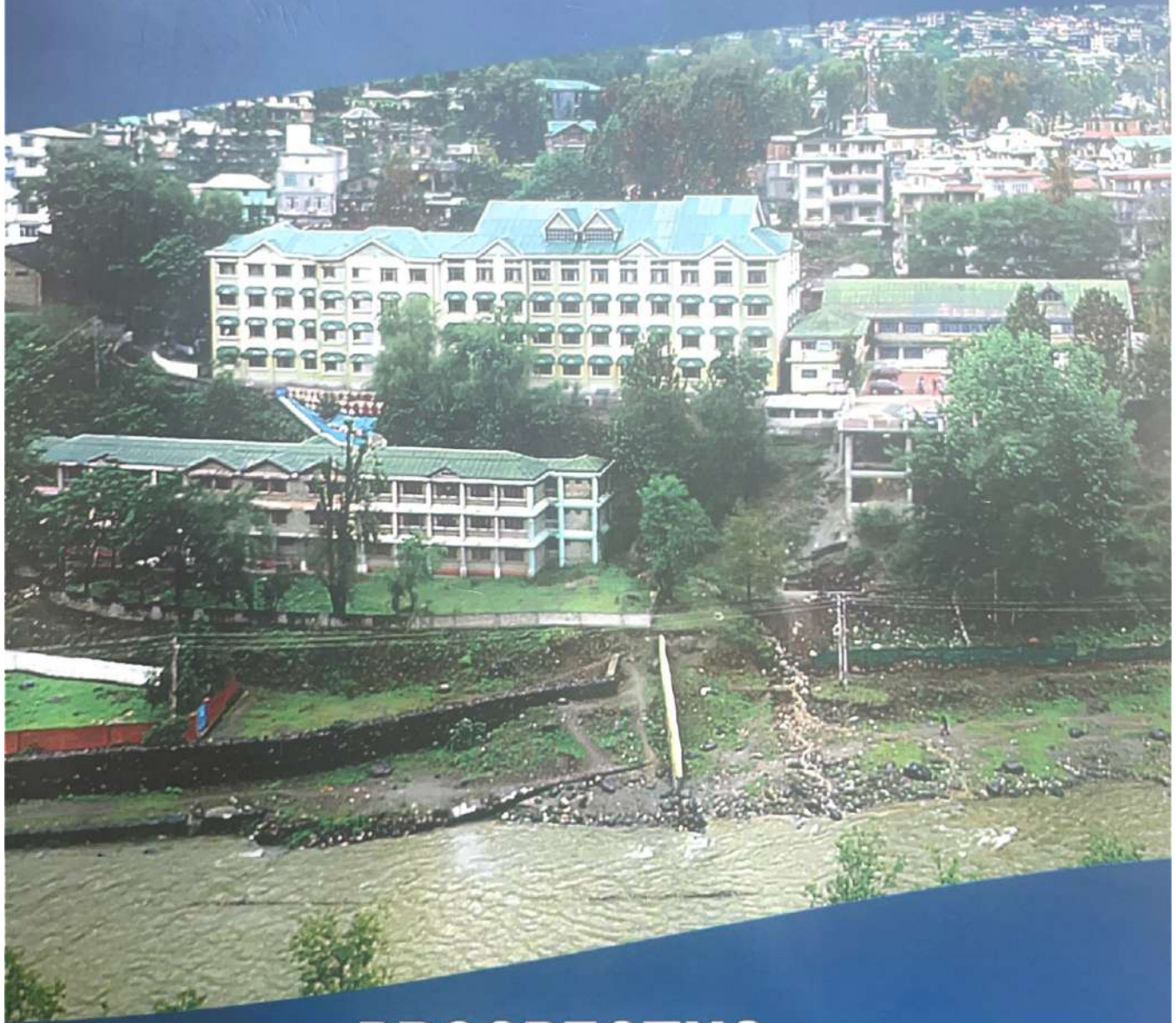




Estd. : 1967

# Govt. College Kullu

NAAC accerredited B++ Institution



## PROSPECTUS 2018-19

Nº 000011

Price : Rs. 50/-  
By Post : Rs. 80/-



## From Principal's Desk



Dear students

With great joy, I welcome you all, fresh as well as the young charged up minds already on the roll of an academically rich, NAAC accredited B++ college. The college has recently found a place amongst 100 best colleges of India as per the ranking done by *India Today*. The college which has an amalgamation of natural beauty and tranquility as well as latest infrastructure provides a perfect ambience for learning experience. In this temple of learning, it will be our endeavour to infuse our students with self confidence, courage, uprightness, altruism, philanthropic vision and pragmatic wisdom through its various campus activities whether academic or extra curricular including community service programs. We wish to give you the best education, the education that is not only for livelihood, but education that is value based and that is for life. Dear students, education paradigm has seen a sea change in the past few decades to an extent that philosophy and ideology behind tutelage have completely changed. This is primarily because of structured, logical and intelligent categorization of information which has grown asymptotically at a lightning speed. As the information has grown, the methods for logical and rational storage and retrieval of the information have also come into being. In today's scenario, the students are tech-savvy and well informed. Still, the role of a teacher in imparting the education in real sense of the word can not be denied, though new methodologies & ideologies keeping abreast with the times are the need of the hour.

Dear students, it is also our duty to gain correct knowledge and help those who could not get opportunity to study like you. In fact, education is for improving lives of others, not just yours. So, to get success and become able to serve the suffering humanity - (a) know more than others (b) work more than others and (c) make core focus of your life to serve others. Success becomes a kind of byproduct of a life spent in helping and elevating the lives of others. The nation looks towards you with high hopes. So, prepare yourself to serve your society by making right choice of career by matching your aptitude, ability and skills. On a personal note, I wish that the ever burning spirit of learning keeps pushing us forward throughout the session and our conscious duty towards the purpose of education and self excellence never allows us to give up. May the following verse from the Rigveda act as driving force for all of us :

“तेजस्विना अद्विताम अस्तु”

i.e. May learning illuminate us both, the teachers as well as the taught!

Dr. Nand Lal Sharma

### Library Staff:

- |                           |                  |
|---------------------------|------------------|
| 1 Mr. Rattan Singh Thakur | Librarian        |
| 2 Mrs. Damyanti I         | (Asst. Lib.) PTA |
| 3 Mrs. Damyanti II        | (Restorer) PTA   |

### Office Staff:

- |                      |             |
|----------------------|-------------|
| 1. Mr. Hemant Duggal | Supdt. G-II |
| 2. Mr. Rohit Mahant  | Clerk       |
| 3. Mrs. Teena        | Clerk       |

### Additional Supporting Staff:

- |                      |                      |
|----------------------|----------------------|
| 1. Mrs. Maya Devi    | Peon                 |
| 2. Mrs. Mansa Devi   | Peon                 |
| 3. Mr. Gopi Chand    | Chowkidar            |
| 4. Mrs. Prem Lata    | Peon                 |
| 5. Mrs. Asha Devi    | Peon                 |
| 5. Mr. Prakash Chand | Peon A/F             |
| 6. Mr. Satish Chand  | Sports Attendant A/F |
| 7. Mr. Premu         | Gardner A/F          |
| 8. Mr. Vidya Sagar   | Tabla Vadak PTA      |
| 9. Mr. Roshan Lal    | Sweeper PTA          |
| 10. Mrs. Guddi Devi  | Sweeper PTA          |
| 11. Mr. Raju         | Sweeper PTA          |
| 12. Mrs. Neelam      | Sweeper PTA          |

### Laboratory Staff:

- |                         |                     |
|-------------------------|---------------------|
| 1. Mrs. Dawarika Sharma | Sr. Lect. Assistant |
| 2. Mr. Bala Ram         | Sr. Lect. Assistant |
| 3. Mr. Girdhari Lal     | Jr. Lect. Assistant |
| 4. Mr. Raj Kumar        | Jr. Lect. Assistant |
| 4. Mr. Mohar Singh      | Lab. Attendant      |
| 5. Mr. Gian Chand       | Lab. Attendant      |
| 6. Mrs. Satya           | Lab. Attendant      |
| 7. Mr. Diwan Chand      | Lab. Attendant      |
| 8. Ms. Savitra          | Lab. Attendant      |
| 9. Mr. Kiran Chand      | Lab. Attendant PTA  |
| 10. Mr. Narayan Singh   | Lab. Attendant PTA  |
| 11. Mrs. Hema           | Lab. Attendant PTA  |
| 12. Mr. Jai Nand        | Lab. Attendant PTA  |

### Administrative Assignments

#### Secretary to Staff Council

Dr. Balbir Singh

#### Bursar

Dr. Balbir Singh

#### Controller of Examination

Dr. Brij Bala

#### Assistant Controller

- 1 Mr. Naresh Kamal
- 2 Mr. Vivek

#### Coordinator BCA

- 1 Mrs. Seema Sharma

#### Coordinator BBA

- 1 Dr. Raj Kumar Thakur

#### Coordinator Tourism & Travel Management

- 1 Mr. Naresh Kamal

#### Coordinator of IGNOU

- 1 Dr. Balbir Singh

#### Asstt. Coordinator

- 1 Mr. Raghubir Singh
- 2 Mr. Som Krishan Sharma

#### Coordinator B.Voc.

- 1 Dr. Romesh Chander

#### C.S.C.A. General Advisory Committee

##### 1. C.S.C.A. Advisory Committee

- |                                  |          |
|----------------------------------|----------|
| 1 Dr. Nand Lal Sharma, Principal | Chairman |
| 2 Ms. Chetan Rana                | Convener |
| 3 Dr. Balbir Singh               |          |
| 4 Mr. Raghubir Singh             |          |
| 5 Dr. Roshan Lal                 |          |
| 6 Dr. Brij Bala                  |          |

##### 2. C.S.C.A. Elections Grievance Cell

- |                      |          |
|----------------------|----------|
| 1 Dr. Anju Chauhan   | Convener |
| 2 Mrs. Neeraj Kapoor | Member   |

#### Internal Quality Assurance Cell

- |                                     |          |
|-------------------------------------|----------|
| 1 Dr. Nand Lal Sharma, Principal    | Chairman |
| 2 Mrs. Neeraj Kapoor                | Convener |
| 3 Dr. Shefali                       |          |
| 4 Mr. Vivek Sharma                  |          |
| 5 Mr. Nishchal Sharma               |          |
| 6 Dr. Man Singh Rana                |          |
| 7 Mr. Hemant Duggal (Supdt. (G-II)) |          |
| 8 Mr. Rattan Singh (Librarian)      |          |
| 9 PTA President                     |          |
| 10 CSCA President                   |          |

#### College Development Committee

- |                          |          |
|--------------------------|----------|
| 1 Dr. Roshan Lal         | Convener |
| 2 Mr. Som Krishan Sharma |          |
| 3 Dr. Anup Bhatia        |          |
| 4 Mr. Ajay Kumar         |          |
| 5 Dr. Ashok Kumar        |          |

#### Scholarship/ Stipends/ Fee Concession Committee

- |                      |          |
|----------------------|----------|
| 1 Mr. Raghubir Singh | Convener |
| 2 Dr. Sujata         |          |
| 3 Mr. Govind Singh   |          |
| 4 Dr. Brij Bala      |          |



### Library Committee

- 1 Dr. Brij Bala
- 2 Mr. Rakesh Rana
- 4 Dr. Mahi Yogesh
- 5 Dr. Nirmla Singh
- 6 Mrs. Monica Raina
- 7 Mrs. Sarita
- 8 Dr. Savita Negi
- 9 Mrs. Sheetal Thakur

Convener

### Time Table Committee

#### (i) Arts

- 1 Mr. Naresh Kamal
- 2 Mr. Nishchal Sharma
- 3 Mr. Shubham Deep

#### (ii) Science

- 1 Dr. Raj Kumar Thakur
- 2 Mr. Vivek Sharma
- 3 Dr. Ram Singh

#### (iii) Commerce

- 1 Mr. G. R. Saini
- 2 Ms. Indu Thakur

### University Form Attestation Committees

#### (i) Arts

- 1 Dr. Roshan Lal
- 2 Mrs. Neeraj Kapoor
- 3 Mr. Rakesh Rana

#### (ii) Commerce

- 1 Mr. Som Krishan Sharma
- 2 Mr. G. R. Saini

#### (iii) Science

- 1 Dr. Brij Bala
- 2 Dr. Ram Nath
- 3 Dr. Raj Kumar Thakur

### Advisory Committee For Self Financing /Ad-on Courses

- 1 Dr. Nand Lal Sharma, Principal
- 2 Mrs. Seema Sharma
- 3 Dr. Raj Kumar Thakur
- 4 Mr. Naresh Kamal

### M. A. Advisory Committee

- 1 Dr. Nand Lal Sharma
- 2 Dr. Anju Chauhan
- 3 Mrs. Neeraj Kapoor
- 4 Dr. Shefali
- 5 Mr. Sham Singh Bains

Chairman  
Convener

### Hostel Advisory Committee

- 1 Dr. Nand Lal Sharma
- 2 Ms. Chetan Rana
- 3 Dr. Anup Bhatia
- 4 Dr. Ram Singh

Chairman  
Convener

### NSS Advisory Committee

- 1 Dr. Nand Lal Sharma
- 2 Mr. Raghubir Singh
- 3 Dr. Shefali
- 4 Dr. Ram Singh
- 5 Mrs. Sneh Lata

Chairman  
Convener

### Career Guidance and Placement Cell

Convener

- 1 Dr. Shefali
- 2 Mrs. Seema Sharma
- 3 Dr. Mahi Yogesh
- 4 Dr. Naresh Kamal
- 5 Dr. Meena Chaudhary
- 6 Dr. Man Singh Rana
- 7 Mr. Rajneesh Thakur
- 8 Dr. Sumit Thakur
- 9 Dr. Hira Mani
- 10 Mr. Shubham Deep

### Discipline Committee

Convener

- 1 Dr. Sujata
- 2 Mr. Som Krishan Sharma
- 3 Dr. Romesh Chander
- 4 Dr. Nirmla Singh
- 5 Dr. Monica Raina
- 6 Dr. Ram Singh
- 7 Dr. Anup Bhatia
- 8 Mr. Ajay Kumar
- 9 Dr. Ashok Kumar
- 10 Mr. Revat Ram Pathania

### UGC Affairs Committee

- 1 Dr. Roshan Lal
- 2 Dr. Shefali
- 3 Mr. Nishchal Sharma
- 4 Dr. Hira Mani

Convener

### College Canteen Committee

- 1 Dr. Roshan Lal
- 2 Mr. Som Krishan Sharma
- 3 Dr. Dalip Singh
- 4 Mr. Revat Ram Pathania

Convener

### College Magazine Editorial Board

#### Chief Editor:

- 1 Dr. Anju Chauhan

#### Editors:

- 1 Mrs. Neeraj Kapoor
- 2 Dr. Ashok Kumar
- 3 Mr. Raghubir Singh
- 4 Mr. Rakesh Rana
- 5 Mr. G.R. Saini
- 6 Mrs. Seema Sharma

Section  
(English)  
(Hindi)  
(Science)  
(Pahari)  
(Commerce)  
(Self-Financing)

## **Eligibility :**

### **For Admission in 1st Semester :**

A student passed in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P Board of School Education or an examination accepted as equivalent there to by the various bodies of the H.P. University.

- (i) Provided that the candidates, who have passed the qualifying examination i.e. 10+2 with science stream, shall be given admission in B.Sc.
- (ii) Provided that the candidates, who have passed the qualifying examination with commerce stream, shall be given preference to admission in B.Com.
- (iii) On 1st July 2018, a student should not be more than 23 years in case of boys and 25 years in case of girls in general category. Relaxation in case of SC/ST will be given as per University norms.
- (iv) In each discipline, seats will be reserved for SCs, STs, Sports and Cultural quota as per HPU norms.
- (v) One seat in each department shall be reserved for single girl child which will be allotted on the basis of merit.
- (vi) Any student with compartment in +2 examination will not be eligible for admission.

### **Documents required at the time of admission to 1<sup>st</sup> year**

- ⇒ 3 copies of passport size photographs.
- ⇒ Self attested copies of matriculation & 10+2 certificates.
- ⇒ Latest Character certificate in original from the institute last attended.
- ⇒ Self attested copies of category certificate (SC/ST/OBC/IRDP) if claimed.
- ⇒ Self attested copies of sports/cultural activities/NCC/NSS etc. if any.
- ⇒ A certificate from competent authority for Single girl child.
- ⇒ Candidates coming from Board/University other than H.P. Board of School Education/H.P. University must produce Migration Certificate in original at the time of admission.

### **GENERAL GUIDELINES FOR ADMISSION TO BACHELOR'S DEGREE**

- 1 Admission to various Main/Core subjects will be made on the recommendation of the concerned admission committee constituted for the purpose.
- 2 Gap of one year or more in the academic career of an applicant prior to seeking admission to the Bachelor Degree must be supported by documentary evidence/affidavit as the proof of her/his activities during the period of gap. Submission of false affidavit is a legal offence and will invite penalty to the applicant.
- 3 The application must be filled by the candidate in her/his own handwriting. It should be complete in all respects and supported by following documents :
  - ⇒ Attested copy of Matriculation Certificate.
  - ⇒ Attested copy of Detailed Marks Card of the previous examination passed.
  - ⇒ Character Certificate in original from the institution last attended or by some H.P. Govt. Gazetted class-I officer.



- ⇒ Attested copy of certificate for which benefit is claimed (SC/ST/OBC, etc.)
- 4 An applicant must produce original certificates before admission committee at the time of admission (counseling)
  - 5 Applicants coming from Board /University other than the H.P. Board of School Education/H.P. University must provide Migration Certificate in original.
  - 6 Handicapped applicants seeking fee concession must furnish their status certificate from Medical Board.
  - 7 National Open School students seeking admission to the 1st year of Bachelor Degree must have cleared all the five papers including English.
  - 8 Failed students of other institutions shall not be admitted to any class.
  - 9 Admission of a candidate is liable to be cancelled in case she/he furnishes incomplete/false information or in case of concealment of facts. Disciplinary action will also be taken against such candidates.
  - 10 Admission cannot be claimed as a matter of right. The Principal can deny admission to any such student whose conduct is detrimental to the interest/discipline of the institution.
  - 11 Initially all admissions shall be provisional and subject to the final approval by Himachal Pradesh University
  - 12 Rules of admission are subject to change as per the H.P. University notification issued from time to time.

### Outline of the Courses Offered :

1. **Core course:** A course offered by a Discipline/Subject which is to be compulsorily studied by the candidate.
  - (i) **Discipline Specific Core course (DSC) of six credits:** A core course offered by the Discipline/Subject chosen by the candidate as main or other Discipline/Subject.
  - (ii) Two papers each for English & Hindi/MIL in B.A./B.Com.
2. **Elective Course:** A course which a student can choose from a pool of courses offered by a Discipline/Subject.
  - (i) **Discipline Specific Elective course (DSE) of six credits:** An elective course is a course which is chosen by a student from the courses offered by the Discipline/Subject of his/her choice.
  - (ii) **Dissertation/Project of six credits:** 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/her own with an advisory support by a teacher.
  - (iii) **Generic Elective course (GE) of six credits:** Any course chosen generally from an unrelated Discipline/Subject (core or elective of that Discipline/Subject) with an intention to seek exposure.
  - (iv) **Students of B.A. Vth and VIth Semester will choose generic elective courses from**  
 1. Pol. Science 2. History 3. Economics 4. Geography 5. Hindi 6. English 7. Public Admn. 8. Sociology and Tour & Travel.
3. **Ability Enhancement Course:** A course based upon the content that leads to Knowledge enhancement.



- (i) **Ability Enhancement Compulsory Course (AECC) of four credits:** Ability Enhancement Course which is to be compulsorily studied by the candidate. These courses include *Environment Science, English Communication and Hindi/MIL Communication*.
- (ii) **Ability Enhancement Elective Course (SEC/AEEC) of four credits:** A course which a student can choose from a pool of Skill Enhancement courses offered by the Main Discipline/Subject.

### Choosing Programme/ Study Courses:

Candidate seeking admission in any programme after +2 examination is required to choose one of the disciplines listed below as a **main subject i.e DSC-1**. Thereafter she/he will choose two other subjects from the list of combinations given in the table below.

Sr. No.	Main Subject DSC-1	DSC-2 (Choose one subject)	Core Compulsory for B.A/B.Com. & DSC -3 for B.Sc.
1	English	J&MC or History or Pol. Science or Geography	English
2	Hindi	J&MC or Music or History or Sociology	English
3	Sanskrit	Music or Sociology or Public Admn. or T&T	English
4	Economics	Maths or Pol. Sc. or T&T or Geography	English
5	Pol. Science	History or Economics or English or Geography	English
6	History	Pol.Sc. or English or Hindi or Public Admn.	English
7	Geography	Economics or English or T&T or Pol.Sc.	English
8	Music (I)	Sociology or Sanskrit or Public Admn. or Hindi	English
9	Music (V)	Sociology or Sanskrit or Public Admn. or Hindi	English
10	Sociology	Hindi or Music or Physical Education or J&MC	English
11	Pub. Admn.	Music or Phy. Education or Sanskrit or History	English
12	J&MC	Phy. Education or Hindi or Sociology or English	English
13	Mathematics	Economics or English or Geography or C.A.	English
14	Comp. Application	Maths or Economics or Geography or Physics	English
15	Physical Education	Public Admn. or T&T or Sociology or J&MC	English
16	Tourism & Travel Mgt.	Economics or Geography or Phy. Edu. or Sanskrit	English
17	Physics	Chemistry	Mathematics
18	Chemistry	Physics or Botany	Mathematics or Zoology
19	Mathematics	Physics	Chemistry
20	Geology	Physics	Chemistry or Maths
20	Botany	Chemistry	Zoology
21	Zoology	Chemistry	Botany
22	B.Com		

### Completion of a Degree :

A regular candidate shall have to undergo the prescribed courses of study in the college affiliated to the

Himachal Pradesh University for a period not less than three year and a maximum of 5 years from the date of admission of the candidates. Each academic year shall consist of two semester viz. odd and even semester. Odd semester shall commence from June/July and even semester from November/December. For completing an undergraduate degree, the student shall have to cumulate a minimum of 132 successful credit hours of course work.

**P.S.:** Successful Passing of a course includes Classroom learning, assignment work, Mid Term Test and End Semester Examination.

### Evaluation Process

Students are assessed through an evaluation system comprising of Comprehensive Continuous Assessment (CCA) and End Semester Examination (ESE).

Each 6 credit course is earmarked 100 marks to which CCA contributes 30 marks and ESE 70 marks. For practical subjects ESE will be split up into ESE practical (20 marks) and ESE theory (50 marks)

Comprehensive Continuous Assessment (30 marks)

Mid Term Test

: 15 marks Assignment/Seminar/Presentation : 10 marks

Attendance

: 05 marks

[For attendance 75% - 80% = 03 marks; 81% - 90% = 04 marks; 91% - 100% = 05 marks]

For 4 credit course viz. ability/skill enhancement course CCA contributes 20 marks and ESE carries 80 marks.

### Semester wise Course Structure for CBCS B.A. & B.Com. Programmes

Semester	Courses to be studied	Credits	Credits for Semester
1 <sup>st</sup>	AECC Hindi/Environment Studies English core 1 DSC - 1A(main subject) DSC - 2A (other subject)	4 6 6 6	22
2 <sup>nd</sup>	AECC Environment Studies/English English core 2 DSC - 1B (main subject) DSC - 2B (other subject)	4 6 6 6	22
3 <sup>rd</sup>	SEC/AEEC -1(main subject) Hindi core 1 DSC - 1C (main subject) DSC - 2C (other subject)	4 6 6 6	22
4 <sup>th</sup>	SEC/AEEC -2(main subject) Hindi core 2 DSC - 1D (main subject) DSC - 2D (other subject)	4 6 6 6	22
5 <sup>th</sup>	SEC/AEEC -3(main subject) GE - 1(any subject other than DSC-1 & 2) DSE - 1A (main subject) DSE - 2A (other subject)	4 6 6 6	22
6 <sup>th</sup>	SEC/AEEC -4(main subject) GE - 2(any subject other than DSC-1 & 2) DSE - 1B(main subject) DSE - 2B (other subject)	4 6 6 6	22



### Semester wise Course Structure for CBCS B.Sc. Physical/Life Science Programmes

Semester	Courses to be studied	Credits	Credits for Semester
1 <sup>st</sup>	AECC Environment Studies DSC - 1A(main subject) DSC - 2A(other subject 1st) DSC -3A (other subject 2nd)	4 6 6 6	22
2 <sup>nd</sup>	AECC Hindi/English DSC-1B (main subject) DSC - 2B (other subject 1st) DSC - 3B (other subject 2nd)	4 6 6 6	22
3 <sup>rd</sup>	SEC/AEEC -1 (main subject) DSC-1C (main subject) DSC - 2C (other subject 1st) DSC - 3C (other subject 2nd)	4 6 6 6	22
4 <sup>th</sup>	SEC/AEEC -2 (main subject) DSC -1D (main subject) DSC - 2D (other subject 1st) DSC - 3D (other subject 2nd)	4 6 6 6	22
5 <sup>th</sup>	SEC/AEEC -3(main subject) DSE 1A (main subject) DSE - 2A(other subject 1st) DSE - 3A (other subject 2nd)	4 6 6 6	22
6 <sup>th</sup>	SEC/AEEC -4 (main subject) DSE 1B (main subject) DSE - 2B (other subject 1st) DSE - 3B (other subject 2nd)	4 6 6 6	22

#### Class Room Attendance :

Each student will have to attend a minimum 75% lectures/ tutorials/ practicals. A student having than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).

Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.

Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate.

## B.Voc. (Bachelor of Vocation) UGC Approved 3-Year Regular Degree Programme

### Course of Study :

The college offers the following two 'NSQF' (National Skill Qualification Framework) UGC approved 3-year regular degree programmes under semester system for vocational studies as mentioned below.

**B.Voc. in Retail Management**

**40 Seats**

**B.Voc. in Hospitality & Tourism**

**40 Seats**

### ABOUT THE BACHELOR OF VOCATION (B.Voc.) DEGREE PROGRAMME :

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education programme as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) degree. This degree Programme is unique with the provision of multiple entry and exit at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience.

### Objectives :

- ❖ To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).
- ❖ To empower the youth by providing them employment and income generating opportunities.
- ❖ To provide judicious mix of skills relating to a profession and appropriate content of general education.
- ❖ To provide flexibility to the students by means of pre-defined entry and multiple exit levels.
- ❖ To integrate skill based NSQF vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

### Course Structure :

B. Voc. programme is designed with provision for multiple exit levels. All the candidates enrolled for diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advance diploma level courses leading to B. Voc. degree.

Following table provides a snapshot of the various certificates and their duration:-

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/Awards
4	18	12	30	One sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc. Degree



## Internship Programme:

Internship for 6 weeks after the completion of each year is an integral/essential component of B.Voc. Degree.

The Internship shall also carry credits to be added in the final evaluation of skill components.

**HPKVN (Himachal Pradesh Kaushal Vikas Nigam)** is fully sponsoring the internship apart from facilitating the skill component (60 %) of this programme along with coursework for whole of the programme.

Candidates enrolled for this programme are entitled for '**Kaushal Vikas Bhatta**' as per state government policy.

### Retail Management

NSQF Level	Semester	Job Role	Training Hours
4	I	Sale Associate	585
5	II	Team Leader	585
6	III & IV	Departmental Manager	1170
7	V & VI	Store Manager	1245

### Hospitality & Tourism

NSQF Level	Semester	Job Role	Training Hours
4	I	Front Office Associate	585
5	II	Front Office Executive	585
6	III & IV	Guest Relations Manager	1170
7	V & VI	Duty Manager	1245

### Eligibility Conditions :

- ◆ Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.
- ◆ The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45% marks in aggregate, OR any examination of a University/Board/College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own, OR on the recommendations of Association of Indian Universities with 45% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.
- ◆ Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to the undergraduate courses as per reference No. DDNo.. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.
- ◆ Maximum age limit for admission to B.Voc courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on 1st July of the admission year. The Vice Chancellor may permit age relaxation as per norms.
- ◆ Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.

- ◆ Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 40% marks in aggregate at 10+2 level.
- ◆ Students having compartment shall not be allowed admission in the B.Voc. programmes.
- ◆ A candidate cannot pursue two full time undergraduate courses simultaneously.
- ◆ The University reserves the right to cancel any admission at any stage.
- ◆ In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.
- ◆ All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.
- ◆ Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.).
- ◆ There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

**Category 1 :** Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF.

**Category 2 :** Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.

**Category 3 :** Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

**Note:** Regarding selection of students for B.Voc. programme, 10% extra weightage shall be given to Category-1 and 5% extra weightage shall be given to Category-2 in 10+2 examination. Final list of students shall be decided on merit.

The course content of the B.Voc. programme will be taught in English.

### **Conditions of Registration and Admission :**

- ❖ Application for admission shall be submitted in the prescribed form to the B.Voc Committee.
- ❖ Receipt of the application submitted to be obtained from the committee.
- ❖ True and correct particulars should be given in the application form.
- ❖ The following certificates in original shall be produced at the time of admission:
  - a) Higher Secondary Certificate
  - b) 10+2 Mark Sheet(s)
  - c) Conduct Certificate from the Head of the Institution last attended.



### **Guidelines for Admission to M.A. English and M.A. Economics Courses:**

The college offers post-graduate courses in the subject of English and Economics. The number of available seats in each course is as under:

<b>M.A. English</b>	<b>30 seats</b>
<b>M.A. Economics</b>	<b>30 seats</b>

### **General Rules:**

The admission will be on the basis of centralized entrance test on the dates mentioned in the HPU handbook of Information for the session 2018-19. The students interested in admission to the institute, will have to apply separately after the declaration of result by the HPU. The final list of candidates will be decided on merit.

An applicant should not be more than 26 years of age as on 1-7-2018 in case of boys & 28 years in case of girl students. The upper age limit is raised to 29 years for SC/ST applicants. The Vice-Chancellor may permit age relaxation up to a maximum of 6 months for reasons to be recorded in writing.

- 1 A candidate who fails in 1<sup>st</sup> semester may be permitted to join 2<sup>nd</sup> semester but she/he shall not be permitted to proceed from 1<sup>st</sup> to 3<sup>rd</sup> semester without appearing in 2<sup>nd</sup> semester examination.
- 2 15% and 7.5% reservation is available to SC and ST applicants respectively. In case the reserved seats remain vacant, the same shall be considered open for the general category applicants.
- 3 The admission of a student migrating from another university shall be treated as provisional and shall be confirmed only on the production of migration certificate and character certificate in original from Head of the Institution last attended.

**Note:** The eligible candidate who has passed

Honours course in English/Economics will be given 10% weightage in addition to his weighted merit percent.

### **Eligibility Conditions:**

Candidates who have passed Bachelor's Degree examination with at least 50% marks in aggregate or 45% marks or Honours in English/Economics are eligible. Relaxation of 5% marks in minimum eligibility for admission will be given to SC/ST candidates.

### **Procedure of Admission:**

- 1 The candidate should fill the admission form in her/his own handwriting and submit it to the admission committee. The admission form must be complete in all respects.
- 2 A candidate seeking admission to first year of any course must appear before the concerned admission committee with her/his parents or guardian.
- 3 A candidate seeking admission to any class should appear before the concerned admission committee, thereafter the Chief Convener of the Faculty concerned.
- 4 When admission is granted to a candidate, the candidate must deposit fees within a day failing which her/his admission will stand cancelled.
- 5 At the time of appearing before admission committee, the applicant should submit her/his application form complete in all respects with other documents in the sequence given below:
  - (i) Admission Form
  - (ii) Library Registration Form
  - (iii) Character Certificate in original
  - (iv) Attested copies of Matriculation & 10+2 certificate or attested copy of last examination passed.
  - (v) Attested copy of H.P.U. Registration card (if any).



## Details of Fee and Funds for the Session 2018-19

(Subject to change according to the latest instructions of H.P. Govt./HPU)

S.No.	Particulars for B.A./B.Sc./B.Com./M.A.	Amount (₹)
1	Admission Fee	25
2	Late Admission Fee (per day) after 25.6. 2018	10
3	University Registration Fee (For 1 <sup>st</sup> year students)	200
4	University Continuation Fee (old Students)	10 per Sem.
5	University sports Fee (Annual)	15
6	Youth Welfare Fund	15
7	University Holiday Home Fee	1
8	Building Fund	120
9	Identity Card	10
10	House Examination Fee per sem.	40
11	College Magazine Fund	50
12	Medical Fund (H.F.)	6
13	Library Security (Refundable) (New Admission)	100
14	Amalgamated Fund	300
15	Music	180
16	Tuition Fee (only Boys)	600
17	College Development Fund	10
18	Science Funds ( ₹ 720 Med. ₹ 480 Non Med.)	
	Physics	240
	Chemistry	240
	Botany	240
	Zoology	240
19	Book Replacement Fund	25
20	Geography Fee	180
21	Cultural Activity Fund	20
22	P.T.A. Fund/Membership Fee	300
23	Furniture Repair Fund	10
24	Rovers & Rangers Fund	60
25	N.C.C. Fund	5
26	M.B. Fund	2
27	Educational Tour	2
28	Annual Function	3
29	Lady Attendant Fee (For Girls)	6
30	Computer & Internet Facility	20
31	Sports Fund	240
32	University Development Fee ( ₹ 100 for BPL candidates)	250

S.No.	Particulars B.Voc.	Amount (₹)
1	Admission Fee	50
2	University Registration Fee (For 1 <sup>st</sup> year new students)	185
3	University Continuation Fee	10
4	University Sports Fund (Annual)	15
5	Youth Welfare Fund	15
6	University Holiday Home Fee	1
7	Building Fund	120
8	Identity Card Fund	10
9	Mid Term Fee	100
10	College Magazine Fund	50
11	Medical Fund (H.F.)	6
12	Library Security (Refundable) (New Admission)	100
13	Amalgamated Fund	300
14	Red Cross Fund	10
15	Tuition Fee (only Boys)	1000
16	Book Replacement Fund	25
17	Cultural Activity Fund	20
18	P.T.A. Fund/Membership Fee	300
19	Furniture Repair Fund	10
20	Rovers & Rangers Fund	60
21	N.C.C. Fund	5
22	Student Aid Fund	2
23	Computer & Internet Facility	20
24	Sports & Cultural Fund	240
<b>Other Charges (Skill Component) per semester</b>		
25	Skill Component Practical -I	240
26	Skill Component Practical-II	240
27	Tuition Fee	1000
28	Late Fee (per day)	10
29	Assessment cum certification fee charged by sector skill council per sem	1200

### NOTE:

- Exemption of tuition fee will be available to the Himachali girls only, subject to the production of Bonafide Himachali Certificate.
- Disabled students with more than 40% disability will be exempted of tuition fee subject to the production of disability Certificate issued by the competent medical Authority at the time of admission.
- Fees and funds once deposited are not refundable in any case.
- Practical funds for Geography and Science subjects will not be applicable for B.Voc. students.



## Scholarships/Concessions

The College offers the following Scholarships and Concessions:

- ❖ Govt. of India Scheduled caste/tribe scholarship.
- ❖ Poverty cum merit scholarship.
- ❖ I.R.D.P. Scholarship.
- ❖ O.B.C. Scholarship.
- ❖ Maharishi Balmiki Chhatravriti Yojna for Girls.
- ❖ Half Fee concession.

If two male wards of the same parent are getting education in the college, only one will be eligible for the scholarship.

**Fee concession will be given to the poor but brilliant students on the recommendation of fee concession committee.** If two brothers are studying in the college, only senior one will be considered for the concession.

The scholarships are awarded to the students as per norms and rules prescribed by the department. The students will have to apply for scholarship through internet on epass website. The dates for which will be notified on College notice boards. Only those students who are regular in the college rolls (her/his name should not be struck off from the college roll and should have atleast 75% lecture attendance) and have obtained minimum passing marks in all subjects in the house examination are eligible for the award of scholarship/concession.

## Fines and Penalties

1. Failure to pay dues on/by due date will entail a fine of ₹5 per day.
2. The name of student shall be struck off from the college roll, if she/he remains absent without sanctioned leave for continuous 10 days or more than 10 days in a month.
3. Re admission is permissible with a fine of

₹100/- for the first time and ₹200/- for the second time on the recommendation of concerned teacher.

4. For seeking re-admission the candidate must be accompanied by her/his parent or guardian.
5. If a student fails to seek re-admission within 7 days after his/her name is struck off, he/she will have to pay additional fine @ ₹10/- per day for a maximum upto 10 days at the time of readmission. After this period the student will lose her/his right to re-admission.
6. The Principal can expel/rusticate a student from the college if found guilty of misconduct.
7. The library security deposit will lapse if a student doesn't apply for refund within 1 year of her/his leaving the college.
8. **A fine of ₹100/- shall be imposed on a student if she/he is found using cell phone in college campus except cell phone zone i.e. playground of college. Repeated offence will lead to increase in fine and even confiscating of cell phone.**
9. A fine of ₹500/- shall be imposed on a student carrying intoxicants/smoking materials within the campus.
10. A student without college identity card in the college campus will be imposed a fine of ₹50.

## Other fines will be as given below:

- a) Absence per period: ₹1/-
- b) Absence per practical: ₹3/-
- c) Absence in Minor Test: ₹100 per paper
- d) Delay in returning Library books: ₹1/- per day per volume.

**Note: Students are advised to preserve fee receipt issued by the college for future use. In case fee receipt is lost photocopy of the same can be obtained from the clerk on the payment of ₹100/- only.**



## College Library

The college library has a collection of approximately 27165 books including 3,346 reference and 10,000 general books. The library subscribes 10 newspapers, 35 magazines and 15 journals regularly. There is a well maintained reading room. The college library is registered for N-list Programme of University Grants Commission. This Programme provides access to more than 21000 e-journals and over 51000 e-books through INFLIBNET. Efforts are being made to further modernize the library. The college library is partially computerized with all the database of library updated on library software since 2011-12.

Along with this, separate departmental libraries have been set up in all the science departments. The rest of the departments will also be provided with this facility in the near future.

### Guidelines for the use of Library

Immediately after admission, a student will have to collect library card from the college librarian on production of her/his fee receipt. She/he has to get it signed in person by her/his tutor, librarian and finally by the Principal.

Ordinarily two books are issued at a time for 30 days but the Librarian has the right to recall the books at any time.

Reference Books and Periodicals including Journals and Magazines are not issued.

Student shall be responsible for the book as soon as it is issued to her/him. In case the book is defected or damaged in any way or lost, she/he has to either replace the book or pay fine equivalent to the latest market price of the book.

### Book Bank

A book bank has been set up in the college library so as to provide text books to the

needy brilliant students. Books collected on the basis of donation are issued to the students keeping in view the stock available in the book bank.

### College Identity card:

Each admitted student will be issued a college identity card which will have her/his complete personal information along with one stamp size photograph. In case of loss of the card, a duplicate identity card will be issued on payment of ₹ 50/- and production of copy of FIR lodged with the Police station.

### Leave Rules for Students

- 1 A student can proceed on leave with prior permission from the college Principal, but the application should also be signed by parent/guardian of the student and duly recommended by the tutor.
- 2 A tutor can sanction leave up to maximum of 5 days and leave for longer duration will be sanctioned by the college Principal.
- 3 The applicant must get her/his leave sanctioned herself /himself and further ensure that the concerned subject teachers have noted down the leave.
- 4 Leave on account of illness, if it is for more than three days, must be accompanied by the medical certificate.
- 5 Students participating in various inter college games or other competitions including NCC camp; trekking tour, etc. will have to get their leave sanctioned by the college Principal on the recommendation of their incharges concerned before their departure.

**Please note that general leave will only be counted for the relaxation in fine only and not to be counted as the lecture attended. In case of participation in sports, cultural, NCC, NSS and others activities credit will be given to the students and to be counted as lecture attended.**



## Annual Prize Distribution Function

Annual Prize Distribution function is held in the last week of April every year to give away prizes to the students excelling in academics, sports, N.C.C., N.S.S., cultural and other extra co-curricular activities.

### Rules for award of Prize :

#### In Academics

Prize will be awarded to the student who secures first or second position in aggregate in terms of CGPA (in H.P. University Annual exams.) provided that the student has passed in all the subjects offered. A student securing a position in the merit list of H.P. University is awarded "Roll of Honour" and a prize.

Prizes are also awarded to the students:

- Having 100% attendance in all subjects.
- Best reader among boys and best reader among girls as adjudged by the college librarian.

#### In Sports / Cultural / N.C.C. / N.S.S.

##### Prizes are awarded to students:

- bagging I<sup>st</sup>, II<sup>nd</sup>, & III<sup>rd</sup> position in national/Inter Zonal/ Inter Varsity/H.P. University/ H.P. State sports/ College Athletic Meet/ Cultural Events.
- To N.C.C. students for participation in RD Parade, selection in National, Directorate level camp/ state RD, position in shooting, best turn out and selection as Best Cadet.
- To best N.S.S. volunteer and group leader.
- College Colour' is presented to the students for their outstanding performance at National/State/H.P. level in sports, N.C.C. and N.S.S. events and Rovers & Rangers participation.

#### Career Guidance and Counseling Cell

Career guidance, counseling and placement activities have become an integral part of functioning of education institutions

which provide a number of opportunities to the educated youth. With the objective of helping students in making right career choice and providing them placement opportunities through campus interviews, the career guidance, counseling and placement cell arranges seminars, counseling session at the time of admission and throughout the year.

#### College magazine

The college brings out its annual magazine *Devdhara* that provides an opportunity to the budding student writers to express their creative, innovative and analytical views on various issues of significance. The magazine has six sections viz. English, Hindi, Pahari, Sanskrit, Science and Commerce. For each section, the staff Editor selects a suitable, vibrant student editor. Students willing to contribute their write ups to the college magazine can contact these editors.

#### N.C.C.

The college has 3 wings of National Cadet Corps i.e. Air Wing, Army wing boys and Army wing girls. N.C.C. (Air Wing) enrolls total of 200 students out of which 33% are girls.

In N.C.C. Army wing (boys) 110 students are enrolled whereas in girls wing 80 girls are enrolled.

The N.C.C. provides various types of training/Adventure activities including flying, gliding, parasailing, aero-modelling, shooting, trekking, mountaineering, etc. 'C' certificate holders are given 2% weightage in marks while seeking admission to post graduate courses and are also exempted from written exam for entry to Armed Forces as commissioned officers. First year students of BA/B.Sc./ B.Com. who have attained 16½ yrs are eligible to join N.C.C. The cadets are eligible to appear in B certificate examination only after one year of continuous training and at least one camp. For appearing in 'C' certificate examination,



students must have put in 2 years of continuous training, passed B certificate examination and have attended at least 2 camps.

**Note:**

**Students seeking admission to N.C.C. can have application forms from Asstt. Prof. Nishchal Sharma, Asstt. Prof. Indu Thakur (Air Wing), Asstt. Prof. Ajay Kumar, NCC (Army Wing Boys), Asstt. Prof. Pankaj NCC (Army Wing Girls).**

**N.S.S.**

National Service Scheme is currently having two units in this college with an enrolment of 100 students in each unit under the guidance of two Programme officers. These units are engaged in regular as well as special camp activities in and around the college as envisaged under the spirit of the scheme. For enrolment, students have to apply on prescribed application form which can be procured from N.S.S. officers. A student who completes 240 work hours in two academic sessions and attends one 7 day camp is awarded a certificate and is eligible for 2% weightage in admission to Post Graduate course.

**Rovers And Rangers**

The college has been running Rovers (Boys) and Rangers (Girls) programme since 2005-2006. Students who are enrolled as Rovers and Rangers in the college are given leadership training for the service of the nation and humanity at large.

**Sports**

Students interested in sports activities and games should register themselves with Dr. Sujata at the time of admission. The college has infrastructure for the games like Cricket, Hockey, Football, Volleyball, Badminton, Table Tennis, Weight Lifting, Boxing and Athletics. The college provides various incentives for the students participating in various competitions held at university/state/zonal/national levels.

Coaching facilities are available in different games. Coaching for Athletics, cross-country, Boxing, Hockey and Table-Tennis will commence immediately after admission.

**Co-curricular Activities**

With an aim of providing opportunity for the development of student's potential to the fullest, the college organises activities through various clubs & societies. These clubs/societies organise talks, debates, quiz contest and other competitions in their respective fields. In addition to this, students are also encouraged to celebrate occasions of national importance and cultural significance.

**Disaster Management Club :**

The college has established Disaster Management club with a vision to prepare a group of volunteers who can reach out to the tragedy/natural calamity affected people at the earliest so as to provide them immediate relief in tandem with NGOs and local administration.

**Educational tour and Excursions**

An annual educational tour for the final year students of B.A./B.Sc./B.Com is arranged during the winter vacation with an aim to enhance the outlook of the students. The students who are regular in their attendance and have good conduct will be eligible for the educational tour.

The notice in this regard, showing the exact tour route and expenditure to be incurred will be displayed at appropriate time.

The interested students whose names are recommended by their respective class teachers will have to deposit the requisite amount along with the written consent of their parents on the prescribed performa with the tour incharge.

Subject excursions are arranged in the subjects where such excursions form the part of their syllabi. Eligibility conditions and other



requirements are the same as for the annual educational tour.

During excursion and educational tour, one teacher will accompany every twenty students. No tour/ excursion can be organized without accompanying of any teacher and prior permission of the college Administration.

### **Parent Teachers Association (PTA)**

The Parent Teacher Association is a statutorily constituted elected body which aims at the overall development of the college. Parental co-operation in creating a healthy campus atmosphere is of utmost importance. The PTA aspires for co-operation and participation of parents in full measure, in the wholesome activities of the college. An Executive Committee, comprising the Principal as Chairman, a teacher elected as the Secretary and six executive members every year, meets frequently to carry out the regular affairs of the body. A general body, consisting of all the parents and teachers, meets occasionally to ensure a healthy and congenial academic atmosphere in the college.

PTA is functioning in the college to undertake development activities and also develop a rapport between the parents and the teachers for the smooth functioning of the college.

The objectives are:

- 1 To arrange discussions with the elder and visionary members of the society and incorporate their suggestions for the improvement of educational standard of the college.
- 2 To arrange teachers, etc., when there is a shortage of staff in the institution, as a temporary measure.
- 3 To make the parents aware of various schemes of the government in the area of education and also to give information about various activities and programmes of

the Deptt. of education at college District/ State/ National levels.

### **Note:**

All the Parents of the college students are requested to attend the general body meeting of PTA, the date of which will be notified later on.

### **Old Students Association (OSA)**

The college is proud of its Alumni Association which is working for upliftment of the college besides enriching the knowledge of students and providing an opportunity for reunion of the old students.

### **Hostels**

The college has three tribal hostels - two for girls and one for boys. One girls' hostel has a total capacity of 99 and the boys' hostel has total capacity of 69. Temporarily, the other girls' hostel with a capacity of 72 is being used for academic purpose as one of the college old building has been dismantled. Our hostels are well equipped with Sports facilities, Mess, Common Room, TV, Gymnasium and Library facility.

Any college student can seek admission to the college hostel. The admission seeker can procure hostel admission form from the college library on payment of ₹ 10.

The application form complete in all respects should be submitted to the wardens of the respective hostels by 10-07-2018. The candidate must be accompanied by her/his parent or guardian (in case parents are not alive) at the time of submission of the form. Admission to new students shall be given strictly on merit basis. Old students of hostel will have to deposit fee by 30-06-2018.

### **Hostel Rules**

- 1 A student can apply for the hostel accommodation after he/she is admitted to the college on the recommendation of the warden. Admission to failed students is denied.



- 2 The rooms will be allotted on a date notified by the warden of the hostel and allotted rooms will not be changed without prior permission of the warden.
- 3 Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:-
  - (i) Receipt of a duplicate admission form duly signed by the parents of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents. Parents must accompany their wards for the admission in hostels otherwise admission will not be granted.
  - (ii) Satisfaction of the Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of exresidents.
  - (iii) A student will be allowed to stay in the hostel for a maximum of three years for pursuing U G degree. However, the admission of the boarder will be cancelled the moment, he/she gets a job in the Govt./Private/Corporation/ any other institution during his studies.
- 4 Admission to the hostel for the academic year will close 10 days after the closure of admission to the college.
- 5 The general discipline requirements of the college shall be applicable to boarders and the inmates are expected to stick to the timings of the hostel.
- 6 Any outing, including a visit to her/his local guardian's place, without getting leave sanctioned by the hostel warden is strictly banned.
- 7 Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
  - a) Expulsion from the hostel;
  - b) Forfeiture of securities; and
  - c) Imposition of fine by the Warden.
- 8 In case of non-payment of dues or violation of any of the hostel rules by a

resident, the Hostel Warden may get his/her room locked.

- 9 No inmate is allowed to use electric heaters in the room.
- 10 Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be removed from one room to another. Damage to hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel.
- 11 An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that she/he will not participate in any political and in disciplinary activities which harms the social, academic and congenial environment of the Hostel/College.
- 12 A student cannot shift from her/ his allotted room within the hostel without the permission of the warden.
- 13 The residents shall be in their rooms at night and will not move to other rooms for sleeping without the permission of the Warden.
- 14 The residents shall keep the Hostel Identity Card obtained from the Warden with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph along with the admission form.
- 15 The gates of the hostels will be closed at 8.00 PM and opened at 5:00 AM. A resident shall, under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for the purpose at the hostel gate. The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/Hostel Welfare Officer.
- 16 Entry of outsiders/guests in the hostel is strictly prohibited.



- 17 Use of drugs or intoxicants, smoking and ragging in the hostel is an offence which will result in the eviction and expulsion of the offender from the hostel.
- 18 All the boarders are required to pay their outstanding dues and bills well in time.
- 19 All the boarders are required to ensure overall cleanliness of the hostel campus.
- 20 Residents should not keep cash or jewellery or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
- 21 Before leaving the hostel every resident shall obtain clearance from Warden and personally hand over the charge of the room and hostel property. Repair charges for any damage to the furniture will have to be paid by the residents. During vacation, all boarders will deposit their room keys with the hostel Clerks/Warden failing which the result of the defaulters will be withheld.
- 22 Local Guardian's address will be registered with the Hostel Warden.
- 23 Only three or four days leave will be sanctioned per month for the residents of hostel.
- 24 Violation of any of the above rules will attract a fine of ₹ 100/- and the same will be intimated to the parents/guardian of the boarder.
- 25 The hostel security deposited will lapse if a student doesn't apply for refund within six months of her/his leaving from the hostel.
- 26 All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate her/his room within 24 hours of the termination of her/his regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.

## 27 CONDUCT AND DISCIPLINE:

- (i) Students shall maintain discipline and peaceful atmosphere in hostel;

(ii) A student may be fined or expelled from the hostel by the Warden for the following reasons:-

- a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden or other teacher, employees of the hostel and other residents;
  - b) Teasing or otherwise harassing other students and/or the use of violence;
  - c) Stealing or pilfering Hostel/ College property or the property of other students;
  - d) Unruly conduct or rowdism;
  - e) Writing on walls, sticking of posters distribution of unauthorized handbills or notices;
  - f) Making noise or creating disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders;
  - g) Convening, organizing, attending unauthorized meeting within the hostel premises; and
  - h) Breach of any of the hostel rules.
- 28 While visiting common room/dining hall, the student should be in proper dress;
  - 29 For any willful disobedience/insolence or defiance and willful tampering with hostel property, the student may be asked by the Warden to leave the hostel immediately subject to the approval of the Principal.
  - 30 Students shall use or handle with care all property belonging to the hostel. When a student is found guilty of damaging hostel property, the warden may recover the cost of article/s or replacement and may also impose or recommend imposition of fine depending on the circumstances.
- For more information please contact:

**Dr. Ram Singh**

(Warden Girls' Hostel)

**Dr. Anup Bhatia**

(Warden Boys' Hostel)

## Anti Smoking /Anti Tobacco

Smoking and use of tobacco products are strictly prohibited in the college campus and the hostels. Any one found smoking or using tobacco products will have to pay a fine of ₹ 200/- in addition to suspension or expulsion from the college.



## Hostel Charges

To be realized at the time of admission

H.O. A/c.	Fee and Funds	Amount (₹)
Govt. Funds & College Dues	Hostel Admission Fee	10
	Room rent/seat	360
	Hostel Security (Refundable)	500
	Furniture Security (Refundable)	100
	Utensil charges	30
	Hostel identity card	10
	Common room fund	120
	Attendant fee	480
	Clerical Assistance fee	180
	Electricity charges	2500
	Water charges	250
	Misc. Charges	500
	Sweeper charges	360
	Depreciation charges	100
	Mess Advance	1000
	Total (For New Students)	₹ 6500/-
	For Old Students	₹ 5000/-

## General Conduct and Discipline

- 1 Every student should carry her/his college Identity card which should be produced on demand.
- 2 Any act of ragging in campus or in and around the hostels will be severely dealt with. Ragging implies harassment, physical or mental torture to another student by a student or group of students.
- 3 Following will be considered as acts of misconduct and indiscipline and are punishable with either fine or suspension/expulsion.
  - Writing obscenities/dirty words on black board, walls and furniture.
  - Banging doors, desk or other furniture.
  - Smoking, taking drugs/ alcohol, chewing

tobacco/ chewing gum/ Pan masala, spitting etc. in the college campus including canteen.

- Bringing outsiders, miscreants or anti-social elements in the campus.
- Writing slogans, Pasting notice/defacing walls, putting party banners and hoardings in and around the campus.
- Pasting notice on notice board without prior permission of the Principal.
- Misbehaving with college staff/fellow students.
- Holding of any meeting in the campus without prior permission of the Principal.
- Using mobile phones in the classroom and playing music on the cell phones in the campus as such.
- Plucking of flowers/ damaging plants in the campus.
- Indulging in any rash/unbecoming behavior.
- Creating disturbance in corridor by shouting or exploding crackers.
- Damaging college property.
- Bringing Motorbikes or any other vehicle inside the college campus except parking area.
- Students are advised to come to college in decent dress. Shorts, capris will be viewed as indiscipline.

**Note:** Cell Phones are not allowed in the examination hall. Penalty/fine of ₹ 100/- will be imposed on violators (first time) and same will be increased thereafter.

Parents/ guardians are requested to remain in touch with the college administration and teachers regarding the progress of their wards.



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## Anti-ragging regulations and zero tolerance to ragging

Ragging according to the Honorable Supreme Court of India judgment/order 2001 is defined as "any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

Any student found indulged in above stated activities or ragging in any form whatsoever will be punished appropriately which may include:

1. Withholding scholarship or other benefits.
2. Debarring from representation of college events.
3. Withholding of results.
4. Suspension or expulsion from hostel, mess and college.
5. Initiation of legal proceedings under criminal law.
6. Fine upto ₹ 25000/- with public apology.
7. In case of more serious allegations, FIR will be lodged against such offenders with police and matter will be disposed of in the court of law where if convicted for such an offence, the offender can be punished with imprisonment up to three years or fine up to ₹ 50,000 or both. Such an offender will stand expelled from the institution and will not be eligible for admission in any other institution for a period of three years.

In case a victim student does not know the name of offending students she/he can give complaint in writing and identify such offenders and an action as specified above can be initiated against them.

**Note: In case of any incidence of ragging please contact any of the following immediately:**

**Toll Free Anti Ragging  
Helpline 24x7  
1800-180-5522**

### Anti Ragging Committee

Dr. Nand Lal Sharma (Principal)	01902222568
Dr. Balbir Singh	9418123488
Dr. Anju Chauhan	9418463230
Mr. Hemant Duggal (Supdt. G-II)	01902222568

P.T.A. President

Students Members : Senior Member - 1  
Junior Member -1

Media Representative

Civil Administration Representative

S.H.O. (Police) 100

### Anti-Ragging Squad & Discipline Committee

#### Campus Area :

Mr. Raghubir Singh	9418347764
Mr. Rakesh Rana	9418024497

#### Library Area

Mr. Nishchal Sharma	9418188365
Lib. Sh. Ratan Singh Thakur	9459828805

#### Science Block Ground Floor :

Dr. Brij Bala	9418060960
Mrs. Seema Sharma	9418200018
Mr. Vivek Sharma	9418600766

### Science Block Ist Floor :

Mr. Naresh Kamal	9418255994
Mr. Dalip Singh	7018243223

### Science Block Top Floor :

Dr. Ram Nath	9418204023
Dr. Meena Chaudhary	9418922100

### New Building Arts Block :

#### Ground Floor :

Dr. Sujata	9418281284
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#### First Floor :

Mr. Sham Singh Bains	9816754117
Mr. Ajay Kumar	8981316717

#### Second Floor :

G. R. Saini	9418685392
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### Old Girls Hostel :

Mr. Som Krishan	9418477730
Dr. Romesh Chander	94187 49496

### New Girls Hostel :

Dr. Ram Singh	94186-59614
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### Boys Hostel :

Dr. Pankaj	9459884524
Dr. Anup Bhatia	9418154411

## Activities Calendar for the session 2018-2019

Sr. No.	Activity	Tentative dates
1	Principal's Guidance and Encouragement to Students	First Week of July 2018
2	Sports Coaching Camp	July 2018 onward
3	Trekking and Mountaineering	1 <sup>st</sup> Week of September 2018
4	College Athletic Meet	First Week of September 2018
5	Literary Society Function	5 <sup>th</sup> September 2018
6	Hindi Day Celebration	14 <sup>th</sup> September 2018
7	N.S.S. Day	24 <sup>th</sup> September 2018
8	Eco Club Seminars	9 <sup>th</sup> October 2018
9	Geography Society Field Study Tour	16 <sup>th</sup> November 2018
10	Science Class Excursion and Tour	Last week of November, 2018
11	Energy Club Essay Writing Contest	21 <sup>st</sup> November 2018
12	History Quiz Contest	22 <sup>nd</sup> November 2018
13	NCC Day	4 <sup>th</sup> Sunday of November 2018
14	Red Ribbon AIDS Awareness Quiz	1 <sup>st</sup> December 2018
15	Human Rights Day	10 <sup>th</sup> December 2018
17	Geography Society Exhibition	22-23 December, 2018
18	Women Cell Activity	Last Saturday of Every Month
19	Career Counseling Programme	Last Week of September, November and February
20	Community Service Programme	Second Saturday of Every Month
21	NSS Special Camp	1 <sup>st</sup> Week of January 2019
22	College Educational Tour	1 <sup>st</sup> Week of January 2019
16	Science Day Function	28th February 2019
23	Annual Prize Distribution Function	Last Week of April 2019
24	CSCA Function "SRIJAN"	Last Week of April 2019

Above dates & programmes are tentative & subject to change /amendment. Change if any, will be notified by the Principal through the college notice board & circulation of the same in the Class.

### Disclaimer :

This prospectus is an information broucher only and not a legal document. Rules and regulations given here within are as per notification by H.P. University and subject to change from time to time. Any information contained here within can not be challenged in any court of law.