



Prospectus

Cum

Handbook of Information

ESTD 2015



**GOVERNMENT COLLEGE PANARSA
DISTRICT MANDI (H.P.) 175121**

Website: gcpanarsa.edu.in

@ Email: gcpanarsa2015@gmail.com



From the Principal's Desk

My Dear Students,

I feel immensely proud in welcoming you to this prestigious college which caters to the academic as well as other co- curricular needs of our dear students. The aim of the college is the holistic development of students through various academic, cultural and sports activities. A great emphasis is given to community participation through NSS, Rovers and Rangers and many clubs and societies formed for this purpose.

The college has two well equipped smart classrooms, a music room with interactive board and a library. The new college building is under construction and very soon we hope to shift in the new campus.

We have a team of well qualified and dedicated staff. I am sure that the students will largely benefit from their constant guidance and support.

I hope you have a meaningful and fruitful learning experience in this college.

Best wishes!

Dr. Shefali

INTRODUCTION

What could be more divine than receiving education in God's own land! Village Panarasa opens the corridor to the valley of Gods, the much-famed Kullu Valley. Situated at the right bank of the river Beas, 25 kilometers to the south of Kullu town and 45 kms to the north of Mandi on NH-21. Govt. College Panarasa was established in the year 2015 amid all embracing orchards, green pines and wooded environs. A hundred-year-old Govt. Senior Secondary Panarasa School is in its close vicinity with spectacular Himalayan range and the nearby legendary Parashar Lake. It is an ideal place for a higher learning educational institution. It is like a dream come true to the people of the surrounding areas to have higher education at their doorstep.

At present college offers a graduate program in Arts and Commerce streams. Initially, the college was started in the makeshift accommodation in the premises of the Govt. School. The school authority has been providing all assistance to the college including a huge playground which is open to college students also. The construction work of the new building of college has already started and in near future, the college will have its own campus. The first ever Parent Teacher Association (PTA) has also been constituted so as parents may be made aware of the schemes for students being implemented and various other departmental activities undertaken from time to time: NSS unit of the college has been functional since 2017.

At present the college has seven classrooms. In 2021, out of seven class rooms, two have been transformed into smart classrooms and one room converted into full-fledged library with new furniture and books worth 2 lakhs. Beside it a fully equipped music room with newly added musical instruments exists in college. Raised platforms have been built in all the classrooms. Sports equipment, tools and gears have also been added in the present year.

Cultural fest "Sargam" is organized every year to showcase the cultural activities of the students. The college magazine is another useful platform to hone the writing skills of the budding writers. In fact, the college aims to provide quality education to inculcate excellence among the students so that they can keep in pace with the fast-evolving competition and challenges which they are going to face in their lives. Students are expected to utilize their time positively and creatively in the temple of learning and develop the qualities of humility, compassion, determination and confidence and should strive to become civilized citizens of tomorrow.

FACULTY OF GOVT. COLLEGE PANARSA

Dr. Shefali

Principal

FACULTY OF ARTS

Department of English

Dr. Shefali (Associate Professor)

Department of Political Science

Dr. Khem Chand (Assistant Professor)

Department of Economics

Mr. Hira Singh (Assistant Professor)

Department of Hindi

Mrs. Anita (Assistant Professor)

Department of History

Mr. Krishan Lal (Assistant Professor)

Department of Music (V)

Dr. Nisha Sharma (Assistant Professor)

FACULTY OF COMMERCE

Mrs. Anju Kumari

(Assistant Professor)

Dr. Dimple Jamta

(Assistant Professor)

LIBRARY STAFF

Mrs. Ruma Devi

(Assistant Librarian)

OFFICE STAFF

Mr. Prem Lal (Superintendent Grade-II)

Mrs. Chiter Kala (Senior Assistant)

Mrs. Padma (Junior Assistant)

ADDITIONAL SUPPORTING STAFF

Mr. Sanjay Kumar (Peon-cum-Chowkidar)

Mrs. Meera Devi (Peon-cum-Chowkidar)

Mr. Tek Chand (Peon-cum-Chowkidar)

Mr. Kailash (Peon-cum-Chowkidar)

Mr. Chander (Peon-cum-Chowkidar)

ADMINISTRATIVE, CO-CURRICULAR AND CULTURAL COMMITTEES

Secretary to Staff Council

Dr. Khem Chand

Bursar of College

Mr. Hira Singh

Controller of Examination

Dr. Khem Chand

Deputy Controller of Examination

Mr. Krishan Lal

RUSA

Dr. Khem Chand (Co-Ordinator)

Dr. Dimple Jamta (Asstt. Co-Ordinator)

Campus Development & Beautification

Mrs. Anju Kumari (Convener)

Dr. Dimple Jamta

Mrs. Anita

Dr. Nisha Sharma

Scholarship Committee

Dr. Dimple Jamta (Nodal Officer)

Mr. Krishan Lal

Smt. Padma (Clerk)

Bus Pass Attestation

Mrs. Anju Kumari (Convener)

Dr. Dimple Jamta

Mrs. Anita

Mr. Krishan Lal

Cultural Affairs Committee

Dr. Khem Chand (Convener)

Mrs. Anita

Dr. Nisha Sharma

Student Grievances and Redressal

Dr. Khem Chand (Convener)

Mr. Hira Singh

Mrs. Anita

Sr. Prem Lal Supdt.G-II

General Advisory/ CSCA Committee

Dr. Khem Chand (Convener)

Mrs. Anju Kumari

Mr. Hira Singh

Mr. Krishan Lal

Sexual harassment & Redressal

Mrs. Anju Kumari (Convener)

Dr. Nisha Sharma

Dr. Dimple Jamta

Mr. Krishan Lal

Smt. Chitarkala, Sr. Asstt.

Mrs. Meena Devi (PTA Member)

Anti-Drug Committee

Dr. Khem Chand (Convener)

Mrs. Anita

Dr. Nisha Sharma

College Development Committee

Dr. Khem Chand (Convener)

Mr. Krishan Lal

Dr. Nisha Sharma

Sh. Prem Lal, Supdt. Gr.II

Mrs. Padma Devi, Clerk

Discipline Committee

Mr. Hira Singh (Convener)

Dr. Nisha Sharma

Mr. Krishan Lal

Mrs. Anita

Disaster Management Committee

Dr. Khem Chand (Convener)

Mr. Hira Singh

Mrs. Anju Kumari

Dr. Dimple Jamta

ADMINISTRATIVE, CO-CURRICULAR AND CULTURAL COMMITTEES

Covid Management Cum Supervising Committee

Dr. Khem Chand (Convener)
Mr. Hira Singh
Dr. Nisha Sharma
Sh. Prem Lal, Supdt. Gr.-II

Eco/Energy/Road Safety/ Red Ribbon /Red Cross Club

Mr. Hira Singh (Convener)
Dr. Nisha Sharma
Mr. Krishan Lal
Mrs. Anita

Discipline Committee

Dr. Khem Chand (Convener)
Mr. Hira Singh
Dr. Dimple Jamta
Dr. Nisha Sharma

College Magazine Editorial Committee

Chief Editor: Dr. Shefali

Editors:

Dr. Shefali (English Section)
Mrs. Anita (Hindi Section)
Mrs. Anju Kumari (Commerce Section)
Dr. Khem Chand (Pahari Section)

Standing Building Fund Committee

Principal	Chairperson
Dr. Khem Chand	Secretary
Mr. Krishan Lal	
PTA President	
E.E. HPPWD/A.E. HPPWD	
President CSCA	

Women Cell

Mrs. Anju Kumari (Convener)
Dr. Dimple Jamta
Mrs. Anita
Dr. Nisha Sharma
Mrs. Ruma Devi

Library Committee

Mr. Hira Singh (Convener)
Dr. Dimple Jamta
Dr. Nish Sharma
Mrs. Ruma Devi

Career Guidance & Counselling Cell

Dr. Khem Chand (Convener)
Dr. Dimple Jamta
Mrs. Anita

Press Committee

Mrs. Anita (Convener)
Mr. Krishan Lal
Dr. Nisha Sharma

NSS Programme Officer

Dr. Khem Chand
Mrs. Anita
Smt. Padma Devi
Sh. Chander Singh, Peon

University Forms Verification & Attestation Arts

Dr. Khem Chand (Convener)
Mr. Hira Singh
Mrs. Anita

ADMINISTRATIVE, CO-CURRICULAR AND CULTURAL COMMITTEES

University Forms Verification & Attestation Commerce

Mrs. Anju Kumari (Convener)
Dr. Dimple Jamta

NSS Advisory

Dr. Khem Chand (Convener)
Mrs. Anita
Mr. Krishan Lal

Purchase Verification Committee

Dr. Khem Chand (Convener)
Mr. Krishan Lal
Sh. Prem Lal, Supdt. Gr-II

IQAC/NAAC Committee

Dr. Shefali (Chairperson)
Dr. Khem Chand (NAAC Co-ordinator)
Mr. Hira Singh
Mr. Krishan Lal
Dr. Dimple Jamta
Dr. Nisha Sharma
Sh. PremLal Supdt. G-II

Electoral Literacy

Dr. Khem Chand

Sports Committee

Mr. Hira Singh (Incharge)
Mrs. Anju Kumari
Dr. Dimple Jamta
Mrs. Anita

Rover Ranger Committee

Unit Leader: Principal
Rover Leader: Mr. Hira Singh
Ranger Leader: Mrs. Anita

College Website Committee

Mr. Hira Singh (Convener)
Dr. Dimple Jamta
Mr. Krishan Lal

Time Table Committee

Mr. Hira Singh
Mrs. Anju Kumari

Swachh Bharat Summer Internship

Dr. Khem Chand (Nodal Officer)
Sh. Prem Lal, Supdt. Gr-II

Prospectus Committee:

Mr. Hira Singh (Convener)
Mr. Krishan Lal
Dr. Dimple Jamta
Mrs. Padma Devi Clerk

AISHE (All India Survey on Higher Education)

Dr. Dimple Jamta (Nodal Officer)

FCA/Building Construction Liaison Officer

Dr. Khem Chand

Sanitisation Committee:

Dr. Dimple Jamta, (Convener)
Mrs. Anita
All Non-Teaching staff

Rozgar Mela Committee

Dr. Khem Chand (Convener)
Dr. Dimple Jamta
Mrs. Anita
Dr. Nisha Sharma

Stock Verification Committee

Dr. Khem Chand (Convener)
Dr. Dimple Jamta
Mr. Hira Singh
Sh. Prem Lal Supdt. G-II

CONDUCT AND DISCIPLINE

- Ragging is strictly banned in the college. There shall be no ragging in and around the college.
- Ragging means any type of physical or mental torture, done by any individual or group, either by words or by conduct, which gives an apprehension in the mind of a person that he cannot pursue his studies free from any mental disturbance/torture created thereby.
- Following nefarious activities will be considered gross misconduct and can lead to fine or suspension/expulsion:
 - a. Writing obscenities/ dirty words on black boards, walls or furniture.
 - b. Aimlessly loitering in the corridors, raising noise or attempts to disturb classes.
 - c. Smoking or taking Drugs/Alcohol etc. in the campus.
 - d. Any attempt to damage the furniture or other property of the campus.
 - e. Pasting posters on the walls or notices on the Notice Board without Principal's permission.
 - f. Misbehaving with the college staff.
 - g. Using mobile phones in the class room and playing music on the cell phones in the campus.
 - h. Bringing outsiders, miscreants or anti social elements in the campus.
- Students who participate in sports or other extra-curricular activities/educational tours must produce written permission from their parents/guardians.
- Every student must carry with his/her identity card which is issued to him/her when he/she joins the college. He/she must produce the identity card whenever demanded.
- Parents/Guardians are requested to remain in touch with the college Principal and the concerned teachers regarding the progress of their wards.

Choice Based Credit System: Annual system from 2018-19

Implementing the guidelines of RUSA HP Govt, has switched over to annual system of examination from session 2018-19 onwards. The academic council of Himachal Pradesh scrapped the semester system and started annual system under the RUSA from 2018 onwards.

The CBCS provides opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing 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:

A course, which should compulsorily be studied by a candidate as a core requirement termed as a Core course.

2. Elective Course:

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

2.1 Discipline Specific Elective (DSE) Course (2 Each for regular courses):

Elective courses may be offered by the main discipline/ subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

2.2 Dissertation/Project:

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

2.3 Generic Elective (GE) Course:

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

P.S.: 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 (AEC)/Competency Improvement Courses/Skill Development Courses/Foundation Course:

The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC) "AECC courses are the courses based upon the content that leads to Knowledge enhancement. They are: (1) Environmental Science, (ii) English/MIL Communication) are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 Ability Enhancement Compulsory Course (AECC):

Environmental Science, English Communication/MIL Communication.

3.2 Skill Enhancement Courses (SEC) (Minimum 4):

These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

Course structure:

There are total of four core courses (DSC-1) In main subject and four core courses (DSC-2) in second subject that students are required to take across first two years. In addition to core courses in main subject student will choose two discipline specific elective (DSE) from main subject and two DSE from second subject of study in third year. Skill enhancement courses (SEC) course are offered in second and third year and four such courses have to be selected from main subject. Student of BA programme will select any two generic elective courses (GE) from unrelated discipline/subject other than main subject and second subject of study.

Contact Hours:

Each course has 5 lectures and 1 tutorial per week in case of DSC, DSE and GE courses 4 lectures and 2 practical/tutorial per week in SEC courses.

Contact Hours:

This is a three-year course. The degree will be awarded when candidate clears all courses within a maximum Period of 5 years from the date of admission to this course.

NOTE: A candidate failing in either one or two subjects/paper will be given compartment in that subject/paper and will be eligible for promotion to next class. Two chances (one at supplementary stage and one at annual exam stage will be given to clear the compartment candidate failing in three or more subjects/paper will be treated as failed in that year and will be required to repeat the entire year.

Year wise course Structure for CBCS B.A. & B.Com Programmes based on annual system

Year	Courses to be studied	Credits	Cumulative Credits
1st Year	1. AECC-I English	4	44
	2. AECC-II Environmental science	4	
	3. Compulsory Hindi	6	
	4. Compulsory English	6	
	5. DSC-1A (main subject)	6	
	6. DSC-1B (main subject)	6	
	7. DSC-2A (second subject)	6	
	8. DSC-2B (second subject)	6	
2nd Year	1. Compulsory Hindi	6	44
	2. Compulsory English	6	
	3. DSC-1C (main subject)	6	
	4. DSC-1D (main subject)	6	
	5. DSC-2C (second subject)	6	
	6. DSC-2D (second subject)	6	
	7. SEC-2 (main subject)	4	
	8. SEC-2 (main subject)	4	
3rd year	1. DSE-1A (main subject)	6	44
	2. DSE-1B (main subject)	6	
	3. DSE-2A (second subject)	6	
	4. DSE-2B (second subject)	6	
	5. SEC-3 (main subject)	4	
	6. SEC-4 (main subject)	4	
	7. GE-I	6	
	8. GE-II	6	
Total Credits		132	132

Choosing a programme of study:

Candidate seeking admission in BA programme is required to one of the disciplines listed below as a main subject (DSC-1) which comprises two papers. There after students must choose second subject as DSE -2 from the list of subjects given in the table below which also comprises two papers

Sr. No.	Main Subject (DSC-1)	Second Subject (To be chosen one of them) (DSC-2)
1	English	History, Pol. Science, Music (v) and Economics
2	Hindi	History, Pol. Science, Music (v) and Economic
3	Economics	History, Pol. Science, Hindi, English and Music (v)
4	Political Science	History, Hindi, English, Music (v) and Economics
5	History	Pol. Science, Hindi, English Music (v) and Economics
6	Music (v)	Pol. Science, Hindi, English and Economics

Courses offered in Bachelor of Arts (BA)

Students of B.A.1st Year have to take following eight papers in the 1st year:

Core Courses DSC-1A	Other Core Course DSC-2	Compulsory Elective	AECC
DSC-1A	DSC-2A	English (Compulsory)	AECC Environment
DSC-1B	DSC-2B	Hindi (Compulsory)	AECC English/Hindi

Courses offered in Bachelor of Commerce (B.Com)

Sr. No.	Core Courses	Compulsory Elective	AECC
1	Financial Accounting, Business Organization and Management, Business Law, Business Mathematics and Statistics	English (Compulsory) Hindi (Compulsory)	AECC Environment AECC English/Hindi

Compulsory Papers B.A. 1st Year and B. Com 1st year

Following four subjects are Essential:

1. Compulsory English (Language Core)
2. Compulsory Hindi (Language Core)
3. AECC Environment Studies
4. AECC English/Hindi (One of them)

Eligibility

First Year

1. A candidate should pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by H.P. Board of School Education or an examination accepted as equivalent there to by the various bodies of the University.
2. Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. Programme.
3. A candidate passed 10+2 with one subject as mathematics or economic is also eligible to take admission in Commerce Stream.
4. Provided that the candidates who have passed qualifying examination with arts stream/humanities shall be given preference in admission to BA programme.
5. The Candidate in 1st Year of UG Course will be admitted on the merit basis (percentage of marks/grade obtained in 10+2 examination).
6. The student with compartment case is not eligible for admission.

Second Year / Third Year

A candidate must have appeared/passed in the Previous Year University Examinations.

Other Conditions are as per University Norms.

Age Limit

Maximum age limit for admission to B.A./B. Com courses is 23 for male candidates who belong to the general category and 25 years for girls as on 1st July 2023. A relaxation of 3 years is applicable to candidates belonging to SC/ ST category. The Vice Chancellor may permit age relaxation up to maximum of 6 months.

Admission Process

- 1.The candidate seeking admission in the college has to apply online at gcpanarsa.edu.in
- 2.The students can approach the College Guidance and Counselling Committee in case they find any difficulty in filling up of the admission form during the college hours.
- 3.The fresh applicant needs to register on the online admission portal and once registered, will use the created **User Id** and **Password** to fill up the application. Then the student will have to pay the prospectus fee.
- 4.Once submitted, the application will be verified by the admission committee.
- 5.The merit lists will be displayed as per schedule mentioned in the prospectus.
- 6.Applicants seeking admission in first year are required to present themselves against the counselling committee as per the scheduled in the merit list.
- 7.After the approval of counselling applicants are advised to deposit their fee online by using UPIs (BHIM/Google Pay/ Phone Pay/ Paytm)/Mobile/Internet Banking/Debit Card.

Note: Only online mode of application and fee submission is accepted

Documents Required to Be Uploaded with the Form:

- 1.Matriculation certificate for Date of Birth.
- 2.10+2 marks sheet.
- 3.H.P. Domicile certificate for girl students (for exemption in tuition fee).
- 4.Minimum 40% disability certificate, sports/cultural quota and category certificate in case of students seeking admission against these seats.
- 5.Original character certificate from Head of the Institution last attended. In case of private candidates, the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor but not older than 6 months from the day of submission of admission form.
- 6.For seat against the 'single girl child category' an Affidavit proclaiming the same from the parents is to be submitted with the admission form.
- 7.A student seeking admission from Board/University other than H.P. will have to upload the copy of migration certificate and the original certificate has to be submitted at the time of counselling.

8. Certificate of SC/ ST (if applicable) from Magistrate Class-1 (Authorized Signatory)

9. Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence/ affidavit as proof of his/ her activities during the period of gap.

Students Course wise Continuous Comprehensive Assessment (CCA) and Evaluation

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

1. **Term End Examination:** It is of three-hour duration covering whole syllabus of the course and counts for 70% in theory for Arts and Commerce where practical is not involved. For the subjects/courses where practical is involved it is 50% in theory, 20% in practical and 30% in CCA/IA.
2. Continuous Comprehensive assessment (CCA): For determining CCA following procedure is applicable:
 - 5 marks for attendance.
 - 15 marks for house test/mid term to be taken on completion of 75% of syllabus.
 - 10 marks for assignments, tutorials, general behaviour of student
 - Total marks of CCA: 30

Classroom Attendance: Each student will have to attend a minimum of 75% Lectures/ Tutorials/ Practical's. A student having less than 75% attendance will not be allowed to appear in the Term End Examination.

1. Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
2. Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital.
3. Provided that exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g., NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
4. Provided further that those getting the exemptions, except for those getting exemptions for co-curricular activities will not be entitled for getting the CCA marks for classroom attendance as given below.

Classroom Attendance Incentive:

Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to percent attendance) will be awarded CCA marks as follows:

- > 75% but < 80% 1 marks
- > 80% but < 85% 2 marks
- > 85% but < 90% 3 marks
- >90% but < 95% 4 marks
- > 95% 5 marks

The registration for the Term End Examination will be done at the time of the enrolment for the course. The fee for the Term End Examination will also be collected at that time as decided by the university from time to time.

Leave Rules and Fine

- A student can proceed on leave with prior permission of the Principal but the application should also be signed by the parents of the student and duly recommended by the tutor.
- A tutor can recommend leave up to maximum of five days and leave for longer duration will be sanctioned by the Principal.
- Leave on account of illness if it is for more than three days must be accompanied by Medical Certificate.
- Student's participation in various inter college games or other competitions including youth festival, tour etc. will have to get their leave sanctioned by the Principal with prior recommendation of their incharges concerned before their departure.
- The name of a student will be struck off from the college roll in case he/she does not attend continuous classes for workshop days.
- The students can seek re-admission twice during the session. First re-admission will be allowed within three days after the name is struck off after paying a fine of 100/- and a fine of 200/- will be charged for the second re-admission within 10 days after the name is struck off from the rolls.

Identity Card:

- Identity card is the most important document of the college student, because it is the only identification for anyone to establish that one is a student of the college.
- Any 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 documents, and one has to produce one's Identity card in order to establish one's identity.

- Students are not permitted to replace the photograph pasted on the Identity card for any reason whatsoever.
- If Identity card is lost, one has to file an F.I.R. in order to get a duplicate Identity card issued.
- In event of inspection of Identity card during surprise check 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.
- In case, the Identity card gets misplaced, misused by anti-social elements the student concerned shall be held responsible for his/her deeds. It is the personal responsibility of the student to keep his/her identity card in safe custody.
- All the students are directed to collect their identity cards and complete the formalities related to their identity cards within one week of admission.

Facilities and Co-curricular Activities in the College:

CSCA:

The CSCA (College Students Cultural Association) is formed by the College every year according to Himachal Pradesh University guidelines on the basis of merit based nomination.

Clubs and Societies:

The college has various clubs and societies to inculcate community participation among the students. The students can join one of the following clubs/societies according to his/her interest in the field of choice:

- Eco Club
- Red Ribbon Club
- Literary Society
- Humanities Society
- Commerce Society

NSS (National Service Scheme):

NSS is very important part of the activities of any educational institute. It helps in developing the spirit of service for the community. The College formed one unit of around fifty NSS volunteers who engage in campus beautification and cleanliness and other services of the community. Various awareness drives are undertaken by the NSS unit.

Rovers & Rangers:

The College has recently established a well organized units of Rovers & Rangers.

Sports:

The College provides facilities to sportsmen who wish to make a mark in games. The discipline in which the college plans to prepare teams for University Championships

are: Athletics and Volley-Ball. The college provides various incentives for the students participating in competitions held at University/State/Zonal/National Level. A committee of teachers will decide the formation of teams to represent the college in different tournaments.

The college also provides guidance to students for participation in various competitions. These items are Music (Vocal), Debates, Declamation, Quiz, Poetic Symposium, Painting, Dance, Poster Making and Rangoli etc.

Career Guidance and Placement Cell:

This cell helps students by providing guidance about career options and information about job placements through various Govt. and private agencies. It arranges lectures by experts and concerned officials for selection of better & suitable career options.

Annual Prize Distribution Function:

Annual prize distribution function is an occasion to award students who excel in the fields of Academics, Sports, cultural, NSS and other activities. The rules for the prizes will be notified one month prior to the celebration.

PTA (Parent-Teachers Association):

There is a Parent-Teachers Association in the college with the objective to have participation of parents for development of the institution. The executive committee of PTA is elected during the month of August every year. There is a General Body of PTA comprising:

- Parents or guardians
- Colleges Teachers
- The principal of the college as the patron

College Magazine: The College publishes its magazine "*Arjikiya*" annually which provides a forum to the students with a flair for writing.

Educational/Study Tours:

Educational/Study tours are organized so that the students do not remain within the confines of their curriculum and can extend outside the boundaries of the classroom and academics. The NSS volunteers who are regular in their attendance and have good conduct will be eligible for the tour. Students will have to produce a written permission from their parents for joining such tours. No tour can be organized without accompanying of any teacher and prior permission of the college administration.

College Library

The college library is having about 1500 books in various subjects, magazines, and newspapers. Recently our college has registered in NDLI (National Digital Library of India). National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services containing textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media for the learners/user's community. Students can approach this facility with the help of library staff.

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

- All the students on the rolls of the College shall be eligible to become members of the College library.
- Every student is entitled to borrow two books for a period of 15 days from the library.
- 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, return of the book.
- In case a book is found mutilated, torn, defaced or misplaced, the actual cost of the book plus 20% of the original cost will be charged from the student.
- Reference books are to be consulted in the library itself after obtaining permission from the Librarian.
- The College also operates a book bank from which text books are loaned to poor students of all categories on payment of a nominal security, (i.e., actual cost plus 20% and maintenance charge of Rs. 2/- per book).

Note: Students can get their library security refunded within one year after leaving the College; otherwise, the security stands forfeited.

Scholarships:

The college has provision for the following scholarships under state and central government sponsored scholarships schemes:

1. Post Metric Scholarship Scheme to SC/ST/OBC Students.
2. Dr. Ambedkar post matric scholarship scheme for EBC students.
3. Post matric scheme to students belonging to minority community.
4. IRDP Scholarship.
5. Kalpna Chawla Chhattarviti Yojna.
6. Dr. Ambedkar Post Matric Scholarship for DNT Students.
7. Government of India scholarship for the handicapped students.
8. Poverty cum Merit Scholarship.

Note: The date of submission of applications for these scholarships will be displayed on the college notice board in due course.

Fee & Funds

Particular	B.A./ B.Com 1st year		B.A./B.Com 2nd Year		B.A./B.Com 3rd Year	
	Boys	Girls	Boys	Girls	Boys	Girls
Admission fee	25	25	25	25	25	25
Tuition fee	600	0	600	0	600	0
Sports fee	15	15	15	15	15	15
Youth welfare Fee	15	15	15	15	15	15
University Development fee (100 for IRDP/BPL)	250	250	0	0	0	0
Holiday Home fee	2	2	2	2	2	2
Library Security fee	100	100	100	100	100	100
Building fund	120	120	120	120	120	120
Identity Cards	10	10	10	10	10	10
NCC Fund	10	10	10	10	10	10
House Exam	80	80	80	80	80	80
College Magazine	50	50	50	50	50	50
Students Aid fund	2	2	2	2	2	2
Medical fund	6	6	6	6	6	6
Amalgamated fund	300	300	300	300	300	300
Campus Development & Beautify fund	10	10	10	10	10	10
Furniture Replacement fund	10	10	10	10	10	10
Furniture repair fund	10	10	10	10	10	10
Society Club fund	5	5	5	5	5	5
Book replacement fund	25	25	25	25	25	25
Cultural activities fund	20	20	20	20	20	20
Rover Ranger/Scout & Guide fund	60	60	60	60	60	60
Computer & Internet fund	20	20	20	20	20	20
Sports fund	240	240	240	240	240	240
Red cross	40	40	40	40	40	40
Continuation fee (only for 2nd and 3rd year students)	0	0	10	10	10	10
PTA	500	500	500	500	500	500
Total	2525	1925	2285	1685	2285	1685
Music/Commerce Practical Fee	180	180	180	180	180	180
G. Total	2705	2105	2465	1865	2465	1865

Note:

1. Every Student must pay dues on the dates notified from time to time.
2. Failure to pay dues on due date will amount a fine of Rs 10/- per day.
3. Exemption of Tuition Fee will be available to the Himachali Girls only, subject to the Bonafede Himachali Certificate.
4. Rs. 500/- yearly will be charged towards PTA Fund.
5. Rs. 100/- will be charged from students who migrating from other college on account of Library security.
6. Fine for absence per period Rs. 1/- and Rs. 100/- per paper in House Examination.
7. Fees and funds once paid shall not be refunded in any case.

Note: The above fee and funds are subject to change as per HPU/SPU/HP Govt. instructions.

Admission/Vacation/Examination schedule 2023-24

Particulars	Peord	Days
Admission and regular Study Schedule		
Submission of admission forms for the session 2023-24	30-06-2023 to 08-07-2023	8 days
Display of 1st Merit List	08-07-2023 at 5:00 PM	
Fee to be Deposited	10-07-2023 to 12-07-202	3 days
Display of 2nd Merit List	12-07-2023 at 5:00 PM	
Fee to be Deposited	13-07-2023 to 14-07-2023	2 days
Orientation of 1st year Students	15-07-2023 to 17-07-2023	2 days
Regular Teaching	18-07-2023 to 10-11-3023	116 days
	16-11-2023 to 31-12-202	46 days
	06-02-2024 to 31-03-2024	55 days
	Total working days	217
Vacation Schedule		
Summer Vacation	05-06-2023 to 29-06-2023	25 days
Diwali Break	11-11-2023 to 15-11-2023	5 days
Winter Vacations	01-01-2024 to 06-02-2024	35 days
	Total Vacation Period	65 days
Examination/Evaluation Schedule	01-04-2024 to 23-05-2024	53 days

Committee for Admission 2023-24

Chief Convener: Dr. Khem Chand

Convener: Mrs. Anju Kumari

Members of Admission Committee (Arts)

B.A. 1st Year

Mr. Hira Singh

Mr. Krishan Lal

Mrs. Ruma Devi

B.A. 2nd and 3rd Year

Mrs. Anita

Dr. Nisha Sharma

Members of Admission Committee (Commerce)

For All Classes

Mrs. Anju Kumari

Dr. Dimple Jamta

Sexual Harassment Prevention:

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act that seeks to protect, prevent and redress the complaints of women from sexual harassment at their workplace. This will contribute to realization of their rights and gender equality along with sense of security resulting in economic development.

This act covers students in schools and colleges where authorities set up grievance committee to investigate the complaints. Under this act, the following committee members can be contacted in case of any incident of sexual harassment in the college campus.

Sexual Harassment & Redressal:

Mrs. Anju Kumari (Convener)

Dr. Nisha Sharma

Dr. Dimple Jamta

Mr.. Krishan Lal

Mrs. Chitarkala, Sr. Asstt.

Mrs. Meena Devi (PTA Member)

Tentative Academic & Cultural Calendar 2023-24

Regular Teaching	: 18th July, 2023
Address to the students by Principal	: 20th July, 2023
Independence Day celebration	: 15th August, 2023
Teacher's Day	: 5th September, 2023
PTA General House	: 2nd Week of September, 2023
CSCA Election	: As per University Schedule
Hindi Diwas Celebration	: 14th September, 2023
NSS Day	: 24th September, 2023
College Sports Meet	: Last Week of September, 2023
Literary Society Function	: Last Week of September, 2023
Career Counselling Programme	: 1st Week of October, 2023
Blood Donation Camp	: Month of October, 2023
National Education Day Celebration	: 11th November, 2023
World AIDS Day	: 1st December, 2023
Mid-Term Examination	: 2nd Week of December, 2023
NSS Special Camp	: 1st Week of February, 2024
International Mother Language Day	: 23rd February, 2024
International Women's Day	: 8th March, 2024
CSCA Function	: Last Week of March, 2024
Annual Prize Distribution Function	: Last Week of March, 2024
Cleanliness Campaign	: 2nd and 4th sat. of every Month
International Yoga Day	: 21st June, 2024

RAGGING: A PUNISHABLE OFFENCE

THE HIMACHAL PRADESH EDUCATIONAL INSTITUTIONS (PROHIBITION OF RAGGING) ACT, 2009

PROHIBITION OF RAGGING) ACT, 2009 defines "ragging" means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

1. Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
2. Violate the status, dignity and honour of such students; or
3. Expose students to ridicule and contempt and affect their self-esteem; or
4. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

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

College Helpline No.

Dr. Shefali	: 94180-37075
Dr. Khem Chand	: 70184-37243
Prof. Anju Kumari	: 70186-14834
Prof. Hira Singh	: 78073-65165
Prof. Anita	: 98050-19071
Prof. Dimple Jamta	: 89881-05552
Prof. Krishan Lal	: 88940-48857
Dr. Nisha Sharma	: 89881-27441
Smt. Ruma Devi (Librarian)	: 94180-22168
Sh. Prem Lal (Superintendent)	: 78764-25905
Smt. Chiter Kala (Sr. Assistant)	: 94186-94227
Smt. Padma (Jr. Assistant)	: 94182-00915



**TOLL FREE
UGC HELPLINE NO.
1800-180-180-5522**



**No mobile
phones**

Use of mobile phone is strictly prohibited in the classrooms and the campus as per Government instructions. Strict action will be taken against defaulters.