

PROSPECTUS

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Handbook of Information:

(For UG Courses only)

2024-25



**Govt. Degree College
Sainj, Distt. Kullu (H.P.)**

Learning Today for a Better Tomorrow

(e-mail: gcsainjhp@gmail.com)

www.gdcsainj.edu.in

Welcome Message



Dear Students,

Welcome to the start of a new academic session at Govt. Degree College Sainj, Kullu. It gives me immense pleasure to extend my heartfelt greetings to each one of you as you embark on this exciting journey of learning, growth, and discovery. As the principal, I am both honored and delighted to witness the vibrant energy and enthusiasm that each new academic year brings to our campus.

Our college has always been a beacon of excellence in education, committed to fostering an environment that encourages intellectual curiosity, critical thinking, and holistic development. Our vision for the college is to cultivate a community of learners who are not only well-versed in their respective fields but also equipped with the skills and values necessary to thrive in a rapidly evolving world. We strive to create an inclusive, supportive, and stimulating atmosphere where every student can achieve their highest potential.

As we step into this new academic session, I am excited to share with you the roadmap for the upcoming year. We are committed to integrating technology in our classrooms to provide a more interactive and engaging learning experience. Additionally, we will be expanding our extracurricular programs to ensure that you have ample opportunities to pursue your passions and develop new interests.

Our faculty members are dedicated to guiding you through this journey with their expertise and unwavering support. They are not just educators but mentors who will challenge you to think out of the box, encourage you to explore new ideas, and inspire you to achieve greatness. I urge you to take full advantage of their knowledge and experience, and do not hesitate to seek their guidance whenever needed.

The success of our students is the cornerstone of our mission, and we are here to support you every step of the way. Whether you are a freshman just beginning your college experience or a senior preparing for the next chapter of your life, we are committed to providing you with the resources and opportunities you need to succeed. Your determination, hard work, and resilience are what drive us to continually strive for excellence. On behalf of the entire faculty and administration, I extend my best wishes to all of you. May this academic session be filled with enriching experiences, personal growth, and academic achievements. Together, let us make this year a memorable and successful one.

Dr. Sujata
Principal
Govt. Degree College Sainj, Kullu

About the College

Govt. Degree College Sainj is situated in beautiful Sainj Valley in district Kullu of Himachal Pradesh. The College is approximately 45 kms from district headquarter Kullu and 14 kms. from Aut tunnel. It is surrounded by many beautiful villages and the sky touching mountains. The valley is also famous for many picturesque places like Shangar, Shanshar (Mannu Rishi Temple built in Pagoda style), Deori, and many scenic beauties of World Heritage Great Himalayan National Park. The serene ambience offers the positive energy to young minds for learning and creative activities.

Government College Sainj, District Kullu (H.P) was established in the year 2016 by the Government of Himachal Pradesh in order to fulfil the long felt need of establishing an institution of higher education for the needy students of this remote area. The college started its journey with 106 students in B.A. and B.Com. 1st Year. Among them, 36 were boys and 70 Girls. Since then, the preponderance of girls is a distinguishing feature of this college. The college is a boon for the rural people of Sainj Valley and especially to those who could not afford the cost of imparting the education to their wards by sending them away from their homes.

At present, the college offers graduate programme in Arts and Commerce Streams and is catering the academic needs of more than forty villages. In Arts, the graduate programme is offered with Economics, English, Hindi, History, Political Science, Sociology and Music (Instrumental). The UG Programme in Commerce is also offered. The students can also express themselves through their creative writing in college magazine.

The college aims to provide equity, quality and updating of the knowledge and skills of students to equip them better to face the fast-evolving competitive world and challenges of life, more specifically to strive for the overall development of their personality.

The College has experienced and young faculty members and they are committed to the all-round development of the students. The students are encouraged to participate actively in sports, NSS, Rover & Ranger and other co-curricular/extra-curricular activities so as to make them awakened and responsible citizens. At the end of the academic session, College Annual Day "Triveni" is celebrated with enthusiasm and students are honoured in the fields of Sports, Academic Excellence and Extra-curricular activities.

Principal

Dr. Sujata

TEACHING FACULTY

Faculty of Arts

Department of Economics

Mr. Pradeep Kumar

Department of English

Ms. Nisha Negi

Department of Hindi

-Vacant -

Department of History

Mr. Hoshiar Chand

Department of Music

Dr. Kavita Katoch

Department of Political Science

Mr. Prem Negi

Department of Sociology

Mr. Suresh Kumar

Faculty of Commerce

Dr. Vandana

-Vacant -

OFFICE STAFF

Superintendent:

Mr. Parveen Kumar Sharma

Senior Assistant:

-Vacant-

JOA(IT):

Mr. Abhishek Kumar

Clerk:

-Vacant-

LIBRARY STAFF

Asstt. Librarian

Mr. Dalip Kumar

ADDITIONAL SUPPORTING STAFF

Peon-Cum-Chowkidar

Mr. Jagat Singh

Mr. Het Ram

Mr. Uttam Chand

Ms. Tulju Devi

Mr. Hira Chand

ADMINISTRATIVE ASSIGNMENTS AND CO-CURRICULAR COMMITTEES

| | |
|---|--|
| <p>Secretary to Staff Council Dr. Kavita Katoch (Cashier) Ms. Nisha Negi (Secretary)</p> <p>Bursar Sh. Suresh Kumar</p> <p>Admission Committee Dr. Sujata (Principal) Sh. Suresh Kumar (Co-Ordinator) Dr. Kavita Katoch Ms. Nisha Negi Sh. Hoshiar Chand Sh. Prem Negi Sh. Pradeep Kumar Dr. Vandana</p> <p>Controller of Examination Sh. Suresh Kumar</p> <p>Assistant Controller of Examination Ms. Nisha Negi</p> <p>PM USHA / RUSA Cell Sh. Suresh Kumar (Co-Ordinator) Dr. Kavita Katoch Sh. Hoshiar Chand Sh. Pradeep Kumar</p> <p>General and CSCA Advisory Committee Sh. Suresh Kumar (Convener) Dr. Kavita Katoch Sh. Pradeep Kumar</p> <p>Internal Quality Assurance Cell Dr. Sujata (Chairperson) Sh. Suresh Kumar (Coordinator) Dr. Kavita Katoch Ms. Nisha Negi Sh. Hoshiar Chand Sh. Prem Negi Sh. Pradeep Kumar Dr. Vandana Sh. Praveen Sharma (Office Supdt.) Sh. Gyan Chand (PTA Representative) Sh. Gopal Singh (Alumni) Ms. Chandra Kumari (Student) Sh. Guddu Thakur (Stakeholder) SH. Manoj Sharma (Stakeholder)</p> | <p>Scholarship/ Stipends / Fee Concession Committee Ms. Nisha Negi (Convener) Sh. Hoshiar Chand</p> <p>Library Committee Sh. Hoshiar Chand (Convener) Sh. Pradeep Kumar Sh. Dalip Kumar Verma</p> <p>Time Table Committee (Arts & Commerce) Ms. Nisha Negi (Convener) Sh. Prem Negi Dr. Vandana</p> <p>University Forms Verification & Attestation Committee (Arts/ Commerce) and Bus Pass Committee Sh. Suresh Kumar (Convener) Sh. Hoshiar Chand Sh. Prem Negi</p> <p>Career Guidance, Counselling and Placement Cell Dr. Sujata (Head) Sh. Suresh Kumar (Deputy Head) Dr. Vandana (Member Secretary) Ms. Nisha Negi (Member) Sh. Prem Negi (Member) Sh. Narayan Singh Thakur (Retired member) Sh. Gyan Chand (PTA Representative) Rohit Palsra (Class Representative, B.Com II) Manoj Thakur (Class Representative BA II) Ganga Devi (Class Representative BA I) Bhima Devi (Class Representative B.Com I)</p> <p>Anti-Ragging/ Discipline Committee Sh. Suresh Kumar (Convener) Dr. Kavita Katoch Ms. Nisha Negi Sh. Hoshiar Chand Sh. Prem Negi Sh. Pradeep Kumar Dr. Vandana Sh. Dalip Kumar Verma</p> <p>Mountaineering, Trekking and Adventure Club Sh. Suresh Kumar (Convener) Sh. Pradeep Kumar</p> |
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| <p>College Development Committee Sh. Pradeep Kumar (Convener) Sh. Prem Negi Dr. Vandana Sh. Praveen Sharma (Office Supdt.)</p> <p>Women Cell/ Prevention of Sexual Harassment Cell (POSH) Dr. Kavita Katoch (Convener) Dr. Vandana Ms. Tulju Nominated Student Members</p> <p>Student Grievance Redressal Committee (SGRC) Ms. Nisha Negi (Convener) Sh. Hoshiar Chand Sh. Pradeep Kumar Sh. Prem Negi Dr. Vandana 01 Student Nominee</p> <p>Gender Sensitization Committee Dr. Vandana Sh. Dalip Kumar Verma Sh. Abhishek (JOA IT)</p> <p>Rapid Action & Disaster Management Committee Sh. Prem Negi (Convener) Sh. Pradeep Kumar Sh. Dalip Kumar Verma</p> <p>Sports Advisory Committee Sh. Suresh Kumar (Convener) Sh. Hoshiar Chand Dr. Vandana</p> <p>Sports in charge Sh. Prem Negi (Convener)</p> <p>Campus Development and Campus Beautification Committee Dr. Kavita Katoch (Convener) Dr. Vandana Sh. Dalip Kumar Verma</p> <p>Community Service Cell Sh. Suresh Kumar (Convener) Sh. Pradeep Kumar Sh. Dalip Kumar Verma</p> <p>Information and Public Relations Committee Dr. Vandana Sh. Dalip Kumar Verma Sh. Abhishek (JOA IT)</p> | <p>College Magazine Editorial Board Ms. Nisha Negi (Editor-in- Chief)</p> <p>Prospectus Committee Ms. Nisha Negi Dr. Vandana Sh. Abhishek (JOA IT)</p> <p>NSS Advisory Committee Ms. Nisha Negi Sh. Hoshiar Chand Sh. Prem Negi</p> <p>Eco Club/ Energy Club Ms. Nisha Negi</p> <p>Red Ribbon Club Sh. Hoshiar Chand</p> <p>Youth Red Cross Dr. Kavita Katoch (Programme Officer)</p> <p>Electoral Literacy Club for New Voters Sh. Prem Negi</p> <p>NSS Programme Officer (Unit-1) Sh. Pradeep Kumar</p> <p>Ranger & Rover Dr. Vandana (Ranger Leader) Sh. Prem Negi (Rover Leader)</p> <p>Waste Management Committee Dr. Kavita Katoch Sh. Pradeep Kumar Sh. Prem Negi</p> <p>Health & Hygiene and Cleanliness Committee Dr. Kavita Katoch (Convener) Sh. Hoshiar Chand Dr. Vandana Sh. Dalip Kumar Verma</p> <p>Specially Abled Supporting Cell Sh. Hoshiar Chand Dr. Vandana Sh. Dalip Kumar Verma</p> |
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UGC Co-ordinating Committee

Sh. Hoshiar Chand
Dr. Vandana
Sh. Abhishek (JOA IT)

Cultural Committee

Dr. Kavita Katoch (Convener)
Ms. Nisha Negi
Sh. Hoshiar Chand
Sh. Pradeep Kumar

First Aid Committee

Dr. Vandana
Sh. Dalip Kumar Verma
Sh. Abhishek (JOA IT)

Road Safety Club

Sh. Hoshiar Chand (Convener)
Sh. Pradeep Kumar
Dr. Vandana
Sh. Dalip Kumar Verma

National Tourism Youth Club

Sh. Suresh Kumar (Convener)
Sh. Pradeep Kumar
Dr. Vandana

Book Bank Club

Ms. Nisha Negi
Sh. Prem Negi
Sh. Dalip Kumar Verma

New Education Policy (NEP)

Sh. Prem Negi (**Co-Ordinator**)
Sh. Pradeep Kumar (Member)
Sh. Abhishek (JOA IT)

Web Updating Committee

Sh. Prem Negi (Convener)
Dr. Vandana
Sh. Abhishek (JOA IT)

Drug Abuse Prevention and Counselling Cell

Sh. Suresh Kumar (Convener)
Sh. Prem Negi
Sh. Dalip Kumar Verma

Research Promotion Committee

Dr. Kavita Katoch (Convener)
Sh. Prem Negi
Dr. Vandana

GEM Purchase Committee

Dr. Kavita Katoch (Convener)
Sh. Hoshiar Chand
Sh. Prem Negi
Sh. Pradeep Kumar
Sh. Praveen Sharma (Office Supdt.)

Stock Verification Committee

Sh. Suresh Kumar (Convener)
Dr. Kavita Katoch
Sh. Hoshiar Chand

SC/ST/OBC/Religious Minorities Redressal and Development Cell

Sh. Suresh Kumar (Convener)
Dr. Kavita Katoch
Sh. Hoshiar Chand
Sh. Prem Negi
Dr. Vandana

Academic/Vacation/Examination Schedule for the Session 2024 - 25

| Sr. No. | Particulars | Period | Days |
|--|---|--|-----------------|
| Admission/ Teaching Schedule | | | |
| 1. | Submission of admission forms for the session 2024-25 | 03.06.2024 to 15.07.2024 | 34 days |
| | Pre-admission Counselling of Students | 03.06.2024 to 15.06.2024 | |
| | Display of 1 st Merit List (UG 1 st Year Student) | 16.07.2024 up to 1:00 PM | |
| | Fee to be deposited | 16.07.2024 to 19.07.2024 | 03 days |
| | Display of 2 nd Merit List | 20.07.2024 up to 11:00 AM | |
| | Fee to be Deposited | 20.07.2024 up to 5:00 PM | 01 days |
| | Orientation for 1 st Year students | 22.07.2024 | 01day |
| | Admission of 2 nd & 3 rd Year Students on Roll On basis | 06.06.2024 to 15.07.2024 | 31 Days |
| | Fee to be Deposited | 06.06.2024 to 19.07.2024 | 35 Days |
| | Post Admission Counselling | 20.07.2024, 22.07.2024 | 02 Days |
| | Regular Teaching | 23.07.2024 to 28.10.2024 | 79 days |
| | | 04.11.2024 to 31.12.2024 | 48 days |
| | | 05.02.2024 to 29.03.2025 | 45 days |
| | | Remedial Classes beyond normal teaching hours (at least 54 hours)) | 09 days |
| | Total Teaching Days | | 181 days |
| Vacation Schedule for the Academic Year 2024-25 | | | |
| 2. | Summer Vacation | 18.06.2024 to 12.07.2024 | 25 days |
| | Diwali Break | 29.10.2024 to 02.11.2024 | 05 days |
| | Winter Vacation | 01.01.2025 to 04.02.2025 | 35 days |
| | Total Vacation Period | | 65 days |
| Examination/Evaluation Schedule for the Academic Year 2024-25 | | | |
| 3. | Examinations | 01.04.2025 to 14.05.2025 | 44 days |
| | Evaluation of Answer Scripts | 10.04.2025 to 17.05.2025 | 38 Days |
| | Results of all UG Classes | Up to 30.06.2025 | |

Bachelor Courses Offered under CBCS:

1. Bachelor of Arts (B.A)

2. Bachelor of Commerce (B. Com)

SUBJECT COMBINATION AVAILABLE IN THE INSTITUTION

| Sr. No. | Main Subject | Additional Subject (Choose one subject) |
|---------|-------------------|---|
| 1. | English | History, Sociology, Pol. Science, Music (Inst) and Economics |
| 2. | Hindi | Pol. Science, Sociology, History, Music (Inst) and Economics |
| 3. | Economics | Pol. Science, Sociology, Hindi, History, Music (Inst) and English |
| 4. | Political Science | English, Sociology, Hindi, History, Music (Inst) and Economics |
| 5. | History | Pol. Science, Sociology, Hindi, English, Music (Inst) and Economics |
| 6. | Music (Inst) | Pol. Science, Sociology, History, Hindi, English and Economics |
| 7. | Sociology | Pol. Science, History, Hindi, Music, English and Economics |
| 8. | B. Com | ----- |

- **Compulsory Core Courses:** English and Hindi.
- **Ability Enhancement Compulsory Course (AECC):** Environmental Studies (EVS) and English/Hindi Communication.

CHOICE BASED CREDIT SYSTEM (CBCS)

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising Core, Compulsory, Skill Enhancement and Elective Courses. The courses are evaluated by following a grading system. In order to bring uniformity in the evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Courses under Choice Based Credit System (CBCS):

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as Core Course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
 - 2.1. **Discipline Specific Elective (DSE) Course:** Elective course offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
 - 2.2. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.
 - 2.3. **Generic Elective (GE) Course:** An elective course which is other than discipline specific core course and is chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic elective.
3. **Ability Enhancement Courses (AEC):** The Ability Enhancement Courses (AE) may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to knowledge enhancement: (i) Environmental Science and (ii) English/MIL Communication. These are mandatory for all disciplines. Skill Enhancement Courses (SEC) are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
 - 3.1. **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/Modern Indian Language (MIL) Communication.
 - 3.2. **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Appendix-I

Credit Distribution Under UGC-CBCS Undergraduate Programmes (Annual System)

B.A/B.com

| Year | Course | Credits | Cumulated Credits Category Wise |
|----------------------------|-----------------------|---------|--|
| 1st Year | English-1 (Comp.) | 6 | Language Core-12 DSC1 and 2 sub-24 Environmental Studies-4 AECC-4 Cumulative Credits=44 |
| | Hindi-1 (Comp.) | 6 | |
| | DSC-1A | 6 | |
| | DSC-1B | 6 | |
| | DSC-2A | 6 | |
| | DSC-2B | 6 | |
| | AECC(Hindi/English) | 4 | |
| | Environmental Studies | 4 | |
| 2nd Year | English-2 (Comp.) | 6 | Language Core-12 DSC1 and 2 sub-24 SEC1 and 2-08 Cumulative Credits=44 |
| | Hindi-2(Comp.) | 6 | |
| | DSC-1C | 6 | |
| | DSC-1D | 6 | |
| | DSC-2C | 6 | |
| | DSC-2D | 6 | |
| | SEC-1 | 4 | |
| | SEC-2 | 4 | |
| 3rd Year | DSE-1A | 6 | DSE1 and 2 sub=24 SEC3 and 4=08 GE 1 and 2=12 Cumulative Credits=44 |
| | DSE-1B | 6 | |
| | DSC-2A | 6 | |
| | DSC-2B | 6 | |
| | SEC-3 | 4 | |
| | SEC-4 | 4 | |
| | GE-1 | 6 | |
| | GE-2 | 6 | |
| | | | Total=132 |

ELIGIBILITY FOR ADMISSION

- Number of seats in all the DSC-1 subjects for admission to B.A./B.Com. 1st Year under CBCS is fixed. Hence, the admission in the major subject will be made strictly on merit and the reservation roster for various reserved categories of students will be followed as per SPU guidelines.
- An applicant having passed 10+2 or equivalent examination with English as one of the compulsory subjects with minimum 33 % marks from any Indian Board / University recognized by Association of Indian Universities or SPU can seek admission.
- Provided that the candidates who have passed the qualifying examination with commerce stream will be given preference in admission to B.Com.
- Students with **Economics or Mathematics at 10+2 level** are also eligible for admission to B.Com.
- Applicants coming from vocational streams can be admitted if they possess the required minimum percentage for admission.
- Admission will not be given in any course of UG 1st year to students placed under compartment in 10+2 examination.
- An applicant must not be more than **23 years of age (25years in case of girls) on 01.07.2022**. The upper age limit is relaxed by **26 years for SC/ST applicants**. However, in case of overage applicants, the Vice Chancellor, SPU may allow a relaxation up to six months.
- Admission of a candidate is liable to be cancelled in case he /she furnishes incomplete /false information or in case of concealment of facts.
- Admission is open for all the students on 'Roll on' Basis who are otherwise eligible without waiting for the final result. 'Roll on' means the student seeking admission in Higher semester without waiting for the declaration of previous semester examination result; such student if eligible, will be regularized only after the declaration of previous year examination as per the university rules.
- The principal reserves the right to disallow or cancel any admission if the conduct of students has not been up to mark during the whole year.

GENERAL GUIDELINES FOR ADMISSIONS TO BACHELOR'S DEGREE

- Admission to various classes will be made on the recommendation of the admission committee constituted for the purpose.
- Any gap of one year or more in the academic career of an applicant just prior to seeking admission to the Bachelor Degree must be supported by documentary evidence of attested copy of gap certificate from a competent authority.
- **An applicant must fill the admission form in online mode only.**
- All the original certificates must be produced by the applicant during the counseling process.
- National Open School students seeking admission to the 1 year of Bachelor Degree must have cleared all the five papers including English.
- If a candidate has failed twice in the same class, he/ she will not get admission in the same class.
- If the conduct of a candidate is doubtful, the principal can deny his/her admission.
- Initially all admissions shall be provisional/ and subject to the final approval by SPU.
- Rules of admission are subject to change as per the SPU notification issued from time to time.
- Admission of a candidate is liable to be cancelled in case he/ she furnishes incomplete/false information or in case of concealment of facts.
- 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 PROCEDURE & INSTRUCTIONS

- Applicant(s) are required to apply online through Sainj college's official website i.e., <https://gdc.sainj.edu.in> (No other means/modes of application are acceptable.)
- Applicant(s) must have a valid Email ID and Mobile Number before registering and creating login credentials.
- Applicant(s) must verify the email before logging in. It is a onetime process.
- Verification mail may reflect in inbox or spam folder of the email account holder.
- 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.
- Applicant(s) need to click on 'Click Here to Apply' link, to apply for the Course.
- Applicant(s) should carefully fill all the information asked in the Form and then SAVE it.

DOCUMENTS/CERTIFICATES REQUIRED

The Applicant(s) is required to upload at the appropriate weblinks provided for that purpose:

- Self-attested copy of Matriculation or Date of Birth Certificate, in support of his/her date of birth/proof of age.
- Self-attested copy of 10+2 marksheet for merit generation.
- Migration certificate: Applicants coming from a Board/University other than the HP Board of School Education/HP University must provide Migration Certificate in the original.
- All girl candidates have to submit a copy of Bonafide Himachali Certificate to avail the benefit of relaxation from tuition fee as per Govt. notification number EDN-H (8) 3(7) 1/76 dated 29.06.2001.
- Original Character Certificate issued from the office of the Head/ Principal of Institution / School last attended or by a gazetted officer.
- Any gap of one year or more in the academic career (after 10+2) of an applicant must be supported by documentary evidence / undertaking as the proof of his /her activities during the period of gap and the character certificate duly signed by gazetted Class-I officer. This Character certificate must not have been issued more than six months prior to the date of admission.
- SC /ST / OBC/ EWS Certificate duly issued by the First-Class Magistrate.
- Certificate claiming IRDP / BPL/ WFF / Ex-Man/ EWS / PH status (if applicable) issued by Competent Authority.
- Documents certifying achievements in sports and cultural activities.
- Single girl child will have to submit a certificate from the competent authority i.e. Secretary Gram Panchayat, proof of her status as a single girl child and Himachal Bonafide Certificate.
- 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. = 4.5X 3.5 cm)
- Only the applications of applicants who fulfil all the requisite eligibility criteria will be accepted by the system.
- Applicant(s) will not be allowed to edit their application form after its final submission.

Note: Size of documents should not exceed 1 MB.

PROCEDURE TO PAY THE FEES

- **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 dashboardpage.
- 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 fee 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.

NOTE: 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.

Documents Required During Post-Admission Counselling and Physical Verification:

For counselling and physical verification, the students appearing in the merit list shall have to bring the following documents along with **three passport size photographs**:

- Downloaded Application form (*The parents/guardians must sign the Declaration on the 2nd page of the downloaded application*)
- Original Character Certificate for submission
- Original Migration Certificate submission (for candidates coming from Board/ University other than H.P. Board of School Education/ H.P. University)
- Self-attested copy of all uploaded documents
- Self-Declaration document for gap in education, if applicable
- All original documents for verification

ROSTER TO BE FOLLOWED FOR ADMISSION

Our institution follows the reservation policy of H.P. Government and H.P. University in admissions. The following reservations are available, which are filled according to the reservation roster devised by H.P. University:

- Schedule Caste (SC): 15%
- Schedule Tribe (ST): 7.5%
- Sports (SP): 5%
- Cultural Activities (CUL): 5%
- Persons with disability (PC): 5%
- Economic Weaker Section (EWS): 10%.

These reservations will be applicable to those, who have passed their qualifying examination from H.P. Board of School Education or from any other Schools located within territorial Jurisdiction of Himachal Pradesh or bonafide resident of Himachal Pradesh. Sports and cultural seats will be allotted to those events which are recognized by HPU sports and cocurricular council. The final decision under sports and cultural quota will be with the respective committees constituted for the same.

EVALUATION PATTERN UNDER CCA (ANNUAL SYSTEM)

All courses involve an evaluation system of students that has the following two components: -

- a) Continuous Comprehensive Assessment (CCA): accounting for 30% of the final grade.
- b) Term End Examination: accounting for the remaining 70% of the final grade

NOTE: Overall Pass marks are 40%. However, a student will have to secure a minimum of 35% in both the components i.e., CCA and Term End Examination separately to be declared successful in a course.

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

Continuous Comprehensive Assessment (CCA) will have the following co-component:

| Sr. No | Component | When | Marks |
|--------|---|---|-----------|
| 1 | Class Attendance | During the Year | 05 |
| 2 | Class Test | Upon completion of 40% of syllabus by subject teacher | 05 |
| 3 | Mid Term/House Test | Upon completion of 75% of syllabus by subject teacher | 10 |
| 4 | Particular including Seminars /Assignments /Tutorials | During the Academic year | 10 |
| | | Total (1+2+3+4) | 30 |

Continuous Comprehensive Assessments (CCA): The components of CCA are as follows:

- ❖ **Class Test:** Upon completion of 40% of syllabus, class test(s) is to be conducted by subject teacher.
- ❖ **Seminar/ Assignments:** 10 marks of CCA will be awarded on the basis of seminar/ assignments/term paper etc. submitted/presented by the student.
- ❖ **Mid-Term/House Test**
 - There will be one mid- term test of 10 marks to be conducted when approximately two-third of the Syllabus has been covered.
 - This test will be conducted by the college. It is mandatory for every student to appear in the Mid Term/House Test and the marks obtained shall contribute to the total IA/CCA of 30%.
 - As per University guidelines the students who do not get 35% marks in IA/CCA will not be allowed to appear in Annual Examination.
- ❖ **Classroom Attendance:** Each student will have to attend a minimum of 75% Lectures/Tutorials/ Practical. A student having less than 75% attendance will not be allowed to appear in the End Term Examination.
 - i) 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.
 - ii) Provided that those having between 64% and 50 % attendance will apply for exemption in a prescribed form accompanied by a medical certificate from a Government Hospital.
 - iii) Provided that exemption from 75% attendance will be given to those participation prescribed co-curricular activities (e.g., NSS, Youth Festivals, Sports, etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
 - iv) Provided further that those getting the exemptions, except for those getting exemptions for

curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

- v) Classroom Attendance Incentive: Those having greater than 75% attendance) for participating in Co-curricular activities, 25% will be added to per cent attendance) will be a CCA marks as follows:

| | | | |
|-------------------|----------------|-------------------|----------------|
| 75% to 80% | 1 marks | 81% to 85% | 2 marks |
| 86% to 90% | 3 marks | 91% to 95% | 4 marks |
| Above 95% | 5 marks | | |

❖ Term End Examination

- The registration for the Term End Examination will be done at the time of enrollment for the courses at the beginning of the semester or as decided by the university from time to time.
- The remaining 70% of final grade of 1st, 2nd and 3rd Year students in a course will be on the basis of an End Term examination conducted by SPU that will be of three-hour duration and covering the whole syllabus of a course.
- Only those students will be allowed to appear in Term End Examination who have been successful in the CCA.
- If a student is not permitted to appear in the Term End Examination due to shortage of attendance, beyond the examination limit (<50% attendance) shall be deemed to have 'dropped' the course. However, such candidate, on his/ her written request to be made immediately, can be permitted to re-do the missed semester after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and Term End Examination.
- Final examinations shall be held in the month of March/April and supplementary examinations in the month of September/October every year.
- A candidate failing either in one or two subjects/papers in annual examination will be placed under compartment in those subjects/papers. Such students will have only two chances: one at supplementary stage and another at the annual stage to clear his/her compartment.
- A candidate failing in three or more subjects/papers will be treated as fail in that year and will have to repeat the entire year.
- The result shall be declared as per grading system and the students will have to complete the degree within 5 years.
- Re-evaluation shall be applicable as per provisions of HP University ordinance for annual system.

Note: The above guidelines/conditions may vary as per latest notification by the University.

LEAVE RULE AND FINE

- A student can proceed on leave with prior permission from the Principal and the application should also be signed by the parents/guardian of the student and duly recommended by the tutor.
- A Tutor can recommend leave up to maximum of five days and leaves for longer duration will be sanctioned only by the principal.
- Leave during House Examination will be sanctioned by the principal on the recommendation of the senior tutor in special cases only.
- Leave on account of illness for more than three days, must be accompanied by the medical certificate.
- Students participating in various inter college games or other competitions including NSS

camps, trekking tour etc. will have to get their leave sanctioned by the college Principal on the recommendation of their teacher in charges concerned before the departure.

- The name of student shall be struck off from the college roll, if he/she remains absent without sanctioned leave for more than 10 days in a month.
- **The re-admission** fee shall be Rs. 100/- for the first time and Rs. 200/- will be charged for the second time on the recommendation of concerned teacher.
- **For seeking re-admission**, the candidate must be accompanied by her/his parent or guardian.
- A student without college identity card in the college campus will be imposed a fine of Rs. 50.

Other fines

Absence Fine per period: Rs. 1/-

Absence Fine in House Test: Rs. 50 per paper

Please Note: General leave will be counted for the relaxation in fine only and not to be counted as the lecture attended. In case of participation in sports, cultural, NSS and other activities credit will be given to the students and it is counted as lecture attended.

Year wise / Sub. Wise/Type wise/Title & Code wise list of courses from 1st year 2nd year & 3 rd year:

**Core Course (CC), Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC), Discipline Specific Elective/ Course (DSE or DSC), Generic Elective (GE)

Faculty of Arts & Commerce

1st Year

| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/ DSE or DSC /GE-I or GE-II) |
|-----------------------------|---|--|--|
| B.Com. | 1. Financial Accounting 2. Business Organization & Management 3. Business Law 4. Business Statistics and Mathematics | BC1.1 BC1.2 BC1.3 BC1.4 | Core Course C-1 Core Course C-2 Core Course C-4 Core Course C-5 |
| English | 1. English Core Compulsory for B.A/B.Com. 2. English Literature-I 3. English Literature-II 4. English AECC-I | ENG CE 101 ENG DSC 102 ENG DSC 103 ENG AECC104 | CC DSC-I DSC-II AECC |
| Hindi | 1- Prayojnmoolak Hindi 2- Hindi Sahitya ka Etihad 3- Madhyakalin Hindi Kavita 4- Hindi Bhasha aur Sampreshan | HIND101 HIND102 HIND103 HIND104 | CC DSC-I DSC-II AECC |
| Economics | 1. Principles of Microeconomics-I 2. Principles of Microeconomics-II | ECONA101 ECONA102 | DSC-I DSC-II |
| History | 1. History of India from The Earliest times up to 300 CE 2. History of India from 300 to 1206 | HIST101 HIST102 | DSC-I DSC-II |
| Political Science | 1.Introduction to Political Theory 2.Indian Government and Politics | POLS101 POLS102 | DSC-I DSC-II |
| Sociology | Introduction to Sociology Society in India | SOCL- A 101TH SOCL- A 102TH | DSC-I DSC-II |
| Music (Instrumental) | 1.Basic Principles of Indian Music and Biographies of Musicians 2. Stage Performance 3.Theory of Indian Music (General) & Biographies of Musicians, Composers & Musicologists 4. Stage Performance | MUSA101TH MUSA102PR MUSA103TH MUSA104PR | DSC-I DSC-II |

2nd Year

| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/ DSE or DSC /GE-I or GE-II) |
|-----------------------------|---|--|--|
| B.Com. | 1. Company Law 2. Income Tax Law and Practice 3. Computer Application in Business 4. Corporate Accounting 5. Cost Accounting 6. E-commerce | BC2.1 BC2.2 BC2.3 BC2.4 BC2.5 BC2.6 | CC-7 CC-8 SEC-1 CC-11 CC-12 SEC-2 |
| English | 1. Compulsory English for B.A/B.Com. 2. British Literature 3. Literary cross currents 4. Creative Writing Book and media Reviews 5. Translation Studies and Principles of Translation | ENG CE 201 ENG202 ENG203 ENG204 ENG205 | CC DSC DSC SEC SEC |
| Hindi | 1. Anivarya Hindi Rachna Punj 2. Aadhunik Hindi Kavita 3. Hindi Gadya Sahitya 4. Karyalayi Hindi 5. Anuvad Vigyan | HIND201 HIND202 HIND203 HIND204 HIND206 | CC DSC DSC SEC SEC |
| Economics | 1. Principles of Macro Economics-I 2. Principles of Macro Economics-II 3. Statistical Methods-I 4. Statistical Methods-II | ECONA201 ECONA202 ECONA203 ECONA205 | DSC DSC SEC SEC |
| History | 1. History of India from1206-1707 2. History of India from1707-1950 3 Historical Tourism: Theory and Practice or Understanding Heritage 4. An introduction to Archaeology or Craft and Artisans: Leaving Tradition | HIST(A)203 HIST(A)204 HIST(A)213 HIST(A)214 HIST(A)215 HIST(A)216 | DSC-I DSC-II SEC SEC SEC SEC SEC |
| Political Science | 1. Comparative Government and Politics 2. Introduction to International Relations 3.Legislative Support 4. Public Opinion and Survey Research | POLS201 POLS202 POLS 203 POLS204 | DSC DSC SEC SEC |
| Sociology | Sociological Theories Methods of Sociological Enquiry Techniques of Social Research Sociology of Environment | SOCL-A 201TH SOCL-A 202TH SOCL-A 203 SOCL-A 204 | DSC DSC SEC SEC |
| Music (Instrumental) | 1.Theory of Indian Music, Ancient Granthas & Contribution of Musicologists 2. Stage Performance 3. Theory of Indian Music, Medieval Granthas & Contribution of Musicians & Musicologists 4. Viva-voce 5. Presentation and Documentation-I 6. Presentation and Documentation-II | MUSA201TH MUSA202PR MUSA203TH MUSA204PR MUSA205PR MUSA206PR | DSC DSC SEC SEC |

3rd Year

| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/ DSE or DSC /GE-I or GE-II) |
|------------------|---|--|--|
| B.Com. | 1. Human Resource Management <ul style="list-style-type: none"> ▪ Principles of Marketing ▪ Corporate Governance and Auditing 2. Fundamentals of Financial Management <ul style="list-style-type: none"> ▪ Goods and Service Tax (GST) 3. Entrepreneurship 4. Principles of Microeconomics 5. Corporate Tax Planning 6. International Business 7. Personal Selling and Salesmanship 8. Indian Economy | BC. 3.1(A) BC. 3.1(B) BC. 3.1(C) BC. 3.2(A) BC. 3.2(B) BC. 3.3 BC. 3.4 BC. 3.5(A) BC. 3.6(A) BC. 3.7 BC. 3.8 | DSE- 1 DSC-2 SEC-3 GE- I DSC-3 DSC-4 SEC-4 GE- II |
| English | 1. Soft Skills 2. Academic Writing and Composition 3. Technical Writing 4. Business Communication 5. Literature from Himachal 6. Contemporary India Women& Empowerment | ENG303 ENG 304 ENG 301 ENG 302 ENG 305 ENG 306 | DSE DSE SEC SEC GE-I GE-II |
| Hindi | 1. Lok Sahitya 2. Chayavadotar Hindi Kavita 3. Rang Aalekh Avam Rangmanch. 4. Samachar Sankalan aur Lekhan 5. Aadhunik Bhartiya Sahitya 6. Sarjnatmak Lekhan Ke Vividh Kshetra | HIND 305 HIND 306 HIND 301 HIND 304 HIND 307 HIND308 | DSE DSE SEC SEC GE GE |
| Economics | 1. Indian Economy 2. Development of Economics 3. International Economics 4. Public Finance 5. Money & Banking 6. Economy of Himachal Pradesh 7. Indian Economy | ECONA301 ECONA305 ECONA306 ECONA310 ECONA311 ECONA313 ECONA314 | DSE DSE DSE SEC SEC GE GE |
| History | 1. Modern and contemporary world:1871-1919 Or Issues in Worlds History-I (the twentieth century) 2. Modern and Contemporary World History :1919-1992 3. Indian History and Culture Or Museums and Archives 4. An introduction to Archaeology Or Understanding Popular Culture 5. Women Studies in India | HIST(A)305 HIST(A)306 HIST(A)307 HIST(A)317 HIST(A)318 HIST(A)319 HIST(A)320 HIST(A)309 | DSC-I DSC-II DSC-III SEC SEC |

| | | | |
|-----------------------------|---|---|--|
| | <p>Or Social –religious reform movement in India (19th and 20th century) 6. Environment Issues in India</p> <p>Or History of Himachal Pradesh</p> | <p>HIST(A)310 HIST(A)311 HIST(A)312</p> | <p>GE GE</p> |
| Political Science | <p>1. Themes in contemporary Political Theory 2. Understanding Globalization 3. Democratic awareness through Legal Literacy 4. Conflict and Peace Building 5. Society, Economy and Politics in Himachal Pradesh 6. Human Right, Gender and Environment</p> | <p>POLS301 (A) POLS302 (B) POLS303 POLS304 POL305 POLS 306</p> | <p>DSE 1- A DSE 1- B SEC-3 SEC-4 GE-1 GE-2</p> |
| Sociology | <p>1.Reiligion and Society Or Marriage, Family and Kinship</p> <p>2.Social Stratification Or Gender and Sexuality</p> <p>3.. Social Demography 4.Theory and Practice of Development</p> <p>5.Polity and Society in India 6.Economy and Society</p> | <p>SOCL-A 303 SOCL-A 304 SOCL-A 305 SOCL-A 306 SOCL-A 301 SOCL-A 302 SOCL-A 307 SOCL-A 308</p> | <p>DSE 1- A DSE 1- B SEC-3 SEC-4 GE-1 GE-2</p> |
| Music (Instrumental) | <p>1.Presentation and Documentation-III 2. Presentation and Documentation-IV</p> <p>3.Theory of Indian Music & Study of Ancient Granthas and Ragas 4. Practical 5. Theory of Indian Music and Gharana Tradition 6. Practical</p> <p>7. Theory of Indian Music and Folk Music of Himachal Pradesh 8. Practical</p> | <p>MUSA301PR MUSA302PR MUSA303TH MUSA304PR MUSA305TH MUSA306PR MUSA307TH MUSA308PR</p> | <p>SEC SEC DSE DSE GE GE</p> |

FEES & FUNDS

DETAILS OF FEES & FUNDS FOR THE SESSION 2024-2025

| | | | |
|--|------------------|--|-----------------|
| <u>Govts. Funds</u> | | <u>College Dues (Annual)</u> | |
| Admission fee..... | Rs.25/- | Library Security (refundable).... | Rs.100/- |
| Late Admission Fee per day..... | Rs.10/- | Identity Card... | Rs.10/- |
| Re-Admission fee 1 st time.... | Rs.100/- | NCC Fund | Rs.05/- |
| Re-admission fee 2 nd time.... | Rs.200/- | NSS Fund... | Rs.01/- |
| Tuition fee per month (For boys & non-H.P. Girls) | Rs.50/- | House Examination Fund.... | Rs.80/- |
| Late payment of dues per day.... | RS.01/- | College Magazine Fund..... | Rs.50/- |
| | | Students Aid Fund..... | Rs.02/- |
| | | Medical fund.... | Rs.06/- |
| <u>University Fees</u> | | Camp Dev. Beautification fund... | Rs.10/- |
| Sports fee..... | Rs.15/- | Furniture repairs/ Replacement fund.... | Rs.10/- |
| Youth Welfare Fund.... | Rs.15/- | Computer& Internet facility Fund.... | Rs.20/- |
| Holiday Home Fund.... | Rs. 01/- | Book Replacement fund.... | Rs.25/- |
| Development Fund.... | Rs. 250/- | Culture Activities Fund.... | Rs.20/- |
| Continuation Fund.... | Rs. 20/- | Annual Function Fund.... | Rs.2.50/ |
| | | MB Fund.... | Rs.02/- |
| <u>Examination Fee</u> | | Education Tour..... | Rs.02/- |
| Music Practical Fund.... | Rs.180/- | Lady Attend Fund.... | Rs. 06/- |
| B.com Practical Fund.... | Rs.180/- | <u>College Dues (per month)</u> | |
| | | Rover & Rovers Fund..... | Rs. 05/- |
| | | Building Fund..... | Rs. 10/- |
| | | Amalgamated Fund.... | Rs. 25/- |
| | | Sports Fund.... | Rs. 20/- |

Fee Structure at a Glance

| Class | Boys | Girls | With Music /Commerce | |
|--------------------------------|---|--|--|---|
| | | | Boys | Girls |
| 1st Year | All funds Rs.1353/- Tuition Fee Rs.600/- Adm. Fee Rs. 25/- PTA Rs.600/- Total Rs.2578/- (IRDP/BPL Rs.2428) | All funds Rs.1353/- Adm. Fee Rs.25/- PTA Rs.600/- Total Rs.1978/- IRDP/BPL Rs.1828/- | All funds Rs.1533/- Tuition FeeRs.600/- Adm. Fee Rs.25/- PTA Rs.600/- Total Rs. 2758/- IRDP/BPLRs2608 | All funds Rs.1533/- Adm. Fee Rs. 25/- PTA Rs.600/- Total Rs. 2158/- (IRDP/BPL Rs.2008/- |
| 2nd Year | All funds Rs.1023/- Adm. Fee Rs.600/- Tuition FeeRs.25/- PTA Rs.600/- Total Rs.2248/- | All fundsRs.1023/- Tuition Fee Rs.25/- PTA Rs.600/- TotalRs.1648/- | All funds Rs.1203/- Adm. Fee Rs.600/- Tuition Fee Rs. 25/- PTA Rs.600/- Total Rs.2428/- | All funds Rs.1203/- Tuition Fee Rs. 25/- PTA Rs.600/- Total Rs.1828/- |
| 3rd Year | All funds Rs.1023/- Adm. Fee Rs.600/- Tuition Fee Rs. 25/- PTA Rs.600/- Total Rs.2248/- | All funds Rs.1023/- Tuition Fee Rs.25/- PTA Rs.600/- Total Rs.1648/- | All funds Rs.1203/- Adm. Fee Rs.600/- Tuition Fee Rs.25/- PTA Rs.600/- Total Rs.2428/- | All funds Rs.1203/- Tuition Fee Rs. 25/- PTA Rs.600/- Total Rs.1828/- |

Notes:

- Every Student must pay dues on the dates notified from time to time.
- Exemption of Tuition Fee will be available to the Himachali Girls only, subject to the Bonafide Himachali Certificate.
- PTA fund is being realized from time to time on the recommendation of the PTA body.
- Rs. 100/- will be charged extra from students migrating from other college on account of Library security.
- Fees and Funds once paid shall not be refunded in any case.
- Fine for absence - Per Period (Rs.01/-), per and Rs.50 per paper in House Examination.
- On migration from other institutions, funds for the entire session shall be charged and tuition fee shall be charged from the time of joining the college.
- No registration fee will be charged from a student migrating from other college.
- In case of nonpayment of dues on time, the name will be struck off from the rolls.
- Those students with special needs with more than 40% disability admitted in any course of study run in Govt College in Himachal Pradesh will not be charged fees& funds.

Note: The above fees and funds are subject to change as per SPU /HP Govt. Instructions.

SCHOLARSHIPS /CONCESSION

The college offers the following Scholarships and concessions:

1. Govt. Of India scholarships to students belonging to Scheduled caste/Schedule Tribe.
 2. Poverty cum merit scholarship.
 3. I. R. D. P. Scholarship.
 4. Maharishi Balmiki Chhatravriti Yojna to the girl students belonging to the families of those engaged in unclean occupations.
 5. Kalpana Chawla Chhatravriti Yojna for Meritorious Girl Students
 6. Government of India Scholarships for students belonging to minority community.
- If two male wards of the same parent are getting education in the college, only one will be eligible for the scholarship.
 - 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 an application recommended the tutor and submit in the college office.
 - 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 at least 75% lecture attendance) and have obtained minimum. Passing marks in all subjects in the house/ annual examination are eligible for the award of scholarship/concession.
 - As per the Govt. Instructions, the scholarship will be disbursed online to the eligible students and it is mandatory to have **Aadhar Number, Passbook, Father's income certificate** for such scholarship holders. **The Bank Account should be linked to Aadhar number.**

CONDUCT AND DISCIPLINE

- Every student should carry his/her college Identity Card, which is issued to the students after the admission.
- Any act of ragging on the campus will be severely dealt with. Ragging implies harassment, physical or mental torture to another student by a student or group of students.
- Following acts will be construed as acts of misconduct and indiscipline and punished with either fine or suspension/expulsion or both:
 - i. Misbehaving with college staff.
 - ii. Writing obscenities/dirty words on black boards, walls or furniture etc.
 - iii. Writing slogans in the campus.
 - iv. Pasting posters on the walls or notice on the Notice Board without prior permission of the principal.
 - v. Holding of any meeting on the campus without prior permission.
 - vi. Smoking, taking drugs/alcohol and chewing tobacco, spitting etc. in the college campus.
 - vii. Bringing outsiders/miscreants/anti- social elements in the campus.
 - viii. Using mobile phones in the class rooms and playing music on the cell phones in the campus.
 - ix. Indulging in any rash/ unbecoming behaviour.
- Parents/Guardians are requested to remain in touch with the principal and the teachers regarding the progress of their wards.
- Students who participate in sports or other extracurricular activities must produce written permission from their parents / guardians.

- Cell phone is not allowed during house and final examination. Penalty/ fine of Rs. 100/- will be imposed on violators (first time) and same will be increased thereafter.

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every institution shall constitute such member of Students' Grievance Redressal Committee (SGRC) as may be required to consider grievances of the students, with the following composition, namely:
 - Chairperson: a professor:
 - Members: four professors / senior faculty members of the institution.
 - Special Invitee: a representative among students to be nominated on academic merit / excellence in sports / performance in Co-curricular activities.
- (iii) At least one member or the chairperson shall be a woman, and at least one member or the chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be 1 year.
- (vi) The quorum for the meeting, including the chairperson, but excluding the special invitee shall be.
- (vii) The SGRC shall send its report with the recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint. Any student aggrieved by the decision of the student's grievance redressal committee may prefer an appeal to the ombudsperson, within a period of 15 days from the date of receipt of such decision.

WOMEN CELL AND PREVENTION OF SEXUAL HARASSMENT (POSH)

The college will have a Women Cell and Prevention of Sexual Harassment (POSH) committee responsible for implementing the college policy on sexual harassment and gender discrimination. The women cell will be headed by a senior woman faculty member of the college. The POSH committee will be made up of representatives from the college administration faculty and students.

The mandate of the Women Cell and POSH committee will be to provide a variety of services relating to sexual harassment and gender discrimination. These activities will be divided in two broad categories:

- Prevention of Sexual Harassment and Gender Discrimination, including providing information and resources and sensitization about sexual harassment and gender discrimination
- Remedies for sexual harassment and Gender Discrimination, including counselling and support and support in the complaint process.

The Women Cell and the POSH committee are committed to creating a safe and inclusive environment for all students, faculty and staff. All stakeholders will be encouraged to contact and consult the Women Cell or POSH committee in case of questions or concerns about sexual harassment or gender discrimination in the college.

The names and contact information of Women Cell or POSH committee members will be prominently displayed on the college website as well as prominent places in the college campus.

PREVENTION OF SEXUAL HARASSMENT

The Prevention of Sexual Harassment is an important part of our commitment to creating a safe and inclusive environment. The preventive framework will include:

- Sensitization and training to all employees and students on the prevention of sexual harassment and gender discrimination, along with the procedures for reporting and addressing complaints. Focus area of sensitization and training will include topics such as: identifying sexual harassment;
 - identifying gender discrimination;
 - the impact of gender discrimination on individuals and the community;
 - The impact of sexual harassment on individual and the community
 - Strategies for preventing sexual harassment; and
 - Strategies for preventing gender discrimination.
- In addition to training, the college will also take steps to create a culture of respect and inclusion.
- This includes promoting respectful communication, addressing stereotypes and biases, and encouraging open and honest dialogue about issues related to gender and sexuality.
- The college will also provide resources and support services to individual who have experienced sexual harassment and gender discrimination.

REPORTING SEXUAL HARASSMENT AND GENDER DISCRIMINATION

We encourage all members of our community to report incidents of sexual harassment / gender discrimination. Reports can be made to any staff member or faculty member, and will be treated with sensitivity and respect. Complaints can also be made anonymously, if desired.

COMPLAINT PROCEDURE

- **Who can file a complaint:** Any student, faculty member or personnel from the college administrative staff, who believes that they have been the victim of sexual harassment or gender discrimination is encouraged to report the incident.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the POSH Committee.
- **Confidentiality:** All complaints of sexual harassment and gender discrimination will be handled in a confidential manner to the extent possible. All members of the Committee, including the Co-Ordinator, will take all necessary steps to protect the confidentiality of the complainant and the respondent.
- **Protection of Complainant:** The college will also take steps to ensure that the complainant is protected from retaliation or further harassment.

REMEDIES

The college takes allegations of gender discrimination seriously and will take appropriate action against individuals who engage in such behaviour.

- Upon receipt of a complaint, the college will initiate an investigation into the incident. The investigation will be conducted by a complaints committee, which will be composed of three members. The committee will be trained in the procedures for handling complaints of gender discrimination and will be independent of the parties involved in the complaint.
- The investigation will be conducted in a prompt and confidential manner. The complainant and the accused will have an opportunity to present evidence and witnesses to the committee. The committee will make a determination as to whether an offence has been committed based on a preponderance of the evidence. If the committee determines that an offence has occurred, it will recommend appropriate action to the College.

SANCTIONS FOR SEXUAL HARASSMENT

Gender Discrimination Sanctions for gender discrimination may include:

- Counselling
- Disciplinary action
- Termination of employment
- Expulsion from the college

Our college is committed to providing a safe and inclusive environment for all students, faculty, and staff. This policy is intended to prevent sexual harassment and gender discrimination and to ensure that all members of the college community are treated with respect. In addition to the above, the college will take the following steps to prevent sexual harassment and gender discrimination:

Create a culture of respect and inclusion. The college will promote a culture of respect and inclusion by providing training on sexual harassment and gender discrimination to all members of the college community. The college will also create opportunities for dialogue and discussion on these issues.

Provide resources for victims of sexual harassment and gender discrimination. The college will provide resources for victims of sexual harassment and gender discrimination, including counselling, support groups, and legal assistance.

Hold perpetrators accountable. The college will hold perpetrators of sexual harassment and gender discrimination accountable, up to and including expulsion from the college. The college is committed to creating a safe and inclusive environment for all.

ANNUAL PRIZE DISTRIBUTION FUNCTION

Annual Prize Distribution Function is an occasion to award students who excel in the fields of academics, sports, cultural, NSS and other activities. Each year the college organises annual function named *Triveni* to honour the students. The rules for the prizes will be notified one month prior to the function.

COLLEGE STUDENTS' CENTRAL ASSOCIATION (CSCA)

The CSCA was established in the college in line with a university notification in order to foster leadership skills in the students and to provide a forum for addressing the problems of the students. The CSCA is a group of students nominated to hold office, consisting of the President, Vice-President, General Secretary, and Joint Secretary as well as other Class nominated representatives. To celebrate the versatile talent of students and to provide them a stage, CSCA organizes its annual festival "Anugoonj."

SPORTS AND CO-CURRICULAR ACTIVITIES

Sports are crucial for a student's growth and development. With the aims of development of mental health & physical fitness of the students, the college prepares teams for University Championships i.e., Athletics, cricket, football, badminton and volleyball etc. The college provides various incentives for the students participating in competitions held at university /State/ Zonal/ National level. A committee of teachers will decide the formation of teams to represent the college in different tournaments.

With an aim of providing opportunity for the development of student's potential to the fullest, the college organizes activities through various committees like Debate, Declamation, Quiz, Photography, Poster making, Rangoli, Collage and Musical programmes.

NATIONAL SERVICES SCHEME (N. S. S.)

NSS is a very important part of the activities of any educational institute. It helps in developing the spirit of service of the community. The college has half unit of around fifty NSS volunteers. The volunteers are engaged from time to time in campus beautification and cleanliness and other services of the community. Engaging in community service projects allows students to directly contribute to the betterment of society, addressing various social issues such as environmental conservation, education, and healthcare. Mr. Pradeep Kumar is NSS Programme Officer.

CAREER COUNSELLING AND PLACEMENT CELL

College has a career guidance and counseling cell, which offers all kinds of counseling and career guidance activities. At present, Prof Suresh Kumar is the convener of this cell along with, Dr. Kavita Katoch, Ms. Nisha Negi, Prof Hoshiar Chand, Prof Prem Negi, Prof Pradeep Kumar, Dr. Vandana and Sh. Dalip Kumar Verma as members of this cell.

When students are considering going for a job or pursuing further higher studies, they will require career guidance. Career counseling will not only prepare them for an immediate sense of achievement but will also make students ready for long successful professional life ahead.

RANGER & ROVER

College has well organised units of Ranger & Rover under the leadership of Dr. Vandana and Sh. Prem Negi respectively. The program cultivates a sense of social responsibility among participants. By actively participating in service-oriented activities, students develop empathy and compassion, becoming more socially conscious citizens.

Rover and Ranger program promotes cultural exchange and understanding. With members coming from diverse backgrounds, the program encourages inclusivity and respect for different perspectives. Through shared experiences and collaborative efforts, students develop friendships and mutual respect, fostering a culture of unity and harmony within the college community.

YOUTH RED CROSS

Youth Red Cross, led by Dr. Kavita Katoch, is the young and vibrant student wing of Indian Red Cross Society. It is a group movement organized in college with an aim to circulate the Red Cross Values, motto and fundamental principles in the minds of college students. Its objective is to prepare a balanced, disciplined, service-motivated and sincere responsible citizens in the emerging society which is much needed in present times.

COLLEGE MAGAZINE

The college publishes its magazine. This annual college magazine holds significant importance for students as it serves as a multifaceted platform for expression, celebration, and community building. Primarily, the magazine documents the rich tapestry of campus life, serving as a historical archive that captures the essence of each academic year. From major events to everyday moments, it preserves memories and traditions that shape the identity of the institution for current and future generations. Additionally, it encourages them to explore their interests, hone their skills, and make their voices heard on issues that matter to them. Through thought-provoking articles, essays, and opinion pieces, it also stimulates intellectual discourse and fosters critical thinking among readers. By promoting dialogue and understanding, it helps build a stronger sense of community among individuals with diverse backgrounds and perspectives.

PARENT TEACHER 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. There is a Parent Teacher Association which plans and undertakes development work in the college. The association is run by the Executive Committee which takes all the decisions. The students contribute money to PTA fund at the time of admission. To incorporate suggestions from the various members of the Association for the improvement of educational standard of college periodic meetings of PTA are held. PTA also encourages the participation of the parents in the development activities of the institution.

| Annual Activity Calendar: Session 2024-25 | | |
|--|-------------------------|--|
| Month | Date | Activity |
| July | 22nd | Principal's Address |
| August | First Week | Election of CSCA Executive Body |
| | Second Week | Election of PTA Executive Body |
| | 24th | Introduction to the Career Guidance and Placement Cell |
| | 15 th | Independence Day |
| September | 5th | Teacher's Day |
| | 14th | Hindi Diwas |
| | 16th | Ozone Day |
| | 24th | NSS Day |
| October | 12 th | Guest Lecture by an Industry Expert |
| | 30th | Industrial and Field Trip |
| November | 15 th - 16th | Sports Day |
| | 20th - 30th | Road Safety Programmes |
| | 26th | Constitution Day |
| December | 1st | World AIDS Day |
| | 10 th | Human Rights Day |
| February | 14th | Talk on Financial Literacy |
| March | 3 rd | Mentorship Program |
| | 8th | International Women's Day |
| | Last week | Triveni |
| | Last week | Anugoonj |
| April | 22 nd | Earth Day |
| June | 5 th | Environment Day |

*** One day of every month will be dedicated for community service by NSS, Ranger & Rover and Eco Club volunteers of the college.**

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTIONS ACT

Ragging is a cognizable offence as per the order of Hon'ble Supreme Court of India and Anti Ragging Act of H.P. *PROHIBITION OF RAGGING ACT, 2009* defines 'Ragging' as doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking students to do any act or perform something which such student, will not be willing to do in the ordinary course.

Ragging is completely banned in and around the college campus and any one including in the same will be punished appropriately which includes imprisonment, fine or both or expulsion from the college or classes for a limited period or fine with a public apology.

The punishment may also take the shape of:

- Withholding scholarships or other benefits.
- Debarring from representation in events.
- Withholding of results.
- Legal proceeding under criminal law or ordinance or specific law enacted in this regard.

UGC has revised the procedure for students to file online Anti Ragging undertaking now. The procedure is completely online and student is not required to submit any hard printed affidavit in Institute. Anti Ragging undertaking must be filled by the students online on <http://www.antiragging.in> only. Universities/Colleges will not accept Anti Ragging undertaking by students in hard printed copy/affidavits. (Please note that the student is **not required** to print & it as it is used to be in the earlier case.) The compliance submission should be submitted on the following link: https://www.antiragging.in/compliance_disclaimer.html

Contact Numbers in case of any problem:

If any student faces any kind of problem in the college in any form whatsoever, he/she is free to contact immediately any of the following:

| | |
|-----------------------------|---------------------|
| 1. College Office | 01903-293928 |
| 2. Dr. Sujata | 9418281284 |
| 3. Sh. Suresh Kumar | 7018631323 |
| 4. Dr. Kavita Katoch | 9459013846 |
| 5. Ms. Nisha Negi | 9459223230 |
| 6. Sh. Hoshiar Chand | 9418238515 |
| 7. Sh. Prem Negi | 9459781411 |
| 8. Sh. Pradeep Kumar | 9418348029 |
| 9. Dr. Vandana | 8708445042 |

Toll Free Anti Ragging Helpline 24X7 1800-180-5522

Email id: helpline@antiragging.in



Use of mobile phones is strictly prohibited in class rooms and the campus as per Government instructions. Strict action will be taken against the defaulters. Mobile phone can be used only outside the college premises.

Disclaimer: This prospectus is an information broacher 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.

College website: www.gdcsainj.edu.in