



# PROSPECTUS-CUM



HANDBOOK OF INFORMATION

2025-2026

## GOVERNMENT DEGREE COLLEGE DRANG AT NARLA, DISTT-MANDI (HP)



*(NAAC Accredited)*

Website : <https://www.gcdrang.ac.in>

E-mail : [gcdrangnarla@gmail.com](mailto:gcdrangnarla@gmail.com)

Phone Number : 01908- 260645

## **RAGGING**

There will be zero tolerance to ragging, which is a punishable offence and strictly prohibited in and around the college. Any student who directly or indirectly commits, participates in, aids and abets or instigates ragging will be punished under law. The incident of ragging in any form may immediately be brought in to the notice of the members of Anti-Ragging committee.

## **ANTI RAGGING COMMITTEE**

**Dr. Kalyan Chand Mandhotra (Principal)**  
Office Phone No : 1908-260645

Name & Mob No. of Committees are as follows:-

**Dr. Sanjay Kumar Sehgal**  
94184-00027

**Dr. Mamta Parmar**  
98823-84766

**Mr. Chander Pal**  
94185-80971

**Mr. Suresh Kumar**  
94183-91089

**Mr. Sandeep Kumar**  
94182-61601

**Ms. Neelam**  
98059-60311

**Mr. Sukh Dev**  
62309-82648

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

**Note:** - All students are directed to fill an online anti ragging undertaking at the website [www.amanmovement.org](http://www.amanmovement.org) or [www.antiragging.in](http://www.antiragging.in) as per UGC Clause (m&n) of Regulation 6.2 at the time of admission, failing which their admission would stand cancelled.

## **RAGGING IS A CRIMINAL OFFENCE**

**Students are strictly warned that they should not practice ragging at all, otherwise legal action will be taken against such erring students**



## Principal's Message

As we embark on a new academic journey, it is my utmost pleasure to extend a warm welcome to each and every one of you to this esteemed institution of higher learning. Nestled in the lap of nature, our college has been a beacon of academic excellence since its inception in 2006. The serene surroundings and dedicated faculty create a perfect ambiance for intellectual growth and exploration. Our experienced and devoted educators are committed to nurturing the latent talents of our students, guiding them towards achieving academic distinction. Beyond the realm of academics, we offer a diverse array of co-curricular and extension activities that foster the development of a well-rounded personality.

As the venerable Aristotle once said, "Educating the mind without educating the heart is no education at all." We strive to instill in our students a deep sense of sensitivity and responsibility, empowering them to become enlightened citizens of our great nation. As you navigate the challenges and opportunities that lie ahead, I encourage you to remain adaptable, yet grounded in the timeless values that have been passed down through generations. Our endeavor is to shape individuals who are not only knowledgeable but also compassionate, courageous, and confident. As you chart your course through the vicissitudes of life, I wish you all a bright and promising future.

**Dr. Kalyan Chand Mandhotra**  
**(Principal)**

## GOVERNMENT DEGREE COLLEGE DRANG AT NARLA

The college vests in the lap of nature, far from the madding crowd, in an environment friendly atmosphere surrounded by pine forest on one hand and glorified by a panoramic view of the snow laden peaks of Dhauladhar on the other hand. Government Degree Nestled in the lap of nature, the Government Degree College Drang at Narla stands as a beacon of academic excellence, far removed from the cacophony of the urban sprawl. The institution is enveloped by a serene landscape, with the majestic pine forests on one side and the breathtaking panorama of the snow-capped Dhauladhar peaks on the other. Established with the aim to craft a holistic and vibrant learning environment, the college is founded on value-based academic principles. Strategically located 27 kilometers from Mandi town, 2.5 kilometers from Kunnu, and 3.5 kilometers from Padhar, the college sprawls over an expansive 63.07 bighas of land, accessible via motorable roads from three sides. The foundation stone of the present college building was laid on 24 April 2012, marking a significant milestone in its journey. Initially, the college operated from a shelter at Padhar village on 2 April 2007, before being dedicated to the public. The institution's strives to unlock the latent potential within its students, instilling in them leadership qualities, discipline, communal harmony, mutual cooperation, and a deep sense of social service. These attributes are designed to transform them into enlightened, responsible, and accountable citizens of the nation. This is further justified by the motto of the college, which stands as:

"सत्यमविद्यासदाचारः"

अर्थात्

"विद्या सत्य एवं सदाचार से अवगत कराती है।"

The highly qualified and energetic team of the college is always on the front foot to inculcate these values among the students. At present the college offers undergraduate courses in Humanities, Science and Commerce. The college is recognized under section 2(f) and 12(B) of UGC Act 1956 and got accredited by National Assessment and Accreditation Council on 1 April 2019 for a period of 5 years.

The campus houses an Administrative Block (A-Block), Arts Block (B-Block), Staff Quarters, a well-furnished Conference Hall, Common Room (girls), Canteen, three Smart Classrooms, nine Lecturer Halls, a well-stocked Library, Laboratories including IT lab, a large playground, an upcoming Science Block and a Multipurpose Hall. The campus is fully equipped with Wi-Fi facility and is under CCTV surveillance.

The college has been continuously growing under the efforts of enthusiastic and hardworking team of teaching and non-teaching staff members. Different activities in the college such as sports, culture, NSS, NCC, Rovers and Ranger, Eco-Club, Red Ribbon Club and Red Cross Society help in channelizing and translating the strengths of the students. The college magazine ***Himari Ganga*** provides a platform to the students to showcase their creative abilities.

The college is committed to provide qualitative value-based education to the learners. The work-culture of the college is in consonance with its mission statement. Since its inception in 2006 the college has witnessed a lot of transformation. It has achieved many new milestones and continues to grow towards excellence.

## Principal

**Dr. Kalyan Chand Mandhotra**

| Sr. No.                      | Name                    | Designation         | Department        |
|------------------------------|-------------------------|---------------------|-------------------|
| <b>FACULTY OF HUMANITIES</b> |                         |                     |                   |
| 1.                           | Dr. Bandana Devi        | Assistant Professor | English           |
| 2.                           | Mr. Chander Pal         | Assistant Professor | Political Science |
| 3.                           | Mr. Suresh Kumar        | Assistant Professor | History           |
| 4.                           | Mr. Ajay Kumar Singh    | Assistant Professor | Sociology         |
| 5.                           | Dr. Saroj Kumari Sharma | Assistant Professor | Economics         |
| 6.                           | Ms. Anita Kumari        | Assistant Professor | Hindi             |
| 7.                           | Ms. Kachana Devi        | Assistant Professor | English           |
| <b>FACULTY OF SCIENCE</b>    |                         |                     |                   |
| 1.                           | Dr. Sanjay Sehgal       | Associate Professor | Geography         |
| 2.                           | Dr. Mamta Parmar        | Assistant Professor | Botany            |
| 3.                           | Mr. Sandeep             | Assistant Professor | Physics           |
| 4.                           | Dr. Asha Singh          | Assistant Professor | Mathematics       |
| 5.                           | Dr. Poonam Chaudhary    | Assistant Professor | Chemistry         |
| 6.                           | Mr. Hukam Chand         | Assistant Professor | Zoology           |
| <b>FACULTY OF COMMERCE</b>   |                         |                     |                   |
| 1.                           | Ms. Neelam              | Assistant Professor | Commerce          |

|    |                    |                     |          |
|----|--------------------|---------------------|----------|
| 2. | Ms. Kanchan Kumari | Assistant Professor | Commerce |
|----|--------------------|---------------------|----------|

### Ministerial Staff

| Sr. No. | Name            | Designation                  |
|---------|-----------------|------------------------------|
| 1.      | Mr. Sita Ram    | Superintendent Grade - I     |
| 2.      | Mr. Shyam Lal   | Senior Assistant             |
| 3.      | Ms. Kavita Devi | Clerk                        |
| 4.      | Mr. Sukh Dev    | Junior Office Assistant (IT) |
| 5.      | Mr. Yudhi Chand | Junior Office Assistant (IT) |

### Library

|    |                     |                     |
|----|---------------------|---------------------|
| 1. | Ms. Susheela Kumari | Assistant Librarian |
| 2. | Mr. Hans Raj        | Assistant Librarian |

### Laboratory Staff (L.A.)

|    |                  |                      |
|----|------------------|----------------------|
| 1. | Mr. Ishwar Dass  | Laboratory Attendant |
| 2. | Ms. Geeta Devi   | Laboratory Attendant |
| 3. | Mr. Baldev       | Laboratory Attendant |
| 4. | Mr. Shanta Kumar | Laboratory Attendant |
| 5. | Mr. Devi Singh   | Laboratory Attendant |

### Class-IV

|    |                |            |
|----|----------------|------------|
| 1. | Ms. Indra Devi | Peon-Cum-C |
| 2. | Ms. Ramkali    | Peon-Cum-C |
| 3. | Mr. Desh Raj   | Peon-Cum-C |
| 4. | Ms. Sarla Devi | Peon-Cum-C |
| 5. | Ms. Raj Kumari | Peon-Cum-C |

## **CURRICULUM FOR UNDERGRADUATE COURSES**

### **UNDER CHOICE BASED CREDIT SYSTEM (CBCS)**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. The courses can be evaluated by following the grading system, which is considered to be better than the conventional marking system. Therefore, it is necessary to introduce uniform grading system in higher education in India. This will benefit the students to move across institutions within India. The uniform grading system will also enable potential employers to assess the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

#### **Outline of Choice Based Credit System:-**

1. **Core Course / Discipline Specific Course (DSC):** A course, which should compulsorily be studied by a candidate as a core subject is termed as a Core course. Core course is also referred as Discipline Specific Course (DSC). The course, designed under this category, aims to cover the basics that a student is expected to imbibe in that particular discipline.
2. **Elective Course:** Generally a course which can be chosen from the pool of courses and which may be very specific or specialized 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.

**Discipline Specific Elective (DSE) Course:** Elective courses which may be offered by the main discipline/subject of study is referred as Discipline Specific Elective.

**Dissertation/Project:-** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**Generic Elective (GE) Course (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. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

### **3. Ability Enhancement Courses /Competency Improvement Courses/Skill Development Courses/Foundation Course:**

The Ability Enhancement (AE) Courses are of two kinds: Ability Enhancement Compulsory Course (AECC) and Ability Enhancement Elective Course (AEEC). “AECC” courses are based on the content that leads to knowledge enhancement. They are: (i) Environmental Science, (ii) English/MIL (Modern Indian Language) Communication (mandatory for all disciplines). AEEC courses are value-based and/or skill- based and are aimed to provide hands-on-training, competencies, skills, etc.

**Ability Enhancement Compulsory Course (AECC):** Environmental Science, English Communication/MIL Communication.

**Ability Enhancement Elective Course (AEEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction. Project work/Dissertation is considered as a special course which involves application of knowledge to analyze and explore the real life situation and difficult problems. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

4. **Practical/Tutorials:** (One each with every core and discipline/generic specific elective paper).

## **Regulations Choice Based Credit System (CBCS):-**

### **Definitions**

**Credit:** Credit stands for the following

1. Term has a connotation of achievement to earn through learning efforts.
2. It implies successful completion of a course of study being measured in terms of classroom instruction hours/weeks in courses being studied in that year.
3. It implies learning efforts on the part of the learner.
4. It measures the volume of the content to be delivered in the course.
5. Credits of a course indicate the weight age of a course for the calculation of Grade Point Average (GPA).

**Annual system:** Annual means a twelve month academic term with teaching for 33 weeks, excluding duration of Minor Test, Assignments, Annual Examinations (AE) and Winter Breaks.

**Tutorial Session:** It consists of Participatory/Problem Solving/Deskwork/Brief Seminar/Group Discussion or any other methods that make learners absorb and assimilate the knowledge effectively.

**Practical Session:** It consists of hands on experience/Laboratory experiment/ case studies/ field studies that equip students to acquire skill component.

### **Choosing Study Courses**

A student will be required to accumulate a certain minimum number of credits in order to qualify the UG Degree.

For Bachelor Degree Program, the students will have the limited choice of subjects available in the college.

The students will have to accumulate prescribed minimum successful credit hours of course work for Bachelor Degree over a minimum of 3 and maximum of 5 Years from the date of admission as per HPU norms.

### **Students' Assessment and Evaluation**

All courses involve an evaluation system with Continuous Comprehensive Assessment (CCA), according to 70-30% weightage i.e. 70% for Annual Examination (AE) and remaining 30% for Internal Assessment.

***Note: A student will have to secure at least 35% in both the components i.e. CCA and Annual Examination, but 40% in aggregate to become eligible to be declared successful in the course. Only those students will be allowed to appear in the Annual Examination who have been successful in CCA.***

#### **Continuous Comprehensive Assessment (CCA):**

This would have the following components:

**Classroom Attendance and Incentives:** Each student will have to attend minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the Annual Examination.

|                 |         |
|-----------------|---------|
| = 75% but < 80% | 1 mark  |
| = 80% but < 85% | 2 marks |
| = 85% but < 90% | 3 marks |
| = 90% but < 95% | 4 marks |
| = 95% and above | 5 marks |

**House Test:** There will be one House Test conducted when approximately 75% of the syllabus is covered. This House Term Test will be of 15 Marks.

**Seminar/ Assignment/ Term Paper:** 10 Marks of CCA will be awarded on the basis of classroom activities viz. Seminar/Assignment/Term paper/Quiz/Presentation etc.

**Annual Examination (AE):** 70% of final grade will be on the basis of Annual Examination that will be of three hours duration. Annual Examination will be based on the complete syllabus of the course.

| Annual Marks For all Years | Classroom Attendance | House Test | Assignment/ Presentation | Practical | Annual Examination | Total |
|----------------------------|----------------------|------------|--------------------------|-----------|--------------------|-------|
| Courses without Practical  | 05                   | 15         | 10                       | --        | 70                 | 100   |
| Courses with Practical     | 05                   | 15         | 10                       | 20        | 50                 | 100   |

**Accumulation of credits:**

A candidate shall be eligible for the conferment of Bachelor's Degree once he/she earns minimum of 132 credits as prescribed in the regulation of the program.

**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS) IN BACHELOR OF SCIENCE (PHYSICAL SCIENCES/LIFE SCIENCES)**

**ANNUAL SYSTEM**

| Year                             | Core Course (12)                                                                                                                                                | Ability Enhancement Compulsory Course AECC (2)                                                 | Skill Enhancement Courses SEC (4)                             | Discipline Specific Elective DSE (6)                                                                                                                            | Total Credits |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| I                                | DSC-1A = 6 Credits<br>DSC-1B = 6 Credits<br>DSC-2A = 6 Credits<br>DSC-2B = 6 Credits<br>DSC-3A = 6 Credits<br>DSC-3B = 6 Credits<br><b>Credits = 6 x 6 = 36</b> | Environmental Science (AECC-1)<br><br>Hindi / English (AECC-2)<br><br><b>Credits = 2 x 4=8</b> |                                                               |                                                                                                                                                                 | <b>44</b>     |
| II                               | DSC-1C = 6 Credits<br>DSC-1D = 6 Credits<br>DSC-2C = 6 Credits<br>DSC-2D = 6 Credits<br>DSC-3C = 6 Credits<br>DSC-3D = 6 Credits<br><b>Credits = 6 x 6 = 36</b> |                                                                                                | SEC-1=4 Credits<br>SEC-2=4 Credits<br><br><b>Credits = 08</b> |                                                                                                                                                                 | <b>44</b>     |
| III                              |                                                                                                                                                                 |                                                                                                | SEC-3= 4 Credit<br>SEC-4= 4 Credit<br><br><b>Credits = 08</b> | DSE-1A = 6 Credits<br>DSE-1B = 6 Credits<br>DSE-2A = 6 Credits<br>DSE-2B = 6 Credits<br>DSE-3A = 6 Credits<br>DSE-3B = 6 Credits<br><b>Credits = 6 x 6 = 36</b> | <b>44</b>     |
| <b>Total Accumulated Credits</b> |                                                                                                                                                                 |                                                                                                |                                                               |                                                                                                                                                                 | <b>132</b>    |

**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS)  
IN BACHELOR OF ARTS ANNUAL SYSTEM**

| Year                             | Core Course (12)                                                                     | Ability Enhancement Compulsory Course AECC (2)                                             | Skill Enhancement Courses SEC (4)                          | Elective Course Discipline Specific Elective DSE (4)                                                          | Generic Elective (GE) 2                    | Total Credits |
|----------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------|
| I                                | English-I/Hindi-1 (DSC-1A)<br>DSC-1B (DSC-2A)<br>DSC-2 B<br><b>Credits= 6X6 = 36</b> | Environmental Science (AECC-1)<br><br>Hindi / English (AECC-2)<br><b>Credits = 2 x 4=8</b> |                                                            |                                                                                                               |                                            | 44            |
| II                               | English-2/Hindi-2 (DSC-1C)<br>DSC-1D (DSC-2C)<br>DSC-2 D<br><b>Credits =6X6 = 36</b> |                                                                                            | SEC-1=4 Credit<br>SEC-2 = 4 Credit<br><b>Credits= 08</b>   |                                                                                                               |                                            | 44            |
| III                              |                                                                                      |                                                                                            | SEC-3 = 4 Credit<br>SEC-4 = 4 Credit<br><b>Credits= 08</b> | DSE-1A= 6 Credits<br>DSE-1B = 6 Credits<br>DSE-2A= 6 Credits<br>DSE-2B = 6 Credits<br><b>Credits = 4X6=24</b> | GE-1<br>GE-2<br><br><b>Credits = 2X2=4</b> | 44            |
| <b>Total Accumulated Credits</b> |                                                                                      |                                                                                            |                                                            |                                                                                                               |                                            | <b>132</b>    |

**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS) IN  
BACHELOR OF COMMERCE ANNUAL SYSTEM**

| Year                             | Core Course(12)                                                                                                                                                                                         | Ability Enhancement Compulsory Course AECC(2)                                    | Skill Enhancement Courses SEC (4)                                                                           | Elective Course Discipline Specific Elective DSE (4)                                                                                                                                                              | Generic Elective (GE)2                                                                                     | Total Credits |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------|
| I                                | English-I /Hindi-1<br>FinancialAccounting(BC-1.1)<br>Business Organisation and Management (BC-1.2 )<br>Business Law(BC-1.3)<br>Business Statistics and Mathematics (BC-1.4)<br><b>Credits =6 x 6=36</b> | Environmental Science (AECC-1)<br>Hindi/English (AECC-2)<br><b>Credits=2x4=8</b> |                                                                                                             |                                                                                                                                                                                                                   |                                                                                                            | 44            |
| II                               | English-2 / Hindi-2<br>Company Law(BC-2.1)<br>Income Tax Law and Practice (BC 2.2 ) Corporate Accounting(BC-2.4)Cost Accounting(BC -2.5)<br><b>Credits = 6 x 6 = 36</b>                                 |                                                                                  | Computer Applications in Business(BC 2.3)<br>E-Commerce (BC2.6)<br><b>Credits= 08</b>                       |                                                                                                                                                                                                                   |                                                                                                            | 44            |
| III                              |                                                                                                                                                                                                         |                                                                                  | SEC-3:BC-3.3 Entrepreneurship<br>SEC4:BC-3.7 Personal Selling and Salesmanship<br><br><b>Credits=2X4=08</b> | DSE-1:BC-3.1 (b) Principles of Marketing<br>DSE 2: BC 3.2 (a) Corporate Governance and Auditing<br>DSE 3: BC 3.5 (c) Management Accounting DSE 4: BC 3.6(c) Fundamentals of Investment<br><b>Credits = 4X6=24</b> | GE1:EONA 313Economy of Himachal Pradesh<br>GE-2:<br>ECONA31 4 Indian Economy<br><br><b>Credits= 2X6=12</b> | 44            |
| <b>Total Accumulated Credits</b> |                                                                                                                                                                                                         |                                                                                  |                                                                                                             |                                                                                                                                                                                                                   |                                                                                                            | <b>132</b>    |

**\*Note:** The new curriculum will be decided by the University for the session 2025–26 in accordance with the National Education Policy (NEP) 2020.

## **ADMISSION PROCESS 2024-25**

### **B.A./B.Sc./ B.Com.-I, -II and -III Year**

#### **ELIGIBILITY CONDITIONS:**

A student will be eligible for admission to B.A./B.Sc./B.Com.-I Year, if he/she has passed the Senior Secondary (10+2) Examination (Academic Stream) conducted by the H.P Board of School Education or any other examination considered as equivalent.

(i) The candidates seeking admission in B.Sc.-1<sup>st</sup> year should have passed the qualifying examination in science stream with 45% marks or equivalent grade for general category and 5% relaxation for SC/ST candidates.

(ii) The candidates who have passed the qualifying examination in Commerce stream shall be given preference to B.Com. Program.

**Age Limit:** Maximum age limit for the admission in BA/BSc/BCom-1st course is 23 years for boys and 25 years for girls of general category. There is three years age relaxation for SC/ST candidates as per University norms as on 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to a maximum of three months.

#### **ADMISSION:-**

Every candidate seeking admission to any class will apply on the prescribed form available online on College website.

For admission to II and III Year, attach Mark sheet / Admit card of previous exam passed / appeared in.

The applicant of II & III Year will deposit the fee after the form is verified and approved by the members of the admission committee online. The students of 1<sup>st</sup>Year will deposit their fee after the forms have been verified offline.

In case of any clarification or guidance, the applicant can approach Guidance and Counseling Cell of the college.

Admission of a student is liable to be cancelled in case he/she furnishes incomplete/wrong/false information or in case of concealment of facts. Disciplinary action will also be taken against such a candidate

Initially all admissions shall be provisional and subject to the final approval by HPU/SPU. Rules of admission are subject to change as per the Himachal Pradesh University/Sardar Patel University notifications issued from time to time

**No admission will be granted after the last date of admission.**

***NOTE:- ANY CANDIDATE WITH COMPARTMENT IN 10+2 IS NOT ELIGIBLE TO SEEK ADMISSION IN UNDER GRADUATE COURSES.***

## **DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

**B.A./B.Sc./B.Com.-1<sup>st</sup> Year: -**

**The scanned copies of the following documents are required at the time of filling of online admission form:**

- Passport size photographs.
- Matriculation certificate for Date of Birth.
- 10+2 Marks sheet.
- All girls candidates have to submit a copy of Bonafide Himachali certificate to avail the benefit of relaxation from tuition fee as per Govt. notification No. EDN-H(8) 3(7)1/76 dated 29-06-01.
- Scanned copies of category certificate (SC/ST/OBC/IRDP/BPL/EWS), if claimed.
- 40% disability certificate.
- Latest character certificate Issued by the Head of the institution last attended. In case of private candidate latest character certificate by some H.P. Govt. Gazetted Class I Officer or any other competent authority.
- A certificate from competent authority in case of single girl child.
- The gap of one year or more in the academic career (after 10+2) of an applicant must be supported by undertaking, as the proof of his/her activities during the period of gap.

*Note: The Character certificate must not have been issued more than six months prior to the date of admission. In such cases fresh character certificate must be obtained from Gazetted Class- I officer or the Panchayat Pradhan of the village.*

## **REFUSAL OF ADMISSION**

Compartment candidate in 10+2 will not be eligible for admission in under graduate courses. The Principal can refuse admission if the conduct of the student has not been up to the mark during the previous years in spite of the eligibility for admission.

The Principal reserves the right to disallow or cancel any admission.

## **MODE OF SELECTION**

The admission to B.A/B.Sc./B.Com. Course will be made purely on the basis of merit of the previous qualifying examination.

## **RESERVATION OF SEATS**

Our institution follows the reservation policy of H.P. Government and H.P. University/Sardar Patel University in admissions.

**Note: One Seat will be reserved for the single girl child.**

## **SUBJECT COMBINATIONS:**

**Arts:** A student choosing to enroll in BA I, will choose DSC-I from the following options. He / she will then be enrolled in BA with DSC-I

| DSC-I             | DSC-II (Any one of the following)                           |
|-------------------|-------------------------------------------------------------|
| English           | Mathematics or Economics or History or Geography            |
| Hindi             | Political Science or Economics or Sociology                 |
| Political Science | Hindi or History or Sociology or Music-V                    |
| History           | Political Science or Geography or English                   |
| Sociology         | Hindi or Political Science or Geography or Music-V          |
| Economics         | English or Geography or Mathematics or Hindi                |
| Geography         | English or History or Sociology or Mathematics or Economics |
| Music-V           | Sociology or Political Science or Economics                 |
| Mathematics       | English or Economics or Geography                           |

**Note:** The students may be asked to revise the subject combination keeping in view the technical difficulties if any faced during the formulation of time table in the stipulated timeframe work.

**Science:** A student choosing to enroll in B.Sc. I will choose from the following options. He/ She will then be enrolled in B.Sc.

**ii) Science:** A student choosing to enroll in B.Sc. I will choose DSC-I from the following options. He/ She will then be enrolled in B.Sc. with DSC-I.

| DSC-I       | DSC-II      | DSC-III   |
|-------------|-------------|-----------|
| Physics     | Mathematics | Chemistry |
| Chemistry   | Mathematics | Physics   |
| Botany      | Botany      | Zoology   |
| Zoology     | Zoology     | Chemistry |
| Mathematics | Botany      | Chemistry |
|             | Physics     | Chemistry |

In addition to the Discipline Specific Core Courses, a student of B.Sc. 1<sup>st</sup> Year will study Ability Enhancement Compulsory courses (Environmental Science, English Communication/MIL).

**Commerce:** The core courses for the student have already been prescribed by the University. In addition to the three Disciplines Specific Core Courses a student of B.Com. 1<sup>st</sup> Year will study one course from Ability Enhancement Compulsory courses (AECC).

## FEE STRUCTURE (IN RUPEES) FOR THE SESSION 2025-26

|                                                                                                                 |                                                                                                           |        |                       |                                                     |                |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------|-----------------------|-----------------------------------------------------|----------------|
| Govt. Fee/Funds                                                                                                 | Admission Fee                                                                                             | 25.00  | Annual College Dues   | Library Security Refundable) For New Admission      | 100.00         |
|                                                                                                                 | Re-admission Fee (1 <sup>st</sup> time)                                                                   | 100.00 |                       | Identity Card Duplicate Identity Card               | 10.00<br>20.00 |
|                                                                                                                 | Re-admission Fee (2 <sup>nd</sup> time)                                                                   | 200.00 |                       | NCC Fund                                            | 10.00          |
|                                                                                                                 | Late admission Fee (Per Day)                                                                              | 10.00  |                       | College Magazine Fund                               | 50.00          |
|                                                                                                                 | Tuition Fee(For Boys and non HP Girls)                                                                    | 600.00 |                       | Campus Development (Beautification and upkeep Fund) | 10.00          |
|                                                                                                                 | Late Payment of Dues( Per Day)                                                                            | 01.00  |                       | Medical Fund                                        | 06.00          |
| University Fee/funds                                                                                            | Continuation Fee (Old Students)                                                                           | 10.00  |                       | Student Aid Fund                                    | 02.00          |
|                                                                                                                 | Univ. Sports Fee                                                                                          | 15.00  |                       | Furniture Repairs/Replacement Fund                  | 10.00          |
|                                                                                                                 | Youth welfare funds                                                                                       | 15.00  |                       | Computer and Internet Facility                      | 20.00          |
|                                                                                                                 | Holiday Home Fund                                                                                         | 01.00  |                       | Book Replacement Fund                               | 25.00          |
|                                                                                                                 | University Development Fund**(For general students)                                                       | 250.00 |                       | Cultural Activities Fund                            | 20.00          |
|                                                                                                                 | For IRDP/ BPL students                                                                                    | 100.00 |                       | Youth Red Cross Fund                                | 40.00          |
| Practical Funds (per subject)                                                                                   | Computer Practical Fee forCommerce 1 <sup>st</sup> and 2 <sup>nd</sup> year students @ Rs. 15/- per month | 180.00 | College Dues (Annual) | Rover and Rangers Fund @ Rs. 5 per month            | 60.00          |
|                                                                                                                 |                                                                                                           |        |                       | Building Fund @ Rs. 10 per month                    | 120.00         |
|                                                                                                                 |                                                                                                           |        |                       | Amalgamated Fund @Rs. 25 per Month                  | 300.00         |
|                                                                                                                 |                                                                                                           |        |                       | Sports Fund @ Rs. 20 per month                      | 240.00         |
|                                                                                                                 |                                                                                                           |        |                       | Internal Examination Fund                           | 80.00          |
|                                                                                                                 |                                                                                                           |        |                       | Physics @ Rs.20/- per month                         | 240.00         |
|                                                                                                                 |                                                                                                           |        |                       | Chemistry @ Rs.20/- per month                       | 240.00         |
|                                                                                                                 |                                                                                                           |        |                       | Zoology @ Rs.20/- per month                         | 240.00         |
| Botany@ Rs.20/- per month                                                                                       | 240.00                                                                                                    |        |                       |                                                     |                |
| Geography @ Rs.15/- per month                                                                                   | 180.00                                                                                                    |        |                       |                                                     |                |
| Music/any other practical subject @ Rs.15/- per month                                                           | 180.00                                                                                                    |        |                       |                                                     |                |
| Examination Fee: as per HPU/SPU norms and directions and subject to change as per HPU/SPU/HP Govt. instructions |                                                                                                           |        |                       |                                                     |                |

**\*\* Only once at the time of admission.**

**Fine for absence:** Rs. 1.00 **per** period, Rs. 3.00 **per** practical and Rs. 10.00 **per** paper in Mid Term Examination, late return of library books Rs. 1.00 **per** day.

## Note

1. No tuition fee will be charged from bonafide female students of H.P.
2. No fee and funds will be charged from the students with special needs having more than 40% disability (As per DHE letter No EDN - H (8) B (15) - HPU-15/2013 dated 01/02/2020.
3. HPU Development fund @ Rs 100/- will be charged from students belonging to IRDP/BPL or production of valid documents.
4. Registration fee of Rs. 200/- will be paid online by 1<sup>st</sup> year students as per the directions of SPU.

## TOTAL FEES AND FUNDS

### (TO BE REALIZED FROM THE STUDENTS AT THE TIME OF ADMISSION)

| Sr. No | Class                                          | Fee Boys | Fees Girls | Fee Boys (BPL) | Fees Girls (BPL) | If Music/Geography elected then fee will be Charged @ Rs. 180/-per subject and total fee will be as follows: |        |            |             |
|--------|------------------------------------------------|----------|------------|----------------|------------------|--------------------------------------------------------------------------------------------------------------|--------|------------|-------------|
|        |                                                |          |            |                |                  | Boys                                                                                                         | Girls  | Boys (BPL) | Girls (BPL) |
| 1.     | B.A.1 <sup>st</sup> Year                       | 2009/-   | 1409/-     | 1859/-         | 1259/-           | 2189/-                                                                                                       | 1589/- | 2039/-     | 1439/-      |
| 2.     | B.Sc.1 <sup>st</sup> Year (Physical Sciences)  | 2489/-   | 1889/-     | 2339/-         | 1739/-           | -                                                                                                            | -      | -          | -           |
| 3.     | B.Sc.1 <sup>st</sup> Year (Life Sciences)      | 2729/-   | 2129/-     | 2579/-         | 1979/-           | -                                                                                                            | -      | -          | -           |
| 4.     | B.Com 1 <sup>st</sup> Year                     | 2189/-   | 1589/-     | 2039/-         | 1439/-           | -                                                                                                            | -      | -          | -           |
| 5.     | B.A. 2 <sup>nd</sup> Year                      | 1669/-   | 1069/-     | 1669/-         | 1069/-           | 1849/-                                                                                                       | 1249/- | 1849/-     | 1249/-      |
| 6.     | B.Sc. (Physical Sciences) 2 <sup>nd</sup> Year | 2149/-   | 1549/-     | 2149/-         | 1549/-           | -                                                                                                            | -      | -          | -           |
| 7.     | B.Sc. (Life Sciences) 2 <sup>nd</sup> Year     | 2389/-   | 1789/-     | 2389/-         | 1789/-           | -                                                                                                            | -      | -          | -           |
| 8.     | B.Com. 2 <sup>nd</sup> Year                    | 2209/-   | 1609/-     | 2209/-         | 1609/-           | -                                                                                                            | -      | -          | -           |
| 9.     | B.A. 3 <sup>rd</sup> Year                      | 1669/-   | 1069/-     | 1669/-         | 1069/-           | 1849/-                                                                                                       | 1249/- | 1849/-     | 1249/-      |
| 10.    | B.Com 3 <sup>rd</sup> Year                     | 1669/-   | 1069/-     | 1669/-         | 1069/-           | -                                                                                                            | -      | -          | -           |
| 11.    | B.Sc. (Physical Sciences) 3 <sup>rd</sup> Year | 2149/-   | 1549/-     | 2149/-         | 1549/-           | -                                                                                                            | -      | -          | -           |
| 12.    | B.Sc. (Life Sciences) 3 <sup>rd</sup> Year     | 2389/-   | 1789/-     | 2389/-         | 1789/-           | -                                                                                                            | -      | -          | -           |

## **Note**

- Every student has to pay Rs 400-per annum as PTA Fund.
- Funds and Tuition Fee for the entire session shall be charged from the time of joining the college on migration from other institution.
- Computer practical fee for Commerce of 1<sup>st</sup> and 2<sup>nd</sup> Year students shall be charged @ 180/- per subject.
- Rs. 100 will be charged extra from the students migrated from other colleges on account of library security.
- Fine if any, from the students will be collected in the month of March before the commencement of Annual Examination.
- Fees and Funds once paid shall not be refunded in any case.

**Parent Teachers' Association (PTA):** The College has constituted Parent Teachers Association. Every student is supposed to contribute Rs 400/- per annum towards PTA. The General House of the PTA is held in the month of July/August every year.

**Migration:** The admission of the students migrated during the same course/session from one affiliated college or institution (including ICDEOL) to another affiliated college or institution shall be governed by the regulations framed by the Executive Council of the University from time to time.

## **LIBRARY AND ITS RULES**

The college library has books pertaining to all the disciplines taught in the college in the General Section as well as in the Reference Section. The college has a regular subscription of newspapers (Hindi and English), magazines and journals for the benefit of students and teachers.

**All the students are required to adhere to the following Library rules strictly:**

- All the students on the rolls of the college are eligible to become members of the college library.
- Every student is entitled to draw two books from the library for reading at home for a period of 30 days.
- The borrower shall be solely responsible for the safety/preservation of the books drawn by him/her.
- A fine of Rs. 1/- per day per book will be charged beyond due date of submission of the book from the defaulter students.
- In case a book is found mutilated, torn, defaced or misplaced the actual cost of the book plus additional fine will be charged from such defaulter students.
- Reference books are to be consulted in library, only after obtaining permission from the Librarian.
- Students can get their library security refunded within one year after leaving the college; otherwise the security will stand forfeited

## **IDENTITY CARD**

- Identity card is the most important document of the college student, because it is the only identification for anyone to establish and produce.
- Any kind of transaction between students and college is entertained only after production of Identity card. If a student has to deal with any kind of work related to examination, library, collection/inspection of any kind of document, one has to produce his/her Identity card first in order to establish his identity.
- A student is not permitted to replace his/her photograph pasted on the Identity card for any reason whatsoever.
- If Identity card is lost, one has to file a report in the Police Station in order to get a duplicate Identity card issued for a sum of Rs 20.

### **Students should always carry their Identity cards while entering the college premises.**

In the event of surprise check of Identity card or for any other reason, if the student is unable to produce the Identity card he/she will be handed over to the police or as the situation may demand. Students without Identity card are deemed as outsiders.

The concerned student shall be held responsible for his/her deeds in case, the Identity Card gets misplaced or misused by anti-social elements. It is the personal responsibility of the student to keep his/her Identity card in safe custody.

## **LEAVE RULES**

- It is compulsory for all the students to get their leave sanctioned before availing any kind of leave.
- The student is required to submit a medical certificate of leave on medical grounds, for more than one week.

Leave upto one week will be sanctioned by the concerned teacher. For leave extending more than one week's duration, the student shall have to apply to the Principal.

- A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.
- If a student remains absent for 10 days continuously without information, his/her name will be struck off from the rolls of the college.
- Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the college.

## **RE-ADMISSION**

Students can seek re-admission twice during the session. First re-admission will be allowed within 10 days after the name is struck off. A fine of Rs.100/- will be charged for the first time and a fine of Rs. 200/- will be charged for the second re-admission within 10 days after the name is struck off from the rolls.

## **SCHOLARSHIPS AND AWARDS**

There are various provisions to grant scholarships in various categories to deserving students as per the rules/directions issued by the state government from time to time. The students should apply for these scholarships online through National Scholarship Portal at <https://scholarships.gov.in/> as per the dates notified by the Government. The application is further recommended by the college and the scholarship is disbursed through Direct Benefits Transfer (DBT) into the student's bank account. The scholarships are as follows:

1. Centrally sponsored Post-matric scholarship scheme for SC students.
2. Centrally sponsored Post-matric scholarship scheme for ST students.
3. PM Yasasvi Post-matric scholarship scheme for OBC students.
4. PM Yasasvi Post-matric scholarship for Economically Backward class (EBC) Students.
5. Maharishi Valmiki ChatravritiYojana
6. Kalpana Chawla ChatravritiYojana
7. Indira Gandhi Utkrisht Chatravriti Yojana
8. Mukhya Mantri Vidyarthi Kalyan Yojana
9. Post- Metric scholarship scheme for minorities
10. Centre sector scheme of scholarship for college and university students
11. Post Metric scholarship for students with disability.

## **RULES FOR AWARDS AND PRIZES IN ANNUAL FUNCTION:**

### **Academic:**

Prizes will be given only on the basis of End Semester Examination and in case of tie in any course/paper the winner will be decided on the basis of end Grade Point Average. A student must secure at least 50% marks in aggregate, in order to be considered for a prize and 50% marks in individual subject, in order to be considered for a prize. Students securing less than 50% marks in aggregate or in the subject concerned or not passing the examination in any subject shall not be considered for the prizes. College Roll of Honour will be awarded to a student securing a position in HPU merit list.

### **Prizes for Co-curricular Activities:**

First, second and third position in individual and team events in HPU or State Level in sports and cultural activities. First, second and third positions in various co-curricular activities at college level. NSS Group Leader and Best Volunteer (Boy & Girl), Best Rover and Best Ranger, Best volunteer Eco Club, Red Cross Society and Red Ribbon Club.

### **CO-CURRICULAR ACTIVITIES**

The various curricular activities in the class rooms help to impart knowledge to students as per the demands of the examination system, but unless certain other activities are undertaken, a student never acquires a sense of perfection and achievement. So the role of co-curricular activities comes in. Such activities along with class room involvement help to integrate three vital aspects of a student namely - the body, mind and soul. With the above objectives in mind, various Clubs and Societies have been constituted. Students are advised to join at least one of the Clubs and Societies to become ennobled graduates on completion of their courses in this college.

**Sports/Cultural Activities:** The college encourages the students to take part in sports and cultural activities at college level for the all round development of students. Students have regularly been participating in Inter College Youth Festivals and Sports Meet. The college canboast of a walloping playground.

**Red Ribbon Club:** A Red Ribbon Club is working actively in the college. Students can get registered as volunteers of this club. The Club aims to launch an exhaustive campaign against AIDS by educating and sensitizing college youth, as well as the general public.

**Eco Club:** Eco Club aims to heighten awareness about the environment of the world. The college organizes various activities under Eco Club to spread awareness among students about the local and global environment.

**Red Cross Society:** The College Red Cross Society works in association with the local Red Cross unit to host lifesaving blood donation drive. The Red Cross Society aims to promote the health, provide the relief from suffering and build a culture of peace without any form of discrimination.

**NSS:** The College has a very active and well organized unit of NSS in which activities are spearheaded by experienced teachers. A unit of NSS is functional in this college which organises regular activities as well as special camp in the vicinity of college under the spirit of “Not Me but You”.

**Rovers and Rangers:** The College has well organized units of Rovers & Rangers from the Year 2011. Students can enroll themselves within a month from the date of admission in the college.

**Science Society:** The science society has been constituted in the college with an objective of promoting an interest, understanding and knowledge of the scientific world amongst the college students and the local community. In addition to curriculum based regular science teaching in the college, it is important to make the students aware about latest scientific knowledge and its implications in society so that student may become enlightened citizens with a scientific temperament.

**Road Safety Club:** Road Safety Club was formed in the college 2021 with an aim to spread awareness among the youth regarding Road Safety and Traffic Rules. It is believed that awareness will lead to creating safer roads and decrease the incidence of road accidents.

**Energy Club:** Environment degradation and climate change are global phenomena where actions in one part of the world ecosystems and population across the globe. In this context our college constituted an Energy Club for propagation of energy conservation values amongst the Students.

**College Magazine:** The college magazine “Himari Ganga” provides an opportunity to the budding student writers to express their creative, innovative and analytical views with regard to various issues. The Magazine has various sections i.e. English, Hindi, Science, Commerce, *Pahari* and Planning Forum.

**Career Counseling& Guidance Cell:** Career Counseling Cell has been constituted in this college. It is formed to provide the information to the students for selection of career and job placement through various Govt. and Private agencies. The cell also arrange for the lectures of the experts and concerned officials for selection of better & suitable career.

**Women's Cell:** The Women's cell aims at empowering and orienting women to recognize their true potential. It strives to promote gender sensitivity and to educate the staff and students about the rights of women. It subsists to address the issues of gender discrimination and inappropriate conduct towards women. It is committed to making the campus safe for women – free from exploitation, harassment, and violence of any nature.

**Helpline number for women in distress: 7827170170**

**For any emergency assistance number: 112,** Website for helpline: [www.ncwwomenhelpline.in](http://www.ncwwomenhelpline.in)

## **MENTOR - MENTEE PROGRAMME**

Under-Graduate students often need mentoring, guidance and counseling from a loving elderly person. Moreover, keeping in view the rural background of the students, mentoring system has been introduced in the college to better serve the needs of an ever- changing and dynamic learning atmosphere.

In this mentoring system, each faculty member will be the mentor of a group of 30 to 40 students. The mentor will perform the following functions and will always be free to do more for the benefit of the students.

1. Meet the group of students at least once a month.
2. Continuously monitor, counsel, guide, and motivate the students in all academic matters.
3. Advise students regarding choice of electives, projects, summer training, etc.
4. Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioral changes, and interpersonal relations, detrimental activities, etc.
5. Advise students in their career development/professional guidance.
6. Maintain contact with the students even after their graduation.

## List of Committees for the Session 2025-26

| Sr. No. | Name of Committee                         | Name of Staff                                              |
|---------|-------------------------------------------|------------------------------------------------------------|
| 01.     | College Advisory & CSCACommittee          | 1 Dr. Kalyan Chand                                         |
|         |                                           | 2. Dr. Sanjay Sehgal                                       |
|         |                                           | 3. Dr. Mamta Parmar                                        |
|         |                                           | 4. Dr. Bandana Devi                                        |
|         |                                           | 5. Mr. Chander Pal                                         |
|         |                                           | 6. Mr. Suresh Kumar                                        |
| 02      | IQAC/ NAAC/UGC                            | 1. Dr. Kalyan Chand, (Chairperson)                         |
|         |                                           | 2. Dr. Sanjay Sehgal (Co-Ordinator/Administrative Officer) |
|         |                                           | 3. Dr. Mamta Parmar (Dept. of Botany)                      |
|         |                                           | 4. Dr. Bandana Devi (Dept. of English)                     |
|         |                                           | 5. Ms. Neelam (Dept. of Commerce)                          |
|         |                                           | 6. Dr. Asha Singh (Department of Mathematics)              |
|         |                                           | 7. Dr. Poonam Chaudhary (Dept. of Chemistry)               |
|         |                                           | 8. Mr Ajay Kumar Singh                                     |
|         |                                           | 9. Mr. Hukam Chand (Department of Zoology))                |
|         |                                           | 10.Dr. Saroj Kumari (Dept. of Economics)                   |
|         |                                           | 11.Mr Yudhi Chand (JOA IT)                                 |
|         |                                           | 12.Mr. Jeevan Singh (PTA President)                        |
|         |                                           | 13.Ms. Parmindera Devi (Pradhan Local Panchayat)           |
|         |                                           | 14.Mr. Bhuneshwar Singh (President Alumni Association)     |
| 03.     | Staff Secretary                           | 1. Dr. Bandana Devi                                        |
|         | Asstt. Staff Secretary                    | 2. Ms. Neelam                                              |
| 04.     | Bursar/Financial Management               | 1. Mr. Sandeep Kumar                                       |
| 05.     | Time Table Committee                      | 1. Dr. Bandana Devi                                        |
|         |                                           | 2. Ms. Neelam                                              |
|         |                                           | 3. Mr. Chander Pal                                         |
|         |                                           | 4. Mr. Ajay Kumar Singh                                    |
|         |                                           | 5. Mr. Hukam Chand                                         |
| 06.     | Scholarship and Fee Concession Committee. | 1. Dr. Mamta Parmar                                        |
|         |                                           | 2. Ms. Neelam                                              |
|         |                                           | 3. Dr. Asha Singh                                          |
|         |                                           | 4. Dr. Poonam Chaudhary                                    |
|         |                                           | 5. Mr. Ajay Kumar Singh                                    |
|         |                                           | 6. Dr. Saroj Kumari Sharma                                 |
|         |                                           | 7. Mr. Sukh Dev (JOA IT)                                   |
| 07.     | RUSA and General FundPurchase Committee   | 1. Dr.Sanjay Kumar Sehgal                                  |
|         |                                           | 2. Mr. Sandeep Kumar                                       |
|         |                                           | 3. Mr. Chander Pal                                         |
|         |                                           | 4. Mr. Suresh Kumar                                        |
|         |                                           | 5. Ms. Anita Kumari                                        |
|         |                                           | 6. Ms. Kanchan Kumari                                      |
|         |                                           | 7. Mr. Sukh Dev (JOA IT)                                   |

| Sr. No. | Name of Committee                                                         | Name of Staff                             |
|---------|---------------------------------------------------------------------------|-------------------------------------------|
| 08.     | College Property Committee                                                | 1. Dr.Sanjay Kumar Sehgal                 |
|         |                                                                           | 2. Mr. Sandeep Kumar                      |
|         |                                                                           | 3. Mr. Chander Pal                        |
|         |                                                                           | 4. Dr. Asha Singh                         |
|         |                                                                           | 5. Mr. Ajay Kumar Singh                   |
|         |                                                                           | 6. Mr. Suresh Kumar                       |
|         |                                                                           | 7. Mr. Hukam Chand                        |
|         |                                                                           | 8. Mr. Sukh Dev (JOA IT)                  |
| 09.     | Mid Term ExaminationCommittee                                             | 1. Mr. Chander Pal                        |
|         |                                                                           | 2. Dr. Poonam Chaudhary                   |
|         |                                                                           | 3. Mr. Yudhi Chand (JOA IT)               |
| 10.     | Discipline-cum-Anti Ragging& Student Grievance Redressal Committee (SGRC) | 1. Dr.Sanjay Kumar Sehgal                 |
|         |                                                                           | 2. Dr. Mamata Parmar                      |
|         |                                                                           | 3. Dr. Bandana Devi                       |
|         |                                                                           | 4. Mr. Sandeep Kumar                      |
|         |                                                                           | 5. Mr. Chander Pal                        |
|         |                                                                           | 6. Mr. Suresh Kumar                       |
|         |                                                                           | 7. Mr. Hukam Chand                        |
|         |                                                                           | 8. Dr. Saroj Kumari                       |
|         |                                                                           | 9. Ms. Kanchan Kumari                     |
|         |                                                                           | 10. Mr.Sukh Dev ((JOA IT)                 |
| 11.     | Bus Pass Committee                                                        | All teachers to their respective students |
| 12.     | Library/Book BankCommittee                                                | 1. Dr. Mamta Parmar                       |
|         |                                                                           | 2. Dr. Bandana Devi                       |
|         |                                                                           | 3. Ms. Neelam                             |
|         |                                                                           | 4. Mr. Ajay Kumar Singh                   |
|         |                                                                           | 5. Mr. Suresh Kumar                       |
|         |                                                                           | 5. Mr. Anita Kumari                       |
|         |                                                                           | 7. Ms. Kanchana Devi                      |
|         |                                                                           | 8. Ms. Kanchan Kumari                     |
|         |                                                                           | 9. Ms. Susheela Kumari                    |
|         |                                                                           | 10.Mr. Hans Raj                           |
| 13.     | Campus Beautification Committee                                           | 1. Dr. Mamta Parmar                       |
|         |                                                                           | 2. Dr. Bandana Devi                       |
|         |                                                                           | 3. Dr. Asha Singh                         |
|         |                                                                           | 4. Mr. Suresh Kumar                       |
|         |                                                                           | 5. Mr. Hukam Chand                        |
|         |                                                                           | 6. Ms. Anita Kumari                       |
|         |                                                                           | 7. Ms. Kanchana Devi                      |
|         |                                                                           | 8. Ms. Kanchan Kumari                     |
| 14.     | Canteen Committee                                                         | 1. Mr. Sandeep Kumar                      |
|         |                                                                           | 2. Mr. Chander Pal                        |
|         |                                                                           | 3. Mr. Ajay Kumar Singh                   |
|         |                                                                           | 4. Mr. Suresh Kumar                       |
|         |                                                                           | 5. Ms. Anita Kumari                       |
|         |                                                                           | 6. Mr. Sita Ram, Superintendent Grade-I   |

| Sr. No. | Name of Committee                                                                              | Name of Staff              |
|---------|------------------------------------------------------------------------------------------------|----------------------------|
| 15.     | Press & Photography, EventRecording Committee.                                                 | 1. Mr. Hukam Chand         |
|         |                                                                                                | 2. Ms. Anita Kumari        |
|         |                                                                                                | 3. Ms. Kanchana Devi       |
| 16.     | SC / ST / OBC / Minority Cell                                                                  | 1. Dr. Bandana Devi        |
|         |                                                                                                | 2. Mr. Sandeep Kumar       |
|         |                                                                                                | 3. Dr. Asha Singh          |
|         |                                                                                                | 4. Mr. Suresh Kumar        |
|         |                                                                                                | 5. Mr. Hukam Chand         |
|         |                                                                                                | 6. Dr. Saroj Kumari        |
| 17.     | IT / Computer / Website                                                                        | 1. Dr. Asha Singh          |
|         |                                                                                                | 2. Dr. Poonam Chaudhary    |
|         |                                                                                                | 3. Mr. Ajay Kumar Singh    |
|         |                                                                                                | 4. Ms. Neelam              |
|         |                                                                                                | 5. Mr. Hukam Chand         |
|         |                                                                                                | 6. Dr. Saroj Kumari Sharma |
|         |                                                                                                | 7. Mr. Sukh Dev ((JOA IT)  |
| 18.     | NSS Incharge                                                                                   | 1. Mr. Suresh Kumar        |
| 19.     | Rover Incharge                                                                                 | 1. Mr. Ajay Kumar singh    |
| 20.     | Ranger Incharge                                                                                | 1. Dr. Mamta Parmar        |
| 21.     | Red Cross Club                                                                                 | 1. Ms. Anita Kumari        |
| 22.     | Red Ribbon Club                                                                                | 1. Dr. Bandana Devi        |
| 23.     | NCC                                                                                            | 1. Mr. Hukam Chand         |
| 24.     | Eco Club                                                                                       | 1. Dr. Poonam Chaudhary    |
| 25.     | Energy Club                                                                                    | 1. Mr. Sandeep Kumar       |
|         |                                                                                                | 2. Mr. Hukam Chand         |
|         |                                                                                                | 3. Ms. Kanchan Kumari      |
|         |                                                                                                | 4. Mr. Sukh Dev (JOA IT)   |
| 26.     | Road Safety Club                                                                               | 1. Mr. Sandeep Kumar       |
|         |                                                                                                | 2. Mr. Chander Pal         |
|         |                                                                                                | 3. Ms. Kanchana Devi       |
|         |                                                                                                | 4. Ms. Kanchan Kumari      |
| 27.     | Internal Complaint Committee/<br>Women SexualHarassment<br>Cell/Gender Sensitization Committee | 1. Dr. Sanjay Kumar Sehgal |
|         |                                                                                                | 2. Ms. Neelam              |
|         |                                                                                                | 3. Dr. Poonam Chaudhary    |
|         |                                                                                                | 4. Dr. Asha Singh          |
|         |                                                                                                | 5. Kanchana Devi           |
|         |                                                                                                | 6. Ms. Kavita Devi         |
| 28.     | Career Counseling, Guidanceand<br>Placement Cell                                               | 1. Dr. Sanjay Kumar Sehgal |
|         |                                                                                                | 2. Dr. Mamta Parmar        |
|         |                                                                                                | 3. Mr. Sandeep Kumar       |
|         |                                                                                                | 4. Ms. Neelam              |
|         |                                                                                                | 5. Mr. Chander Pal         |
|         |                                                                                                | 6. Dr. Asha Singh          |
|         |                                                                                                | 7. Mr. Ajay Kumar Singh    |
|         |                                                                                                | 8. Mr. Suresh Kumar        |
|         |                                                                                                | 9. Ms. Kanchana Devi       |
|         |                                                                                                | 10.Ms. Kanchan Kumari      |

| Sr. No. | Name of Committee            | Name of Staff                                 |
|---------|------------------------------|-----------------------------------------------|
| 29.     | College Magazine             | 1. Dr. Bandana Devi (Chief Editor)            |
|         |                              | 2. Ms. Neelam (Editor Commerce)               |
|         |                              | 3. Mr. Suresh Kumar (Editor Pahari)           |
|         |                              | 4. Dr. Poonam Chaudhary (Editor Science)      |
|         |                              | 5. Ms. Anita Kumari (Editor Hindi)            |
|         |                              | 6. Dr. Saroj Kumari (Editor Planning)         |
|         |                              | 7. Ms. Kanchana Devi (Editor English Section) |
| 30.     | Prospectus                   | 1. Dr. Mamta Parmar                           |
|         |                              | 2. Dr. Bandana Devi                           |
|         |                              | 3. Dr. Poonam Chaudhary                       |
|         |                              | 4. Mr. Ajay Kumar Singh                       |
|         |                              | 5. Ms. Neelam                                 |
|         |                              | 6. Mr. Hukam Chand                            |
| 31.     | Inter-College Youth Festival | 1. Dr. Mamta Parmar                           |
|         |                              | 2. Dr. Bandana Devi                           |
|         |                              | 3. Ms. Neelam                                 |
|         |                              | 4. Dr. Poonam Chaudhary                       |
|         |                              | 5. Mr. Suresh Kumar                           |
|         |                              | 6. Mr. Hukam Chand                            |
|         |                              | 7. Dr. Saroj Kumari Sharma                    |
|         |                              | 8. Ms. Kanchana Devi                          |
|         |                              | 9. Ms. Kanchan Kumari                         |
| 32.     | Inter College Sports         | 1. Mr. Sandeep Kumar (Sports Incharge)        |
|         |                              | 2. Dr. Poonam Chaudhary (Athletics)           |
|         |                              | 3. Mr. Chander Pal (Cricket & Boxing)         |
|         |                              | 4. Ms. Neelam (Kabadi)                        |
|         |                              | 5. Dr. Asha Singh (Kho-Kho & Chess)           |
|         |                              | 6. Mr. Ajay Kumar Singh (Kabbadi & Chess)     |
|         |                              | 7. Mr. Suresh Kumar (Badminton - Men)         |
|         |                              | 8. Mr. Hukam Chand (Volley Ball & Shooting)   |
|         |                              | 9. Ms. Anita Kumari (Volleyball-Women)        |
|         |                              | 10. Dr. Saroj Kumari (Badminton-Women)        |
| 33.     | Cleanliness Committee        | 1. Dr. Mamta Parmar                           |
|         |                              | 2. Dr. Poonam Chaudhary                       |
|         |                              | 3. Ms. Neelam                                 |
|         |                              | 4. Mr. Ajay Kumar Singh                       |
|         |                              | 5. Mr. Suresh Kumar                           |
|         |                              | 6. Mr. Hukam Chand                            |
|         |                              | 7. Ms. Anita Kumari                           |
|         |                              | 8. Ms. Kanchana Devi                          |
|         |                              | 9. Ms. Kavita Devi                            |
|         |                              | 10. All NSS, NCC, All Club members/volunteers |
| 34.     | Annual Report                | 1. Ms. Anita Kumari                           |
|         |                              | 2. Ms. Kanchana Devi                          |

## **RAGGING**

There will be **Zero Tolerance To Ragging**. Any Student Involved in any form of ragging will be punished accordingly:

- Imprisonment, fine or both.
- Expulsion from the college.
- Suspension from the classes.
- Fine with public apology.
- With holding scholarship or other benefits
- Debarring from representation in events.
- Legal proceeding under criminal law shall be initiated.
- **If any student faces any kind of problem in the college related to ragging, he/she should contact the anti ragging committee immediately.**

The students are directed to fill an online anti ragging undertaking at the website [www.amanmovement.org](http://www.amanmovement.org) or [www.antiragging.in](http://www.antiragging.in)

### **Discipline & other Important Instructions**

The following acts will be considered as misconduct and indiscipline. Any student involved will be punished with fine or suspension/expulsion or both for:-

- Not carrying his/her Identity card.
  - Writing obscenities/ dirty words on blackboards, walls or furniture
  - Banging doors and other items of furniture.
  - Loitering in the college campus, making noise or trying to disturb the classes.
  - Smoking, taking drugs/alcohol, chewing tobacco and spitting in the college campus.
  - Bringing outsiders, miscreants, anti social elements in the campus.
  - Pasting posters on the walls or on the notice board without prior permission of the Principal.
  - Misbehaving with the teachers and other staff members.
  - Holding any meeting in the campus without prior permission.
  - Using mobile phones in the college campus.
  - Removing or breaking the furniture, window pane, plucking flowers, removing notices.
- Eve teasing is a punishable offence. Hence students are advised not to indulge in such kind of activities.

**Note:** Parents and Guardians are requested to remain in touch with the Principal and the teachers regarding the progress of their ward.

## PROPOSED ADMISSION/VACATION/EXAMINATION SCHEDULE OF THE COLLEGE FOR THE SESSION 2025-26

|                                                                                                |                                           |
|------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Submission of admission forms</b>                                                           | <b>01 June 2025 to 19 June 2025</b>       |
| <b>Pre-admission counseling of 1<sup>st</sup> year students</b>                                | <b>13 June 2025 to 19 June 2025</b>       |
| <b>Display of first merit list of 1<sup>st</sup> year students</b>                             | <b>20 June 2025 upto 05:00 PM</b>         |
| <b>Fee to be deposited</b>                                                                     | <b>21 June 2025 to 23 June 2025</b>       |
| <b>Display of second merit list</b>                                                            | <b>24 June 2025 upto 03:00 PM</b>         |
| <b>Fee to be deposited</b>                                                                     | <b>25 June 2025 to 27 June 2025</b>       |
| <b>Orientation of 1<sup>st</sup> year students</b>                                             | <b>28 to 30 June 2025</b>                 |
| <b>Admission of UG 2<sup>nd</sup> year &amp; 3<sup>rd</sup> year Students on Roll On Basis</b> | <b>01 June 2025 to 19 June 2025</b>       |
| <b>Fee to be deposited</b>                                                                     | <b>12 June 2025 to 23 June 2025</b>       |
| <b>Post admission counseling</b>                                                               | <b>24 June 2025 to 30 June 2025</b>       |
| <b>Start of regular teaching for all classes</b>                                               | <b>1<sup>st</sup> July 2025</b>           |
| <b>Enrolment in various activities, clubs and societies.</b>                                   | <b>Till 31 August 2025</b>                |
| <b>Summer Vacations</b>                                                                        | <b>18 May 2025 to 11 June 2025</b>        |
| <b>Diwali break</b>                                                                            | <b>18 October 2025 to 22 October 2025</b> |
| <b>House tests</b>                                                                             | <b>First week of December</b>             |
| <b>Winter vacation</b>                                                                         | <b>01 January 2026- 04 February 2026</b>  |
| <b>Examination for all classes</b>                                                             | <b>26 March 2026 to 10 May 2026</b>       |

## **IMPORTANT DAYS TO BE CELEBRATED**

|                                                   |                                   |
|---------------------------------------------------|-----------------------------------|
| <b>International Day of Yoga</b>                  | <b>21 June 2025</b>               |
| <b>International Youth Day</b>                    | <b>12 August 2025</b>             |
| <b>Teachers' Day</b>                              | <b>5 September 2025</b>           |
| <b>Hindi Diwas</b>                                | <b>14 September 2025</b>          |
| <b>NSS Day</b>                                    | <b>24 September 2025</b>          |
| <b>World Food Day</b>                             | <b>16 October 2025</b>            |
| <b>Foundation Day of Bharat Scouts and Guides</b> | <b>7 November 2025</b>            |
| <b>Indian Constitution Day</b>                    | <b>26 November 2025</b>           |
| <b>NCC Day</b>                                    | <b>27 November 2025</b>           |
| <b>Annual Athletic Meet</b>                       | <b>Last week of November 2025</b> |
| <b>Gandhi Jayanti</b>                             | <b>2 October 2025</b>             |
| <b>World AIDS Day</b>                             | <b>1 December 2025</b>            |
| <b>Science Day</b>                                | <b>28 February 2026</b>           |
| <b>International Women's Day</b>                  | <b>8 March 2026</b>               |
| <b>Annual function 2024-25</b>                    | <b>Second week of March 2026</b>  |
| <b>World Health Day</b>                           | <b>7 April 2026</b>               |

## **HELPLINE NUMBERS:-**

**Anti Ragging Helpline:** 18001805522

**Gudiya Helpline:** 1515

**Women in Distress Helpline:** 7827170170