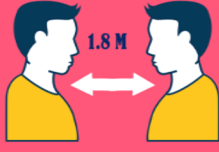# SHREE GURU GOBIND SINGH JI GOVERNMENT COLLEGE

# PAONTA SAHIB DISTT. SIRMOUR (H.P.)

## NAAC ACCREDITED B++

# PROSPECTUS 2020-21

# नोवल कोरोनावायरस (COVID-19)

## कोरोनावायरस से बचाव के उपाय

**आपस में कम से कम 1.8 मीटर की दूरी, सबकी सुरक्षा के लिए जरुरी**

- अपने हाथों को बार-बार साबुन और पानी से धोएं।
- साबुन और पानी उपलब्ध न हो तो, कम से कम 70 % अल्कोहल-आधारित हैंड सैनिटाइज़र का उपयोग करे
- अपनी आंखों, नाक और मुंह को छूने से पहले हाथों को धो लें
- प्रयोग किए गए टिशू को तुरन्त बंद कूड़ेदान में डालें
- छींकते और खांसते समय अपनी नाक और मुंह को रूमाल/टिशू से ढकें
- सामाजिक आयोजनों और भीड़-भाड़ वाली जगहों से दूर रहें

### (Mask wearing steps)
1. Wash your hands.
2. Fit the mask across the bridge of your nose and under your chin.
3. Loop the fasteners behind your ears or tie them behind your head, depending on your mask's style.
4. Henceforth, consider the mask's surface contaminated, inside and out. Don't touch it. Don't adjust it. (And wash your hands if you do.)

### (Mask removal steps)
1. Don't touch the front!
2. Untie the ties or remove the loops and lift the mask off your face by the ties or loops *only*.
3. Place the mask in a closed container. If you will not be using it again, aim for a lidded trash can. For reusable masks, a paper bag works when it is folded closed.
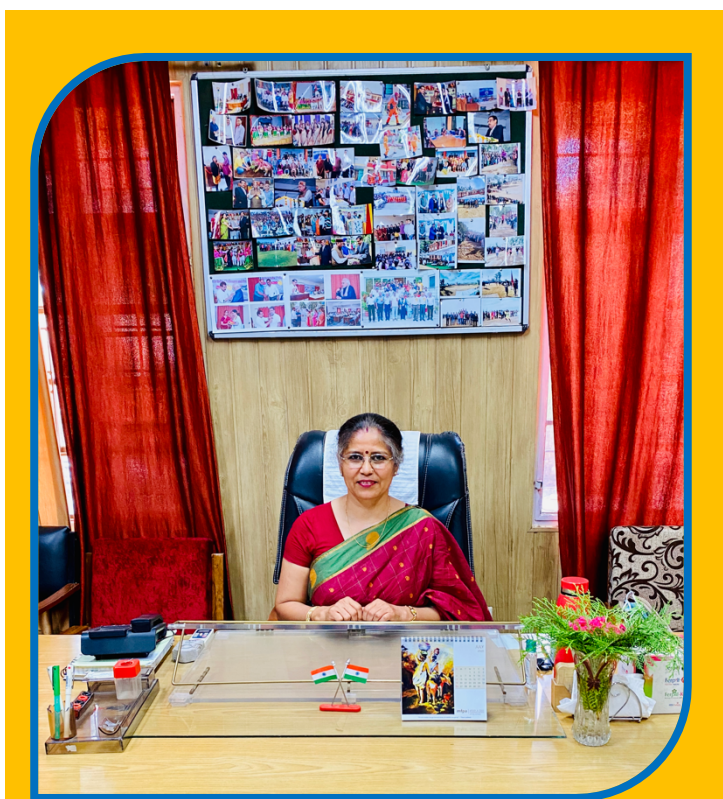4. Wash your hands.

# Basic Guidelines for COVID-19

⇒ **Wearing of mask, Thermal Scanning and sanitization of hands is compulsory.**

⇒ **Stand in a queue and maintain at least six feet distance.**

⇒ **Installation and use of Aarogya Setu App is Compulsory for all.**

⇒ **Wash your hands frequently with soap.**

⇒ **Don't Spit anywhere in the Campus.**

⇒ **Avoid touching railings, doors and windows.**

⇒ **Masks/ Gloves must be disposed off in proper dustbin.**

⇒ **Outsiders entry is not allowed in the Campus.**

## From the Principal's Desk

Higher education is a significant stepping stone towards realizing one's aspirations; it opens the doors of more specialized knowledge and a wider spectrum of careers, and gives the learners the opportunity to choose their mission in life.

Our students are imparted an all-round education so that they become multidimensional in all respects. In my view, acquiring information is no longer the main focus of education; instead the aim of education is to build the powers of human mind and spirit.

Our college is proud of its achievements which were made possible by its keen students, excellent teaching faculty and able supporting staff. The college provides facilities to the students to enable them towards discovering their real self. The various opportunities that the college provides enrich the lives of the students so they emerge as innovative thinkers and nation builders.

We are going through an unprecedented global predicament today. Each one of us and the entire world is affected by the Coronavirus Pandemic; our economy, our families, communities and our entire way of life are adversely affected by the scare of infection and contagion. I would like to share your anxiety and preoccupations and express my solidarity with you and your family.

I welcome the students to commence their journey in College with dreams and passion. The college provides pathways to the students that assist in making their dreams a reality. Let us join hands and commit ourselves to scaling new heights. I hope with a clear focus, tenacity and receptivity to growth and learning, our students will excel in creating an empowered nation.

Dr. Veena Rathore
**PRINCIPAL**

# ABOUT THE INSTITUTION

Established in the year 1994, Shree Guru Gobind Singh Ji Government College Paonta Sahib has earned its name after Shree Guru Gobind Singh Ji, the 10th Sikh Guru to commemorate the Khalsa Panth, which he found on this holy city during his sojourn between 1685-1689. It is believed that Guru Maharaj spent most of his time here meditating and experiencing spiritual bliss. He wrote many Sikh religious books here and then went to Anandpur Sahib to establish the Khalsa Panth. The Gurudwara also houses a museum which contains a lot of antiques and weapons used by Guru Gobind Singh during his stay.
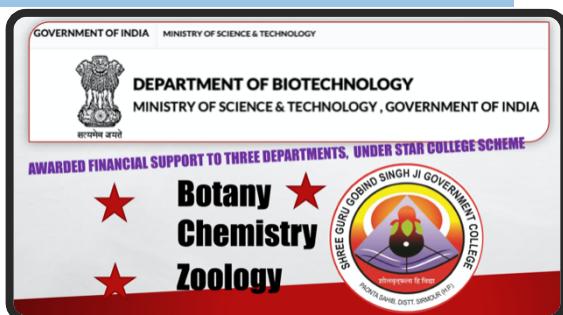
The college campus is spread over in 16 acres of land in village Shubh Khera of Paonta Sahib, about 1.5 KM walkable distance from Bus stand. The college has got the biggest playground in the town. The spacious and fully air-conditioned library is equipped with more than 90,000 books and has digital e-access facility through N-List, funded by UGC as college component under UGCINFONET Digital Library Consortium. The college campus is under CCTV Surveillance, and has Wi-Fi system for online connectivity from any corner of the campus.

The college became a **NAAC Accredited** Institution and achieved **"B+ +"** grading for its Quality Oriented Approach and Potential for growth and excellence in the academic session 2016-17. In view of this accreditation, the MHRD, Govt. of India has been kind enough to approve Rs. 2 Crore infrastructure grants to the college under the RUSA, which will help this institution in achieving the new heights of excellence.

The college is affiliated to the Himachal Pradesh University (HPU), Shimla and recognized by the University Grants Commission (UGC) of India, New Delhi. The college provides under graduate three-year degree courses in B.A. / B.Sc. / B. Com; professional degree in B.C.A. / P.G.D.C.A., post graduate degree in English, Economics, Political Science, Hindi & M.Com. The three departments of the college i.e. Botany, Chemistry & Zoology has been awarded financial support under star college scheme of the deptt. of biotechnology, Ministry of Science & Technology, Govt. of India.

# FACULTY

## PRINCIPAL : DR. VEENA RATHORE

| TEACHING FACULTY | | |
|---|---|---|
| **DEPTT. OF BOTANY**<br>SMT. DHANMANTI KANDASI<br>DR. JAHID ALI MALIK | **DEPTT. OF CHEMISTRY**<br>SMT. AMITA JOSHI<br>DR. KUNDAN SHARMA<br>DR. SUNIL KUMAR | **DEPTT. OF COMMERCE**<br>DR. C.K. SHARMA<br>DR. A.D. CHAUDHARY<br>SH. RINKU AGGARWAL |
| **DEPTT. OF COMPUTER SCIENCE**<br>SH. I.B. NEGI | **DEPTT. OF ECONOMICS**<br>DR. JAGDISH CHAUHAN<br>DR. PRADEEP SINGH TOMAR<br>SH. SWAMI NATH<br>SH. KALYAN RANA | **DEPTT. OF ENGLISH**<br>DR. DIPALI BHANDARI<br>DR. ARUN KUMAR DAFRAIK<br>SMT. REENA CHAUHAN |
| **DEPTT. OF GEOGRAPHY**<br>DR. JAGDISH CHAND<br>SH. KAMLESH KUMAR | **DEPTT. OF HINDI**<br>SH. RAM LAL TOMAR<br>SMT. KANTA CHAUHAN<br>SMT. REKHA | **DEPTT. OF HISTORY**<br>SMT. SWATI CHAUHAN |
| **DEPTT. OF MATHEMATICS**<br>SMT. TANU CHANDEL<br>MS. VANDANA KANSAL | **DEPTT. OF MUSIC**<br>DR. DEV RAJ SHARMA (VOCAL)<br>DR. KIRAN BALA (INSTRUMENTAL) | **DEPTT. OF POLITCAL SCIENCE**<br>SMT. PRATIBHA CHAUDHARY<br>SH. SUNIL SHARMA |
| **DEPTT. OF PUBLIC ADMINISTRATION** | **DEPTT. OF PHYSICAL EDUCATION**<br>DR. ZAFAR ALI | **DEPTT. OF PHYSICS**<br>SMT. CHINU BANSAL<br>SH. SUDESH SHARMA |
| **DEPTT. OF SANSKRIT**<br>DR. USHA JOSHI | **DEPTT. OF SOCIOLOGY**<br>SMT. SONIA MOHIL | **DEPTT. OF ZOOLOGY**<br>SMT. SULAXNA SHARMA<br>SMT. SEEMA TYAGI |
| **LIBRARIAN**<br>SH. KULDEEP SINGH NEGI | | |

| NON-TEACHING FACULTY | |
|---|---|
| **OFFICE STAFF** | **LAB STAFF** |
| SH. ASHRAF ALI – (SUPDT-II) | SH. GUMAN SINGH (SLA) |
| SH. JASMER SINGH – (SR. ASSISTANT) | SH. GULAB SINGH MANTA (SLA) |
| SH. NAZAKAT ALI – (CLERK) | |
| SH. JAVED ALI - (CLERK) | |

| OFFICE SUPPORT STAFF |
|---|
| SH. NUP SINGH |
| SH. SHADI RAM |
| SMT. JOGINDERO DEVI |
| SH. MANI RAM |
| SMT. KALA DEVI |
| SMT. PREETY DEVI |
| SMT. JAI MANTI |
| SH. JEET SINGH |

# ADMISSION CUM REGISTRATION COMMITTEES

## COORDINATORS ADMISSION / REGISTRATION COMMITTEE

| |
|---|
| SH. RAM LAL TOMAR |
| DR. JAGDISH CHAUHAN |
| DR. DEV RAJ SHARMA |

| B.A. 1ST YEAR ADMISSION / REGISTRATION COMMITTEE | B.SC. 1ST YEAR ADMISSION / REGISTRATION COMMITTEE | B.COM. 1ST YEAR ADMISSION / REGISTRATION COMMITTEE |
|---|---|---|
| DR. DIPALI BHANDARI (CONVENOR)<br>DR. ARUN KUMAR DAFRAIK<br>DR. USHA JOSHI<br>SH. KAMLESH KUMAR<br>SMT. SONIA MOHIL<br>SMT. PRATIBHA CHAUDHARY<br>SMT. KANTA CHAUHAN | SMT. AMITA JOSHI (CONVENOR)<br>SMT. TANU CHANDEL<br>SMT. CHINU BANSAL<br>SH. SUDESH SHARMA<br>DR. JAHID ALI MALIK<br>MS. VANDANA KANSAL<br>SMT. BAHAR SAINI | DR. C.K. SHARMA (CONVENOR)<br>DR. A.D. CHAUDHARY<br>DR. PRADEEP SINGH TOMAR<br>SH. RINKU AGGARWAL<br>SH. KALYAN RANA<br>SMT. APARNA GARG |

| B.A. 2ND YEAR ROLL-ON ADMISSION COMMITTEE | B.SC. 2ND YEAR ROLL-ON ADMISSION COMMITTEE | B.COM. 2ND YEAR ROLL-ON ADMISSION COMMITTEE |
|---|---|---|
| SMT. REENA CHAUHAN (CONVENOR)<br>DR. KIRAN BALA<br>DR. JAGDISH CHAND<br>SH. SUNIL SHARMA | SMT. DHANMANTI KANDASI (CONVENOR)<br>DR. KUNDAN SHARMA<br>SH. I.B. NEGI | DR. A.D. CHAUDHARY (CONVENOR)<br>DR. PRADEEP SINGH TOMAR<br>SH. RINKU AGGARWAL<br>SH. KALYAN RANA |

| B.A. 3RD YEAR ROLL-ON ADMISSION COMMITTEE | B.SC. 3RD YEAR ROLL-ON ADMISSION COMMITTEE | B.COM. 3RD YEAR ROLL-ON ADMISSION COMMITTEE |
|---|---|---|
| SH. SWAMI NATH (CONVENOR)<br>DR. ZAFAR ALI<br>SMT. SWATI CHAUHAN<br>SMT. REKHA | SMT. SEEMA TYAGI (CONVENOR)<br>DR. SUNIL KUMAR<br>SH. I.B. NEGI | DR. A.D. CHAUDHARY (CONVENOR)<br>DR. PRADEEP SINGH TOMAR<br>SH. RINKU AGGARWAL<br>SH. KALYAN RANA |

| M.A. Economics 1ST & 3RD Semester | M.A. English 1ST & 3RD Semester | M.A. Hindi 1ST & 3RD Semester |
|---|---|---|
| DR. JAGDISH CHAUHAN (CONVENOR)<br>SH. SWAMINATH<br>SH. KALYAN RANA | DR. DIPALI BHANDARI (CONVENOR)<br>DR. ARUN KUMAR DAFRAIK<br>SMT. REENA CHAUHAN | SH. RAM LAL TOMAR (CONVENOR)<br>SMT. KANTA CHAUHAN<br>SMT. REKHA |

| M.A. Pol. Sc. 1ST & 3RD Semester | M.Com. 1ST & 3RD Semester |
|---|---|
| SMT. PRATIBHA CHAUDHARY (CONVENOR)<br>SH. SUNIL SHARMA | DR. C.K. SHARMA (CONVENOR)<br>DR. A.D. CHAUDHARY<br>SH. RINKU AGGARWAL |

# ADMINISTRATIVE COMMITTEES 2020-21

## COLLEGE ADVISORY COMMITTEE
SMT. SULAXNA SHARMA (CONVENOR)
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DR. JAGDISH CHAUHAN
SMT. AMITA JOSHI
SH. ASHRAF ALI (OFFICE SUPDT.)

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HOD of CONCERNED PURCHASE

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SH. DEEPAK KUMAR

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DR. KUNDAN SHARMA - SCIENCE
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SMT. REKHA

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DR. USHA JOSHI
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DR. ZAFAR ALI

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SH. I.B. NEGI
SH. KULDEEP NEGI

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SH. JAVED ALI

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SH. NAZAKAT ALI (CLERK)

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SMT. TANU CHANDEL
DR. ARUN DAFRAIK
SH. SWAMI NATH
SH. RINKU AGGARWAL

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SMT. KANTA CHAUHAN - EDITOR-HINDI SECTION
SH. KALYAN RANA - EDITOR-PLANNING SECTION
SH. KAMLESH KUMAR - EDITOR-PAHARI SECTION
DR. SUNIL KUMAR -EDITOR-SCIENCE SECTION
SH. RINKU AGGARWAL - EDITOR-COMMERCE SECTION
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SH. I.B. NEGI - EDITOR-CHRONICLES & PHOTOGRAPHS

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SH. KAMLESH KUMAR
SMT. SWATI CHAUHAN
SMT. PRATIBHA CHAUDHARY
SMT. REKHA
SH. GUMAN SINGH (SLA)
SH. JAVED ALI

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SH. KALYAN RANA
SMT. REKHA
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SMT. RENU
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DR. ARUN DAFRAIK
SH. I.B. NEGI
SH. JASMER SINGH (SR. ASSTT.)

# ADMINISTRATIVE COMMITTEES 2020-21

## CAMPUS BEAUTIFICATION & CLEANLINESS COMMITTEE
SMT. AMITA JOSHI (CONVENOR)
SMT. CHINU BANSAL
SMT. REENA CHAUHAN
DR. JAHID ALI MALIK
DR. KUNDAN SHARMA
SH. KAMLESH SHARMA
SH. ASHRAF ALI (OFFICE SUPDT.)

## WATER MAINTENANCE COMMITTEE
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DR. JAGDISH CHAND
DR. ZAFAR ALI
SMT. SONIA MOHIL
SH. SUNIL SHARMA

## BUS PASS COMMITTEE
All the Heads of Department (DSC-I)

## GRIEVANCES COMMITTEE TO PREVENT CASTE DISCRIMINATION
SMT. SULAXNA SHARMA (CONVENOR)
DR. DIPALI BHANDARI
SH. SUDESH SHARMA
DR. JAGDISH CHAND
SMT. SONIA MOHIL
SH. I.B. NEGI
SH. NAZAKAT ALI (CLERK)

## IQAC CELL
CHAIRMAN - PRINCIPAL
COORDINATOR - DR. JAGDISH CHAUHAN
INDUSTRY REPRESENTATIVE- SH. SATISH GOEL
EXTERNAL EXPERT- SH. NARENDER PAL
PRESIDENT- COLLEGE PTA
PRESIDENT- GCP ALUMNI ASSOCIATION

TEACHER MEMBERS-SMT. AMITA JOSHI, DR. DIPALI BHANDARI, DR. JAHID MALIK, DR. KUNDAN SHARMA, SH. RINKU AGGARWAL, SH. I.B. NEGI, OFFICE SUPDT.
PRESIDENT- COLLEGE CSCA

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DR. JAGDISH CHAND
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DR. KUNDAN SHARMA
SH. ASHRAF ALI (OFFICE SUPDT.)

## CAREER GUIDANCE / JOB PLACEMENT CELL
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SH. SUDESH SHARMA
SH. SUNIL SHARMA
SMT. SWATI CHAUHAN
SH. I.B. NEGI

## UGC CELL
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SMT. AMITA JOSHI
DR. JAHID ALI MALIK
SH. KULDEEP NEGI
SH. NAZAKAT ALI

## ANTI DRUG CELL
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SMT. DHANMANTI KANDASI
SMT. CHINU BANSAL
SMT. REENA CHAUHAN
DR. SUNIL KUMAR
SMT. KANTA CHAUHAN

## DISASTER MANAGEMENT CELL
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DR. KIRAN BALA
SH. KAMLESH KUMAR
SH. SUNIL SHARMA
SMT. SONIA MOHIL

## WOMEN GRIEVANCES & REDRESSAL CELL
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DR. DEV RAJ SHARMA
SMT. TANU CHANDEL
SMT. DHANMANTI KANDASI
SH. SWAMI NATH

## EQUAL OPPORTUNITY CELL
SMT. AMITA JOSHI (CONVENOR)
DR. USHA JOSHI
SH. RINKU AGGARWAL
SH. ASHRAF ALI (OFFICE SUPDT.)

## RED RIBBON CLUB
SMT. AMITA JOSHI (CONVENOR)
SMT. CHINU BANSAL
SMT. TANU CHANDEL
DR. SUNIL KUMAR
SH. GULAB SINGH MANTA (SLA)

## ECO CLUB
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SMT. SEEMA TYAGI
DR. JAHID ALI MALIK
SH. GUMAN SINGH (SLA)

## STAR COLLEGE COMMITTEE
DR. JAHID ALI MALIK (CONVENOR)
SMT. SULAXNA SHARMA, SMT. AMITA JOSHI, SMT. SEEMA TYAGI, SMT. DHANMANTI KANDASI, DR. KUNDAN SHARMA, DR. SUNIL KUMAR

## NATIONAL SERVICE SCHEME
SMT. REENA CHAUHAN - PO (GIRLS)
SH. SWAMI NATH -PO (BOYS)

## ROVERS & RANGERS
SMT. SONIA MOHIL - RANGERS
DR. PRADEEP TOMAR - ROVERS

## ANNUAL REPORT
SH. RAM LAL TOMAR (CONVENOR)
DR. USHA JOSHI
SMT. KANTA CHAUHAN

# GENERAL ADMISSION RULES

For admission to the *1st Year, a student must not be more than 23 Years (25 Years for girls) of age on 1st July 2020, e.g. the applicant should not be born earlier than 01/07/1997 in case of boys and 01/07/1995 in case of girls.* However, in respect of SC and ST students a relaxation of 3 years is given.

The Vice-Chancellor of HPU Shimla has the power to permit age relaxation up to a maximum of 6 months. All such cases could provisionally be granted age relaxation up to six months by the Principal and a consolidated list of such cases be sent for approval of the Vice-Chancellor. A candidate who has availed age relaxation at the time of first admission shall be eligible for the same in the subsequent classes also.

# ELIGIBILITY FOR ADMISSION

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

(1) Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.Sc. / B.C.A. program.

(2) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com.

(3) Provided that the candidates who have passed the qualifying examination with mathematics as one of the subjects shall be given preference in admission to B.C.A. program.

(4) Admission is purely on merit basis. Rounding of fraction of marks is permissible as per norms.

# CHOICE BASED CREDIT SYSTEM (CBCS) FOR UNDERGRADUATE COURSES

*The Himachal Pradesh University vide Letter No. 2-1/2012 H.P.U. (Academic) dated 4 June 2016 has notified the acceptance of the latest course curriculum under Choice Based Credit System (CBCS) brought out by the University Grant Commission for implementation of academic session 2020-21.*

## OUTLINES OF CHOICE BASED CREDIT SYSTEM:

**1. Core Course:** (12 for general courses; 4 discipline specific papers each for regular courses and 2 papers each for English and Hindi/MIL in B.A./B.Com.

**2. Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**2.1 Discipline Specific Elective (DSE):** (2 each for regular courses): An elective course offered under the main discipline/ subject of study is referred to as Discipline Specific Elective.

**2.2 Generic Elective (GE) Course:** (2 each for B.A./B.Com. regular courses): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective.

**3. Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; (i) Environmental Science and (ii) English/Hindi/MIL Communication/Sanskrit.

**3.1 Skill Enhancement Courses (SEC):** (4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

# NEW SCHEME FOR UGC CBCS B.A./B.COM.

| Year | Core Courses | Ability Enhancement Compulsory Course (AECC) (2) | Skill Enhancement Course (SEC) (2) | Discipline Specific Elective (DSE) (4) | Generic Elective GE (2) | Credits |
|---|---|---|---|---|---|---|
| 1st | ENG-1<br>SKT/HINDI-1<br>DSC-1A<br>DSC-1B<br>DSC-2A<br>DSC-2B | ENVIRONMENT<br><br>HINDI/ENG/SKT | - | - | - | 6x6 = 36<br>2x4 = 08<br>Total = 44 |
| 2nd | ENG-2<br>SKT/HINDI-2<br>DSC-1C<br>DSC-1D<br>DSC-2C<br>DSC-2D | - | SEC-1<br><br>SEC-2 | - | - | 6X6 = 36<br>2X4 = 08<br>Total = 44 |
| 3rd | - | - | SEC-3<br><br>SEC-4 | DSC-1A<br>DSC-1B<br>DSC-2A<br>DSC-2B | GE-1<br><br>GE-2 | 6x6 = 36<br>2x4 = 8<br>Total = 44 |
| **Total Credits** | | | | | | **132** |

# NEW SCHEME FOR UGC CBCS B.SC.

| Year | Core Courses | Ability Enhancement Compulsory Course (AECC) (2) | Skill Enhancement Course (SEC) (2) | Discipline Specific Elective (DSE) (4) | Generic Elective GE (2) | Credits |
|---|---|---|---|---|---|---|
| 1st | DSC-1 A<br>DSC-2 A<br>DSC-3 A<br>DSC-1 B<br>DSC-2 B<br>DSC-3 B | ENVIRONMENT-1<br><br>HINDI/ENG/SKT-2 | - | - | - | 6 x 6 = 36<br>2 x 4 = 08<br>Total = 44 |
| 2nd | DSC-1 C<br>DSC-2 C<br>DSC-3 C<br>DSC-1 D<br>DSC-2 D<br>DSC-3 D | - | SEC-1<br><br>SEC-2 | - | - | 6 x 6 = 36<br>2 x 4 = 08<br>Total = 44 |
| 3rd | - | - | SEC-3<br><br>SEC-4 | DSE-1 A<br>DSE-2 A<br>DSE-3 A<br>DSE-1 B<br>DSE-2 B<br>DSE-3 B | | 6x6 = 36<br>2x4 = 8<br>Total = 44 |
| **Total Credits** | | | | | | **132** |

# EXAMINATION & EVALUATION SYSTEM

The Evaluation System in CBCS will consist of two components :

**(i) Continuous Comprehensive Evaluation (CCE)** accounting for 30% of the final grade that a student gets in a course ; and

**(ii) End-Semester Examination (ESE)** : accounting for the remaining 70% of the final grade that a student's gets in a course.

**(I) Continuous Comprehensive Evaluation (CCE)** : This would have the following components :

**(a) Classroom Attendance** : Each student will have to attend a minimum of 75% Lectures /Tutorials/ Practical's.

**(b) Mid-Term Tests :** There will be one mid-term test of 15 marks. It is mandatory to appear in mid-term test & must score 45% marks to become eligible for end-term examination.

**(c) Seminar /Assignment :**

(i) The 10 marks of the CCE will be awarded on the basis of seminar/assignment etc. that the course teacher might give to the students.

(ii) The remaining 5 marks of the CCE will be awarded on the basis of attendance.

**(iii) End-Semester/Examination (ESE) :** The remaining 70% of the final grade of the student in a course will be on the basis of end-semester examination (ESE) that will be of three hours duration and covering the whole syllabus of the course.

# PERMISSIBLE SUBJECT COMBINATIONS IN B.SC. (SCIENCES/ PHYSICAL SCIENCES/ BIO-SCIENCES)

| Combination No. | Main Subject | Subject Combination Permitted (Any Two) |
|---|---|---|
| 1. | Botany | Chemistry, Zoology |
| 2. | Chemistry | Botany, Mathematics, Physics, Zoology |
| 3. | Computer Application | Mathematics, Physics |
| 4. | Mathematics | Chemistry, Physics, Computer Application |
| 5. | Physics | Chemistry, Mathematics, Computer Application |
| 6. | Zoology | Chemistry, Botany |

# PERMISSIBLE SUBJECT COMBINATIONS IN B.A. (ARTS/ HUMANITIES/ LANGUAGES)

| Combination No. | Main Subject | Subject Combination Permitted (Any One) |
|---|---|---|
| 1. | Economics | Mathematics, Geography, English, Sociology, Public Administration, Political Science, History, Hindi |
| 2. | English | Economics, Public Administration, History, Political Science, Geography, Sociology, Physical Education, Music (V&I) |
| 3. | Geography | Economics, History, Hindi, English, Public Administration, Sanskrit, Sociology |
| 4. | Hindi | Economics, Public Administration, History, Political Science, Geography, Sociology, Physical Education |
| 5. | History | Economics, Political Science, Geography, Sociology, Physical Education, Hindi, Sanskrit, English, Music (V&I) |
| 6. | Music (V&I) | Political Science, Sociology, Public Administration, English, History |
| 7. | Physical Education | Political Science, Public Administration, English, History, Hindi |
| 8. | Political Science | Economics, Physical Education, History, Music (V&I), Sanskrit, English, Hindi |
| 9. | Public Administration | Economics, Geography, Sociology, Hindi, Sanskrit, English, Music(V&I), Physical Education |
| 10. | Sanskrit | Geography, Sociology, History, Political Science, Public Administration |
| 11. | Sociology | Economics, Public Administration, History, Geography, Music (V&I), English, Hindi, Sanskrit |

**NOTE:**

- ✓ Commerce students will study subjects as prescribed in their syllabus.

- ✓ Admission to B.A. /B.Sc. /B.Com. 2nd and 3rd Year will be purely on **ROLL ON** System.

- ✓ In B.A./ B.Sc./ B.Com. 2nd Year, Skill Enhancement Course (SEC) will be offered from the main discipline/ subject (DSC-1).

The Generic Elective Couse for BA 3rd Year will be offered from following table :

| SR. NO. | DSC-1 | GENERIC ELECTIVE |
|---------|-------|------------------|
| 1. | POLITICAL SCIENCE | |
| 2. | GEOGRAPHY | ECONOMICS |
| 3. | ECONOMICS | |
| 4. | ENGLISH | GEOGRAPHY |
| 5. | MUSIC (V&I) | |
| 6. | PUBLIC ADMINISTRATION | |
| 7. | SANSKRIT | HINDI |
| 8. | HINDI | PHYSICAL EDUCATION |
| 9. | HISTORY | MUSIC (V&I) |
| 10. | SOCIOLOGY | PUBLIC ADMINISTRATION |

# FEE STRUCTURE FOR B.A./ B.SC./ B.COM. (1ST, 2ND, & 3RD YEAR)

| Sr. No. | Government Account Fees | Amount (in Rs.) |
|---|---|---|
| | **Annual Charges** | |
| a. | Admission Fee | 25 |
| b. | Re-admission fee first time | 100 |
| c. | Re-admission fee second time | 200 |
| d. | Late admission fee | 10 |
| e. | Tuition fee | 600 |
| f. | Himachal University charges | As decided by HPU from time to time |
| | **College Annual Charges (Refundable)** | |
| 1. | Library security | 100 |
| | **College Annual Charges (Non-Refundable)** | |
| 2. | House examination fund | 80 |
| 3. | Health fund | 6 |
| 4. | Campus development, beautification & up-keep fund | 10 |
| 5. | Book replacement fund | 25 |
| 6. | Furniture repair/ replacement fund | 10 |
| 7. | Identity card | 10 |
| 8. | Duplicate identity card | 20 |
| 9. | Magazine fund | 50 |
| 10. | N.C.C. fund | 5 |
| 11. | Student aid fund | 2 |
| 12. | Cultural activity fund | 20 |
| 13. | Computer & internet facility | 20 |
| | **Annual Charges** | |
| 14. | Amalgamated fund | 300 |
| 15. | Sport fund /fee | 240 |
| 16. | Building fund | 120 |
| 17. | Botany | 240 |
| 18. | Chemistry | 240 |
| 19. | Geography | 180 |
| 20. | Physics | 240 |
| 21. | Zoology | 240 |
| 22. | Music/ any other practical subject | 180 |
| 23. | Rovers and rangers fund | 60 |
| 24. | Computer practical (Commerce and Math students) | 180 |
| | **Absence and Other Fines** | |
| 25. | Absence fine (per period) | 1 |
| 26. | Absence fine (per practical) | 3 |
| 27. | Absence from house test (per paper) | 10 |
| 28. | Late return of library books | 1 |
| 29. | University Development Fund | 250 (Gen.) & 100 (IRDP/ BPL) |
| 30. | PTA Fund | 500 |

**NOTE:**
The fee structure is subject to changes as notified by the H.P. University from time to time.
Concession in fee is allowed as per the rules applicable.

# POST GRADUATE COURSES (M.A. IN ECONOMICS, ENGLISH, HINDI, POLITICAL SCIENCE & M.COM.)

The College offers Post Graduate Courses in Economics, English, Hindi, Political Science and M.Com. The numbers of seats in these courses in the first Semester are as follows:

| Sr. No. | P.G. Courses | Seats Sanctioned |
|---------|--------------|------------------|
| 1. | ECONOMICS | 20 |
| 2. | ENGLISH | 20 |
| 3. | HINDI | 20 |
| 4. | POLITICAL SCIENCE | 20 |
| 5. | M.COM | 20 |

## Duration:

The duration of the PG Courses will be two academic years spread over in four semesters.

## Admission Procedure for PG Courses:

The Entrance Tests for admission to the Colleges affiliated to HP University are being conducted by the University in a Centralized Entrance Test for Admission in the subject concerned on the dates mentioned in the HPU Handbook of Information for the Session 2020-21.

## Eligibility:

The minimum eligibility for the admission for PG Courses will be governed by H.P. University norms and conditions.

## Age Limit:

The upper age limit for Postgraduate Courses is 26 years for boys and 28 years for girls and 29 years in case of SC/ST candidates (both for boys and girls) as on 1st July of the concerned year.

# STAR COLLEGE SCHEME

The DBT has accorded the financial support of rupees 63 lakhs for three years to three departments viz. **Botany, Chemistry and Zoology** of this college. Objectives of Star College Scheme:

⇒ To strengthen the academic and physical infrastructure for achieving excellence in teaching and training.

⇒ To enhance the quality of the learning and teaching process to stimulate original thinking through 'hands-on' exposure to experimental work and par participation in summer schools.

⇒ To promote networking and strengthen ties with neighboring institutions and other laboratories.

⇒ To conduct specialized training programmes for faculty improvement for optimizing technical capabilities.

⇒ To increase capabilities of core instrumentation resources by procuring new equipment and upgrading of existing facilities.

⇒ To provide access and exposure to students to research laboratories and industries in the country.

⇒ To help in devising standard curricula and Standard Operating Procedures (SOP's) / kits for practical.

⇒ To provide better library facility to students and teachers.

# MIGRATION RULES

Migration from other colleges to this college and vice-versa is governed by HP University Rules. A migration certificate can be issued only if the student is registered with the HP University.

# SCHOLARSHIPS

A number of scholarships are available for the eligible and deserving students. Information regarding dates, eligibility conditions and procedure for applying for these scholarships will be notified on the college notice board from time to time. The students may apply online for these scholarships. The application should be duly attested / verified by the competent authority and should be accompanied by the relevant **Certificates of Educational**

**Qualification / Income / Category / Domicile/ College Fee Receipt/ Aadhaar No. and Bank Account No., etc.**

**State Sponsored Scholarship Schemes**

⇒ IRDP Scholarship Scheme

⇒ HP University Scholarship

⇒ Kalpana Chawla Chhatravriti Yojana

**Centrally Sponsored Scholarship Schemes**

⇒ Post Matriculation Scholarships for SC/ST students

⇒ Post-Matric Scholarship Scheme to OBC students

⇒ Maharishi Balmiki Chattarvriti Yojana

⇒ Post-Merit Scholarship Scheme for Students belonging to Minority Community

⇒ Post-Matric Scholarship for Students with Disabilities

⇒ Molana Azad Scholarship for Girl Students

⇒ INBA Scholarship for NCC Students

⇒ INSPIRE Scholarship - for Science students

# INDIVIDUAL-SPONSORED SCHOLARSHIPS

**Chaudhary Sher Jung Memorial Scholarship:** This Scholarship of Rs. 2000/- per student (one girl and one boy student) from each faculty of Arts, Commerce and Science is given to meritorious student coming from economically weaker families to encourage them.

# IDENTITY CARD CUM LIBRARY CARD

*Identity Card cum Library Card is an important document a student must carry every day.* In case of loss of Card, an application to the Principal along with *payment of Rs 20/- duplicate I-Card* will be issued. I-Card cum Library Card should be collected from the Librarian as per schedule notified by the librarian.

# COLLEGE LIBRARY

The issuance of the books is between *10:00 AM to 4:00 PM* on all working days. A student must bring his/her library card to get the books issued in his/her name. Only two books are issued to a student at a time for a period of 14 days. *Reference Books/ Dictionaries/ Newspapers/ Periodicals will not be issued.* If the issued books are not returned by due date, a *fine at the rate*

*of Rs. 1 per book per day* will be charged. Internal damage to a book will invite a fine of *Rs. 25/- in addition* to recovery of cost of the book. Failure to return the book or to pay the penalty imposed will entail the same procedure for recovery as in the case of recovery of govt. property.

# LEAVE RULES

⇒ Students should get their leave applications recommended by the teachers.

⇒ Leave for 2 days will be sanctioned by the senior tutors / subject teacher.

⇒ Leave for 2-5 days will be sanctioned by the Vice-Principal.

⇒ Leave for more than 5 days will be sanctioned by the Principal.

# RE-ADMISSION

The students **absent for 6 days** continuously from any class without proper sanctioning of leave by the **competent authority of the college**, his/ her name automatically will be struck off from the rolls. A student **absent for 10 days** in a month will also be deleted from rolls.
Re-admission will be entertained on payment of *readmission fee of Rs. 100/-* within **7 days** after duly permitted by the Principal. After expiry of 7 days the student will have to bear a **re-*admission fee of Rs. 200/-.*** The recommendation of the teacher and in addition to it, the Principal may impose extra fine depending upon the gravity of his/her absence. A student struck off for the second time in a session from any class will be ineligible for re-admission to the class.

# CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Education is a very broad term and goes beyond training of one's mind for acquiring textual knowledge. It is associated with other activities in order to see multi-dimensional development of overall personality of a man. The college provides opportunity to our students through many co-curricular and other activities that help them to develop into a sound body and mind. Keeping this in view we have societies like Science Society, Social Science Society, Red Ribbon Club and Eco Club etc. Students are encouraged to join these societies as per their interest. Students can approach the incharge of these societies.

# NATIONAL SERVICE SCHEME (NSS)

The college has two NSS units. Students have to apply as and when notified through notice board for participation in NSS activities. Interested students may contact NSS Programme officers for enrolment.

# ROVERS AND RANGERS

The college has got one unit of Rovers and Rangers each. Basically, it is a voluntary non-political youth organization wherein students are trained to combat during natural disaster and otherwise too. It helps its members to have all-round development and become perfect responsible individuals to the society, nation and the world at large.

# COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA)

The College Students Central Association is formed every year as per the rules laid down by Himachal Pradesh University, Shimla from time to time. Presently the selection for various posts of this association is done through merit i.e. indirect selection mode.

# PARENT TEACHERS ASSOCIATION (PTA)

To encourage community participation in education Parent Teachers Association (PTA) under section 2.33 to 2.33.7 of the HP Education Code, 2001, has been established. It is a non-political body for better coordination and interaction between parents and teachers for improvement of academic standards and infrastructural facilities of the college.

# SPORTS

It is a bygone story that studies only bring name. Sports have taken many a stride where one can try for a name and fame. In order to encourage students our college provides facilities for indoor and outdoor games. Students are encouraged to participate in any of the games and prepare for inter-college tournaments organized by Himachal Pradesh University to earn name and fame and establish oneself in sports also.

# MENTOR CELL

The Students are encouraged to interact with their teachers regarding their problems which may be academic, non-academic or personal. Appropriate help and guidance are provided to cater the needs of students. It is also an essential and integral part of IQAC.

# SELF-FINANCING COURSES

Other than routine traditional faculties of Science, Humanities and Commerce the college has thrown open other important courses including BCA and PGDCA to cater to the needs of technologically fast growing society. These self-financing courses are under control of the college level Higher Education Institute Society (Regd.).

# BHANUJA: YEARLY PERIODICAL

In order to encourage creative abilities among the students, the college magazine Bhanuja is published annually. It consists of a number of sections and each section has one staff & one student editor. Students are asked to contribute original authored poems, article, stories, memories, experiences and so on giving it a literary tinge. It also exhibits a panoramic summary of year long activities in the form of pictography.

# PAHAL: THE CULTURAL FUNCTION

Preservation of cultural heritage gives strength to the society. The society in turn nurtures cultural programs with gusto. Keeping in view the importance of cultural function, college

celebrates cultural festival in the form of a programme called PAHAL with great excitement. This forum provides a platform to students to exhibit their keenness in cultural activities like dancing, singing and various other genres. During this function students prepare cultural activities like dancing singing and various other genres.

# IGNOU

IGNOU Study Centre - 1133 G.C. Paonta Sahib is running various educational and vocational programmes. All IGNOU courses are recognized by the Govt. of India & by the UGC. No migration and no age limit is required for IGNOU courses.

# DISCIPLINE AND CONDUCT

The Principal has power to take disciplinary action against student indulging in acts of indiscipline, which may lead to *fine, suspension, rustication or expulsion*.

*The following activities will be considered as violative of the college discipline and may result in fine expulsion or rustication depending on the gravity of the offence:*

- ⇒ Violence, use of force and ragging.
- ⇒ Making noise and disturbing classes.
- ⇒ Breaking college furniture, doors, windows, etc.
- ⇒ Bringing outsider to the college campus.
- ⇒ Interfering with electrical wiring/appliances.
- ⇒ Writing / defacing walls and blackboards.
- ⇒ Eve-teasing
- ⇒ Smoking, use of *Gutka* or any intoxicant.

Playing Songs/ Music on mobile phones in the campus is strictly prohibited and any violation of this instruction will be considered act of indiscipline.

# RAGGING IS A CRIMINAL OFFENCE

*Ragging is a punishable offence. Ragging of all kind is strictly banned in the college campus. Anybody caught indulging in this evil exercise shall face penalty under the law. Act remotely suggestive of ragging should be reported to the college authorities/to the member of anti-ragging committee. A student who commits the offence of ragging shall be punishable with imprisonment for a term, which may extend to three years or shall also be liable to a fine, which may extend to Rs. 50,000 or both.*

# रैगिंग एक दण्डनीय अपराध है

रैगिंग एक दंडनीय अपराध है। कॉलेज परिसर में सभी प्रकार की रैगिंग पर सख्ती से प्रतिबंध लगा दिया गया है। किसी को भी इस बुराई मे पकड़े जाने पर कानून के तहत दंड दिया जाएगा। रैगिंग से सम्बंधित शिकायत या सुझाव कॉलेज अधिकारियों / एंटी रैगिंग समिति के सदस्यों को दे सकते हैं।जो छात्र रैगिंग का अपराध करता है उसे एक अवधि के लिए कारावास के साथ दंडित किया जा सकता है यह दंडतीन साल तक का भी हो सकता है साथ ही जुर्माना के लिए भी उत्तरदायी होगा, यह जुर्माने की राशि रूपए 50,000 तक हो सकती है या दोनों भी हो सकते हैं।

# RAGGING

*"Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or conduct which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abet such an action shall also be guilty of such ragging."*

In order to have zero tolerance and its total elimination from the educational institutions. ***Hon'ble Supreme Court of India*** vide its orders dated 4th May, 2001; 16th May, 2007 and 11th Feb. 2009 has directed are here as under: Ragging is banned in the institution. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh. Punishment for ragging includes:

⇒ Imprisonment, fine or both.
⇒ Expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
⇒ Withholding scholarship or other benefits.
⇒ Debarring from representation in events.
⇒ Withholding of results.
⇒ Suspension of expulsion from hostel or mess and the like.

# रैगिंग

रैगिंग में किसी भी व्यक्ति या समूह द्वारा शब्दों या आचरण द्वारा उत्पन्न किसी भी प्रकार की शारीरिक या मानसिक यातना शामिल है जो व्यक्ति के दिमाग में आशंका पैदा करता है कि वह किसी भी मानसिक से मुक्त अध्ययन नहीं कर सकता है इस प्रकार दी गई परेशानी या यातना में कोई भी व्यक्ति जो इस तरह की कार्रवाई में सहायता करता है वह भी इस तरह के रैगिंग का दोषी होगा।

शून्य सहनशीलता और शैक्षिक संस्थानों से कुल उन्मूलन के लिए, भारत के माननीय सर्वोच्च न्यायालय नें 4 मई 2001 को अपने आदेशों के अनुसारय 16 मई, 2007 और 11 फरवरी 2009 निर्देशित हैं, यहां निर्देशित है: संस्थान में रैगिंग पर प्रतिबंध लगा दिया गया है। रैगिंग में शामिल कोई भी उचित रूप से दंडित करने के लिए उत्तरदायी है उसे दंड स्वरूप कठोर अनुकरणीय और न्याय संगत सजा होगी।

⇒ रैगिंग के लिए दंड में शामिल हैं:
⇒ कैद, जुर्माना या दोनों।
⇒ संस्थान से निष्कासन, सीमित अवधि के लिए संस्था या कक्षा से निलंबन या जनता के सामन ेमाफी के साथ जुर्माना।
⇒ छात्र वृत्तिया अन्य लाभों को रोकना।
⇒ विभिन्न कार्यक्रमों में प्रतिनिधित्व से वंचित करना।
⇒ परिणामों को रोकना।
⇒ छात्रावास से निष्कासन और निलंबन।

# Checklist for Admission to BA/ B.Sc./ B.Com. 1st Year

बी ए / बी एस सी / बी कॉम / प्रथम वर्ष में प्रवेश के लिए चेकलिस्ट।

- ☞ Application Form (आवेदन पत्र)
- ☞ Matric Certificate (1 photocopy) मैट्रिक प्रमाण पत्र (1 फोटो कॉपी)
- ☞ +2 Certificate (1 photocopy) +2 प्रमाणपत्र (1 फोटोकॉपी)
- ☞ 2 Passport size photographs of student (छात्र की 2 पासपोर्ट आकार की तस्वीरें)
- ☞ Original School Leaving & Character Certificates issued by the school
  (स्कूल द्वारा जारी मूल स्कूल छोड़ने और चरित्र प्रमाण पत्र)
- ☞ If +2 class is passed as a private candidate, in that case character certificate may be obtained from a Gazetted Officer/ Panchayat Pradhan/ Municipal Councillor
  यदि +2 कक्षा एक निजी उम्मीदवार के रूप में की है, तो उस मामले में चरित्र प्रमाण पत्र राजपत्रित अधिकारी ६ पंचायत प्रधान ६ नगर पालिका से प्राप्त किया जा सकता है
- ☞ In case of opting for category benefit, SC/ST/OBC/IRDP/BPL/Minority Community/Physically Disabled the certificate must be enclosed from a competent authority
  दाखिला में आरक्षण का लाभ लेने के लिए, एससी / एसटी / ओबीसी / आईआरडीपी / बीपीएल / अल्प संख्यक समुदाय / शारीरिक रूप से विकलांग प्रमाण पत्र को सक्षम प्राधिकारी से संलग्न किया जाना चाहिए
- ☞ Affidavit for gap year(s) must be duly attested by a public notary
  अंतराल वर्ष के लिए शपथ पत्र सार्वजनिक नोटरी द्वारा विधिवत प्रमाणित किया जाना चाहिए
- ☞ Bonafide Himachali Certificate must be attached by girl students to avail tuition fees concession
  लड़कियों को ट्यूशन फीस रियायत का लाभ उठाने के लिए बोनफाइड हिमाचल प्रमाण पत्र लगाना पड़ेगा
- ☞ Copy of Aadhaar Card (आधार कार्ड की प्रति)
- ☞ Those who have passed their eligibility exam from a Board/ University other than Himachal Pradesh must submit original Migration Certificate
  जिन छात्रों ने हिमाचल प्रदेश के अलावा किसी अन्य बोर्ड / विश्वविद्यालय से अपनी पात्रता परीक्षा उत्तीर्ण की है, उन्हें मूल प्रवासन प्रमाण पत्र जमा करना होगा

# Checklist for Admission to BA/ B.Sc./ B.Com 2nd & 3rd Year and MA (Economics, English, Hindi, Political Science) and M.Com

- ☞ Application Form (आवेदन पत्र)
- ☞ Matric Certificate (1 photocopy) मैट्रिक प्रमाण पत्र (1 फोटो कॉपी)
- ☞ +2 Certificate (1 photocopy) +2 प्रमाणपत्र (1 फोटोकॉपी)
- ☞ 2 Passport size photographs of student (छात्र की 2 पासपोर्ट आकार की तस्वीरें)
- ☞ In case of opting for category benefit, SC/ST/OBC/IRDP/BPL/Minority Community/Physically Disabled the certificate must be enclosed from a competent authority
  दाखिला में आरक्षण का लाभ लेने के लिए, एससी / एसटी / ओबीसी / आईआरडीपी / बीपीएल / अल्प संख्यक समुदाय / शारीरिक रूप से विकलांग प्रमाण पत्र को सक्षम प्राधिकारी से संलग्न किया जाना चाहिए
- ☞ Bonafide Himachali Certificate must be attached by girl students to avail tuition fees concession
  लड़कियों को ट्यूशन फीस रियायत का लाभ उठाने के लिए बोनफाइड हिमाचल प्रमाण पत्र लगाना पड़ेगा
- ☞ Copy of Aadhaar Card (आधार कार्ड की प्रति)

## All Original Certificates must be produced at the time of Admission.

प्रवेश के समय सभी मूल प्रमाण पत्र दिखाना अनिवार्य हैं।

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**ESTD. 1994**

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