



GOVT. PG COLLEGE NERWA

District Shimla (H.P.)



ARTS, SCIENCE & COMMERCE

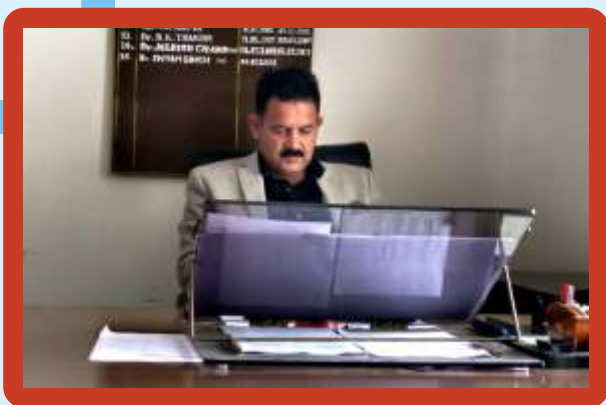
PROSPECTUS-CUM-HANDBOOK
OF INFORMATION SESSION
2023-24



Online Admission link
<https://gdcnerwa.highaltereducation.in>

Contact us : Telefax : +91-1783-264576
Email : principalgdcnerwa@gmail.com | Website : <http://gdcnerwa.edu.in>





Message From The Principal's Desk

Dear Students !

I take this opportunity to welcome you all to one of the most exciting & rewarding phase of your life. College education marks a transition from a controlled environment of the school to a highly autonomous & free environment of college. This autonomy & freedom further demands self discipline & a sense of responsibility on your part. Higher education, being at the apex of the educational structure, is instrumental in the progress of our society & nation.

According to Sh. Rabindra Nath Tagore; "Education means enabling the mind to find out that ultimate truth which emancipates us from the bondage of dust and gives us wealth not of things but of inner light, not of power but of love. It is a process of enlightenment. It is divine wealth. It helps in realization of truth". Higher education opens up new vistas of experiences for you to evolve & grow as upright citizens & fulfilled individuals. It helps you identify your talent and nurture it to take maximum advantage of the powers waiting to be unleashed from within.

The complete emergence of the inner force available within you can be realized through the power of knowledge. To help the students realize their hidden potential and hone their innate skills and talents, a large number of activities, like: Sports and Games, Cultural Activities, Declamation Contests, Quiz Competitions, Career Counselling and Guidance, NSS, NCC and various Clubs and Societies have been devised to make your sojourn in this college more enriching and fruitful.

We expect good qualities of discipline, punctuality, honesty, volunteerism, chivalry and hard work from each one of you to help us create the best environment for learning in this institution of higher education.

"With Best Wishes & Blessings"

*Balbir Sagar Kalsaik
Principal (off.)*



ABOUT THE COLLEGE

The beautiful place "Nerwa" in Shimla district (Himachal Pradesh) in Chopal constituency is in the lap of Churdhar Peak and is surrounded by numerous snow-capped peaks with several beautiful and culturally rich villages, at the foot of which flows the river Salvi, and on the other side the peaks of Uttarakhand. Government Degree College Nerwa is one of the higher educational institutions at one of the best places in the city, surrounded by a beautiful pine forest.

The college was taken over by the state government on June 13, 2002 and was earlier known as S.D. College. Till September 2017, the college was housed in the old S.D. College building. After that the college got its beautiful and infrastructurally rich building with immense facilities. This was handed over to the society in September 2017 by Hon'ble Chief Minister Virbhadra Singh. Now the college is spread over 40 bighas of land connected with a road and a large parking area. The college has well equipped laboratories, IT laboratory and sports facilities like a dedicated gymnasium, badminton court, volleyball court and table tennis room. In addition, the college has its own playground and canteen. The college has large classrooms and an examination hall.

Government Degree College Nerwa is also known for its experienced and intellectual faculties of Arts, Commerce and Science. Students from nearby regions Himachal Pradesh, Uttarakhand and Nepal also prefer this college for their studies. This institution is always ready to serve the society through education, culture, sports, NSS etc.



COLLEGE STAFF	
TEACHING STAFF	
<i>Faculty of Arts</i>	
Economics	1. Vacant
English	1. Prof.Sanjeev Kumar (Assistant Professor)[M.A. (English) MPhil.,NET,SET] 2. Prof. Seema (Assistant Professor) [M.A. (English) MPhil., SET]
Hindi	Guest Faculty
History	Guest Faculty
Music (Vocal)	Vacant
Physical Education	Prof. Balbir Singh Kalsaik (Assistant Professor) [M.P.Ed., M.Phil.]
Political Science	Prof. NarenderNegi (Assistant Professor) [M.A. (Political Science), M.Phil.]
Sanskrit	Prof. Dinesh Sharma (Assistant Professor) [VishistShastri, M.A. (Sanskrit), D.El.Ed., B.Ed., SET, NET]
<i>Faculty of Commerce</i>	
Commerce	1. Prof. Ravinder Kumar (Assistant Professor) [M.Com.,M.Phil, M.B.A.] Vacant
<i>Faculty of Science</i>	
Botany	Guest Faculty
Chemistry	Vacant
Mathematics	Vacant
Physics	1. Guest Faculty 2. Vacant
Zoology	Dr. Vikas Suman (Assistant Professor) [M.Sc. (Zoology), Ph.D., NET]

NON-TEACHING STAFF	
Library Staff	Vacant
	Sh. Narayan Singh
	Librarian
	Assistant Librarian

Ministerial Staff	Sh. Tapinder Mehta	Superintendent (Grade-I)
	Sh. Manohar Chamsan	Superintendent (Grade-II)
	Vacant	
	Smt. Anita Devi	Clerk
	Vacant	JOA (IT)
	Smt. Anita Ranta	Clerk
	Vacant	Clerk
Laboratory Staff	Sh. Surender Dutt Sharma	Storekeeper
	Sh. Dinesh Mehta	SLA
	Sh. Rajinder Thakur	JLA
	Sh. Rajinder Pista	JLA
	Vacant	SLA
	Vacant	JLA
	Vacant	Peon Class
Class Fourth Staff	Smt. Nazru Devi	Peon
	Smt. Santoshi Devi	Peon
	Vacant	Peon
	Vacant	Chowkidar
	Smt. Dhyani Devi	Sweeper

ADMINISTRATIVE COMMITTEES

Session 2023-24

1) Prospectus-cum-Handbook of Information Committee: 1. Prof. Ravinder Kumar (Convenor) 2. . Prof. Sanjeev Justa 3 Prof. Dinesh Sharma 4. Smt. Anita Ranta	2) College Advisory Committee: 1. Prof. Balbir Singh Kalsaik (Convenor) 2. Prof. Ravinder Kumar 3. Dr. Vikas Suman 4. Sh. (Supdt.)
3) Career Counselling and Placement Cell: 1. Prof. Ravinder Kumar (Convenor) 2. Dr. Vikas Suman 3. Prof. Narender Negi 4. Prof. Sanjeev Justa	4) UGC Affairs Committee: 1. Dr. Vikas Suman 2. . Prof. Sanjeev Justa 3. Prof. Seema Justa 4. Sh. Tapinder Mehta 5. Smt. Anita Ranta
5) Grievance and Redressal Cell: 1. Dr. Vikas Suman (Convenor) 2. Prof. Narender Negi 3. Prof. Sanjeev Justa	6) Local Purchase Committee: 1. Prof. Ravinder Kumar (Convenor) 2. Prof. Narender Negi 3. Sh. Dinesh Mehta 4. Sh. Narayan Lathta

7) Academic Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Dr. Vikas Suman 4. Prof.Sanjeev Justa 5. Smt. Anita Samta 6. Smt.Anita Ranta	8) College Land Affairs Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof.Narender Negi 4. Sh. Tapinder Mehta 5. Smt.Anita Samta 6. Sh. Surender Sharma
9) Time Table Committee: 1. Prof. Ravinder Kumar <i>Convenor</i> 2. Prof. Sanjeev Justa 3. Prof. <i>Dinesh Sharma</i> 4. Sh.Rajinder Pista 5. Sh. Rajinder Thakur	10) Campus Beautification Committee: 1. Prof. Ravinder Kumar <i>Convenor</i> 2. Prof. Seema 3. Prof. Dinesh Sharma 4. Sh. Narayan Lathta 5.Sh.Rajinder Pista
11) Electrical and Water Repair Committee: 1. Prof. Ravinder Kumar (<i>Convenor</i>) 2. Dr. Vikas Suman 3. Sh. Narayan Lathta 4. Sh. Dinesh Mehta 5. Sh.Rajinder Thakur 6. Sh. Suriender Sharma (Store Keeper)	12) Sports, Cultural and Co-curricular Activities Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Narender Negi 3. Prof. Sanjeev Justa 4. Prof.Seema Justa 5. Smt. Anita Samta
13) College Magazine Committee: 1. (<i>Hindi Section</i>) 2. Prof.Sanjeev Justa(<i>English Section</i>) 3. Prof. Narender Negi (<i>Pahari Section</i>) 4. Prof. Dinesh Sharma (<i>Sanskrit Section</i>)	14) AISHE Committee: 1. Prof.Sanjeev Justa <i>Nodal Officer</i> 2. Prof. Seema Justa 3. Prof. Dinesh Sharma 4. Sh. Rajinder Thakur
15) Sports and Youth Festival Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi 4. Prof.Sanjeev Justa 5. Prof. Seema Justa 6. Prof. Dinesh Sharma 7. Smt.Anita Samta 8. Smt.Anita Ranta	16) House Examination Committee: 1. Prof. Ravinder Kumar (<i>Controller</i>) 2. Prof.Sanjeev Justa (<i>Convenor</i>) 3. Prof. Dinesh Sharma 4. Sh. Dinesh Mehta 5. Sh. Prem Dipta 6. Smt. Anita Ranta
17) Disaster Management Committee: 1. Prof. Narender Negi (<i>Convenor</i>) 2. Prof. Dinesh Sharma 3. Prof. Seema 4. Sh.Dinesh Mehta 5. Sh. Rajinder Pista	18) Scholarship Committee: 1. Prof. Sanjeev Justa <i>Nodal Officer</i> 2. Smt. Anita Samta 3. Sh.Surender Sharma

19) RUSA Committee: 1. Prof. Sanjeev Justa (<i>Convenor</i>) 2. Prof. Narender Negi 3. Sh. Rajinder Pista 4. Smt. Anita Ranta	20) RUSA Monitoring Committee: 1. Prof. Sanjeev Justa (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi 4. Smt. Anita Ranta
21) College Photography/Advertisement Committee: 1. Dr. Vikas Suman (<i>Convenor</i>) 2. Prof. Dinesh Sharma 3. Prof. Seema 4. Sh. Rajinder Thakur 5. Sh. Surender Sharma	22) College Audit and Account Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Sh. (OS) 4. Smt. Anita Samta (Clerk) 5. Smt. Anita Ranta (Clerk)
23) Anti-Ragging and College Discipline Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi 4. Prof. Sanjeev Justa 5. Prof. Seema Justa 6. Sh. Anita Samta 7. Smt. Anita Ranta	24) CSCA Committee: 1. Prof. Balbir Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Dr. Vikas Suman 4. Prof. Narender Negi 5. Prof. Sanjeev Justa 6. Prof. Seema Justa
25) IQAC Committee: 1. Prof. Balbir Singh Kalsaik (<i>Chairman</i>) 2. Sanjeev Justa (<i>Coordinator</i>) 3. Prof. Ravinder Kumar (<i>Senior Member</i>) 4. Dr. Vikas Suman (<i>Member Secretary</i>) 5. Prof. Narender Negi (<i>Member</i>) 6. Prof. Dinesh Sharma (<i>Member</i>) 7. PTA President (<i>External Member</i>) 8. Sh. Tapinder Mehta 9. Nominated Member	26) Prevention of Sexual Harassment Committee: 1. Prof. Seema (<i>Convenor</i>) 2. Prof. Narender Negi 3. Smt. Anita Samta 4. Smt. Anita Ranta
27) Building Fund Committee: 1. Prof. Balbir Singh Kalsaik (<i>Chairman</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi 4. Junior Engineer (Retrd.) 5. CSCA President 6. Rajiv Bhikta (<i>Donor</i>) 7. PTA President of College	28) College PTA Advisory Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar (<i>Member Secretary</i>) 3. Dr. Vikas Suman 4. Prof. Dinesh Sharma

29) NSS Advisory Committee: 1. Prof. Ravinder Kumar (<i>Convenor</i>) 2. Prof. Dinesh Sharma (<i>NSS PO</i>) 3. Dr. Vikas Suman	30. College Bursar-cum-Financial Advisor Prof. Ravinder Kumar
31) College Athletic Meet Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi 4. Prof. Sanjeev Justa 5. Prof. Dinesh Sharma 6. Sh.Tapinder Mehta	32) College Canteen Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Dr. Vikas Suman 4. Prof.Dinesh Sharma 5. Smt.Anita Samta
33) College Annual Function Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2 Prof. Ravinder Kumar 3. Dr. Vikas Suman 4. Prof. Narender Negi 5. Prof. Sanjeev Justa 6. Prof.Seema Justa 7. Prof.Dinesh Sharma 8. Sh. Tapinder Mehta 9. Sh. Narayan Lathta	34) Red Ribbon Club/Red Cross Society: 1. Prof. Dinesh Sharma (<i>Convenor</i>) 2. Prof. Narender Negi 3. Prof. Seema Justa 4. Sh. Dinesh Mehta 5 Smt. Anita Samta 6.Sh.Surender Sharma
35) Eco-Club: 1. Dr. Vikas Suman (<i>Convenor</i>) 2. Prof. Seema 3. Prof. Dinesh Sharma 4. Sh. Rajinder Pista 5. Sh. Rajinder Thakur	36) Bus Pass Committee: 1. Prof. Ravinder Kumar(<i>Convenor</i>) 2. Dr. Vikas Suman 3. Prof. Narender Negi 4. Prof. Sanjeev Justa
37) Identity Card Committee: 1. Sh. Narayan Lathta (<i>Librarian</i>) 2. Sh. Surender Sharma (<i>Store In-Charge</i>)	38) College Annual Calendar/Roster Committee: 1. Prof. Balbir Singh Kalsaik (<i>Convenor</i>) 2. Prof. Ravinder Kumar 3. Prof. Narender Negi
Note: Prof. Balbir Singh Kalsaik (Officiating Principal) is also performing the duty of D.D.O.	

CHOICE BASED CREDIT SYSTEM (CBCS)

The Ministry of Human Resource Development (MHRD), Government of India has initiated developing a new education policy (NEP) in our country to reform the Indian education system. University Grants Commission (UGC) is more actively involved in developing National Education Policy, implementation and promotion of higher education in our country. UGC has initiated several steps to bring equity, efficiency and academic excellence in the national higher education system. Among the most important are innovation and improvement of curriculum, introduction of paradigm shift in learning and teaching pedagogy, examination and education system.

Education plays a hugely important role in nation building. In our country, there are a large number of educational institutions engaged in imparting education. Most have recently switched to the semester system to adapt to the international education system. However, our education system is producing young people who lack knowledge, confidence, values and skills. This could be because the conventional education system ignores the link between education, employment and skill development. The present alarming situation calls for a transformation or redesign of the education system, not only by introducing innovations but also by developing a 'learner-centric approach' to the entire education mechanism and a globally recognised assessment system.

Majority of Indian higher education institutions operate with a grading system based on marks or percentages, which limits the flexibility of students in choosing subjects/courses and their mobility to different institutions. The education system needs to become more flexible so students can choose inter-disciplinary, intra-disciplinary and skill- based courses according to their interests and goals. This is only possible if the internationally recognised CBCS (Choice-based Credit System) is introduced. The choice-based credit system provides opportunities and avenues not only for learning core subjects but also for exploring additional learning opportunities outside the core subjects for the holistic development of the individual. The CBCS will undoubtedly make it easier for us to benchmark our degree programmes against the best international academic practises.

UNDERGRADUATE COURSES *(Offered by The College)*

- **Bachelor of Arts (B.A.)**
- **Bachelor of Commerce (B.Com.)**
- **Bachelor of Science (B.Sc.)**

OUTLINE OF CHOICE BASED CREDIT SYSTEM

1. **Core Course:** 4 Discipline Specific Core Courses (DSC) (2 per subject) and 2 Courses of English and Hindi/Sanskrit in B.A./B. Com). The papers under this category will be taught uniformly across all universities with 30% deviation proposed in the draft. Fixing core papers ensures that all the institutions follow a minimum common curriculum so each institution/university adheres to common minimum standard. Also, the course designed for papers under this category aims to cover the basics that a student is expected to imbibe in that discipline. A course, which should compulsorily be studied by a candidate as a core requirement is 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 offered under the main discipline/subject of study are called Discipline Specific Elective. The list provided under this category are suggestive and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
 - 2.2 **Generic Elective (GE) Course (2 each for B.A. /B.Com. regular courses):** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The list provided under this category are suggestive and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

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

Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/Hindi Communication/MIL Communication.

3.2 Skill Enhancement Courses (SEC) (4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses provides students life-skills in hands-on mode to increase their employability. The list provided under this category are suggestive and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

3.3 Practical/tutorials (One each with every core and discipline/generic specific elective paper): The list of practical provided is suggestive and each university has the freedom to add/subtract/edit practical from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

CREDIT SCHEME UNDER CBCS

1. An Undergraduate degree in Humanities/Social Sciences/Commerce may be awarded if a student completes 4 core courses each in two disciplines of choice, 2 core courses each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 courses each from a list of Discipline Specific Elective courses based on the two disciplines of choice selected above, respectively, and two courses from the list of Generic Electives courses.
2. An undergraduate degree in Science disciplines may be awarded if a student completes 4 core courses each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 courses each from a list of Discipline Specific Elective courses based on three disciplines of choice selected above, respectively.
3. For computation of work-load the following mechanism may be adopted: i) 1 Credit = 1 Theory period of one-hour duration per week, ii) 1 Credit = 1 Tutorial period of one-hour duration per week, and iii) 1 Credit = 1 Practical period of two-hour duration per week.

**INSTRUCTIONAL TEMPLATE FOR FACILITATING IMPLEMENTATION OF
CHOICE BASED CREDIT SYSTEM (CBCS)
ANNUAL PATTERN FOR UG COURSES**

Scheme for Choice Based Credit System in B.A./B.Com./B.Sc.						
Year	Core Course	Ability Enhancement Course (AEC) (2 Papers)	Skill Enhancement Course (SEC) (4 Papers)	Discipline Specific Elective Courses (DSE) (4 Papers)	General Elective	Total Credits
1 st Year	ENG-1=6 Credits SKT/HINDI-2= 6 Credits DSC-1A=6 Credits DSC-1B= 6 Credits DSC-2A= 6 Credits DSC-2B= 6 Credits 36 Credits	Environment Science= 4 Credits Hindi/ENG/SKT (One out of Three) = 4 Credits 8 Credits	NIL	NIL	NIL	44 Credits
2 nd Year	ENG-2= 6 Credits SKT/HINDI-2= 6 Credits DSC-1C= 6 Credits DSC-1D= 6 Credits DSC-2C= 6 Credits DSC-2D= 6 Credits 36 Credits	NIL	SEC-1 =4 Credits SEC-2 =4 Credits 8 Credits	NIL	NIL	44 Credits
3 rd Year	NIL	NIL	SEC-3=4 Credits SEC-4=4 Credits 8 Credits	DSE-1A=6 Credits DSE-1B=6 Credits DSE-2A=6 Credits DSE-2B=6 Credits 24 Credits	GE-1=6 GE-2=6 12 Credits	44 Credits

Total Credits in Degree Course B.A./B.Com. = 44 x 3 = 132 Credits

- **132 Credits is the requirement of RUSA and UGC for passing B.A./B.Com.**
- **AECC for B.A./B.Com./B.Sc. – English**

Note: Credits Spilt of Theory and Practical Subjects: (Theory = 5, Tutorial = 1) & (Theory = 4, Practical= 2).

SUBJECT COMBINATIONS FOR B.A. 1ST YEAR (AT GDC NERWA)

- DSC-I (2 Papers) - (1) DSC-1A + (2) DSC-1B
- DSC-II (2 Papers) - (3) DSC-2A + (4) DSC-2B

DSC-I	DSC-II (Select One Subject)
History	Economics, Hindi, Physical Education, Sanskrit, Political Science, Music, English
Political Science	History, Economics, Hindi, Physical Education, Sanskrit, Music, English
Economics	History, Political Science, English, Mathematics
Physical Education	History, Political Science
Music	History, Political Science, Hindi
English	History, Political Science, Economics
Hindi	History, Political Science, Music
Sanskrit	History, Political Science, Physical Education

(5) English/[Compulsory] (Common)

(6) Language [Core] [Select Anyone]

Subject (DSC-I)	Language [Core]	Subject (DSC-I)	Language [Core]
History	Sanskrit	Political Science	Hindi
Economics	Sanskrit	Physical Education	Hindi
Music	Sanskrit	English	Hindi
Hindi	Sanskrit	Sanskrit	Hindi

(7) AECC-1 – Environmental Science (EVS) (Common)

(8) AECC-2 – Language [Select Anyone]

Hindi	English	Political Science	Sanskrit
Physical Education	English	History	Hindi
Sanskrit	English	Economics	Hindi
English	Sanskrit	Music	Hindi

POSTGRADUATE COURSES <i>(Offered by The College)</i>	
•	Master of Arts in English (M.A. English)
•	Master of Arts in Political Science (M.A. Political Science)
•	Master of Commerce (M.Com.)

(Postgraduate Courses)

[Insert PG Admission Eligibility here]

AGE LIMIT AND RELAXATION

(Undergraduate Courses)

1. Upper age limit for admission to B.A./B.Com./B.Sc. is 23 for Boys and 25 for Girls as on 1st July, 2022.
2. Age relaxation of 3 years is allowed for SC/ST candidates.
3. Vice-Chancellor of Himachal Pradesh University can allow age relaxation of maximum 3 months in special cases.

(Postgraduate Courses)

[insert PG Admission Age Limit & Relaxation here]

University Registration

Fresh students must get registered with the university. For this attested copy of matriculation and 10+2 certificates are required. Each student will be issued a registration number by the university and no result will be declared without the university registration number.

ROSTER TO BE FOLLOWED FOR ADMISSION

The Roster will apply as per the number of seats available in each subject during the academic session 2023-24. ***The allocation of seats under the 200-point Roster for different categories is:***

1 PH	26	51 WFF	76	101 PH	126	151 WFF	176
2	27	52	77 OBC	102	127	152	177 OBC
3	28 SC IRDP	53 EWS	78 SC	103	128 SC IRDP	153 EWS	178 SC
4	29 OBC Ex-Man	54 Ex-Man	79 EWS	104	129 OBC Ex-Man	154 Ex-Man	179 EWS
5 SC	30 EWS	55 SC	80 ST IRDP	105 SC	130 EWS	155 SC	180 ST IRDP
6	31	56 OBC	81 Ex-Man	106	131	156 OBC	181 Ex-Man
7 Ex-Man	32 SC	57	82 SC	107 Ex-Man	132 SC	157	182 SC
8 OBC	33 Ex-Man	58	83 PH	108 OBC	133 Ex-Man	158	183 PH
9 EWS	34	59 EWS	84 OBC	109 EWS	134	159 EWS	184 OBC
10 SC	35 OBC IRDP	60 SC Ex-Man	85	110 SC	135 OBC IRDP	160 SC Ex-Man	185
11	36	61 ST	86 Ex-Man	111	136	161 ST	186 Ex-Man
12	37 SC	62	87 SC	112	137 SC	162	187 SC
13	38 EWS	63 OBC IRDP	88	113	138 EWS	163 OBC IRDP	188
14 SC Ex-MAN	39	64 SC IRDP	89 OBC	114 SC Ex-MAN	139	164 SC IRDP	189 OBC
15	40 ST Ex-Man	65	90 EWS	115	140 ST Ex-Man	165	190 EWS
16	41 SC	66	91 SC WFF	116	141 SC	166	191 SC WFF
17 OBC	42 OBC	67	92	117 OBC	142 OBC	167	192
18 EWS	43	68	93 PH	118 EWS	143	168	193 PH
19 SC	44	69 SC	94 Ex-Man	119 SC	144	169 SC	194 Ex-Man
20 ST	45	70 EWS	95 OBC IRDP	120 ST	145	170 EWS	195 OBC IRDP
21 Ex-Man	46 SC	71	96 SC IRDP	121 Ex-Man	146 SC	171	196 SC IRDP
22 OBC	47 Ex-Man	72 OBC Ex-Man	97 EWS	122 OBC	147 Ex-Man	172 OBC Ex-Man	197 EWS
23 SC PH	48	73 SC	98 ST	123 SC PH	148	173 SC	198 ST
24	49 OBC PH	74 Ex-Man	99 OBC	124	149 OBC PH	174 Ex-Man	199 OBC
25	50 SC	75	100 SC Ex-Man	125	150 SC	175	200 SC Ex-Man

The seats under the 200-point Roster for different categories are as under:

Category	SC	ST	OBC	General	EWS	Total
Open	28	6	18	70	20	142
Ex.Man/WES	6	2	4	18	--	30
WFF	2	--	--	2	--	4
IRDP	6	2	6	--	--	14
PH	2	--	2	6	--	10
Total	44	10	30	96	20	200

Abbreviations Used in the Roster

PH = Physically Handicapped, SC = Scheduled Caste, Ex-Man = Ex Serviceman, ST = Scheduled Tribe, EWS = Economically Weaker Section, OBC = Other Backward Class, WFF = Ward of freedom fighter, and IRDP = Integrated Rural Development Programme

Note: A certificate from competent authorities is required at the time of filling out the online form to claim reservation in the categories mentioned in the Roster, failing which the applicant will have no right to get admission in the said category. Seats are also reserved over and above the allotted seats for the single girl child.

DOCUMENTS TO BE UPLOADED WITH ONLINE ADMISSION 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 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/PanchayatPradhan/Ward Counsellor but not older than 6 months from the day of submission of admission form.
6. For a 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. must upload a copy of the Migration Certificate and the original certificate has to be submitted at the time of counselling.
8. Affidavits should be provided wherever applicable.
9. Certificate of SC/ST from Magistrate Class-1 (Authorised Signatory) should be provided by those seeking relaxation in age/marks.
10. Any gap (latest) in the academic career of the applicant must be supported by documentary evidence/affidavit as proof of his/ her activities during the period of the gap.

RULES OF MIGRATION

1. A student can migrate from one college to another only after completing the first year, within 10 days of starting next year under the rules laid down by H.P. University. However, students migrating from other colleges must obtain the approval of the concerned Admission Committee.
2. Students who migrate either from this college to any other or vice-versa must ensure that the college name is changed on university online Rolls with the RUSA co-coordinator and concerned clerk.
3. Inter-institutional migration (i.e. from one college to another and from a college to ICDEOL and vice-versa) of students will be allowed when no-objection is obtained from both the relieving and receiving institutions, duly signed by both the Principals/Director to ascertain that the DSC1/DSC2 subjects being studied by the students are available in the receiving institution. The credits and grades earned will be carried over.

FEE STRUCTURE (SESSION 2023-24)

B.A./B.Com./B.Sc. – 1st Year

Boys		Girls	
Head	Amount (Rs.)	Head	Amount (Rs.)
Adm. Fee	25	Adm. Fee	25
Tuition Fees	600	Tuition Fees	0
Total (A)	625	Total(A)	25
HPU Dev. Fee (BPL, IRDP Students Rs.100/-)	250	HPU Dev. Fee (BPL, IRDP Students Rs.100/-)	250
Sports Fees	15	Sports Fees	15
Youth Welfare Fees	15	Youth Welfare Fees	15
Holiday Home Fees	01	Holiday Home Fees	01
Total (B)	281	Total (B)	281
Library Security (Refundable)	100	Library Security (Refundable)	100
Identity Card	10	Identity Card	10
Magazine Fund	50	Magazine Fund	50
Student Culture Activity Fund	20	Student Culture Activity Fund	20
Medical Red Cross Fund	06	Medical Red Cross Fund	06
College Dev. Fund	10	College Dev. Fund	10
Book Replacement Fund	25	Book Replacement Fund	25
Furniture Repair Fund	10	Furniture Repair Fund	10
Student Aid fund	02	Student Aid fund	02
Computer & Internet Fund	20	Computer & Internet Fund	20
Rover & Ranger Fund	60	Rover & Ranger Fund	60
Total (C)	313	Total (C)	313
Amalgamated Fund	300	Amalgamated Fund	300
Building Fund	120	Building Fund	120
House Exam Fund	80	House Exam Fund	80
Sports Fund	240	Sports Fund	240
Total (D)	740	Total (D)	740
Gross Total (A+B+C+D)	1959	Gross Total (A+B+C+D)	1359
PTA Fund	500	PTA Fund	500
Grand Total	2459	Grand Total	1859

FEE STRUCTURE (SESSION 2023-24)

B.A./B.Com./B.Sc. – 2nd & 3rd Year

Boys		Girls	
Head	Amount (Rs.)	Head	Amount (Rs.)
Adm. Fee	25	Adm. Fee	25
Tuition Fees	600	Tuition Fees	0
Total (A)	625	Total(A)	25
Cont. Fees	10	Cont. Fees	10
Sports Fees	15	Sports Fees	15
Youth Welfare Fees	15	Youth Welfare Fees	15
Holiday Home Fees	01	Holiday Home Fees	01
Total (B)	41	Total (B)	41
Library Security (For New Admission in College)	100	Library Security (For New Admission in College)	100
Identity Card	10	Identity Card	10
Magazine Fund	50	Magazine Fund	50
Student Culture Activity Fund	20	Student Culture Activity Fund	20
Medical Red Cross Fund	06	Medical Red Cross Fund	06
College Dev. Fund	10	College Dev. Fund	10
Book Replacement Fund	25	Book Replacement Fund	25
Furniture Repair Fund	10	Furniture Repair Fund	10
Student Aid Fund	02	Student Aid Fund	02
Computer & Internet Fund	20	Computer & Internet Fund	20
Rover & Ranger Fund	60	Rover & Ranger Fund	60
Total (C)	313	Total (C)	313
Amalgamated Fund	300	Amalgamated Fund	300
Building Fund	120	Building Fund	120
House Exam Fund	80	House Exam Fund	80
Sports Fund	240	Sports Fund	240
Total (D)	740	Total (D)	740
Gross Total (A+B+C+D)	1719	Gross Total (A+B+C+D)	1119
PTA Fund	500	PTA Fund	500
Grand Total	2219	Grand Total	1619

Practical Funds	Amount (Rs.)	NOTE <i>(i) Additional Fee will be charges for Practical Subjects.</i> <i>(ii) Non-domicile girl candidate will be charged Rs. 600/- as Tuition Fee annually.</i> <i>(iii) Migrated student will be charged Library Security Fee of Rs. 100/- (Refundable).</i>
Commerce	180	
Physical Education	180	
Music	180	
Zoology	240	
Botany	240	
Chemistry	240	
Physics	240	
Mathematics	180	

FACILITIES AND ACTIVITIES IN THE COLLEGE

Library

To facilitate students to get access to the latest in knowledge, the college has a fairly well-stocked library containing an ample number of books. The students and the faculty members can decently use these books and enjoy reading. **To get access to the library the student must follow these instructions:** (i) Students have to deposit Rs. 100 as Library Security Fund, at the time of admission, (ii) The library security will be refundable after the one year of completion of the course, (iii) I-Card-cum-Library Card will be issued only when a student produces the fee receipt after the admission is done, (iv) No student will be issued books without producing Library Card, (v) Books will be issued for fourteen days only. In case of late return of library books, Re. 1 will be charged per day, per book, (vi) Reference books, magazines and journals will not be issued. These books are to be read in the library only, (vii) The student must maintain the sanctity of the library and must observe the silence, (viii) Every student must keep the identity card-cum- library card safe throughout the session, and (ix) A fee of Rs. 20/- will be charged for Duplicate I-Card-cum-Library Card.

Sports

The college provides the facilities of athletics and various games like Cricket, Volley Ball, Kabaddi, Badminton, Kho-Kho, Gym, etc. the students are encouraged to participate in these games which help the students in their overall personality development.

National Service Scheme (NSS)

The college has one NSS Unit and one needs to render 24 hours of service to get a certificate of service volunteer. Participation in seven days Special Camp is essential. Students must fill up the NSS form to be a part of the college NSS unit.

IT Lab & Conference Room

The college has its own well-equipped Information Technology (IT) Lab. The lab has 30 desktop computers connected with an internet facility. The conference room has a capacity for 40 persons at a time and it is connected with a modern projector.

Women Development Cell

College has established a woman development cell. Objective of this cell is to address the grievances related to gender bias and sexual harassment in relation to female community of the college comprising of teaching, non-teaching and students.

Note: *Teasing girl students is an offence and is punishable under the law.*

Extra Co-curricular Activities

The college encourages students to participate in extra co-curricular activities for their optimum development such as Dance, Quiz, Speech, Paintings, Poster Making, and Slogan Writing etc. Thus, the students are prepared to participate in university competitions.

Scholarship Schemes

All scholarship applications have been provided through the online mode. The Department of Higher Education, Himachal Pradesh has launched e-pass (Electronic Payment and Application

System of Scholarships) Software, a project for the online system of scholarships for Himachal Pradesh. State and Central Sponsored Scholarship Schemes being implemented by the Higher Education Department in Himachal Pradesh.

Sr. No.	Scholarship Scheme	Sponsor	Eligibility	Parents' Annual Income (Rs.)
1.	Indira Gandhi Utkrisht Chatravriti Yojana	State	Top 10 Male Toppers of HP Board	N.A.
2.	IRDP Scholarship Scheme	State	Students belonging to IRDP families	N.A.
3.	Financial Assistance to the children of Armed Forces Personnel killed/disabled during the different wars/operation.	State	Children of Armed Forces	N.A.
4.	Kalpana Chawla Chatravriti Yojana	State	Top 2000 Meritorious Girls Toppers of HP Board	N.A.
5.	Post-Metric Scholarship Scheme to SC Students	Centre	SC Students	2,50,000
6.	Post-Metric Scholarship Scheme to ST Students	Centre	ST Students	2,50,000
7.	Post-Metric Scholarship Scheme to OBC Students	Centre	OBC Students	1,00,000
8.	Merit-cum-Means Scholarship Scheme	Centre	Students belonging to Minority Communities	2,00,000
9.	Post-Metric Scholarship Scheme to belonging to Minorities Students	Centre	Students belonging to Minority Communities	2,00,000

IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Every student must maintain strict discipline within the College campus and outside the College.
2. Any act performed by the student that amounts to indiscipline will be dealt with strictly.
3. All the students must read the notices thoroughly which are displayed exclusively on the College Notice Board every day, and do the needful.
4. Teasing girl students is an offence punishable under the law. Hence, students are advised not to indulge in such kinds of activities; otherwise, they would face strict legal action.
5. Scribbling/writing anything on the blackboard, on furniture and walls etc. is a part of indiscipline.
6. Removing or causing damage to the furniture or windowpanes, plucking flowers, removing notices, etc. is also a breach of discipline.

7. These acts also equal to indiscipline: holding any meeting/function/party and photography in the premises of the College without prior permission of the Principal.
8. Students should not tamper with the electrical fittings, water fittings etc. in the classrooms, hostel and on the College campus.
9. Using foul language with any student, teacher or any other employee of the College shall be viewed seriously.
10. Using a cell phone is strictly prohibited inside the classrooms and any breach of conduct will confiscate the cell phone.

LEAVE RULES

1. All the students must get their leave sanctioned before proceeding on any leave.
2. For leave on medical grounds, the student must submit a medical certificate if the leave is for more than a week's duration.
3. Leave up to one week will be sanctioned by the concerned committee. For leave extending more than one week's duration, the student shall have to apply to the Principal.
4. A student may not avail over 10 days leave during the entire academic session, except under exceptional circumstances.
5. If a student remains absent for 10 days continuously without information, his/her name will be struck off from the rolls of the College.
6. Even if a student is on leave, he/she must deposit his/her fee as per the scheduled dates decided by the College.
7. 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 Rs. 100/- 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.

IDENTITY CARD

1. 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.
2. Any transaction between students and college is entertained only after production of Identity card. If a student has to deal with any work related to

examination, library, collection/inspection of documents, one has to produce one's Identity card to establish one's identity.

3. Students may not replace the photograph pasted on the Identity card .
4. If Identity card is lost, one has to file an F.I.R. to issue a duplicate Identity card.
5. In event of inspection of Identity card during surprise check or for any other reason, if the student cannot 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.*
6. 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.
7. All the students will collect their identity cards and complete the formalities related to their identity cards within one week of admission.

EXAMINATIONS

- ***A candidate shall have to fulfil these conditions to appear in the annual examinations:***

- (i) 75% attendance in theory and practical.
- (ii) 75% attendance in lectures and seminars.
- (iii) 100% submission of assignments.
- (iv) It shall be compulsory to score at least 50% marks (aggregate) in mid-term examination.
- (v) It shall also be mandatory to participate in activities of subject societies.

- ***For determining CCA (30 Marks) for the first, second and third years, the following procedure shall be applicable:***

- (i) 5 marks for attendance.
- (ii) 5 marks for class tests.
- (iii) 10 marks for mid-term examination.
- (iv) 10 marks for assignments, tutorials and class performance.

COME TO LEARN, GO TO SERVE

ADMISSION AND COUNSELLING COMMITTEE

Arts	1. Prof. Balvir Singh (Convenor) 2. Prof. Sanjeev 3. Prof. Narender Negi 4. Prof. Seema
Commerce	1. Prof. Ravinder Kumar (Convenor) 2. Prof. Dinesh Sharma 3. Rajinder Thakur
Science	1. Prof. Vikas Suman (Convenor) 2. Rajinder Pista

RAGGING

Ragging includes individual or collective acts or practices which involves physical or psychological assaults or use of forced restraint. Ragging exposes students to ridicule and contempt and affects their self-esteem. It is a heinous crime and is an insult to humanity. It entails verbal abuse and aggression, indecent gestures and obscene behaviour. It encourages enmity and hatred. The student's only purpose should be spreading happiness and creating a healthy and peaceful environment rather than encouraging hatred.

PROHIBITION OF RAGGING

- (i) Ragging inside and outside the college campus is banned by law. So, no student shall practice ragging in any form within or outside the premises of the college.
- (ii) As per the directions of the Hon'ble Supreme Court of India, ragging is a punishable offence.
- (iii) Any student convicted of an offence of ragging shall be expelled from the colleges and FIR to be registered against him/her and shall not be admitted in any other college/educational institution for three years from order of expulsion.

Note: In case of ragging the student (he/she) may contact immediately the anti-ragging committee of the college.



ZERO TOLERANCE TO RAGGING

If any student is found involved in ragging in any form whatsoever he/she will be punished appropriately which may include imprisonment/fine or both, expulsion from the college, suspension from the classes, fine with a public apology, withholding scholarship or any other benefits, debarring from representation in events, legal proceeding under criminal law shall be initiated.



• Smoking, Use of Tobacco and other intoxicants are strictly prohibited in and around the College Campus. •