



PROSPECTUS

2024-25

GOVERNMENT COLLEGE UNA DISTT. UNA (HP)



www.govtpgcollegeuna.in



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From The Principal's Desk

Govt. College Una, since its inception in 1968 has scaled new heights in all spheres of educational excellence. The college offers Medical, Non-Medical and Commerce streams at the Undergraduate level and English, Pol Science, Economics and M.com at the Post graduate level. This college has successfully been running BBA, BCA, PGDCA, MCA and MBA under the Self-Finance scheme of the Government of HP. Besides, B.Voc in Retail Management and Hospitality and Tourism is also offered to students.

The college is well equipped with modern Hi-tech classrooms and laboratories required for Professional courses. A team of dedicated workers and skilled professionals, fully aware that in this rapidly changing scenario of the modern world, we need supremely skilled, distinctly dynamic and quality conscious citizens to work round the clock in pursuance of this goal. The teaching pedagogy is dynamic and consists of innovative techniques of sharpening mind through practical case studies, add-on-courses, industrial visits and interface with professionals.

This institution has excellent faculty in various disciplines and an unparalleled academic environment to facilitate learning, with special emphasis on practical training apart from the conventional university curricula. We have an Internal Quality Assurance Cell in the college that continuously assesses and works for improving the quality of education in the college. Our sincere belief is that an institution which focuses on teaching only becomes a mere teaching shop. Hence we focus to prepare students for life. Our efforts are concentrated on bestowing not only knowledge and skills but also a value based and positive attitudinal change in the young minds.

Any suggestion for bringing further improvement in the session 2024-25 is always welcome.

“JAI HIND”

About The College

Govt. College, Una which envisioned the dream of establishing a progressive educational institution; a college that would mould and guide future generations of enlightened minds has completed five glorious decades in the service of knowledge. It has been a gradual evolution and many novel concepts have been added over a period of time. The journey was enjoyable and it continues to be so. Special gratitude is rightfully due to all individuals who have played a part in the development of this institution and made it possible to transform a dream into reality.

Excellence is an ever-approaching target and bedrock of any academic institution. This college has steadily, despite its humble beginning in 1968 kept a pragmatic approach. With the undaunted determination & perseverance of its incumbents, this college has flourished over the years with single minded devotion of striving for innovation & excellence and reached a place where it can boast of quality education integrated with State-Of-The-Art infrastructure. The college was accredited with 'B' Grade by NAAC Peer team during their visit in the year 2016. Nestled in foothills of Mt. Shivalik, the college campus is a jewel in the crown of the town. While preserving the natural ecology in the form of botanical gardens & green cover, the campus is fully equipped with modern facilities to accommodate the rapidly growing strength of the students.

Apart from traditional UG courses in Arts, Science and Commerce, it has PG courses in English, Political Science, Economics and Commerce. Job-oriented self-financing courses such as MBA, MCA, BBA, BCA and PGDCA are also being run in the college. To create specific skilled manpower for industries as per NOS's (National Occupational Standards), B.Voc in Retail Management and Hospitality & Tourism is being taught to empower the youth with increased

employment and income-generating opportunities.

The college provides excellent opportunities and facilities not only for academics but also for Music, Sports and extra co-curricular activities like NCC, NSS and Rovers & Rangers. The college also has a study Centre of IGNOU which offers variety of academic and Professional courses like B.A, B.com, M.Com, M.A. (English, Political Science, Economics, Sociology, Public Administration, Hindi and History), BCA, MCA and MBA. The college is getting generous grants from the Government of Himachal Pradesh for the development of infrastructure. Besides having a lush green, big campus, the college houses an administrative block, arts cum library block, BCA block, Science block, MBA & MCA block, even a Gymnasium for both Boys and Girls. Most of the classrooms are equipped with digital smart boards, projectors and all other modern infrastructure.

Mission

The college envisions to be an outstanding institution of excellence in Higher Education. Our mission is to provide higher education leading to an enriched holistic and wholesome development of its key stakeholders. We aspire to inculcate in our students a constant yearning for learning; coupled with academic rigor and passionate knowledge delivery along with academic excellence. We want to ensure that the students are sensitized to the concerns of the society. The college intends to provide ample scope for multifaceted development of local youths irrespective of religion, race, caste, gender etc. We also endeavor to pursue student-centric learning for self-development among students followed by a keen social awareness and responsibilities.

Objective

The main objective of the institution is to transform the students into well-meaning citizens. We aim to provide a comprehensive value-based education to our students. We work earnestly to develop the physical, spiritual, intellectual, moral and aesthetic attributes of the students so that they are metamorphosed into intellectually trained, morally upright and socially committed citizens.

TEACHING FACULTY

Dr. Meeta Sharma (Ph. D. in English, SLET, NET)		Principal
Sr. No.	Name	Designation
BOTANY		
1	Prof. Shashi Kanwar, M. Phil.	Associate Professor
2	Prof. Sanjay Sharma, B.Ed.,M.Phil.,SLET	Assistant Professor
3	Vacant	
4	Vacant	
CHEMISTRY		
1	Prof. Puneet Prem Kanwar, M. Phil.	Associate Professor
2	Dr. Suresh Kumar, M. Sc., Ph. D., NET (CSIR), SET	Associate Professor
3	Dr. Shveta Sharma, M. Phil., Ph. D.	Assistant Professor
4	Dr. Ashwini Sharma, Ph. D.	Assistant Professor
4	Dr. Ravinder Dogra, NET,GATE	Assistant Professor
6	Dr. Sunil Dutt, Ph. D.	Assistant Professor
COMMERCE		
1	Dr. Ruchy Sharma,M.Phil.,M.Sc.(IT),Ph.D,NET	Assistant Professor
2	Dr. Gagandeep Singh, M. Phil., Ph.D.,NET,SET	Assistant Professor
3	Dr. Alka Rani, Ph.D,NET	Assistant Professor
4	Prof. Parveen Saini,SLET	Assistant Professor
COMPUTER APPLICATIONS		
1	Prof. Yash Pal, MCA, B.Ed.,SLET	Assistant Professor
ECONOMICS		
1	Dr. Bhagwan Dass, M.Phil.,Ph.D.,UGC-NET	Assistant Professor

2	Dr. Sham Singh Bains, M. Phil., Ph. D.,SLET	Assistant Professor
3	Prof. Manjeet Singh, M. Phil.,NET,B.Ed.	Assistant Professor

EDUCATION

1	Prof. Karan Kumar, M.Ed.	Assistant Professor
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ENGLISH

1	Prof. Anita Saini, UGC-NET	Assistant Professor
2	Prof. Amarjeet Singh Mann, B.Tech(CSE),M.A.,SET,NET,PGCTE	Assistant Professor
3	Vacant	-

ENVIRONMENTAL SCIENCE

1	Dr. Varun Dhiman, Ph.D	Assistant Professor
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GEOGRAPHY

1	Vacant	-
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HINDI

1	Dr. Shreyasi Singh, NET/JRF, Ph.D	Assistant Professor
2	Vacant	-

HISTORY

1	Prof. Rakesh Kumar, M. Phil.,B.Ed.	Assistant Professor
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JOURNALISM

1	Dr. Kaushal Kumar Pandey, Ph.D	Assistant Professor
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MATHEMATICS

1	Dr. Monika Khanna,M.Phil., Ph.D	Assistant Professor
2	Prof. Promila Devi, M. Phil.	Assistant Professor
3	Dr. Ranju Banota, PGDCA, Ph.D	Assistant Professor
4	Prof. Jagmohan, UGC-NET	Assistant Professor

MUSIC

1	Dr. Sanjay Verma, M.Phil.,Ph.D	Associate Professor
2	Dr. Monika Thakur,M.Phil., Ph.D	Assistant Professor

PHYSICAL EDUCATION

1	Dr. Raj Kumar, Ph.D	Associate Professor
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POLITICAL SCIENCE

1	Prof. Vikas Saini,B.Ed.,SET	Assistant Professor
2	Vacant	-

PHYSICS

1	Prof. Sumit Kumar,M.Phil.,JEST,GATE	Assistant Professor
2	Dr. Pawitter Dulari, M.Phil, Ph.D	Assistant Professor
3	Dr. Madan Lal, M.Phil., Ph.D.,M.Sc.(IT),B.Ed.	Assistant Professor
4	Prof.Vivek, M.Phil,NET-JRF,SET,GATE	Assistant Professor

PUBLIC ADMINISTRATION

1	Prof. Upasna Thakur, M.Phil.,NET,SET	Assistant Professor
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SANSKRIT

1	Vacant	-
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SOCIOLOGY

1	Dr. Shiwani Bhagat, GATE,SET,NET/JRF,Ph.D	Assistant Professor
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TOURISM AND TRAVEL

1	Dr. Vipul Gautam, Ph. D.,NET-JRF	Assistant Professor
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ZOOLOGY

1	Prof. Shivinder Kaur, M.Phil.,NET,SET	Assistant Professor
2	Prof. Nikita, NET	Assistant Professor
3	Vacant	-
4	Vacant	-

LIBRARY STAFF

1	Mrs. Meena Soni	Librarian
2	Mrs. Renu Narula	Assistant Librarian
3	Ms. Harbansi	Peon

ADMINISTRATIVE AND OFFICE STAFF

1	Sh. Satinder Kumar	Superintendent G-1
2	Sh. Sachin Kumar	JOA-IT
3	Smt. Damyanti	JOA-IT
4	Sh. Charan dass	LA(Botany)
5	Sh. Bhupinder	LA(Zoology)
6	Smt. Sunita	LA(Physics)
7	Sh. Rajinder Singh	LA(Chemistry)
8	Smt. Malkiat	Peon
9	Smt. Raj Rani	Peon
10	Smt. Veena Devi	Sweeper

ADMISSION COMMITTEES

Sr. No.	Admission Committees	Venue	Name of Teachers (Sh./Smt./Ms./Dr./Prof.)
1	B. A. I	Dept. Of Journalism	K. K. Pandey Vipul Gautam Varun Dhiman Shreyasi
2	B.A. II	Dept. of Economics	Sham Singh Manjeet Singh Upasna
3	B. A. III	Library Hall	Bhagwan Dass Shiwani Bhagat Vikas Saini
4	B. Sc. I (NM)	Dept. Of Physics	Pawitter Dulari Ranju Banota Jagmohan Sunil Dutt
5	B. Sc. I (M)	Dept. Of Botany	Sanjay Sharma Promila Devi Shivinder Kaur
6	B. Sc. II & III M & NM	Dept. Of Chemistry	Shveta Sharma Ravinder Dogra Vivek Nikita
7	B. Com. I	Staff Room	Ruchy Sharma Monika Khanna Yash Pal
8	B. Com. II & III	Commerce Dept.	Alka Rani Gagandeep Parveen Saini

ADMINISTRATIVE COMMITTEES

1. Chief Tutor

2. DEAN OF STUDENT WELFARE (DFW)

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Dr. Meeta Sharma	1	Raj Kumar

3. Senior Tutor Science

4. Senior Tutor Arts

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Puneet Prem Kanwar	1	Sanjay Verma

5. Senior Tutor Commerce

6. Bursar

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ruchy Sharma	1	Bhagwan Dass

7. ADVISORY COMMITTEE

8. DISCIPLINE COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Raj Kumar	1	Puneet Prem
2	Puneet Prem	2	Sanjay Verma
3	Suresh Kumar	3	Bhagwan Dass
4	Sanjay Verma	4	Ranju Banota
5	Shashi Kanwar	5	Amarjeet Singh Mann
6	Ruchy Sharma	6	Love Jaswal
7	Shveta Sharma	7	Rashpal
8	Bhagwan Dass		
9	K. K. Pandey		

9. LIBRARY COMMITTEE

10. STUDENT WELFARE AND SCHOLARSHIP COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ruchy Sharma	1	Bhagwan Dass (NO)
2	Sanjay Sharma	2	Pawitter Dulari

3	K.K.Pandey	3	Madan Lal
4	Madan lal	4	Gagandeep
5	Varun Dhiman	5	Manjeet Singh
6	Upasna Thakur	6	Sunil Dutt
7	Meena Soni (Librarian)	7	Varun Dhiman
8	Renu Narula(Asstt.Librarian)	8	Ritu Puri
9	Sohan Singh	9	Vijay Kumar
		10	Manav Kumar
		11	Sachin (JOA)
		12	Amit Kumar

11. HOUSE EXAM/CCA COMMITTEE

12. CSCA Advisory Committee

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sumit Kumar	1	Sanjay Verma
2	Pawitter Dulari	2	Ruchy Sharma
3	Rakesh Kumar	3	Promila Devi
4	Monika khanna	4	Anita Saini
5	Shreyasi	5	
6	Sunita Devi (LA)	6	
7	Rajinder Singh(LA)	7	

13. CAREER GUIDANCE & PLACEMENT CELL 14. SHAMIANA AND SITTING ARRANGEMENTS COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Puneet Prem	1	Ashwini Kumar
2	Bhagwan Dass	2	Rakesh Kumar
3	K.K.Pandey	3	Vipul Gautam
4	Sunil Dutt	4	Varun Dhiman
5.	Amarjeet Mann	5	Damyanti Devi JOA(IT)
6.	Manav Kumar	6	Charan Dass (LA)
7.	Rashpal	7	Bhupinder Singh (LA)
8.	Rajni		

15. TOURS AND TRAVELS COMMITTEE

16. SPORTS AND GYMNASIUM COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Shashi Kanwar	1	Raj Kumar
2	K. K. Pandey	2	Sanjay Verma
3	Ranju Banota	3	Sumit Kumar
4	Alka Rani	4	Love Jaswal
5	Monika Thakur	5	Manav
6	Satinder Kumar	6	Sumit (B. Voc.)
7		7	Amit Kumar

17. CULTURAL ACTIVITIES COMMITTEE**18. CANTEEN MAINTENANCE COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sanjay Verma	1	Shveta Sharma
2	Shashi Kanwar	2	Sanjay Sharma
3	Anita Saini	3	Anita Saini
4	Monika Thakur	4	Parveen Saini
5	Shiwani Bhagat	5	Karan
6	Shreyasi	6	Nikita
7	Ashok Kapil	7	
8	Anjali	8	
9	Rajni	9	
10	Ritu Puri	10	

19. TIME-TABLE COMMITTEE**20. FURNITURE, BLACK BOARD etc. PURCHASE AND REPAIR COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sanjay Verma	1	Ruchy Sharma
2	Bhagwan Dass	2	Monika Khanna
3	Madan Lal	3	Jagmohan
4	Sham Singh	4	Manjeet Singh
5	Jagmohan	5	Parveen Saini
6	Shivinder Kaur	6	Aarushi (MBA)
7		7	Kiran (BBA)
8		8	Rajinder (LA)

21. U.G.C. COMMITTEE**22. PRESS AND PHOTOGRAPHY COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Bhagwan Dass	1	K.K.Pandey
2	K.K.Pandey	2	Promila Devi
3	Ravinder Dogra	3	Shreyasi Singh
4	Amit Kumar	4	Rashpal
5		5	
6		6	

23. COLLEGE AND LAND PROPERTY COMMITTEE 24. HOSTEL DISCIPLINE AND MAINTENANCE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Puneet Prem	1	Sanjay Verma
2	Suresh Kumar	2	Ashwini Sharma
3	Sanjay Verma	3	K.K.Pandey
4	Amarjeet Mann	4	Ravinder Dogra
5	Ashok Kapil	5	Yashpal
6	Satinder Kumar	6	Amit Kumar

25. ANTI RAGGING COMMITTEE**26. IQAC COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sanjay Verma	1	Raj Kumar
2	Shashi kanwar	2	Puneet Kanwar
3	Sumit Kumar	3	Suresh Kumar
4	Ashwini Kumar	4	Sanjay Verma
5	Sham Singh	5	Shashi Kanwar
6	Alka Rani	6	Sumit Kumar
7	Karan Sharma	7	Shveta Sharma
8	Upasna Sharma (MCA)	8	Sanjay Sharma
9	Ashok Kapil (MBA)	9	Bhagwan Dass
10	Pooja Thakur (BCA)	10	K.K.Pandey
11	Richa Sharma (BBA)	11	Madan Lal
		12	Karan Kumar
		13	Amit Kumar (Clerk MCA)
		14	PTA President
		15	CSCA President

27. ELECTRICITY RESTORATION AND GEN SET MAINTENANCE COMMITTEE**28. WOMEN REDRESSEL/GENDER EQUITY CELL**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Madan Lal	1.	Shashi Kanwar
2	Parveen Saini	2.	Ruchy Sharma
3	Vivek	3.	Alka Rani
4	Vikas Sharma	4.	Anita Saini
5	Vijay Kumar	5.	Renu Narula
6	Rajinder Singh(LA)	6.	Aarushi Sharma MBA
7	Bhupinder Sigh (LA)	7.	Anu Sharma BCA
		8.	Kiran Bala BBA
		9.	Sunita Devi (LA)
		10.	Anita Devi (Clerk)

29. STUDENTS GRIEVANCES REDRESSAL COMMITTEE**30. MAGAZINE EDITORIAL BOARD/ PRINTING**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Puneet Prem	1	Sanjay Verma (Chief Editor)
2	Suresh Kumar	2	Ruchy Sharma (Commerce)
3	Sanjay Verma	3	Shveta Sharma (Science)
4	Shashi Kanwar	4	Bhagwan Dass (Planning Forum)
5	Parveen Saini	5	Anita Saini (English)
6	CSCA President	6	Varun Dhiman (Environment)
		7	Shreyasi (Hindi & Pahari)
		8	Meena Soni
		9	Renu Narula

31. ONLINE ADDMISSION TECHNICAL SUPPORT COMMITTEE

32. ANTI DRUGS CAMPAIGN COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sumit Kumar	1	Raj Kumar
2	Karan Kumar	2	Sanjay Verma
3	Yash Pal	3	Ashwini Kumar
4	Amarjeet Singh Mann	4	Rakesh Kumar
5	Vikas Saini	5	Monika Khanna
6	Sachin Kumar JOA IT	6	Ranju Banota
7	Amit Kumar	7	Gagandeep
		8	Nikita

33. GIRLS COMMON ROOM SUPERVISION AND MAINTENANCE

34. NSS OFFICERS

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Monika Khanna	1	Promila Devi
2	Alka Rani	2	Manjeet Singh
3	Upasna Thakur		
4	Shivinder Kaur		
5	Veena (Sweeper)		

35. NODAL OFFICERS (RUSA)

36. HOUSE ALLOTMENT COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Suresh Kumar - Academic	1	Puneet Prem
2	Ruchy Sharma - Finance	2	Ruchy Sharma
		3	Bhagwan Dass
		4	K. K. Pandey

37. WATER SUPPLY RESTORATION COMMITTEE

38. FIRST-AID COMMITTEE/HEALTH CENTRE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sumit Kumar	1	Ranju Banota
2	Sham Singh	2	Shivinder Kaur
3	Varun Dhiman	3	Nikita Sharma
4	Vivek	4	Rajni MCA
5	Rajinder Singh(LA)	5	Upasna MCA
6	Bhupinder Singh (LA)	6	Anu Sharma
		7	Love Jaswal

**39. CAMPUS DEVELOPMENT AND
BEAUTIFICATION COMMITTEE**

**40. INTERNET WORKING AND MAINTENANCE
COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sanjay Sharma	1	Madan Lal
2	Promila Devi	2	Sunil Dutt
3	Sham Singh	3	Vipul Gautam
4	Manjeet Singh	4	Yash Pal
5	Sunil Dutt	5	Vivek
6	Shreyasi Singh	6	Manav
7	Vijay Kumar	7	Amit Kumar
8	Aarushi Sharma	8	Chander Pal LA
9	Anjali Kaundel	9	Sohan Singh BCA
10	Charan Dass LA	10	Satish Kumar BBA

**41. BUS PASS ATTESTATION COMMITTEE
(SCIENCE)**

**42. BUS PASS ATTESTATION COMMITTEE
(ARTS)**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ravinder Dogra	1	K. K. Pandey
2	Sumit	2	Monika Khanna
3	Yash Pal	3	Upasna Thakur
4	Varun Dhiman	4	Shivani Bhagat
5	Nikita		

**43. BUS PASS ATTESTATION COMMITTEE
(COMMERCE)**

**44. BUS PASS ATTESTATION COMMITTEE
(PROFESSIONAL COURSES)**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ruchy Sharma	1	Raj Kumar, Coordinator BBA
2	Alka Rani	2	Puneet Kanwar, Coordinator MCA
3	Praveen Saini	3	****, Coordinator MBA
		4	Suresh Kumar, Coordinator BCA & PGDCA
		5	Sanjay Sharma, Coordinator B. Voc.

**45. PUBLIC ANNOUCEMENT/SOUND
SYSTEM MAINTENANCE**

**46. DIGITAL SCREEN DISPLAY COMMITTEE
(OPERATION & MAINTENANCE)**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sumit Kumar	1	Ashwini Kumar
2	Monika Khanna	2	Karan Kumar
3	Parveen Saini	3	Vipul Gautam
4	Ashok Kapil	4	Vikas Sharma
		5	Gurpreet Kaur
		6	Shamli MBA
		7	Sohan Singh LA

47. MENTOR MENTEE CELL**48. PURCHASE COMMITTEE (Gem)**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Puneet Prem	1	Suresh Kumar
2	Madan Lal	2	K. K. Pandey
3	Yash Pal	3	Madan Lal
4	Varun Dhiman	4	Satinder Kumar
5	Amarjeet Singh Mann	5	Shamli MBA

49. COMMITTEE FOR TAKING CARE OF DIVYANGJAN STUDENTS**50. INTERNAL COMPLAINTS COMMITTEE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ruchy Sharma	1	Puneet Kanwar
2	Anita Saini	2	Suresh Kumar
3	Jagmohan	3	Shashi Kanwar
4	Praveen Saini	4	Ruchy Sharma
5	Shreyasi Singh	5	Shveta Sharma
6	Sunita Devi LA		
7	Bhupinder Singh		

51. SOCIAL MEDIA COMMITTEE**52. CCTV CAMERAS WORKING & MAINTENANCE**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	K. K. Pandey	1	Sumit Kumar
2	Karan Kumar	2	Vipul Gautam*
3	Vipul Gautam	3	Yash Pal*
4	Anjali Kaundal	4	Vikas Saini
5	Tanu Sharma	5	Love Jaswal
6	Rajni	6	Rashpal
		7	Chander Pal
		8	Satish Kumar

53. ROAD SAFETY CLUB**54. ENERGY CLUB**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Monika Khanna	1	Madan Lal
2	Ranju Banota	2	Sham Singh
3	Gagandeep Singh	3	Jagmohan
4	Alka Rani	4	Vipul Gautam
5	Shivani Bhagat	5	Praveen Saini
6	Anu BCA	6	Manav
		7	Anu BCA

55. NCC OFFICERS**56. ROVERS AND RANGERS INCHARGES**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Capt. Ashwini Kumar	1	Sham Singh
2	Capt. Monika Khanna	2	Ranju Banota

57. WEBSITE UPDATION COMMITTEE**58. SC/ST & MINORITY CELL**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Yash Pal	1	Suresh Kumar
2	Amarjeet Singh Mann	2	Bhagwan Dass
3	Love Jaswal	3	Pawitter Dulari
4	Sachin Kumar (JOA IT)	4	Upasna Thakur
5	Sohan Singh	5	Shivinder Kaur

59. OBC CELL**60. FEEDBACK CELL**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Sanjay Verma	1	Sanjay Sharma
2	Ravinder Dogra	2	Karan Kumar
3	Anita Saini	3	Vipul Gautam
4	Jagmohan	4	Manav Kumar
5	Sunil Dutt	5	Vikas Kumar
		6	Upasna MCA

61. VIRTUAL CLASSROOM (OPERATION & MAINTENANCE) COMMITTEE**62. STUDENTS' SERVICES CENTRE (SSC)**

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)	Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Yash Pal	1	Puneet Prem
2	Vivek Kumar	2	Suresh Kumar
3	Vikas Saini	3	Sanjay Verma
4	Rajni MCA	4	Shashi Kanwar
5	Nisha MBA	5	Ruchy Sharma
6	Sohan Singh LA	6	Gagandeep
7	Chander Pal LA	7	Psychiatrist/ Mental Health Professional from Civil Hospital
		8	Amit Kumar MCA

63. UNIVERSITY EXAMS COMMITTEE

Sr. No.	Name (Sh./Smt./Ms./Dr./Prof.)
1	Ruchy Sharma
2	Bhagwan Dass
3	Rakesh Kaundal
4	Satinder Kumar
5	Amit Kumar

ABC Nodal Officer – Prof. Sanjay Sharma

NEP Coordinator – Prof. Ravinder Dogra

CLUB INCHARGES

Sr. No.	Name of the Club	Name of Incharge Sh./Smt./Ms./Dr./Prof.	Sr. No.	Name of the Club	Name of Incharge Sh./Smt./Ms./Dr./Prof.
1	Electoral Literacy Club	Madan Lal	11	Skill Development	Ashwini Kumar
2	Management Club	Ruchy Sharma	12	Innovation and Researcher Club	Ravinder Dogra
3	IT Club	Yash Pal	13	Placement and Employability Club	Puneet Prem
4	Media Club	K. K. Pandey	14	Youth Red Cross Society	Alka Rani
5	Sports Club	Raj Kumar	15	Cultural Club	Sanjay Verma
6	Women Empowerment Club	Shveta Sharma	16	Science Society	Suresh Kumar
7	Red Ribbon Club	Shashi Kanwar	17	Mathematics Society	Ranju Banota
8	Energy Club	Sumit Kumar	18	Literature Club	Amarjeet Mann
9	Road Safety Club	Monika Khanna	19	Disaster Management Club	Karan Kumar
10	Patriotic Club	Monika Khanna			

Advisory/Scrutiny/Discipline Committee for the admission process

The following members will advise the students regarding admission process:

1. Dr. Suresh Kumar (Science)
2. Dr. Sanjay Verma (Arts)
3. Dr. Ruchy Sharma (Commerce)
4. Ms. Ritu Puri BCA
5. Ms. Anjali Kaundal BBA

Admission Software Technical Support Committee

The following committee members will address any technical issue/difficulty faced by the admission committees or the students during the admission process:

1. Mr. Sumit Kumar
2. Mr. Karan Kumar
3. Mr. Yash Pal
4. Mr. Vivek Kumar
5. Mr. Amarjeet Singh Mann
6. Mr. Amit Kumar

Help-Desks for Admission

S.No.	Admission Committee	Venue	Name of teacher
1.	Arts	BCA Lab	1) Mr. Sohan Singh 2) Ms. Ruchika Puri
2.	B.Com	MCA Lab I	1) Sh. Satish Kumar
3.	Science	MCA Lab II	1) Mr. Chander Pal 2) Mr. Sachin Kumar (BVoc)

Categories Of Courses

The Under Graduate (TDC) Programme in Govt. College Una affiliated to HP University, Shimla is for a minimum period of three years and a maximum of five years from the date of admission of the candidate and will comprise of the following categories of courses:

1. Elective/Core Courses (DSEs)
2. Compulsory Courses (For BA & B. Com)
3. Ability Enhancement Compulsory Courses (AECCs)
4. Skill Enhancement Courses (SECs)
5. Generic Elective (GEs)

1. Elective/ Core Courses (DSEs):

a student enrolled in the undergraduate programme will have to select certain elective or core courses in the first year of their degree. These courses are known as discipline specific Elective courses (DSEs) for UG in Arts and Commerce, the students have to select 2 Elective/ Core courses. For UG in Science stream the students have to select 3 Elective/ Core courses. These Elective or Core courses continue in the second and final year of the UG Programme.

2. Compulsory Courses (For BA & B. Com):

I. Compulsory English

II. Compulsory Hindi/ compulsory Sanskrit

These Two Compulsory courses are selected in the first year of UG and are studied in the First and Second year of the UG programme.

3. Ability Enhancement Compulsory Courses (AECCs):

I. English/Hindi/ Sanskrit

II. Environment Study

These Ability Enhancement Compulsory Courses (AECCs) are selected and studied by the students of BA, B. Com & B.Sc. in the first year of UG Programme.

4. Skill Enhancement Courses (SECs):

The students have to study two SECs which are to be taken by them from their Elective or Core Courses. Skill Enhancement Courses (SECs) are to be taken in the Second year of UG Programme and are studied in the second and final year of UG Programme.

5. Generic Elective (GEs):

The students will have to study two Generic Elective Courses (GEs) in the final year of UG programme which are to be taken by them. In case of BA, the GEs have to be selected from the (other than)

For B.Sc. and B.Com the Generic Elective Courses (GEs) have to be selected from the already taken Elective or Core courses.

Subject Combinations Allowed

Basket 1: Economics, Education, Music (Instrumental), Music (vocal), History, Journalism

(Subject combination in this basket may be allowed with the combination mentioned in basket 2 and basket 3)

Basket 2: Mathematics, Political science, Public Administration, Tour and Travel

(Subject combination allowed in this basket may be allowed with the combination mentioned in basket 1 and basket 3)

Basket 3: English, Hindi, Sanskrit, Geography, Sociology

(Subject combination allowed in this basket may be allowed with the combination mentioned in basket 1 and basket 2)

Admission Procedure

The entire admission process will be online (<https://govtpgcollegeuna.in>). The duly filled form will be submitted online for verification by respective committees. Students seeking admission in first year will be required to appear before the admission committee with their original documents.

Note: Online admission Process can be initiated by clicking on Online Admission 2024-25 and then “**New Candidate registration**” on the official website of College. Students may follow the steps of admission through video already uploaded on the website.

Admission for Outstanding Sportsmen/Women (As per HPU Roster)

Admission against outstanding sports quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after expiry of the last date of submission of forms for admission in the college.

The following categories of certificates would be considered for admission against outstanding sports quota.

- a) 1st, 2nd, 3rd position holders in Zonal tournaments of Distt./ School Sports Association.
- b) Participation/Position holders in school state and School/at State and National Level.
- (c) 1st, 2nd, 3rd position holders in PYKKA Dist. Tournaments.
- c) Participation/Position in PYKKA State and National Level Tournaments.
- e) Participation/position in State level/National level open tournaments organized by the different recognized Sports Associations.
- f) Participation/Position in Women's State/National Level tournaments organized by autonomous school bodies like Navodaya/KVS/ICSE/DAV

Management etc. The sportsmen/women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in the particular course as provided under the rules.

Admission for Outstanding Performance in Cultural Activities (As per HPU Roster)

1. Admission against outstanding cultural quota would be made once in the beginning of the academic session. No forms for such admissions would be entertained after expiry of the last date of submission of forms for admissions in the College
2. Only those students will be eligible for admission against outstanding cultural quota that have at least I, II, III or Highly Commended and Commended position inter-School Youth Festival, State and National cultural festival in any item in any of the previous three years.
3. The distinction in the individual item will be given preference over the Team items. The students seeking admission against outstanding cultural quota should also qualify the minimum eligibility criteria for admission in the particular course as provided under the rules.

NOTE: After admission of the ward in any course, the Parent/Guardian will automatically become a member of the college PTA.

DOCUMENTS REQUIRED (To Be Uploaded)

Since the admission process is online, the candidates are required to upload:

1. Photostat copies of all Board/University certificates from Matric onwards.
2. Original copy of Character certificate from the head of institution last attended.
3. Original Certificates for verification by committee.
4. Two passport size photographs and one stamp size for the Identity Card.
5. The candidates from other Boards/University, must submit:
 - (a) Eligibility certificate from the Board/University showing equivalence.
 - (b) Migration Certificate.
 - (c) SC/ST certificate for those seeking relaxation or weightage.
6. All girl candidates have to submit a copy of Bonafide Himachali Certificate for getting Exemption from Tuition fee as per Notification. Edu H (8) 3 (8) 1/76 dated 29-06-2001.
7. Single girl child (Super Numerary seat)

8. Sports / Cultural certificate if any

9. The students are required to submit an Anti-Ragging Undertaking through the following link:

https://antiragging.in/affidavit_registration_disclaimer.html

The admissions are governed by the rules and regulations of H.P. University and are provisional until the final approval granted by the University.

Eligibility Conditions for UG Classes

A student who has passed 10+2 examination or an equivalent course can seek admission in the first year of three-year degree course if he/she fulfils the eligibility conditions given below:

1. A candidate seeking admission to the B.A/B.Sc./B.Com. 1st year must have Passed 10+2 or an equivalent examination of a Board/University with five subjects including English. The students who have passed their +2 examination with vocational subjects are also eligible to seek admission in BA/B.Sc./B.Com/ 1st year, if otherwise eligible.

2. Minimum percentage of marks obtained at 10+2 level required for admission is:

i)

B.A. (Pass) 33%

B.Sc. (Pass) 45%

B.Com (Pass)45%

ii) 40% for those who have passed examination under Commerce group at 10+2 level

iii) 33% for the girls.

(Notification No. 4-9/2007-H.P.U. Academic dated 9th April 2007).

Conditions

i) A candidate seeking admission to B.A. 1st year with Mathematics as one of the subjects should have either 45% marks in aggregate or 45% in Mathematics.

ii) A relaxation of 5% marks in above eligibility criterion is available to SC/ST candidates.

iii) A relaxation of 5% at minimum qualification marks will be given to disabled persons for admission. (Notification No.EDN-H (21) MISC/2003 dated March, 2003).

iv) A candidate seeking admission to B.Com. 1st year must have passed Mathematics

or Economics as an elective subject at 10+2 level.

v) A candidate seeking admission to B.Sc. 1st year must have passed non-medical/medical at 10+2 level respectively.

vi) Only pass candidates of 10+2 examination from National Institute of open school will be admitted in BA/ B.Com/B.Sc. 1st year of three years degree courses as there is no provision of awarding compartment at 10+2 level in the NIOS (Notification no. 4-9/2007-H.P.U. Academic dated 2nd January 2004 and 8th April 2005)

vii) A candidate seeking admission to B.Sc. 1st year (Computer Applications) must have passed non-medical at 10+2 level.

Criteria of Age for Admission

Age: - For Girls 23 years as on 1st July 2024 and for boys 21 years as on 1st July 2024. However, the Vice Chancellor can grant 6 months relaxation for genuine reasons.

NOTE: - Relaxation of 3 years in age limit is granted to the candidates belonging to SC & ST both for UG and PG classes.

Other Eligibility Conditions

1. A Candidate furnishing any wrong information will be punished with cancellation of admission/registration. Suitable disciplinary and legal action will be taken. Dues paid will be forfeited.
2. All admissions are provisional till these are confirmed/approved by HPU and the college will assume no responsibility for non-approval of a particular case for any reason, including equivalence cases.
3. In absence of actual marks sheet from Univ. /Board in respect of +2 or equivalent exam where the result is shown in grades/standards the minimum percentage of marks for each subject given in standard will be taken into consideration for determining eligibility.
4. The admission schedule notified by the university will be strictly adhered to. No relaxation will be given in this regard.
5. Admission is open for all students on Roll on Basis, who are otherwise eligible without waiting for final result. Roll on System means the student has appeared in the previous year examination and will go to next year as per schedule without waiting for the result of exam, and so on. However, he/she will have to complete all the formalities laid down by the college authorities if any, and depositing the prescribed fees.
6. The decision of the Principal will be final in the matter of admission and he has the power to refuse or cancel any admission without assigning any reason even on disciplinary ground

Refusal of Admission

1. A candidate who has failed twice in a class in one course/faculty will not be readmitted to the same class/course.
2. A candidate who fails in all compulsory and elective subjects shall not be readmitted to same class/course (HPU Hand Book Vol.1 p.34 article 3.4)
3. The student who has been expelled or rusticated from any college affiliated to HP University shall not be re-admitted to any course without the prior permission of Vice-Chancellor.
4. A Candidate declared RL (UMC) will not be admitted in the college.
5. A candidate shall be refused admission if his/her conduct during any previous years in the college has not been satisfactory or he/she was punished or expelled.
6. Casual admission in the college will not be allowed to any category of students due to constraint of space in the classrooms or shortage of staff.
7. The decision of the Principal shall be final in matter of admissions. He/she has the power to refuse or terminate any admission without assigning any reason or on disciplinary ground.

Cancellation of Admission

Any candidate seeking admission by furnishing false certificates/information or by suppressing any information in respect of age, subject and percentage of marks will be punished with the cancellation of his/her admission and suitable disciplinary/legal action will be taken against him/her.

Note: All the admissions are provisional till the same are confirmed /approved by the H.P. University. The college will not be responsible in case of disapproval of admission by the University.

Admission for Post-Graduate Classes

There are forty (40) seats in MA English, (40) seats in MA Pol Science, (40) seats in MA Economics and 40 seats in M.Com. The admission will be done by HP University Norms & procedure.

Rules for Migration

- Original Migration certificate of a Board/University from which the candidate migrates to this College will have to be submitted.
- The migrating student must bring with him/her:
 - I) Lecture attendance statement.
 - II) Statement of marks obtained in the Mid Term Tests.
 - III) Character Certificate from the Head of Institution last attended.

- After the migration has been sanctioned and notified by the University, the student must join the new college within the given period of time i.e. by the date given by the University.
- On joining new college, the student will have to pay all the funds for the entire year whereas the Tuition fees will be payable from the month of his joining the new college.
- No migration certificate can be issued unless the student is registered with the other University.
- A candidate migrating from this college will have to obtain clearance from the college office, Library, NCC, NSS, sports and other concerned departments.
- The admission of a student migrating from another University shall be treated as provisional and shall be confirmed when he/ she produces the migration certificate and however, that the student disqualified by any other University, shall not be given admission during the period of disqualification.
- After obtaining migration certificate from the university the student must get their college changed online from both the colleges.

Note: Migration from another College & Vice Versa is governed by HP University Rules.

Financial Assistance to poor students

A limited number of students who cannot pursue their studies due to financial constraints are provided assistance from the college Students Aid Fund (Provided they have not received assistance from any other sources).

Scholarships

There are a number of scholarships for poor and meritorious students available through various Govt. and Non- Govt. agencies.

1. Merit Scholarship
2. SC/ST Scholarship
3. OBC Scholarship
4. Dist. Soldiers Board Scholarship
5. IRDP Scholarship
6. Balmiki Scholarship
7. Post Graduate Indira Gandhi Single girl child scholarship
8. Maulana Azad merit scholarship for minority student.
9. Inspire Programme scholarship (Department of Science & Technology).

10. Kalpana Chawla scholarship.
11. Swami Vivekanand Scholarship.

Note

The eligible students have to produce their income certificate at the time of applying for the scholarship for first time. (Notification No.EDN-H (10) B 2005-06 misc-dated 30 Jan. 2006) For further details contact the college office.

Relaxations

1. As per Govt. notification No EDN&&H (8)3 (7) 1/76 dated 29-06-2007 all Bonafide Himachali girls are exempted from tuition fees. At the time of admission, they will compulsorily have to submit a certificate of permanent residence issued by a Competent Revenue Officer.
2. Only real brothers studying in the college are entitled to get half tuition fee exemption. Out of two, only one can apply for exemption and out of three studying simultaneously, two younger brothers can claim the same, by applying to the Principal, normally in the month of September.

Leave Rules

Leave shall be sanctioned on the prescribed application form obtainable from the college library. The application should be duly signed by the parents/ guardians Leave shall be granted only on the recommendation of concerned teachers. Leave for more than a day shall be granted on the basis of a Medical certificate issued by a Registered Medical Officer.

Absentee Fine

- | | |
|--|-------|
| 1. Absence Fine (Per period) | 1.00 |
| 2. Absence Fine (per practical) | 3.00 |
| 3. Absence from House test (per paper) | 10.00 |

Admission Fees:

For H.P. Bonafide Girls students, Tuition Fees Exempted.

IMPRTANT NOTE:-

- 1.No tuition fee will be charged from Himachal Bonafide girl students.
- 2.No. tuition fee will be charged from handicapped students having more than 40% disabilities. For this, a medical certificate from Dist. Medical Board will have to be produced.
- 3.If two siblings are studying in the college, the younger will be given 50% concession in tuition fee.

FEE STRUCTURE

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	B.A I	B.A II	B.A III
			Year	Year	Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tution Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per Sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per Sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet Facility	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Geography /Music Pr. -- Elected	15 P.M	180***	180***	180 ***
19.	Math Practical-Elected	15 P.M	180***	180***	180 ***
20.	Music Vocal Pr.-Elected	15 P.M	180***	180***	180 ***
21.	Music Instrumentation Pr.-Elected	15 P.M	180***	180***	180 ***
20.	Rover & Rangers	05 P.M	60	60	60
21.	Uni. Development Fund	250 P.A			
	(Once at the time of admission)	100 P.A (IRDP/BPL)	250/100		
22.	HPU Continuation	10 P.A		10	10
23.	HPU Sports	15 P.A	15	15	15
24.	HPU Youth Welfare Fund	15 P.A	15	15	15
25.	HPU Holiday Home	01 P.A	01	01	01
Total			1,929/-	1589/-	1589/-
For IRDP/BPL Students			1,779/-	1589/-	1589/-
For HP Bonafide Girls Students			1,329/-	989/-	989/-
For HP Bonafide IRDP/BPL Girl Students			1,179/-	989/-	989/-
***: Fee at serial no. 18,19,20 & 21 will be charged only subject to the condition if a student selects Geography/Math/Music as an elected subject.					
PTA Fund at Rs 300/- extra will be charged from the students.					

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month(P.M)	B.Com I	B..Com II	B.Com III
			Year	Year	Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tuition Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per Sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per Sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Computer Practical (Commerce & Math)	15 P.M	180	180	180
19.	Rover & Rangers	05 P.M	60	60	60
20.	Uni. Development Fund (Once at the time of admission)	a) 250 P.A	250/100		
		b) 100 P.A (IRDP/BPL)			
22.	HPU Continuation	10 P.A		10	10
23.	HPU Sports	15 P.A	15	15	15
24.	HPU Youth Welfare Fund	15 P.A	15	15	15
25.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,109/-	1,769/-	1,769/-
		For IRDP/BPL Students	1,959/-	1,769/-	1,769/-
		For HP Bonafide Girls Students	1,509/-	1,169/-	1,169/-
		For HP Bonafide IRDP/BPL Girl Students	1,359/-	1,169/-	1,169/-

PTA Fund at Rs 300/- extra will be charged from the students.

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ PerMonth (P.M)	BSc Non-Medical IYear	BSc Non-Medical II Year		BSc. Non-Medical III Year	
1.	Admission Fee	25 P.A	25	25		25	
2.	Tution Fee	50 P.M	600	600		600	
3.	Library Security (Refundable)	100 P.A	100				
4.	House Exam	40 Per sem/Year	40	40		40	
5.	Medical Fee	06 P.A	06	06		06	
6.	Campus Development Fund	10 P.A	10	10		10	
7.	Book Replacement Fund	25 P.A	25	25		25	
8.	Furniture Replacement	10 P.A	10	10		10	
9.	Identity Card	10 Per sem/Year	10	10		10	
10.	Magazine Fund	50 P.A	50	50		50	
11.	NCC Fund	10 P.A	10	10		10	
12.	Student Aid Fund	02 P.A	02	02		02	
13.	Cultural Activities Fund	20 P.A	20	20		20	
14.	Computer & Internet	20 P.A	20	20		20	
15.	A.F	25 P.M	300	300		300	
16.	Sports Fund	20 P.M	240	240		240	
17.	Building Fund	10 P.M	120	120		120	
18.	Physics Pr.	20 P.M	240	240		240	
19.	Chemistry Pr.	20 P.M	240	240		240	
20.	Math Pr.	15 P.M	180	180		180	
21.	Rover & Rangers	05 P.M	60	60		60	
22.	Uni Development Fund (Only once at the time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100				
23.	HPU Continuation	10 P.A		10		10	
24.	HPU Sports	15 P.A	15	15		15	
25.	HPU Youth Welfare Fund	15 P.A	15	15		15	
26.	HPU Holiday Home	01 P.A	01	01		01	
		Total	2,589/-	2,249/-		2,249/-	
		For IRDP/BPL Students	2,439/-	2,249/-		2,249/-	
		For HP Bonafide Girls Students	1,989/-	1,649/-		1,649/-	
		For HP Bonafide IRDP/BPL Girl Students	1,839/-	1,649/-		1,649/-	

PTA Fund at Rs 300/- extra will be charged from the students.

Sr. No.	Fee/Fund Name	Per Annum (P.A)/Per Month (P.M)	BSc Med. I Year	BSc Med. II Year	BSc Med. III Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tution Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Chemistry	20 P.M	240	240	240
19.	Botany	20 P.M	240	240	240
20.	Zoology	20 P.M	240	240	240
21.	Rover & Rangers	05 P.M	60	60	60
22.	Uni Development Fund	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
	(Onlyonce at the time of admission)				
23.	HPU Continuation	10 P.A		10	10
24.	HPU Sports	15 P.A	15	15	15
25.	HPU Youth Welfare fund	15 P.A	15	15	15
26.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,649/-	2,309/-	2,309/-
					-
		For IRDP/BPL Students	2,499/-	2,309/-	2,309/-
					-
		For HP Bonafide Girl Students	2,049/-	1,709/-	1,709/-
					-
		For HP Bonafide IRDP/BPL Girl Students	1,899/-	1,709/-	1,709/-
					-

PTA Fund at Rs 300/- extra will be charged from the students.

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	BSc. C.S.	BSc C.S. II	BSc. C.S. III
			I Year	Year	Year
1.	Admission Fee	25 P.A	25	25	25
2.	Tuition Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Physics Pr.	20 P.M	240	240	240
19.	Math Pr.	15 P.M	180	180	180
20.	Computer Pr.	15 P.M	180	180	180
21.	Rover & Rangers	05 P.M	60	60	60
22.	Uni Development Fund (Only once at the time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
24.	HPU Continuation	10 P.A		10	10
25.	HPU Sports	15 P.A	15	15	15
26.	HPU Youth Welfare Fund	15 P.A	15	15	15
27.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,529/-	2,189/-	2,189/-
		For IRDP/BPL Students	2,379/-	2,189/-	2,189/-
		For HP Bonafide Girl Students	1,929/-	1,589/-	1,589/-
		For HP Bonafide IRDP/BPL Girl Students	1,779/-	1,589/-	1,589/-

PTA Fund at Rs 300/- extra will be charged from the students.

Hostel Charges & Rules

The college has a Boys Hostel with a capacity to accommodate 36 students. The seats in the hostel will be allotted on the basis of academic merit and as per the specified quota.

Fees, Funds and Fine

Fees & Funds are charged as under:

1. At the time of admission for full session.
2. Fine and other dues, if any shall be realized in the month of February.

H.O./Ac	Fee Fund	Amount to be charged
1. Govt. Fund	Hostel/Admn. Fee	10.00 p.a.
	Room Rent	360.00 p.a.
2. College Dues	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	500.00 p.a.
	Utensil charges	30.00 p.a.
	Hostel Identity Cards	5.00 p.a.
	Common Room Fund	120.00 p.a.
	Attendant fee	300.00 p.a.
	Clerical Assistance fee	60.00 p.a.
	Electricity charges	360.00 p.a.
	Water charges	120.00 p.a.
	Sweeper charges	180.00 p.a.
	Depreciation charges	100.00 p.a.
	Total	2645.00
	Mess Charges extra	

Rules to be observed by the inmates

1. Entry of outsiders in the hostel is strictly banned.
2. Use of drugs, intoxicants and smoking are strictly prohibited. Anyone found indulging in these will be asked to evict the hostel immediately.
3. No inmate will be allowed to use electrical appliances & tape recorders in the room.
4. No boarder is allowed to go out of hostel after the scheduled time without the permission of Hostel Warden.
5. On vacating the hostel, the boarder shall have to produce 'No Dues' certificate from the Hostel Warden. Boarder has to vacate the hostel within three days of the end of Academic Session.
6. Ragging is an offence which can result in immediate eviction from the hostel and will attract more stringent actions such as rustication from the college and lodging of FIR with the police.
7. No inmate is allowed to damage the hostel property, If found guilty strict action will be taken against him.
8. No inmate is permitted to take bath or wash clothes openly in the premises.
9. Parking Vehicles inside the hostel building is prohibited.

University and House Examinations & attendance

1. It is compulsory to fulfil Lecture Attendance & House Test condition laid by the University. In case a student fails to fulfil any of these conditions he/she will not be allowed to sit in the annual examinations as per the resolution of the university Academic council which states that a student on the rolls of the college shall be eligible to be admitted to the University Examination, if he/ she.

- i) Has attended 75% of the total lectures delivered in each of the concerned courses in theory as well as in practical.
- ii) Secured 20% marks in each subject or 30% of the aggregate marks in all compulsory and Elective Subject in the House Test. The student abstaining from house test shall be fined as per rules.

Students Course Wise Assessment and Evaluation

All Courses involve an evaluation system of students that has following two components

(a) Continuous Comprehensive Assessment (CCA)

Accounting for 30% of the final grade that the student gets in a course, and

(b) End Semester Examination

Accounting for the remaining 70% of the final grade that the student gets in a course.

Note : A student will have to pass both the components (i.e. CCA and ESE) separately with 35% marks each and 40% in aggregate to become eligible to be declared successful in a course.

CCA will comprise of :

- a. Mid -Term Maximum Marks -15

Mid- Term Test will be conducted by the college

- b. Seminar / Assignment Maximum Marks -10

- c. Attendance Minimum requirement 75% Maximum Marks -05

2. The name of the students who remain absent for ten days continuously from any class without proper sanctioned leave shall be struck off from the college rolls. However, the Principal at his discretion and after the recommendation from teacher concerned; may re-admit such students on paying the re admission fees as mentioned below on a prescribed Proforma within 10 days of striking of the name.

Readmission Fees

First time: Rs. 100/- Second Time: Rs. 200/-

No student will be readmitted for the third time in a session.

Note: - Internal Assessment scheme for P. G. classes has been introduced by HPU for which 20% of Maximum Marks in each paper are to be further sub – divided as:

- a. Weightage for attendance- 5%
- b. Performance in any one of the following- 15%
 1. Assignment writing.
 2. Seminar Presentation.

Library Rules

1. There is a provision for library cards for the students who wish to avail the library facilities. The library card can be had from the Library in charge on production of identity Card.
2. A Book issued can be kept for a period of 15 days. Delay will be charged @Rs. 1/- per Day.
3. Text books and reference books will not be issued.

4. U.G. students in all streams can borrow maximum up to 3 books at a time.
5. The books must be handled carefully. Any loss or damage will have to be paid for with special permission of the principal.

College Magazine (Sombhadra)

The college Magazine "SOMBHADRA" is brought out every year to provide a forum to the students for an expression of their creative talents in form of articles, poems stories etc. It also contains the selected photographs of different college activities and that of students who excel in different fields during the session.

Tutorial Management Cell

In order to encourage interaction between students and teachers, the Tutorial Groups are created. The students can discuss their problems with their tutors.

Students Grievance Redressal Cell

In accordance with the UGC (Redressal of Grievances of Students) Regulations , 2023 ,with an objective to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto to a student 's Grievance Redressal

committee (SGRC) has been formed in the college which will consider the grievances of aggrieved students (defined as per the provisions of the UGC Act,1956 (3 of 1956)) following principles of natural justice. The SGRC shall send its report with recommendations, if any, to the competent authority within a period of 15 working days from the date of receipt of complaint.

IGNOU

A Study Centre of Indira Gandhi National Open University (IGNOU) is working in the college. The Study Centre provides courses in various disciplines; Undergraduate and Post graduate courses along with diplomas in various categories. It caters to the need of professionals as well as students who want to pursue these courses as a part time arrangement.

Around 4000 students are being benefitted by this Study Centre.

N.C.C., N.S.S., Rovers & Rangers

- 1.NCC:** -There is a provision for NCC (both girls and boys) in the college. Enrolment begins with the commencement of the session.
- 2. NSS-** National Service Scheme (N. S. S.) is currently having two units in this college with enrolment of one hundred volunteers each under the guidance of a Programme Officer for each unit. 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. Enrolment is by selection within a month of the admission in the college.
- 3. ROVERS AND RANGERS-** The Bharat Scouts and Guides is a voluntary organization. It is devoted to the development of character of the young generation and selfless service to the country. The college has two rovers and rangers units for boys and girls of age group 17 to 25. One group consists of 24

Rovers and 24 Rangers. The Rovers and Rangers are sent to attend the training camps from time to time and are engaged in various college activities and functions resulting in great learning to them.

Sports & Co-Curricular Activities

The college provides excellent facilities to sports persons. The disciplines in which the college prepares teams for University Championship are: Athletics, Boxing, Chess Cricket, Hockey, Football, Volleyball, Badminton, Handball etc. The students are trained by experienced coaches. A committee of teachers actively participates in the selection of college teams for various events.

The college also provides guidance to students in various cultural activities for participation in HPU Youth Festival Group I to IV.

Community Participation

(a) PTA (Parent Teacher Association): The PTA body has been constituted we session 2004-05 to work for the overall development of the college. Election to this body is held every year. All parents/guardians are requested to spare their valuable time for the General Body meeting of PTA as and when the date is notified.

(b) OSA (Old Students Association): An Old Students Association comprising of the Alumni of this college has been constituted w.e.f. session 2004-05. Apart from the nostalgic reasons, this association has been constituted to make a contribution towards developmental activities of their alma mater.

Central Students College Association (CSCA)

The CSCA of the college students is elected in the beginning of the session according to the university rules. The body helps the college authorities to maintain discipline in the college as well as facilitate and the developmental activities. For many years now, the CSCA is nominated on the basis of merit as election to this association has been discontinued.

Award of Prizes in Annual Function

Prizes are given to the students securing positions in the University/House examination sports and other extracurricular activities .The prize money is decided by the Advisory Committee.

Academic Prizes

1. Students securing first to tenth position in HPU /Annual Examination.
2. Ist/ 2nd/ 3rd position in the college in aggregate in H. P Annual/House examination and I/II position in all subjects in the college in HPU Annual/ House examination.

Sports, Cultural & Co- Curricular Prizes

1. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter college championships Annual College Athletic Meet and championship in Intra- College events.
2. Youth Festival prizes would be at par with the sports prizes.
3. NCC/NSS students participating in RD Parade, NCC Cadets appointed as SUO and UO for the session and declared the Best Cadet.
4. NSS volunteers appointed president/ declared Best Volunteer in each unit (M& F both).
5. SCA Office bearers be given Blazer Cloth at the time of Oath taking ceremony.
6. Rangers & Rovers participation in State Level Camp.

7. Blood Donors, special prizes for extra ordinary contribution in the college activities.

Rules & Guidelines for Educational Tours

1. Faculty wise educational tours will be allowed during vacations/gazetted holidays. Preference will be given to the senior classes. The willing students must apply for the educational tour at least 20 days in advance in case of journey by bus and 45 days in advance case of journey by train.
2. A written consent of college official/ teacher who will accompany the tour, the tour programme/diary, NOC/ bus fare certificate from HRTC and the list of students with name, father's name, class, roll number and signatures of students must be submitted to the tour committee at least five days before proceeding on tour.
3. An undertaking/ indemnity bond on a Proforma supplied by the college must be submitted by the parents of the students who are going on tour.
4. The students must deposit the tour charges to the tour manager at least 5 days before proceeding on tour as decided by the authorities. A detailed report regarding learning and experiences of tour should be submitted to the tour committee within 15 days after completion of the tour.
5. Educational tours shall be flagged off by the tour Committee from the college campus after completion of all the formalities and finally with intimation to the Principal.

Code of Conduct

1. In the college premises every student must be in possession of her valid Identity Card & must wear it throughout till she is on college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
2. Students must maintain strict discipline and decorum in the college campus.
3. Students should be Punctual in attending their classes.
4. Students are not allowed to attend classes other than their own, without the prior permission of the Principal.
5. Students are not permitted to bring any outsiders to the College Campus without prior permission of the Principal.
6. A student must attend all the tests, tutorials and examinations conducted by the College.
7. Every student must complete, all the academic work assigned to her class by the respective teachers, such as the completion or Practical Journal, Home Assignments, Field Diary, Project etc., in time.
8. No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library / common room / canteen. No student is permitted to miss the lectures and sit in the canteen / common room / library.
9. Students are not allowed to go out of the College premises, in between the lecture periods or practicals without the permission of the Class in charge Teacher / Principal.

10. Every student must always be modestly dressed and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of her own class as well as that of others. For self-financing courses students will have uniform approved by the management.

11. Students are not allowed to organize picnics/ activities without prior permission of the Principal.

12. No student shall collect any money as contribution towards picnics, trips, educational tours, get together, study-notes, charity or any other activity without the prior permission of the College Principal.

13. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the College Principal.

14. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.

15. Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.

16. If a student remains absent without giving a leave application for sizable length of time, her name is liable to be removed from the College rolls.

17. Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or

within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters. Application forms are available within or 2 days after joining back (in case of illness) in our office.

18. Absence of the student on valid grounds at lectures/ practicals / tutorials / tests/ examinations must be communicated to the College Principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. through the respective class teacher.

19. Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/ Activity group, should submit the applications countersigned by the respective Teacher -in-charge before the commencement of such leave, failing which they will be treated as defaulters.

20. Parents/ Guardians if accompanying students should sign the visitors register at the gate and maintain decorum in the college.

21. All other relatives are directed to obtain written permission from the principal if they want to represent any student.

22. Parents of students are requested to kindly contact the Teacher-in-charge of class, Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.

23. Counseling center and Mentor System: It has been observed that some of the students have personal problems, causing stress and strain. The college has appointed a councilor to help such students to cope with these problems. The students/ parents are requested to make use of this facility. All matters will be kept confidential. The college has also set up mentor System having teacher mentor to guide the students in their difficulties. In case of any problem, personal or

academic, students should report to the teacher-in-charge Mentor teacher who will help them solve their problems.

24. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.

25. Outsiders should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.

26. A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.

27. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/ destructive activities on the part of the students either in the class room or outside the class room in the College premises.

28. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.

29. All rules and regulations enforced and implemented by the college / Management / U.G.C / University / Government from time to time will remain binding on students.

30. Any cost incurred by the college on account of communication owing to indiscipline/default of attendance / not appearing for mandatory internal examinations / viva / not submitting projects by students / any other matters pertaining to college administration related to students will be recovered from the concerned student.

RAGGING: A PUNISHABLE OFFENCE

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTION ACT

(PROHIBITION OF RAGGING ACT ,2009) defines ‘Ragging’ as doing any act, by disorderly conduct, to a student of an educational institution ,which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student.

Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student ,will not be willing to do in the ordinary course

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

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

For Students’ Anti-Ragging Undertaking :

https://antiragging.in/affidavit_registration_disclaimer.html

**TOLL FREE
UGC HELPLINE
1800-180-5522**

Use of Mobile phones is strictly prohibited in classrooms and campus as per Government instruction strict action will be taken against the defaulters .Mobile phones can be used only in canteen and the common room

Breach of Discipline

1. Any disruptive activities or use of force.
2. Writing obscenities on walls, desks and blackboards.
3. Making noise or raising slogans that disturb teaching in the campus.
4. Smoking or entering the campus under the influence of drugs, liquor etc.
5. Plucking flowers or damaging the plants in college campus.
6. Bringing outsiders to the campus.
7. Tampering with electrical fittings, fans etc.
8. Misbehaviour of any kind.
9. Misbehaviour with female students.
10. Use of cell phones in classrooms, library, and in the campus and unauthorized use of loudspeakers, Public address systems. The teaching staff is vested with all the rights to punish or recommend for punishment any activity/ activities that amounts to breach of discipline.
- 11 . Coming to the college without Identity – Card

NOTE: - All the students are advised to read the Notice Boards and browse the college website regularly for important updates.

IMPORTANT DATES AND LINKS

Submission of admission forms B. A./B. Sc./B. Com. : 03-06-2024 to 15-07-2024

Display of 1st Merit List for B. Com. 1st / B. Sc. 1st (Computer Science) : 16-07-2024 up to 1:00 PM

Fee to be deposited: 16-07-2024 to 19-07-2024

Display of 2nd Merit List for B.Com. 1st and B.Sc. 1st (Computer Science): 20-07-2024 up to 11:00 AM

Fee to be deposited: 20-07-2024 up to 5:00 PM

Note: 2nd merit list for B.Com. 1st and B.Sc. 1st (Computer Science) will only be declared if any seat remains vacant.

Admission of UG 2nd Year & Final Year Students on Roll On Basis: 06-06-2024 to 15-07-2024

Fee to be deposited: 06-06-2024 to 19-07-2024

Govt. College, Una Website: <https://www.govtpgcollegeuna.in/>

Online Registration Link: <https://newadmission.govtpgcollegeuna.in/>

Mentor Mentee System: <https://www.govtpgcollegeuna.in/mentor-mentee-system/>

Minority Cell: <https://www.govtpgcollegeuna.in/minority-cell/>

OBC Cell: <https://www.govtpgcollegeuna.in/obc/>

Anti Ragging Cell: <https://www.govtpgcollegeuna.in/anti-ragging-cell/>

Administrative Committees: <https://www.govtpgcollegeuna.in/commitees/>

Scholarships: <https://www.govtpgcollegeuna.in/scholarship/>

For Students' Anti-Ragging Undertaking: https://antiragging.in/affidavit_registration_disclaimer.html

Emergency Helpline Numbers

1. National Emergency No. - 112
2. National Disaster Management Authority - 1078
3. Himachal Pradesh State Disaster Management Authority - 1070
4. District Disaster Management - 1077
5. Police - 100-01702-222522

6. Fire - 101-01702-222500
7. Ambulance - 108-102
8. Gudiya Helpline Number - 1515
9. Hoshiyar Singh Helpline Number - 1090
10. All India Anti-Ragging Helpline - 1800-180-5522, 15222