

# PROSPECTUS 2021-22

## 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 Stream at Under graduate level and English, Pol Science and M.com at the Post graduate level. This college has success fully been running BBA, BCA, PGDCA, MCA and MBA under self-finance scheme of the Government of HP.

The College is well equipped with modern Hi-tech class rooms and labs required for the professional courses. The college has a team of dedicated workers and skilled professionals who are well aware of the fact that in this rapidly changing scenario of the modern world, we need supremely skilled, distinctly dynamic and sincerely quality conscious citizen. 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 a team of excellent faculty in various disciplines and an unparallel 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 on in improving the quality of education in the college. We believe that the college that reduces its focus to mere teaching becomes a teaching shop. Hence our focus is to prepare the students for life. We concentrate our efforts on bestowing not only knowledge and skills but also a value based and positive attitudinal change in the young minds for whom work is their worship commitment their character, simplicity and sincerity their nature.

Any suggestion for bringing further improvement in the session 2017-18 is always solicited.

“JAI HIND”

## INTRODUCTION

Government Degree College Una embarked on its evaluation in 1968 from a rented building of local DAV school. In 1993 the college shifted to its own building on Una-Nangal road. The college has completed 53 glorious years and during this period it has registered tremendous growth in terms of enrolment, infrastructure, diversification of courses for students etc. Apart from traditional UG courses in Arts, Science and Commerce, it has PG courses in English, Political Science 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.

## **THE FACULTY**

**Principal: Dr. Trilok Chand**

### **BOTANY**

- |                             |                     |
|-----------------------------|---------------------|
| 1. Dr. Sumiksha, Ph D.      | Associate Professor |
| Mrs. Shashi Kanwar, M.Phil  | Associate Professor |
| 3. Mr. Sanjay Sharma M.Phil | Assistant Professor |
| 4. Vacant                   |                     |

### **CHEMISTRY**

- |                                    |                     |
|------------------------------------|---------------------|
| 1. Mr. Puneet Prem Kanwar, M.Phil. | Associate Professor |
| 2. Dr. Suresh Kumar, PhD           | Associate Professor |
| 3. Dr. Ashwini Kumar, PhD          | Assistant Professor |
| 4. Mrs. Shaveta Sharma, M.Phil     | Assistant Professor |
| 5. Dr. Sunil Dutt PhD              | Assistant Professor |

### **COMMERCE**

- |                         |                     |
|-------------------------|---------------------|
| 1. Mrs. Pratima, M.Phil | Associate Professor |
|-------------------------|---------------------|

- |                               |                     |
|-------------------------------|---------------------|
| 2. Mr. Devinder Kumar, M.Phil | Assistant Professor |
| 3. Ms. Ruchi, PhD             | Assistant Professor |
| 4. Ms. Alka, PhD              | Assistant Professor |

### **COMPUTER APPLICATIONS**

- |                          |                     |
|--------------------------|---------------------|
| 1. Mr. Swaran Singh, MCA | Assistant Professor |
|--------------------------|---------------------|

### **ECONOMICS**

- |                              |                     |
|------------------------------|---------------------|
| 1. Dr. Vijay Nag, PhD        | Associate Professor |
| 2. Mr. Sham Singh, M.Phil    | Assistant Professor |
| 3. Mr. Manjeet Singh, M.Phil | Assistant Professor |

### **EDUCATION**

- |                          |                     |
|--------------------------|---------------------|
| 1. Mr. Karan Kumar, M.Ed | Assistant Professor |
|--------------------------|---------------------|

### **ENGLISH**

- |                          |                     |
|--------------------------|---------------------|
| 1. Dr. Meeta Sharma, PhD | Associate Professor |
| 2. Dr. Raman Jaswal, PhD | Assistant Professor |
| 3. Mr. Anita Saini, M.A  | Assistant Professor |

### **GEOGRAPHY**

- |                    |                     |
|--------------------|---------------------|
| 1. Dr. Naveta, PhD | Assistant Professor |
|--------------------|---------------------|

### **HINDI**

- |                          |                     |
|--------------------------|---------------------|
| 1. Dr. Anita Kondal, PhD | Assistant Professor |
| 2. Vacant                |                     |

### **HISTORY**

- |                               |                     |
|-------------------------------|---------------------|
| 1. Mr. Rakesh Kaundal, M.Phil | Assistant Professor |
|-------------------------------|---------------------|

### **JOURNALISM**

- |                          |                     |
|--------------------------|---------------------|
| 1. Dr. Satpal Singh, PhD | Assistant Professor |
|--------------------------|---------------------|

## **MATHEMATICS**

- |                             |                     |
|-----------------------------|---------------------|
| 1.. Mrs. Binny Ohri, M.Phil | Assistant Professor |
| 2. Mr Gaurav Sharma, M.Sc   | Assistant Professor |
| 3. Dr Monika Khanna, PhD    | Assistant Professor |
| 4. Dr. Ranju Banota, PhD    | Assistant Professor |

## **MUSIC**

- |                              |                     |
|------------------------------|---------------------|
| 1.Dr. Sanjay Verma, PhD      | Associate Professor |
| 2 Mrs. Anu Lakhanpal, M.Phil | Associate Professor |

## **PHYSICAL EDUCATION**

- |                         |                     |
|-------------------------|---------------------|
| 1. Dr. Vinod Kumar, PhD | Assistant Professor |
|-------------------------|---------------------|

## **PHYSICS**

- |                              |                     |
|------------------------------|---------------------|
| 1. Mrs. Rekha Sharma, M.Phil | Associate Professor |
| 2. Mr. Sumit Kumar, M.Phil   | Assistant Professor |
| 3. Dr. Pawitter Dulari, PhD  | Assistant Professor |
| 4. Dr. Madan Lal, PhD        | Assistant Professor |

## **POLITICAL SCIENCE**

- |                             |                     |
|-----------------------------|---------------------|
| 1. Dr. Balwinder Singh, PhD | Associate Professor |
| 2. Vacant                   |                     |

## **PUBLIC ADMINISTRATION**

- |                              |                     |
|------------------------------|---------------------|
| 1. Dr. Ritu Sharma Soni, PhD | Associate Professor |
|------------------------------|---------------------|

## **SANSKRIT**

- |                           |                     |
|---------------------------|---------------------|
| 1.Dr. Rajender Kumar, PhD | Associate Professor |
|---------------------------|---------------------|

## **SOCIOLOGY**

1.Mr. Shiv Kumar, M.Phil

Associate Professor

### **TOURISM AND TRAVEL**

1. Mr. Vipul Gautam, MA

Assistant Professor

### **ZOOLOGY**

1. Mrs. Sarita Shah, M.Phil

Associate Professor

2. Dr. Ashwani Kumar, PhD

Associate Professor

3. Dr. Anuj Sawhney, PhD

Associate Professor

### **LIBRARY**

1. Mrs. Meena Soni

Librarian

2. Mrs. Renu Narula

Assistant Librarian

3. Mr. Gulshan Kumar

Assistant Librarian

(Self – finance)

## **ADMINISTRATIVE COMMITTEES**

### **1. ADVISORY COMMITTEE**

### **2. DISCIPLINE COMMITTEE**

S.No.	Name (Sh./Smt./Ms./Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Dr.)	Signature
1.	Pratima Nadda		1.	PratimaNadda	
2.	Vijay Nag		2.	Ritu Sharma Soni	
3.	PuneetPrem		3.	PuneetPremkanwar	
4.	Binny ohri		4.	Ashwinikumar	
5.	Raman Kumar		5.	Monika Khanna	
6.	Gaurav Sharma		6.	Vinod Kumar	
7.	Meena (librarian)		7.	Upasna	
8.			8.	Shamli Sharma	
9.			9.	Anjali kaundal	
			10.	RituPuri	

**3. Library Committee****4. ADVENTURE CLUB**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Dr.)	Signature
1.	Sumiksha		1.	Meeta Sharma	
2.	Rajinder Kumar		2.	Monika khanna (ANO)	
3.	Sanjay Sharma		3.	Ranju Banota	
4.	Ruchi Sharma		4.	Anita Devi	
5.	Meena (librarian)		5.	Sham Singh	
6.	Renu Narula, Asstt Librarian		6.	Vipul Gautam	
7.	Gulshan Kumar, Asstt Librarian				

**5. STUDENT WELFARE AND SCHOLARSHIP COMMITTEE****6. INTERNAL EXAMS**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Dr.)	Signature
1.	Vijay Nag		1.	Suresh Kumar	
2.	A.K. Patel		2.	Shashi kanwer	
3.	MadanLal		3.	Sumit Kumar	
4.	Alka Rani		4.	Sunita Devi, LA	
5.	Sachin kumar ,JOA.IT		5.	Ravinder Kumar, LA	
6.	Ritu Puri				
7.	Anjali Kaundal				
8.	Shamli				
9.	Amit Kumar				
10.	Kavita Sharma				

**7. C.S.C.A. ADVISORY COMMITTEE  
PLACEMENT CELL****8. CAREER GUIDANCE, COUNSELLING &**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	PuneetPremkanwar		1	PuneetPremkanwar	
2.	Navita Sharma		2	Meeta Sharma	
3.	Devender Atlas		3	Ashwinikumar	
4.			4	Gaurav sharma	
			5	Manav Kumar	
			6	Rashpal	

**9. SHAMIANA AND SITTING ARRAGEMENTS COMMITTEE**

**10. TOURS AND TRAVELS COMMITTEE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	B.S.Rana		1	Rekhasharma	
2.	Rajender Kumar		2	Anulakhanpal	
3.	Shiv kumar		3	Madanlal	
4.	CharanDass		4	Manjeet Singh	
5.	Lekh Raj, L.A		5	Satinder kumar, Sr. Asstt	
6.			6		

**11. SPORTS AND GYMNASIUM COMMITTEE**

**12. CULTURAL ACTIVITIES**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Ashwani Patel		1	Sanjay Verma	
2.	Rajinder Kumar		2	Anu Lakhapal	
3.	Vinod Kumar		3	Shashi kanwar	

4.	Anita kaundal		4	Meeta sharma	
5.			5	Ashwini kumar	
6.			6	Gaurav sharma	
7.			7	Karan Kumar	
8.			8	Ashok kapil	

**13. CANTEEN MAINTENANCE COMMITTEE**

**14. TIME TABLE COMMITTEE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Ashwani Patel		1	Ashwini kumar	
2.	Sumit Kumar		2	Raman Kumar	
3.	Devender Atlas		3	Gaurav sharma	
4.					

**15. FURNITURE, BLACK BOARD ETC. PURCHASE 16. INCHARGES: ROVERS AND RANGERS**

**AND REPAIR COMMITTEE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Suresh Kumar		1	Ranju Banota	
2.	Sanjay Sharma		2	Sham Singh	
3.	Sat Pal				



4.	Sham Singh				
5.	Rajinder Singh,L.A				
6.	Charan Dass, L.A				
7.	Lekh Raj, LA				

**17. U.G.C. COMMITTEE**

**18. PRESS AND PHOTOGRAPHY COMMITTEE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Sanjay Sharma		1	Meeta Sharma	
2.	Ruchy Sharma		2	Satpal	
3.	Sunil Dutt		3	Anita Kaundal	
4.	Pawan Kumar, JOA.IT				

**19. COLLEGE LAND AND PROPERTY COMMITTEE**

**20. HOSTEL DISCIPLINE AND**

**MAINTENANCE COMMITTEE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	Sr No	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Vijay Nag		1	Puneet Prem	
2.	Ashwani Patel		2	Rajinder Kumar	
3.	Balwinder Singh rana		3	Raman Jaswal	
4.	Sat Pal		4	Sham Singh	
5	Satinder kumar, S.A				
6	Pawan kumar, JOA. IT				

**21. ELECTRICITY RESTORATION AND GENERATOR SET MAINTENANCE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Raman Kumar				
2.	Madan Lal				
3.	Sham singh				
4.	Manav Kumar				
5.	Vikas sharma				
6.	Sunita Devi				
7.	BhupinderSingh,LA				

**22. IQAC (INTERNAL QUALITY ASSURANCE CELL) 23. ANTI RAGGING SQUAD**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Pratima Nadda		1	Anuj Kumar Sawhney	
2.	Sumiksha		2	Sanjay verma	
3.	Anuj Sawhney		3	Rakesh Kaundal	
4.	Raman Jaswal		4	Alka Sharma	
5.	Ashwini Kumar		5	Anita Saini	
6.	Gaurav Sharma		6	Vinod Kumar	
7.	Devender Kumar		7		
8.	Pawan Kumar, JOA.IT				
9.	Amit Kumar,				
10.					
11.					
12.					

**24. WOMEN CELL****25. GRIEVANCES AND REDRESSAL CELL**

S.No.	Name (Sh./Smt./Ms./prof/ Dr.)	Signature	S. No.	Name (Sh./Smt./Ms./prof/ Dr.)	Signature
1.	Sumiksha		1	Sarita Shah	
2.	Rekha sharma		2	Pratima Nadda	
3.	Navita Sharma		3	Vijay Nag	
4.	Ruchy Sharma		4	Shashi kanwar	
5.	Ranju Banota				
6.	Meena Soni,				
7.	Shamli Sharma				
8.	Ritu Puri				
9.	Sunita Devi, LA				

**26. MAGAZINE COMPILING AND PRINTING COMMITTEE, 27. MAGAZINE EDITORIAL**

S. No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S. No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Shashi Kanwer		1	Balwinder Singh Rana	
2.	Shveta Sharma		2	Meeta Sharma	
3.	Meena Soni		3	Rajinder Kumar	
4.	Renu Narula		4	Shweta sharma	
5.	Gulshan kumar		5	Anita kaundal	
6.			6	Alka Sharma	

**28. GIRLS COMMON ROOM SUPERVISION AND MAINTENANCE 29. NSS OFFICERS**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Anu lakhan pal		1	Rajinder Kumar	

2.	Binny Ohri		2	Shiv kumar	
3.	Shveta Sharma				
4.	Alka Sharma				
5.					

**30. NODAL OFFICERS-RUSA  
COMMITTEE**

**31. WATER SUPPLY RESTORATION**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Binni ohri		1	Rajinder Kumar	
2.	Pawan Kumar, JOA.IT		2	Sanjay Sharma	
3.	Amit Kumar		3	Sham singh	
4.			4	Manjeet Singh	
5.			5	Rajinder singh ,LA	
6.			6	Ravinder Kumar, L.A	

**32. HOUSE ALLOTMENT COMMITTEE**

**33. FIRST AID**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Puneet Prem kanwar		1	Shashi Kanwer	
2.	Anu Lakhan Pal		2	Rakesh Kaundal	
3.	Binny Ohri		3	Shiv Kumar	
			4	Ranju Banota	
			5	Anjali kaundal	
			6	Anu Sharma	
			7	Rajni MCA	
			8	Amit MCA	

**34. CAMPUS DEVELOPMENT AND BEAUTIFICATION COMMITTEE**

**35.**

**NCC officers**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Ashwani Patel		1	Lt. Ashwini kumar	
2.	Sanjay Sharma		2	Lt. Monika Khanna	
3.	Monika Khanna				
4.	Vipul Gautam				
5.	Vijay kumar				
6.	Bandana sharma (bca)				
7.	Monika Raizade (bba)				
8.	Arushi (mba)				
9.	Upasanasharma (mca)				
10.	Charan Dass				
11.	Bhupinder Singh				
12.	Lekh Raj				
13.					

**36. BUS PASS ATTESTATION COMMITTEE (SCIENCE) 37. BUS PASS ATTESTATION COMMITTEE (ARTS)**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Ashwani Patel		1	Rajinderkumar	
2.	Swaran singh		2	Navita Sharma	
3.	Pawitter Dulari		3	Satpal singh	
4.	Sunil Dutt		4	Rakesh kaundal	
5.			5	Manjeet Singh	

**38. BUS PASS ATTESTATION COMMITTEE (COMMERCE) 39. BUS PASS ATTESTATION COMMITTEE (S.F COURSES)**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	PratimaNadda		1	Puneet Prem kanwar ,coordinator MCA	
2.	Ruchysharma		2	Gaurav Sharma ,coordinator MBA	
3.	Devendersharma		3	Binny Ohri ,coordinator BCA	
4.	Alkasharma		4	Raman Jaswal, Coordinator BBA	
5.			5	Binni ohri , coordinator PGDCA	
6.			6	Swaran Singh , coordinator B.voc	

**40. Online admission Technical COMMITTEE**

**41. INTERNET WORKING & MAINTENANCE**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Ashwini Kumar		1	PuneetPrem	
2.	Gaurav Sharma		2	Swarn Singh	
3.	Karan Kumar		3	Love Jaswal (MCA)	
4.	Sachin Kumar ,JOA.IT		4	Kiran (BBA)	
5.	Amit Kumar		5	Anu Sharma	
6.			6	Amit Kumar,	
7.			7	Sushilkumar (MCA lab)	
8.			8	Satishkumar ( BBA lab)	
9.			9		

**42. Public announcement(PI)/sound system &  
COMMITTEE (FOR MAINTENANCE  
maintenance & OPERATION)**

**42. DIGITAL SCREEN DISPLAY**

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Sumiksha		1	Gaurav sharma	
2.	Ruchy Sharma		2	Raman Jaswal	
3.	Monika Khanna		3	Karan Kumar	
4.	CharanDass, LA		4	Vipul Gautam	
5.			5	Vikas Sharma	
6.			6	Pooja Thakur	
7.			7	Sushil Kumar,MCA	
8.				Sohan Singh, LA	

#### 43. SWACHHATA ABHIYAN COMMITTEE

#### 44. Anti drugs Campaign committee

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
1.	Balwinder singh		1	Sumiksha	
2.	Rajinder Kumar		2	Rajinder Kumar	
3.	Raman kumar		3	Rakesh Kaundal	
4.	Shiv Kumar		4	Monika Khanna	
5.	Richasharma (BBA		5	Vinod Kumar	
6.	Monika raizada , BBA)				
7.	Puja thakur (BCA.)				
8.	Bandana Sharma (BCA				
9.	Aarushi (MBA.)				
10.	Love kumar (MCA)				

#### 45. Clubs & Societies

#### 46. Ek Bharat Shreshth Bharat

S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./prof/Dr.)	Signature
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1.	Shashi Kanwar		1	Ritu Soni	
2.	Rajender Kumar		2	Shaveta	
3.	Ruchy Sharma		3	Rakesh Kaundal	
4.	Shiv Kumar		4	Shiv kumar	
5.	Sham Singh		5	Ranju Banota	
			6	Vipul Gautam	

**47. Purchase committee (Gem)**

**48. Committee for taking care of differently abled students**

S.No.	Name (Sh./Smt./Ms./Prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1.	Suresh Kumar		1.	Ruchy Sharma	
2.	Shashi Kanwer		2.	Manjit singh	
3.	Ruchy Sharma		3.	Anita Devi	
4.	Swarn Singh		4.	Karan Sharma	
5.	Satinder Kumar, Sr. Asstt.		5.	Sunita Devi, LA	
6.	Pawan Kumar, JOA.IT				

**49. Internal Compliant Committee**

**50, Social media Champion**

S.No.	Name (Sh./Smt./Ms./Prof/Dr.)	Signature	S.No.	Name (Sh./Smt./Ms./Prof/Dr.)	Signature
1	Sarita Shah		1	Binny Ohri	
2	Rekha Sharma		2	Karan Kumar	
3	Anuj Sawhney		3	Vipul Gautam	
4	Suresh Kumar		4	Love Kumar	
5	Rakesh Pathak		5	Vikas Sharma	



6	Amarjit Vashisht		6	Tanu Sharma	
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### 51. CCTV cameras working & maintenance

S.No.	Name (Sh./Smt./Ms./Prof/Dr.)				
1.	Suresh kumar				
2.	Swarn Singh				
3.	Madan Lal				
4.	Vikas Sharma				
5.	Gurpreet kaur				
6.	Amit Kumar				

### Committee for the implementation of SOP(Covid-19)

1. Dr. Ritu Sharma Soni, AP-
2. Dr. Navita Sharma, AP-
3. Dr. Sunil Dutt, AP-
4. Ms Bandna Sharma, BCA-
5. Ms Richa Sharma-BBA-
6. Sh. Manav

### 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 I i 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 taken selected from the other than

Elective or Core Courses. 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**

- i) The Candidates are advised to go through the prospectus carefully before filling up the admission forms.
- ii) The filled-up form, complete in all respects, must be deposited with the admission committees designated for the purpose, so that they are able to compile the data well in time, for the display of merit list.
- iii) The Roster for admission and reservation printed prominently in the prospectus, will be applied for admissions to all courses. Candidates applying for admission under various categories will have to specify their categories and abide by the norms applicable to various categories.
- iv) The candidates will attach the self-attested photostat copies of their documents with the admission forms. They must bring all their original documents/certificates at the time of final admission after the display of merit list. The onus of proving the authenticity of their documents in case of any challenges lies with the candidates concerned.
- v) The final merit list will be displayed prominently in the college campus through notice boards. The candidates figuring in the merit list must report to the concerned admission committee on the specified day and

complete the formalities on the same day. They must deposit their dues on the same day Provisions have been made to assign a single counter for the admission process so that students do not face any problems.

vi) No request for change of subjects will be entertained.

vi) The candidates must ensure that their admission forms bear the signature of their parents/ guardians, as per rules. Signature of any other person, not related will be considered illegal.

### **RULES FOR ADMISSION FOR OUTSTANDING SPORTSMEN/WOMEN (as per 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 National Tournaments.
- (c) 1st, 2nd, 3rd position holders in PYKKA Dist. Tournaments.
- d) 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.
- 9) 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 that course as provided under the rules.

### **RULES FOR ADMISSION FOR OUTSTANDING PERFORMANCE IN CULTURAL ACTIVITIES (as per roster)**

1. Admission against outstanding cultural 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 admissions in the College

2. Only those students will be eligible for admission against outstanding cultural quota who has 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 conditions for admission in that course as provided under the rules.

**NOTE: After the admission of the ward the Parent/Guardian will automatically become member of College PTA.**

## **DOCUMENTS REQUIRED**

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.
7. The candidates from other Boards/University, must submit:
  - (a) Eligibility certificate from the Board/University showing equivalence.
  - (b) Migration Certificate.
8. SC/ST certificate for those seeking relaxation or weightage.
9. 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.

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

## **ELIGIBILITY CONDITIONS FOR UG CLASSES**

### **AGE LIMIT FOR ADMISSION**

**Age:** - For Girls 25 years as on 1<sup>st</sup> July 2021 and for boys 23 years as on 1<sup>st</sup> July 2021. However, the Vice Chancellor can grant 6 months relaxation for genuine reasons.

**NOTE:** - Relaxation of 3 years in age limit is granted for 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 terminate any admission without assigning any reason or on

disciplinary grounds even.

## **FINANCIAL ASSISTANCE TO NEEDY BUT DESERVING 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. Post Matric Scholarship Scheme for SC (PMS- SC) students
2. Post Matric Scholarship Scheme for OBC(PMS-OBC) students
3. Post Matric Scholarship for ST(PMS-ST) students
4. Dr. Ambedkar Post Matric Scholarship for Economically Backward Class students
5. IRDP Scholarship Scheme
6. Indira Gandhi Utkrisht Yojna
7. Central Sector Scheme of Scholarships for college and university students
8. Special scholarship of Rs. 4000/ is given to meritorious Sanskrit students by Rashtriya Sanskrit Sansthan, New Delhi.

## **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.

## FEE STRUCTURE

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	B.A I Year	B.A II Year	B.A III 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 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.	<b>Geography /Music Pr. --Elected</b>	<b>15 P.M</b>	<b>180***</b>	<b>180***</b>	<b>180 ***</b>
19.	<b>Math Practical-Elected</b>	<b>15 P.M</b>	<b>180***</b>	<b>180***</b>	<b>180 ***</b>
20.	<b>Music Vocal Pr.-Elected</b>	<b>15 P.M</b>	<b>180***</b>	<b>180***</b>	<b>180 ***</b>
21.	<b>Music Instrumentation Pr.-Elected</b>	<b>15 P.M</b>	<b>180***</b>	<b>180***</b>	<b>180 ***</b>
20.	Rover & Rangers	05 P.M	60	60	60
21.	Uni. Development Fund ( <b>Once at the time of admission</b> )	a) 250 P.A b) 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
<b>Total</b>			<b>1,929/-</b>	<b>1589/-</b>	<b>1589/-</b>
<b>For IRDP/BPL Students</b>			<b>1,779/-</b>	<b>1589/-</b>	<b>1589/-</b>
<b>For HP Bonafide Girls Students</b>			<b>1,329/-</b>	<b>989/-</b>	<b>989/-</b>
<b>For HP Bonafide IRDP/BPL Girl Students</b>			<b>1,179/-</b>	<b>989/-</b>	<b>989/-</b>
***: 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 Year	B..Com II Year	B.Com 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.	Computer Practical (Commerce & Math)	15 P.M	180	180	180
19.	Rover & Rangers	05 P.M	60	60	60
20.	Uni. Development Fund ( <b>Once at the time of admission</b> )	a) 250 P.A b) 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
		<b>Total</b>	<b>2,109/-</b>	<b>1,769/-</b>	<b>1,769/-</b>
		<b>For IRDP/BPL Students</b>	<b>1,959/-</b>	<b>1,769/-</b>	<b>1,769/-</b>
		<b>For HP Bonafide Girls Students</b>	<b>1,509/-</b>	<b>1,169/-</b>	<b>1,169/-</b>
		<b>For HP Bonafide IRDP/BPL Girl Students</b>	<b>1,359/-</b>	<b>1,169/-</b>	<b>1,169/-</b>

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 Non-Medical I Year	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 ( <b>Only once at the time of admission</b> )	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
		<b>Total</b>	<b>2,589/-</b>	<b>2,249/-</b>	<b>2,249/-</b>
		<b>For IRDP/BPL Students</b>	<b>2,439/-</b>	<b>2,249/-</b>	<b>2,249/-</b>
		<b>For HP Bonafide Girls Students</b>	<b>1,989/-</b>	<b>1,649/-</b>	<b>1,649/-</b>
		<b>For HP Bonafide IRDP/BPL Girl Students</b>	<b>1,839/-</b>	<b>1,649/-</b>	<b>1,649/-</b>

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 ( <b>Only once at the time of admission</b> )	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
		<b>Total</b>	<b>2,649/-</b>	<b>2,309/-</b>	<b>2,309/-</b>
		<b>For IRDP/BPL Students</b>	<b>2,499/-</b>	<b>2,309/-</b>	<b>2,309/-</b>
		<b>For HP Bonafide Girls Students</b>	<b>2,049/-</b>	<b>1,709/-</b>	<b>1,709/-</b>
		<b>For HP Bonafide IRDP/BPL Girl Students</b>	<b>1,899/-</b>	<b>1,709/-</b>	<b>1,709/-</b>

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. I Year	BSc C.S. II Year	BSc. C.S. III 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 ( <b>Only once at the time of admission</b> )	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
		<b>Total</b>	<b>2,529/-</b>	<b>2,189/-</b>	<b>2,189/-</b>
		<b>For IRDP/BPL Students</b>	<b>2,379/-</b>	<b>2,189/-</b>	<b>2,189/-</b>
		<b>For HP Bonafide Girls Students</b>	<b>1,929/-</b>	<b>1,589/-</b>	<b>1,589/-</b>
		<b>For HP Bonafide IRDP/BPL Girl Students</b>	<b>1,779/-</b>	<b>1,589/-</b>	<b>1,589/-</b>

**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 FINES

Fees & Funds are charged as under:

1. At the time of admission for full session.
2. Fines 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	
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**The Following rules must be observed by the inmates**

1. Entry of outsiders in hostel is strictly banned.
2. Use of drugs, intoxicants and smoking are strictly prohibited. Anyone found indulging in such bad habits will be asked to evict the hostel immediately
3. No inmate will be allowed to use electric 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 more stringent actions such as rustication from the college and lodging of FIR with the police.
7. No boarder is allowed to damage the hostel property, if found guilty strict action will be taken against him.
8. No hostler is permitted to take bath or wash clothes openly in the premises.
9. No hostler is permitted to take bath or wash clothes openly in the premises.
10. Parking Vehicles inside the hostel building is prohibited.

**FINANCIAL ASSISTANCE TO NEEDY BUT DESERVING 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).

**MIGRATION RULES**

1. Migration from another College & Vice Versa is governed by HP University Rules.
2. The migrating student bring with him/ her
  - a) Lecture attendance statement.
  - b) Statement of marks obtained in the house test.
  - c) Character certificate form the Principal of the college last attended.
3. After the migration has been sanctioned and notified by the university the student must join the second college within the given period i.e by the date given by the University.
4. The first college is entitled to the tuition fee for the month which the University section the migration.
5. No migration certificate can be issued unless the student is registered with the University.
6. 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.
7. After obtaining migration certificate from the university the student must get their college changed online from both the colleges.

### **UNIVERSITY EXAMINATIONS, INTERNAL TEST & 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 resolution of the 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.

2. Internal Assessment Scheme has been introduced for undergraduate courses by HPU according to which 20 % of the maximum marks in each paper has been Kept for internal assessment to be further sub divided as

a) 5% credit is to be awarded on the basis of lectures attended and

b) 15% for the marks obtained in House test. Lectures are to be counted from the 1<sup>st</sup> day of regular classes.

3. 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 fee as mentioned below on a prescribed proforma within 10 days after the name was struck off.

Readmission Fee

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.



## **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 day shall be granted on the basis of a Medical certificate issued by a Registered Medical Officer.

## **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 upto 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**

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.

## **N.C.C., N.S.S. AND 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 three units in this college with enrolment of one hundred volunteers each under the able guidance of a Programme Officer. 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 an organization, devoted to the development of character of the young generation and selfless service to the country. There are more than 250million people in 216 countries with 153 internationally recognized organization under the umbrella of Scout and Guides. The movement is steadily marching ahead in Himachal Pradesh.

## **SPORTS & CO-CURRICULAR ACTIVITIES**

The college provides excellent facilities to sports persons. The discipline 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 facilities and the developmental activities. Elections are notified by H.P.U. after the admission process is over.

## **RULES FOR AWARD OF PRIZES IN ANNUAL FUNCTION**

Prizes are given to the students securing positions in the University/House examination sports and other extracurricular activities delineated as following and 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, NCC, NSS ETC**

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.

### **RAGGING IS AN OFFENCE**

*“Ragging includes any type of Physical or mental torture inflicted by any individual or group, by words or in conduct, which creates an apprehension in the mind of a person that he/she cannot pursue his/her studies free from any mental disturbance or torture created there by any person who aids or abets such an action shall be guilty of such ragging.”*

Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy on disciplined and obscene activities which cause are likely to cause annoyance and hardship, physical or mental trauma or raise apprehension or fear in a fresher or other student, or forcing a student to do any act which such a student is not willing to do which causes him/ her shame or embarrassment or danger to her life or limb or indulging in eve teasing

Ragging in and out of the college campus/ Hostel or road/ approaches leading there to is strictly banned, if any student is found indulging in ragging directly, or indirectly, the college authorities shall be under obligation under rule 22, 17 (a) (b) (c) (d) of the HP University ordinance to expel the guilty students from the college/ Hostel.

All Students who seek admission to the college/ hostel shall submit an undertaking to this effect in their admission forms. Any student found guilty of ragging shall have to face disciplinary action and an FIR will be lodged with the police.

## **CODE OF CONDUCT**

1. As per letter # Misc. 9428 dated 11. 8. 75 of HP University, the principal has unlimited/ complete rights regarding admissions, appearing for examination, disciplinary action, remission of fine and special punishment.
2. The Principal has the absolute right to regulate the activities of all bonafide students of the college inside and outside the college campus. If the Principal is convinced that the conduct of a student is against rules and regulations, he/ she can be expelled/ rusticated without assigning any reason.
3. No student will be allowed to take part in any political and disruptive activity.
4. Every student must participate in co- curricular activities.
5. All the rules mentioned in the prospectus and notified from time to time are binding on all students. Defaulters can be punished monetarily or through disciplinary action depending upon the gravity of misconduct.
6. Wilful absence from the classes will lead to the names of the offenders being struck off from the college rolls.
7. Entry into college office without any specific reason is prohibited. The students can meet the Principal only during visiting hours notified on the notice board.
8. All the documents will be attested by the teachers.

9. Schedule for filling up all the forms of H.P University including examinations forms will be displayed on the Notice Boards. Any students not adhering to the displayed schedule will himself be responsible for any administrative delay and late fee.

**Following activities will be treated as breach of discipline.**

1) Ragging is strictly prohibited, it is a punishable offence leading to fine, rustication.

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. Misbehavior of any kind.

9. Misbehavior 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 college without identity - Card.

**NOTE: - All the students are advised to read the Notice Boards regularly.**

