RULES FOR ADMISSION

1. The eligibility criteria for admission to BA/B.Com in the 1st Year is strictly as per the latest ordinances/guidelines/calendar notified by the HP University/Government.

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 a self-declared undertaking.

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.*C*om. 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 o**f HP Bonafide Certificate to** avail fee concession.

12. Principal of the college has the power to refuse or terminate the admission, if the conduct of a student during his or her stay in the college is unsatisfactory.

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 f**rom the institution last attended for regular students.

B) **Original Character-Certificat**e 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 certifica**te (in case of examination passed from Board⁄ University other than HP.

G) **SC/ST certificate i**ssued by first class magistrate.

H) Self- declaration undertaking of gap year if any, after passing 10+2.

Eligibility for Admission in B.A./ B.Com. 1st 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, 2024*(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	81CUL	106SC
7SC	32	57	82HC	107ST
8	33 SC	58	83	108
9	34	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61CUL	86	111
12SC	37HC	62HC	87	112
13 ST	38CUL	63	88	113SC
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	117SP
18 SC	43	68	93 ST	118CUL
19 SP	44	69	94	119SC
20CUL	45	70	95	120ST
21HC	46 SC	71	96	
22	47	72 SC	97 SC	
23	48	73	98CUL	
24	49	74	99 SP	
25	50	75	100HC	
HC-5%CUL-5%SP-5%SC-15%ST-7.5%				

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

Fee Structure

Fee will be charged at the time of admission for full session 2024-25 as under: -

S.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& Non-Bonafide H.P. girls))	600	600	600
22	University Development Fund	250 (Rs. 100 for IRDP & BPL students)	0	0
25	Youth Welfare Fund	15	15	15
26	**Total**	**2549**	**2209**	**2209**

Note:

- **PTA FEE Rs. 400/- Per year from only one child of the family.**
- **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.

COMMITTEES (Session 2024-25)

S. No.	Name of Committee	Name of Officials/Committee Members
1.	Prospectus Committee	• Sh. Jagmohan Thakur (Convener) • Dr. Sudhyan Negi • Ms. Priyanka Sarao
2.	College Advisory Committee	• Sh. Jagmohan Thakur (Convener) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Sh. Dinesh Kumar • Dr. Mollam Dolma • Sh. Sudesh Kumar • Mr. Shambhu Nath (Supdt. G-II)
3.	Anti-Ragging/Discipline Committee	• Sh. Jagmohan Thakur (Convener) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Sh. Dinesh Kumar • Dr. Mollam Dolma • Sh. Sudesh Kumar • Mr. Sanjeev Kumar (Clerk)
4.	College Magazine Committee	• Sh. Jagmohan Thakur (Convener) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Dr. Mollam Dolma
5.	Campus Beautification/Eco club/Energy club	• Dr. Mollam Dolma • Dr. Reema Sharma • Sh. Krishan Dutt • Smt. Kiran Kant (Asst. Librarian)
6.	College Maintenance Committee (water-electricity supply etc.)	• Sh. Dinesh Kumar (Convener) • Sh. Krishan Dutt • Mr. Shabhu Nath (Supdt. G-II) • Mr. Surender (Peon)
7.	House Exam Committee	• Sh. Dinesh Kumar (Convener) • Dr. Mollam Dolma • Sh. Sudesh Kumar
8.	IQAC/NAAC	• Dr. Anita Thakur (Chairperson) • Sh. Jagmohan Thakur (Coordinator) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Dr. Mollam Dolma • Sh. Sudesh Kumar • Ms. Priyanka Sarao • Mr. Suresh Kumar (PTA President) • Mr. Shambhu Nath (Supdt. G-II) • Mr. Rajesh Jindal (Stakeholder)

		• Ms. Payal Sharma (BA 2nd Year- 22268)
9.	PM USHA (RUSA)	• Dr. Sudhyan Negi (Coordinator) • Sh. Sudesh Kumar • Sh. Krishan Dutt • Mr. Shambhu Nath (Supdt. G-II)
10.	Scholarship Committee	• Dr. Sudhyan Negi (Convener) • Sh. Dinesh Kumar • Sh. Sudesh Kumar • Ms. Priyanka Sarao
11.	Time-Table Committee	• Sh. Dinesh Kumar (Convener) • Sh. Sudesh Kumar • Sh. Krishan Dutt
12.	Career Counselling and Placement Cell	• Sh. Jagmohan Thakur (Convener) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Ms. Priyanka Sarao • Mr. Suresh Kumar (PTA) • Mr. Sanjay Rajan (Member from Society) • Ms. Sakshi Sharma (BA 2nd Year- 22219) • Mr. Hardik Jindal (B.Com 2nd Year- 22101)
13.	Women Cell/ Internal Committee under Sexual Harassment	• Dr. Mollam Dolma • Dr. Reema Sharma • Ms. Priyanka Sarao • Mrs. Kiran Kant (Asst. Librarian) • Smt. Shayama Devi (Peon) • Smt. Shanti Devi (Peon) • Ms. Shikha Sharma (BA 1st -23259)
14.	Grievances/ Redressal Cell (Matters related to student welfare)	• Sh. Jagmohan Thakur (Convener) • Dr. Rajan Kaushal • Dr. Sudhyan Negi • Sh. Dinesh Kumar • Ms. Payal Sharma (BA 2nd Year-22268)
15.	Purchase Committee	• Dr. Rajan Kaushal (Convener) • Sh. Dinesh Kumar • Sh. Sudesh Kumar • Mr. Sanjeev Kumar (Clerk)
16.	College Bursar	• Sh. Jagmohan Thakur
17.	Disaster Management Committee	• Sh. Jagmohan Thakur (Convener) • Sh. Dinesh Kumar • Dr. Reema Sharma • Sh. Krishan Dutt • Smt. Kiran Kant (Asst. Librarian)
18.	Red Ribbon Club/First Aid/Health & Hygiene	• Dr. Mollam Dolma (Convener) • Dr. Reema Sharma • Ms. Priyanka Sarao

		• Smt. Kiran Kant (Asst. Librarian)
19.	NSS Programme Officer	• Sh. Dinesh Kumar
20.	Road Safety/Anti-Drug/Cyber Jagrukta Cell	• Sh. Sudesh Kumar (Convener) • Dr. Reema Sharma • Sh. Krishan Dutt • Ms. Priyanka Sarao
21.	Rovers Scout Leader	• Sh. Krishan Dutt
22.	Rangers Scout Leader	• Ms. Priyanka Sarao
23.	Library Committee	• Smt. Kiran Kant (Asst. Librarian- Convener) • Dr. Sudhyan Negi • Dr. Reema Sharma • Mr. Sanjeev Kumar (Clerk)
24.	Bus Pass & Attestation Committee	• Dr. Rajan Kaushal (Convener) • Dr. Sudhyan Negi • Sh. Sudesh Kumar
25.	AISHE	• Dr. Sudhyan Negi(Convener) • Sh. Sudesh Kumar
26.	Cultural Committee (Youth Festival HPU)	• Dr. Rajan Kaushal (Convener) • Sh. Dinesh Kumar • Dr. Reema Sharma • Ms. Priyanka Sarao
27.	Press/Photograph Committee	• Dr. Rajan Kaushal (Convener) • Dr. Mollam Dolma
28.	Website Updation Committee	• Sh. Sudesh Kumar (Convener) • Ms. Priyanka Sarao • Mr. Sanjeev Kumar (Clerk)
29.	PTA Secretary	• Dr. Sudhyan Negi
30.	Unnat Bharat Abhiyan/Swatchh Bharat Abhiyan/Ek Bharat Shreshth Bharat	• Dr. Rajan Kaushal (Convener) • Sh. Dinesh Kumar • Sh. Krishan Dutt
31.	SWAYAM Portal	• Dr. Rajan Kaushal (Convener) • Ms. Priyanka Sarao
32.	ABC Portal	• Sh. Sudesh Kumar (Nodal Officer)
33.	NEP 2020 Coordinator	• Dr. Rajan Kaushal

Note: Gudiya Helpline (1515) and Shakti App for Women Safety & Hoshiar Singh Helpline (1090).

- Internal Committee under Sexual Harassement/ Women Cell.

- Grievances Redressal Cell.

- National Anti-Ragging Helpline: 24x7 Toll Free 1800-180-5522 helpline@antiragging.in/ www.antiragging.in

New Committees formed for the purpose of NAAC:

S.No.	Name of Committee	Name of officials/committee members
1.	New Initiative Committee	• Dr. Rajan Kaushal (Convener) • Sh. Sudesh Kumar • Dr. Reema Sharma • Sh. Shambhu Nath (Supdt. G-II)
2.	Research and Development Innovative Committee	• Dr. Mollam Dolma (Convener) • Dr. Reema Sharma • Ms. Priyanka Sarao
3.	Academic and Co-curricular Activities Committee	• Sh. Dinesh Kumar (Convener) • Dr. Reema Sharma • Ms. Priyanka Sarao
4.	Faculty and Student Empowerment Committee	• Dr. Sudhyan Singh Negi (Convener) • Sh. Dinesh Kumar • Dr. Mollam Dolma • Sh. Krishan Dutt
5.	Institution Incubation Centre	• Sh. Sudesh Kumar (Convener) • Sh. Krishan Dutt • Mrs. Kiran Kant (Asst. Librarian) • Sh. Sanjeev Kumar (Clerk)