



GOVT. DEGREE COLLEGE

UNA-HIMACHAL PRADESH

NAAC ACCREDITED 'B'



Prospectus
2017-18

FROM THE PRINCIPAL DESK



Govt. College Una Since its inception in 1968 has scaled new heights in all sphere of educational excellence. The college offers Medical, Non-Medical and Commerce Stream at under graduate level and English, Pol Science and M.com at post graduate level. This college has successfully been running BBA, BCA, PGDCA, MCA and MBA under self-finance scheme of the Government of HP.

The College is well equipped with modern Hi-tech class rooms and labs required for the professional courses. The college has a team of dedicated workers and skilled professionals who are well aware of the fact that in this speedy changing scenario of the modern world, we need supremely skilled, distinctly dynamic and sincerely quality conscious citizen. The teaching pedagogy is dynamic and consists of innovative techniques of sharpening mind through practical case studies, add-on-courses, industrial visits and interface with professionals.

This institution has a team of excellent faculty in various disciplines and an unparalleled academic environment to facilitate learning, with special emphasis on practical training apart from the conventional university curricula. We have an 'Internal Quality Assurance Cell' in the college that continuously assesses and works on improving the quality of education in the college. We believe that the college that reduces its focus to mere teaching becomes a teaching shop. Hence our focus is to prepare the students for life. We concentrate our efforts on bestowing not only knowledge and skills but also a value based and positive attitudinal change in the young minds for whom work is their worship, commitment their character, simplicity and sincerity their nature.

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

“JAI HIND”

**DR. TRILOK CHAND
(PRINCIPAL)**

ADMISSION SCHEDULE

(A) UNDER GRADUATE CLASSES

1st Semester UG

16th June to 23rd June 2017 Submission of Admission forms by the Students

24th June to 27rd June 2017 Display of Merit List

28th June to 30th June 2017 Fee Deposit by the students

3rd and 5th Semester students of UG classes will be admitted on Roll on basis upto 30th June, 2017. Their schedule of admission will be displayed/communicated on the notice board and they will deposit their fee according to the schedule. No admission will be allowed after 30th June 2017.

(B) POST GRADUATE CLASSES

The admission to PG Classes will be made according to the merit list of H.P. University Entrance test, the schedule for the same has already been notified by the university on its official website.

IMPORTANT INSTRUCTIONS

- 1) Ragging is strictly prohibited, it is a punishable offence leading to fine , rustication.
- 2) Smoking is banned in the college campus.
- 3) Use of mobiles in the campus is strictly banned.
- 4) The students are advised to see the notice board regularly.
- 5) All admission are being made on roll on basis. Failed candidates who apply for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class.
- 6) The candidates must bring original certificates at the time of admission.



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1. INTRODUCTION

GOVERNMENT DEGREE COLLEGE UNA

Government Degree College Una embarked on its evaluation in 1968 from a rented building of local DAV school. In 1993 the college shifted to its own building on Una-Nangal road. The college has completed 49 glorious years and during this period it has registered tremendous growth in terms of enrolment, infrastructure, diversification of options for students etc. Apart from traditional UG courses in Arts, Science and Commerce, it has PG courses in English, Political Science and Commerce. Job oriented self financing courses such as MBA, MCA, BBA, BCA and PGDCA are also being run in the college. Assisted by UGC, there are two career oriented courses viz Journalism and Computer Applications. To create requisite job role specific skilled manpower for industries and various NSQF level as per NOS's (National Occupational Standards), two new courses B.Voc. in Retail Management and B.Voc. in Hospitality and Tourism will start from this session to empower the youth leading to employment and income generating opportunities.

The college provides excellent opportunities and facilities not only for academics but also for Music, Sports and extra co-curricular activities like NCC, NSS and Rovers & Rangers. The college also has a study centre of IGNOU which offers variety of academic and professional courses like B.A., B.com., M.A. (English, Political Science, Economics, Sociology, Public Administration, Hindi and History), BCA, MCA and MBA. The college is getting generous grants from the Government of Himachal Pradesh for the development of infrastructure. The Administrative cum BCA block and the Library block and Gymnasium (Boys and Girls) are the recent addition to the college infrastructure.

Another feather in the cap of the college was added when UGC listed this college with rare distinction of being the first college in the state to be a **“College with Potential for Excellence”**. The college has been Re-accredited with B grade by National Accreditation and Assessment Council (NAAC).

2. LIST OF COURSES

1. **Bachelor of Arts**
2. **Bachelor of Science (Medical & Non-Medical)**
3. **Bachelor of Commerce**
4. **Bachelor of Voc.**
5. **Bachelor of Computer Application (BCA)** (Self-Finance)
6. **Bachelor of Business Administration (BBA)** (Self-Finance)
7. **Post Graduate Diploma in Computer Application (PGDCA)**
(Self-Finance)
8. **Master of Arts (English & Political Science)**
9. **Master of Commerce**
10. **Master of Business Administration (MBA)** (Self-Finance)
11. **Master of Computer Application (MCA)** (Self-Finance)
12. **Add-on Courses**
 - a) **Journalism & Mass Communication**
 - b) **Computer Applications**

3. THE FACULTY

Principal : Dr. Trilok Chand

BOTANY

1. Mrs. Sumiksha, M.Sc. (Associate Professor)
2. Mrs. Shashi Kanwar, M.Phil (Associate Professor)
3. Mr. Ajay Ram Dev, M. Phil (Assistant Professor)
4. Vacant

CHEMISTRY

1. Mr. Darshan Kumar, M.Phil (Associate Professor)
2. Mr. Puneet Prem Kanwar, M.Phil (Associate Professor)
3. Dr. Ashwini Kumar, Ph.D. (Assistant Professor)
4. Mrs. Shaveta Sharma, M.Phil (Assistant Professor)
5. Mrs. Bandna Kumari, M.Phil (Assistant Professor)
6. Mr. Gulshan Rai, M.Phil (Assistant Professor)

COMMERCE

1. Mrs. Pratima, M.Phil (Associate Professor)
2. Mr. Ranvir Dadhwal, M.Phil (Associate Professor)
3. Mr. M.P. Singh, M.Phil (Associate Professor)
4. Mr. Devinder Kumar, M.Phil (Assistant Professor)

COMPUTER APPLIATIONS

1. Mr. Swaran Singh, MCA (Assistant Professor)

ECONOMICS

1. Dr. Anil Dogra, Ph.D. (Assistant Professor)
2. Vacant
3. Vacant

ENGLISH

1. Mrs. Sapna Bakshi, M.Phil (Associate Professor)
2. Mrs. Meets Sharma, M.A. (Assistant Professor)
3. Mrs. Sonika Saini, M.A. (Assistant Professor)

GEOGRAPHY

1. Dr. Hem Raj Rana Ph.D. (Associate Professor)

HINDI

1. Vacant
2. Vacant

HISTORY

1. Dr. Satish Kumar Bansal, Ph.D. (Associate Professor)

JOURNALISM

1. Dr. Satpal Singh, Ph.D. (Associate Professor)

MATHEMATICS

1. Mr. Pritam Singh, M.Phil (Associate Professor)
2. Mrs. Binay Ohri, M.Phil (Assistant Professor)
3. Mr. Gaurav Sharma, M.Sc. (Assistant Professor)
4. Mrs. Promila Devi, M.Phil (Assistant Professor)

Music

1. Dr. Sanjay Verma, Ph.D. (Associate Professor)
2. Mrs. Anu Lakhanpal, M.Phil (Assistant Professor)

PHYSICAL EDUCATION

1. Dr. Pawan Kumar, Ph.D. (Assistant Professor)

PHYSICS

1. Mrs. Renu Kaul, M.Phil (Assistant Professor)
2. Mr. Madan Lal, M.Phil (Assistant Professor)
3. Mr. Sumit Kumar, M.Sc., M.Phil (Assistant Professor)
4. Mrs. Rekha Sharma, M.Sc. (Assistant Professor)

POLITICAL SCIENCE

1. Mr. Balwinder Singh, M.Phil (Associate Professor)
2. Vacant

PUBLIC ADMINISTRATION

1. Mrs. Ritu Sharma Soni, M.Phil (Associate Professor)

SANSKRIT

1. Dr. Uma Rani, Ph.D. (Assistant Professor)

ZOOLOGY

1. Dr. Ashwani Kumar, Ph.D. (Associate Professor)
2. Mr. Harvinder Singh, M.Phil (Associate Professor)
3. Mrs. Jyoti Bala, M.Phil (Assistant Professor)
4. Vacant

LIBRARY

1. Mrs. Meena Soni Librarian
2. Mr. Ashok Kumar, D.Lib Assistant Librarian
3. Mr. Gulshan Kumar Assistant Librarian(Self Finance)

4. NON TEACHING STAFF

Office

1. Mr. Rakesh Pathak (Superintendent)
2. Mr. Satiner Kumar (Senior Assistant)
3. Mr. Rashpal Chand (Senior Assistant)
4. Ms. Anita (Clerk Self Finance/PTA)
5. Mr. Acchar Singh (Clerk Self Finance/PTA)
6. Mr. Amit Kumar (Clerk Self Finance/PTA)

LAB

1. Mr. Karma Nand (S.L.A.)
2. Mr. Rajinder Singh (L.A.)
3. Mr. Charan Dass (L.A.)
4. Mrs. Sunita Devi (L.A.)
5. Mr. Bhupinder Singh (L.A.)
6. Mr. Lekh Raj (L.A.)
7. Mr. Ravinder Kumar (L.A.)
8. Mr. Sohan Singh (Lab Technician Self Finance/PTA)
9. Mr. Sushil Kumar (L.A.)
10. Mr. Satish Kumar (L.A.)

OTHER OFFICE STAFF

1. Mr. Yog Raj (Peon)
2. Mr. Devinder Kumar (Peon)
3. Mrs. Raj Rani (Peon)
4. Mrs. Darshana Devi (Peon)
5. Mrs. Malkiat Kaur (Peon)
6. Mrs. Harbansi (P.T.W.C.)
7. Mr. Pawan Kumar (P.T.W.C.)
8. Mrs. Anjana (Sweeper)
9. Mrs. Saroj Devi (Sweeper Self-Finance/PTA)
10. Mr. Ramesh Kumar (Sports Peon Self-Finance/PTA)
11. Mr. Jai Prakash (Peon Self-Finance/PTA)
12. Mrs Kiran Devi (Peon)
13. Mrs. Shubh Lata (Peon)
14. Mr. Jai Parkash (Peon)

SECURITY

1. Mr. Munish Kumar (Security Self-Finance/PTA)
2. Mr. Ajay Kumar (Security Self-Finance/PTA)
3. Mr. Kapil Dev (Security Self-Finance/PTA)

5. ADMINISTRATIVE COMMITTEES

<u>ADVISORY</u>	<u>ACADEMIC ACTIVITIES & INTERNAL EXAM</u>
1. PS Thakur 2. SK Bansal 3. Darshan Kumar 4. Pratima Nadda 5. Sumiksha 6. Ritu Sharma	1. S.K. Bansal 2. Ritu Soni 3. Madan Lal 4. Sunita Devi, LA 5. Bhupinder Singh, LA
<u>DISCIPLINE</u>	<u>STUDENT WELFARE & SCHOLARSHIP etc.</u>
1. PS Thakur 2. Pratima Nadda 3. Ritu Sharma 4. Puneet Prem 5. Uma Rani 6. Pawan Kumar 7. Ashwin Kumar 8. Gulshan Rai	1. MP Singh 2. Madan Lal 3. Gaurav Sharma 4. Rashpir Chand, Sr. Asst. 5. Karma Nand SLA
<u>LIBRARY</u>	<u>CSCA ADVISORY</u>
1. Pratima Nadda 2. Ritu Soni 3. Ajay Ramdev 4. Renu Kaul 5. KM Bandna	1. S.K. Bansal 2. Pratima Nadda 3. Sanjay Verma 4. Meeta Sharma 5. Uma Rani 6. Swaran Singh
<u>ADVENTURE CLUB</u>	<u>CANTEEN</u>
1. R.S. Dadhwal 2. Hem Raj 3. Promila	1. P.S. Thakur 2. R.S. Dadhwal 3. Sapna Bakshi 4. Shveta Sharma
<u>NCC OFFICER</u>	<u>HOUSE ALLOTMENT</u>
1. Shaweta Sharma 2. Ashwini Kumar	1. P.S. Thakur 2. Ritu Soni 3. Puneet Prem

<p style="text-align: center;"><u>CAREER</u></p> <p style="text-align: center;"><u>GUIDANCE/COUNSELING/ PLACEMENT CELL</u></p> <ol style="list-style-type: none"> 1. S.K. Bansal 2. Pratima Nadda 3. Shashi Kanwar 4. Ashwini Kumar 5. Gulshan Rai 6. Sumit Kumar 	<p style="text-align: center;"><u>COLLEGE LAND & PROPERTY</u></p> <ol style="list-style-type: none"> 1. P.S. Thakur 2. S.K. Bansal 3. Pratima Nadda 4. R.S. Dadhwal 5. Sanjay Verma 6. B.S. Rana 7. Dealing Asstt Building
<p style="text-align: center;"><u>SHAMIANA & SEATING</u></p> <ol style="list-style-type: none"> 1. Ashwani Patel 2. Harvinder Singh 3. Swaran Singh 	<p style="text-align: center;"><u>TIME TABLE</u></p> <ol style="list-style-type: none"> 1. Darshan Kumar 2. Gaurav Sharma 3. Devender Kumar
<p style="text-align: center;"><u>HOSTEL</u></p> <ol style="list-style-type: none"> 1. P.S. Thakur 2. A.K. Patel 3. B.S. Rana 4. Harvinder Singh 	<p style="text-align: center;"><u>EDUCATION TOUR</u></p> <ol style="list-style-type: none"> 1. R.S. Dadhwal 2. Puneet Prem 3. Sanjay Verma 4. Binny
<p style="text-align: center;"><u>FURNITURE/BLACK BOARD PUR & REPAIR</u></p> <ol style="list-style-type: none"> 1. Sanjay Verma 2. Pawan Kumar 3. Sat Pal 4. Ashwini Kumar 5. Gulshan Rai 	<p style="text-align: center;"><u>ELECT. RESTORATION & GEN SET MAINT.</u></p> <ol style="list-style-type: none"> 1. Sumit 2. Madan Lal 3. Ravinder Kumar LA 4. Rajinder Singh, Mech.
<p style="text-align: center;"><u>ROVERS & RANGERS</u></p> <ol style="list-style-type: none"> 1. Gulshan Rai 2. Promila 	<p style="text-align: center;"><u>U.G.C</u></p> <ol style="list-style-type: none"> 1. Darshan Kumar 2. Sonika Saini 3. Ashwini Kumar 4. Rakesh Pathak

<p align="center"><u>CULTURAL ACTIVITIES</u></p> <ol style="list-style-type: none"> 1. S.K. Bansal 2. Sanjay Verma 3. Anulakhanpal 4. Shashi Kanwar 5. Meeta Sharma 	<p align="center"><u>SPORTS</u></p> <ol style="list-style-type: none"> 1. S.K. Bansal 2. Ashwani Patel 3. MP Singh 4. Hem Raj 5. Pawan Kumar
<p align="center"><u>IQAC</u></p> <ol style="list-style-type: none"> 1. Puneet Prem 2. Sumit Kumer 3. Gaurav Sharma 	<p align="center"><u>PRESS & PHOTOGRAPHY</u></p> <ol style="list-style-type: none"> 1. Meeta Sharma 2. Sat Pal
<p align="center"><u>MAGAZINE EDITORIAL</u></p> <ol style="list-style-type: none"> 1. Darshan Kumar 2. Shashi Kanwar 3. Sonika Saini 4. Uma Rani 5. Anil Dogra 	<p align="center"><u>GRIEVANCES & REDRESSAL CELL</u></p> <ol style="list-style-type: none"> 1. P.S. Thakur 2. S.K. Bansal 3. Pratima Nadda 4. Sumiksha 5. Ritu Soni
<p align="center"><u>MAGAZINE COMPILING/PRINTING</u></p> <ol style="list-style-type: none"> 1. Sapna Bakshi 2. Sat Pal 3. Meena Soni 	<p align="center"><u>GIRLS COMMON ROOM</u></p> <ol style="list-style-type: none"> 1. Ritu Soni 2. Shashi Kanwar 3. KM Bandna 4. Jyoti Bala
<p align="center"><u>WATER SUPPLY RESTORATION</u></p> <ol style="list-style-type: none"> 1. Sanjay Verma 2. MP Singh 3. Uma Rani 4. Devender Kumar 5. Gulshan Rai 	<p align="center"><u>CAMPUS DEVELOPMENT & BEAUTIFICATION</u></p> <ol style="list-style-type: none"> 1. Sanjay Verma 2. Anu Lakhanpal 3. Anil Dogra 4. Km Bandna

<u>NSS OFFICER</u>	<u>RUSA NODAL OFFICER</u>
1. Anil Dogra 2. Renu Kaul	1. Dr. Ashwani Patel (Acad) 2. Mrs Binny (Finance) 3. Gaurav Sharma (Finance)
<u>WOMEN CELL</u>	<u>ANTI RAGGING SQUAD</u>
1. Pratima Nadda 2. Ritu Sharma Soni 3. Anu Lakhanpal 4. Meeta Sharma 5. Binny 6. Renu Kaul	1. R.S. Dadhwal 2. Sapna Bakshi 3. Shashi Kanwar 4. Hem Raj 5. Harvinder Singh 6. Madan Lal
<u>FIRST AID</u>	<u>FORMS ATTESTATION</u>
1. Sumiksha 2. Ashwani Patel 3. Harvinder Singh 4. KM Bandna	1. Ashwani Patel 2. Ritu Soni 3. B.S. Rana 4. Sanjay Verma 5. Meeta Sharma 6. Pawan Kumar
<u>BUS PASSES ATTESTATION(Comm)</u>	<u>BUS PASSES ATTESTATION (Sc)</u>
1. R.S. Dadhwal 2. M.P. Singh	1. Ajay Ramdev 2. Renu Kaul 3. Gulshan Rai
<u>BUS PASSES ATTESTATION (Arts)</u>	<u>BUS PASSES ATTESTATION Self-Finance Courses (Bus Passes)</u>
1. Ritu Sharma 2. B.S. Rana 3. Anil Dogra 4. Sat Pal	BBA-Coordinator MBA-Coordinator BCA-Coordinator MCA-Coordinator PGDCA-Coordinator
<u>PURCHASE COMMITTEE</u>	
1. Darshan Kumar 2. Sumiksha 3. R.S. Dadhwal 4. Swaran Singh 5. Gaurav Sharma 6. Acchar Kumar Clerk	

6. BACHELOR COURSES

DURATION (TIME FRAME)

The UG (TDC) Programme is for a minimum period of three years and a maximum of five years from the date of admission of the candidate. Each academic year shall comprise of two semesters, viz. Odd and Even semesters. Odd Semesters shall be from June/July to October/November and the Even Semesters shall be from November/December to April/May. There shall be in each semester not less than 90 working days with 450 teaching hours (each working day having 5 teaching hours in each semester).

An academic year comprising 180 working days in the least is divided into two semesters, each semester having at least 90 working days. With six working days in a week this would mean that each semester will be having $90/6 = 15$ teaching/working weeks. Considering that each teaching day has 5 teaching/working hours a teaching week would have $5*6=30$ working/teaching hours and each semester will have $30*15=450$ teaching hours available for each student.

CREDITS

The term 'Credit' refers to the weightage given to a course. Usually in terms of the number of instructional hours per week assigned to it. This explains why usually credit is taken to mean 'credit' hours.

For the purpose of credit determination, instruction is divided into three components.

- 1. Lectures(L):-** Classrooms lectures of one hour duration.
- 2. Tutorials(T):-** Special, elaborate instructions on specific topics (from Lectures) of one hour duration.
- 3. Practicals(P):-** Laboratory of field exercise in which the student has to do experiment or other practical work of two hours duration.

Each one of those components is considered as equal to one credit. One lecture(L) as well as one Tutorial(T) of one hour a week considered as one credit, whereas one Practical(P) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L+T+P$, where L is the number of one hour lectures per week, T is the number of one hour Tutorials per week, and P is the number of two hour Practicals per week. This can be written in symbols as:-

$$C=L+T+P$$

Where, C is the credit weightage for a particular course.

The total minimum credits required for an under graduate degree programme is one hundred and twenty(120).

PROGRAMMES

- 1. B.A. (Arts/Humanities/Languages)**
 - a) English, Hindi, Sanskrit.
 - b) Economics, Political Science, History, Geography, Mathematics.
 - c) Music, Journalism & Mass Communication, Public Administration.
- 2. B.Sc. (Science/Physical/Bio-Sciences)**
 - a) Physics, Chemistry, Botany, Zoology, Geography.
 - b) Mathematics

3. **B.Com (Commerce)**

a) Commerce

4. **B. VOC.**

a) B. VOC. in Retail Management.

b) B. VOC. in Hospitality and Tourism.

COURSES IN PROGRAMMES

The UG (TDC) Programme in a college affiliated to the HPU will comprise the following categories of courses:-

1. Compulsory Courses
2. Core Courses
3. Elective Courses
4. General Interest and Hobby Courses

1. Compulsory Courses :- A student enrolled in an undergraduate programme will have to pass some compulsory courses.

a) Languages :-

1. Compulsory English
2. Compulsory Hindi
3. Compulsory Sanskrit

b) Social Science/Commerce :-

- a. Compulsory Geography of Himachal Pradesh*
- b. Methodology & Perspective of Business Education
- c. Critical reasoning, writing and presentation
- d. Compulsory Constitution of India*
- e. Media Literacy
- f. History of Himachal Pradesh, 1815-1972

2. Skill Based Courses :

a. Science :-

- a. Basic Mathematics for all
- b. C Language
- c. Compulsory Environment Science (Audit Pass Course)**

b. Languages :-

1. Functional English
2. Functional Hindi
2. Functional Sanskrit

A minimum of three and a maximum of six compulsory courses are to be passed by all students enrolled for a UG degree. One or two (In case of two, one must be from skill based) compulsory papers are to be selected in I semester. However

1. A student majoring in language or minoring in language can select compulsory course in that language.
2. A student majoring/minoring in a particular social science will not select compulsory course in that particular social science.
3. A student majoring/minoring in science subjects will not select compulsory basic science subject.

All compulsory courses will be three credit hours each. Thus, a maximum of $3 \times 6 = 18$ credit hours will be accumulated by the student by doing compulsory courses.

All minimum of three compulsory courses ($3 \times 3 = 9$ credits) will have to be done by each UG student to qualify for the UG degree.

2. Core Courses :- In each subject being taught in the college affiliated to the HPU there will be identified by the concerned UG Boards of study (BoS) and Faculty some courses which will be required to be passed by all students majoring in the concerned subject. These are called core courses. Core courses can be of two kinds.

1. Hard Core Courses, which have to be done without exception. There will be no choice available.

2. Soft Core Courses, in which some degree of choice is available in the sense that he/she has to select a certain number of courses out of the given number (larger than the required) of courses. The students will have to choose a certain number of core courses out of the total available.

In each subject there will be minimum of fourteen core courses (Hard and/or soft). Each core course will be of our four credit hours. Thus, a student majoring in the concerned subject will be required to accumulate $14 \times 4 = 56$ credit hours by passing core courses. A student will be required to pass in minimum of 14 core courses in the subject of his/her major to qualify for UG degree in a subject (Major).

3. Elective Courses :- All students enrolled for a UG degree will be required to pass a minimum of between 10 and 13 elective courses.

In each subject being taught in the colleges affiliated to the HPU there will be identified by the concerned UG BoS and Faculty some variable number of courses as elective course.

However, courses (whether core or elective) of the subject other than a student's major will be considered elective for a particular student UG programme.

Each UG student will have to pass at least 10 to 13 elective courses in either of his/her minor subjects.

Each elective course will be 4 credit hours. Thus a student will be able to accumulate at least $10 \times 4 = 40$ credits by passing elective courses.

4. General Interest and Hobby (GI & H) Courses :- In each college there can be offered some general interest (GI) and / or hobby (H) courses cutting across subject.

The college administration will decide on the basis of its material and human resources as to what such courses can be offered.

The General Interest & Hobby (GI & H) courses offered in our college are as follows:

1. Bharatiya Sanskriti
2. Basic knowledge of music (Theory & Practical)
3. Fundamental Elements of music.
4. Personal Financial Planning Instruments
5. Economic Terminology
6. The World : Map Appreciation
7. Basic Numeracy, Logical Reasoning and Data Interpretation
8. Introduction to Windows Operating System
9. Psychoactive Plants & Society

A student accumulating less than the required number of credits (i. e. less than 120 credits) for the award of a UG degree will have to make up for the discrepancy by taking more compulsory courses (if he/ she has not already taken the maximum permitted compulsory courses) or elective courses or GI & H courses as the case may be.

Keeping in view the availability of teachers and infrastructure and constraints of time in management of teaching hours, following combinations are available for 1st semester students.

SUBJECT COMBINATIONS : Ist SEMESTER for the Session 2017-18

Govt. Degree College Una

1. B.Sc. (Physical Science)		
1. Chemistry	2. Physics	3. Mathematics
4. Env. Science (AECC)		

2. B.Sc. (Physical Science)		
1. Computer Science	2. Physics	3. Mathematics
4. Env. Science (AECC)		

3. B.Sc. (Life Science)		
1. Chemistry	2. Botany	3. Zoology
4. Env. Science (AECC)		

4. B.Com. (Commerce)		
1. Financial Accounting	2. Bussines Organisation and Management	
3. English (Compulsory)	4. Env. Science (AECC)	

Subject Combination for BA 1st Sem (Arts)				
Sr. No	Core 1	Core 2 (Choose any one Subject)	Core 3	AECC
1.	Pol Science	Economics/Music(V)/Music(I)/History/Math/Geography/Journalism/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
2.	Public Ad	Economics/Music(V)/Music(I)/History/Math/Geography/Journalism/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
3.	Economics	Pol Science/Public Ad/History/Math/Geography/Journalism/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
4.	Music(V)	Pol Science/Public Ad/History/Math/Geography/Journalism/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit

5.	Music (I)	Pol Science/Public Ad/History/Math/Geography/ Journalism/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
6.	History	Pol Science/Public Ad/Economics/Hindi/Music(V)/ Music(I)/Geography/Journalism/Sanskrit/English	English	English/Hindi/Sanskrit
7.	Math	Pol Science/Public Ad/Economics/Hindi/Music(V)/ Music(I)/Geography/Journalism/Sanskrit/English	English	English/Hindi/Sanskrit
8.	Geography	Pol Science/Public Ad/Economics/Music(V)/ Music(I)/History/Math/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
9.	Journalism	Pol Science/Public Ad/Economics/Music(V)/ Music(I)/History/Math/Hindi/Sanskrit/English	English	English/Hindi/Sanskrit
10.	English	Pol Science/Public Ad/Economics/Music(V)/ Music(I)/History/Math/Geography/Journalism	English	Hindi/Sanskrit
11.	Hindi	Pol Science/Public Ad/Economics/Music(V)/ Music(I)/History/Math/Geography/Journalism	English	English/Sanskrit
12.	Sanskrit	Pol Science/Public Ad/Economics/Music(V)/ Music(I)/History/Math/Geography/Journalism	English	English/Hindi

6.1. ADMISSION PROCEDURE

- i) The Candidates are advised to go through the prospectus carefully before filling up the admission form in their own handwriting.
The candidates must fill course name and AECC Courses in admission form before submission.
- ii) The filled up form, complete in all respects, must be deposited with the admission committees designated for the purpose, so that they are able to compile the data well in time, for the display of merit list.
- iii) The Roster for admission and reservation printed prominently in the prospectus, will be applied for admissions to all courses. Candidates applying for admission under various categories will have to specify their categories and abide by the norms applicable to various categories. (see 7.2.1)
- iv) The candidates will attach the self-attested photostat copies of their documents with the admission form. They must bring all their original documents/certificates at the time of final admission after the display of merit list. The onus of proving the authenticity of their documents in case of any challenge, lies with the candidates concerned.

v) The final merit list will be displayed prominently in the college campus through notice boards . The candidates figuring in the merit list must report to the concerned admission committee on the specified day and complete the formalities on the same day. They must deposit their dues on the same day .Provisions have been made to assign a single counter for the admission process so that students do not face any problems.

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

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

RULES FOR ADMISSION FOR OUTSTANDING SPORTSMEN/WOMEN

1. Admission against outstanding sports quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after expiry of the last date of submission of forms for admission in the college.
2. The following categories of certificates would be considered for admission against outstanding sports quota.
 - a) 1st , 2nd, 3rd position holders in Zonal tournaments of Distt. School Sports Association.
 - b) Participation/Position holders in school state and School National Tournaments.
 - c) 1st,2nd,3rd position holders in PYKKA Distt. Tournaments.
 - d) Participation/Position in PYKKA State and National Level Tournaments.
 - e) Participation/position in State level/National level open tournaments organised by the different recognised Sports Associations.
 - g) Participation/Position in Women's State/National Level tournaments organised by autonomous school bodies like Navodaya/KVS/ICSE/DAV Management etc.
3. The sportsmen/women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.

RULES FOR ADMISSION FOR OUTSTANDING PERFORMANCE IN CULTURALACTIVITIES

1. Admission against outstanding cultural quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after expiry of the last date of submission of forms for admissions in the College.
2. Only those students will be eligible for admission against outstanding cultural quota who have at least I,II,III or Highly Commended and Commended position in inter-School Youth Festival, State and National cultural festival in any item in any of the previous three years.
3. The distinction in the individual item will be given preference over the Team items. The students seeking admission against outstanding cultural quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.

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

6.2. DOCUMENTS REQUIRED

1. Photostat copies of all Board/University certificates from matric onwards.
2. Original copy of character certificate from the head of institution last attended.
3. Original Certificates for verification by committee.
4. Two passport size photographs and one stamp size for the Identity Card.
5. B.A., B.Sc., B.Com. 1st Sem. students will also fill University Registration Form along with two copies of their +2 result card when notified.
6. Students with a gap of one year or more in studies will have to submit an affidavit showing the reasons for the gap.
7. The candidates from other Boards/University, must submit:
 - (a) Eligibility certificate from H.P. Board/University showing equivalence.
 - (b) Migration Certificate.
8. SC/ST certificate for those seeking relaxation or weightage.
9. All girl candidates have to submit a copy of Bonafide Himachali Certificate for getting Exemption from Tuition fee as per Notification. Edu H (8) 3 (8) 1/76 dated 29-06-2001.

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

6.3. ELIGIBILITY CONDITIONS FOR UG CLASSES

(a) AGE LIMIT FOR ADMISSION

Age:- Girls born after 1st July 1992, and Boys born after 1st July 1994 are eligible for admission to B.A., B.Sc., B.Com. 1st Sem. However the Vice Chancellor can grant 6 months relaxation for genuine reasons.

NOTE:- Relaxation of 3 years in age limit is granted for the candidates belonging to SC & ST, both for UG and PG classes.

(b) MINIMUM PERCENTAGE OF MARKS REQUIRED FOR ADMISSION :

SEMESTER SYSTEM

1. Eligibility

(i) For Admission

- (a) A pass in the Higher Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent there to by the various bodies of the H.P. University.
- (b) Provided that the candidates who have passed the qualifying examination with arts/humanities stream shall be given preference in admission to B.A. programme.
- (c) Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.Sc. programme.
- (d) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. programme.
- (e) The student of National Open School will be admitted provided they have secured requisite marks in all the five subjects. The students of National Open School

who have not clearly passed +2 examination will not be admitted in the first semester of B.A./B.Sc./B.Com. Students from Vocational stream are eligible for admission to this class.

- (f) The students who passed out in examination conducted by the Board of Higher Secondary Education, Delhi are not eligible as per DHE order No. Shiksha-II E (5)-1/2011 dated 02/03/2013

(ii) For the Degree

- (a) The candidate shall have to undergo the prescribed courses of study in a College affiliated to the H.P. University for a period not less than three academic years (and not more than five academic years), pass the examinations prescribed and fulfil such conditions as have been prescribed there of.
- (b) For the degree (B.A./B.Sc./B.Com.) the student will have to cumulate a minimum of 120 successful credit hours of course work over a minimum of three and a maximum of five years from the date of admission.
- (c) Provided that not more than three attempts will be allowed to pass a course.

(d) OTHER ELIGIBILITY CONDITIONS

1. A Candidate furnishing any wrong information will be punished with cancellation of admission/registration. Suitable disciplinary and legal action will be taken. Dues paid will be forfeited.
2. All admissions are provisional till these are confirmed/approved by HPU and the college will assume no responsibility for non-approval of a particular case for any reason, including equivalence cases.

3. In the absence of actual marks sheet from Univ./Board in respect of +2 or equivalent exam where the result is shown in grades/standards the minimum percentage of marks for each subject given in standard will be taken into consideration for determining eligibility.
4. The admission schedule notified by the university will be strictly adhered to. No relaxation will be given in this regard.
5. Admission is open for all students on Roll on Basis, who are otherwise eligible without waiting for final result. Roll on System means the student has appeared in the 1st semester will go to 2nd semester as per schedule without waiting for the result of 1st semester, and so on. However he/she will have to fulfil all the formalities laid down by the college authorities like filling up the admission form, if any, and depositing the prescribed fees.
6. The decision of the Principal will be final in the matter of admission and he has the power to refuse or terminate any admission without assigning any reason or also on disciplinary grounds.



6.4. ROSTER FOR ADMISSION AND RESERVATION

Keeping in view the various types of reservations mentioned in clause 6 "Admission and Reservation" the following roster has been evolved w.e.f. session 1992-93 and all the admission shall be made according to this Roster of Reservations.

1	26 SC	51	76	101
2	27 ST	52 SC	77	102
3	28	53 ST	78 SC	103
4	29	54	79 SP	104
5	30	55	80 ST	105
6	31	56	81 CUL	106 SC
7 SC	32	57	82	107 ST
8	33 SC	58	83	108
9	34 HC	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62	87	112
13 ST	38 CUL	63	88	113 SC
14	39 SC	64	89	114
15	40 SP	65 SC	90	115
16	41 ST	66 HC	91 SC	116
17	42	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	69	94	119 SC
20 CUL	45	70	95	120 ST
21	46 SC	71	96	
22	47	72 SC	97 SC	
23	48	73	98 CUL	
24	49	74	99 SP	
25	50	75	100 HC	
(HC-3%)	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)
3	6	6	18	9

HC: Handicapped; **CUL:** Cultural; **SP:** Scheduled Caste and **ST:** Scheduled Tribe.

Note: The degree of Physical Handicap will be the same as prescribed by the Govt. of Himachal Pradesh i.e. 40% or more.

7. ADD-ON-COURSES

In the fast-changing scenario and the days of globalisation of education and economy there is an ever increasing demand for better equipped "all rounders". Otherwise also professionally qualified graduates with a sound knowledge of their core discipline and expertise in a concerned skill have an edge over other. Keeping in view the need of the hour, the University Grants Commission (UGC) with its motto of 'ensuring quality higher education for all, 'has initiated a major programme of vocationalization at undergraduate level to ensure that the graduates who pass out with 'Add on courses' have the wherewithal for gainful employment as well as self employment.

During 2007-08, UGC accorded sanction to this college to start 'add on course' in 'Journalism' & 'Computer Applications'. Needless to say such disciplines have an immense scope because the openings in these fields are far and wide.

(A) JOURNALISM

In the present times the presence of media is being felt in every field. Be it print or electronic media, people related to it can't be ignored. Job opportunities in this field are increasing manifold and there is no dearth of lucrative packages for those who excel themselves.

An add-on-course in 'Journalism' has been started from the session 2007-08 in this college which, we hope will go a long way in exploring the budding talents in Journalism and preparing the students for its flowering and fruition.

The candidates can opt for different add-on-courses along with their regular graduation.

REQUIREMENT Minimum 50% marks in the lower class.

DURATION

Certificate Course	- 1 Year
Diploma Course	- 2 Years
Advance Diploma Course	- 3 Years

EXPENSES - Rs. 300/- per month for subsidised seats
- Rs. 600/- per month for non subsidised seats.

Seats - Subsidised Seats 30
Non-Subsidised Seats 10
Total Seats 40

RESERVATION

Reservation for SC/ST as per H.P. University roster in subsidised seats only.

ADMISSION PROCEDURE

After the regular admissions are over, application will be sought for admission to different courses in journalism.

Admission shall be made strictly on the basis of merit.

(B) COMPUTER APPLICATIONS

Information Technology is regarded as the key technology and is playing a vital role in overall development of a country. Information Technology is the key to sustainable economic growth and has its own place in the field of education. It is important for every individual to have basic knowledge about information technology as the society is increasingly becoming dependent on Information Technology. Computer Knowledge grooms the students to complete with the expanding technological world and helps them in shaping their future.

After obtaining higher education students can easily start their career in the technology industry. Learning the basic skills at this level also helps students in understanding and developing their concepts and developing crucial skills necessary to achieve their goals.

Job opportunities in the field of Information Technology are increasing manifold. A professional in this field can find outstanding career prospects in the field of IT and even establish one's own business as a self employment venture.

The Add-on course in Computers has been started from the session 2009-10 in this college, we hope it will go a long way in exploring the talent in I.T.

The candidate can opt for different courses along with their graduation.

Requirement	Minimum 50% marks in lower class		
Duration	Certificate Course	-	1 year
	Diploma Course	-	2 years
	Advance Diploma Course	-	3 years
Seats	Subsidized Seats	-	30
	Non subsidized seats	-	10

Expenses

1. For Arts stream and related Add-on Courses Rs. 1800/- per year
2. For science stream and related Add-on Courses Rs. 2400/- per year
3. For computer stream and related Add-on Courses Rs. 3000/- per year

Reservation

Reservation for SC-ST as per H.P University roster in subsidized seats only.

Admission Procedure

After the regular admission are over, applications will be sought for admission to "Advance Diploma Course"

Admission shall be made strictly on the basic of merit.

8. IGNOU STUDY CENTRE

The college is having study centre of open University IGNOU. In this centre PG, UG Diploma certificate Courses are available. The student seeking regular admission in collage are advised to take up any course of their choice through IGNOU for which they can seek admission any time in the year. For detailed guidance visit IGNOU study Centre located at Room No. 204, or www.ignou.in., Tel No.223749

COURSE AVAILABLE IN OUR STUDY CENTRE

(a) FOUNDATION COURSE

(b) BACHELOR PREPARATORY PROGRAMME

(c) CERTIFICATE COURSES

In Disaster management, Environmental studies, Food & Nutrition, Human Rights Guidance, Teaching of English, Tourism Studies, Teaching of Pry School Mathematics Consumer Protection.

(d) DIPLOMA COURSES

In HIV & Family Education, creative writing in English, Nutrition & Health Education, Youth in development work, Early childhood care & Education, Tourism Studies, Woman's Empowerment and Development.

(e) POST GRADUATE DIPLOMA COURSE IN

Rural Management, Disaster Management, Participatory Management of Displacement Resettlement & Rehabilitation.

(f) UNDER GRADUATE COURSE

BTS, BA, BCA, B.Com.

(g) POST GRADUATION

Management Programme (MBA), Master of Business administration banking & Finance, MCA, Master of Arts Rural Development, M. Com., Master of Arts Tourism Management, M.A. English, Political Science, Hindi, Economics, History & Public Administration.

9. FEE DETAILS

9.1. GOVERNMENT APPROVED FEES

B.A.							
		I sem	II sem	III sem	IV sem	V sem	VI sem
Admission fee	25 P.A	25	25	25	25	25	25
Tution fee	50 P.M	300	300	300	300	300	300
Library Security	100 P.M	100					
House Exam	40 Per sem	40	40	40	40	40	40
Medical fee	6 P.A	6		6		6	
Campus Development fund	10 P.A	10	10	10	10	10	10
Book replacement fund	25 P.A	25		25		25	
Furniture replacement	10 P.A	10		10		10	
Identity card	10 Per sem	10		10		10	
Magazine fund	50 P.A	50		50		50	
NCC fund	5 P.A	5		5		5	
Student aid fund	02 P.A	2		2		2	
Cultural activities fund	20 P.A	20		20		20	
Computer & internet	20 P.A	20		20		20	
A.F	25 P.M	150	150	150	150	150	150
Sports fund	20 P.M	120	120	120	120	120	120
B.F	10 P.M	60	60	60	60	60	60
Geography/Music	15 P.M	90**	90**	90**	90**	90**	90**
Comm & math	15 P.M	90**	90**	90**	90**	90**	90**
Rover & rangers	5 P.M	30	30	30	30	30	30
Uni Development fund	250 P.A	250		250		250	
HPU Registration	210HP 410NON HP	210					
HPU Continuation	10 P.A		10	10	10	10	10
HPU Sports	15P.A	15		15		15	
HPU Youth Welfare fund	15 P.A	15		15		15	
HPU Holiday home	1 P.A	1		1		1	
		1474	745	1174	745	1174	745

B.COM.							
		I sem	II sem	III sem	IV sem	V sem	VI sem
Admission fee	25 P.A	25	25	25	25	25	25
Tuition fee	50 P.M	300	300	300	300	300	300
Library Security	100 P.M	100					
House Exam	40 Per sem	40	40	40	40	40	40
Medical fee	6 P.A	6		6		6	
Campus Development fund	10 P.A	10	10	10	10	10	10
Book replacement fund	25 P.A	25		25		25	
Furniture replacement	10 P.A	10		10		10	
Identity card	10 Per sem	10		10		10	
Magazine fund	50 P.A	50		50		50	
NCC fund	5 P.A	5		5		5	
Student aid fund	02 P.A	2		2		2	
Cultural activities fund	20 P.A	20		20		20	
Computer & internet	20 P.A	20		20		20	
A.F	25 P.M	150	150	150	150	150	150
Sports fund	20 P.M	120	120	120	120	120	120
B.F	10 P.M	60	60	60	60	60	60
Comm & math	15 P.M	90**	90**	90**	90**	90**	90**
Rover & rangers	5 P.M	30	30	30	30	30	30
Uni Development fund	250 P.A	250		250		250	
HPU Registration	210HP 410NON HP	210					
HPU Continuation	10 P.A		10	10	10	10	10
HPU Sports	15P.A	15		15		15	
HPU Youth Welfare fund	15 P.A	15		15		15	
HPU Holiday home	1 P.A	1		1		1	
Computer & internet fee	15 P.M	90	90	90	90	90	90
		1654	925	1354	925	1354	925

B.Sc. (Non-Medical)							
		I sem	II sem	III sem	IV sem	V sem	VI sem
Admission fee	25 P.A	25	25	25	25	25	25
Tuition fee	50 P.M	300	300	300	300	300	300
Library Security	100 P.M	100					
House Exam	40 Per sem	40	40	40	40	40	40
Medical fee	6 P.A	6		6		6	
Campus Development fund	10 P.A	10	10	10	10	10	10
Book replacement fund	25 P.A	25		25		25	
Furniture replacement	10 P.A	10		10		10	
Identity card	10 Per sem	10		10		10	
Magazine fund	50 P.A	50		50		50	
NCC fund	5 P.A	5		5		5	
Student aid fund	02 P.A	2		2		2	
Cultural activities fund	20 P.A	20		20		20	
Computer & internet	20 P.A	20		20		20	
A.F	25 P.M	150	150	150	150	150	150
Sports fund	20 P.M	120	120	120	120	120	120
B.F	10 P.M	60	60	60	60	60	60
Physics	20 P.M	120	120	120	120	120	120
Chemistry	20 P.M	120	120	120	120	120	120
Comm & Math	15 P.M	90	90	90	90	90	90
Rover & rangers	5 P.M	30	30	30	30	30	30
Uni Development fund	250 P.A	250		250			
HPU Registration	210HP 410NON HP	210					
HPU Continuation	10 P.A		10	10	10	10	10
HPU Sports	15P.A	15		15		15	
HPU Youth Welfare fund	15 P.A	15		15		15	
HPU Holiday home	1 P.A	1		1		1	
		1804	1075	1504	1075	1504	1075

B.Sc. (Medical)							
		I sem	II sem	III sem	IV sem	V sem	VI sem
Admission fee	25 P.A	25	25	25	25	25	25
Tuition fee	50 P.M	300	300	300	300	300	300
Library Security	100 P.M	100					
House Exam	40 Per sem	40	40	40	40	40	40
Medical fee	6 P.A	6		6		6	
Campus Development fund	10 P.A	10	10	10	10	10	10
Book replacement fund	25 P.A	25		25		25	
Furniture replacement	10 P.A	10		10		10	
Identity card	10 Per sem	10		10		10	
Magazine fund	50 P.A	50		50		50	
NCC fund	5 P.A	5		5		5	
Student aid fund	02 P.A	2		2		2	
Cultural activities fund	20 P.A	20		20		20	
Computer & internet	20 P.A	20		20		20	
A.F	25 P.M	150	150	150	150	150	150
Sports fund	20 P.M	120	120	120	120	120	120
B.F	10 P.M	60	60	60	60	60	60
Chemistry	20 P.M	120	120	120	120	120	120
Botany	20 P.M	120	120	120	120	120	120
Zoology	20 P.M	120	120	120	120	120	120
Rover & rangers	5 P.M	30	30	30	30	30	30
Uni Development fund	250 P.A	250		250			
HPU Registration	210HP 410NON HP	210					
HPU Continuation	10 P.A		10	10	10	10	10
HPU Sports	15P.A	15		15		15	
HPU Youth Welfare fund	15 P.A	15		15		15	
HPU Holiday home	1 P.A	1		1		1	
		1834	1105	1534	1105	1534	1105

Fee & funds Class Wise

M.A. Pol Science & Eng

		I sem	II sem	III sem	IV sem
Admission fee	25 P.A	25	25	25	25
Tution fee	50 P.M	300	300	300	300
Library Security	100 P.M	100			
House Exam	40 Per sem	40	40	40	40
Medical fee	6 P.A	6		6	
Campus Development fund	10 P.A	10		10	
Book replacement fund	25 P.A	25		25	
Furniture replacement	10 P.A	10		10	
Identity card	10 Per sem	10	10	10	10
Magazine fund	50 P.A	50		50	
NCC fund	5 P.A	5		5	
Student aid fund	02 P.A	2		2	
Cultural activities fund	20 P.A	20		20	
Computer & internet	20 P.A	20		20	
A.F	25 P.M	150	150	150	150
Sports fund	20 P.M	120	120	120	120
B.F	10 P.M	60	60	60	60
Physics	20 P.M				
Chemistry	20 P.M				
Botany	20 P.M				
Zoology	20 P.M				
Geography/Music	15 P.M				
Comm & Math	15 P.M				
Rover & rangers	5 P.M	30	30	30	30
Uni Development fund	250 P.A	250		250	
HPU Registration	210HP 410NON HP	210			
HPU Continuation	10 P.A		10	10	10
HPU Sports	15P.A	15		15	
HPU Youth Welfare fund	15 P.A	15		15	
HPU Holiday home	1 P.A	1		1	
Computer & internet fee	15 P.A				
Examination fee		1000	1000	1000	1000
Total					

Fee & funds Class Wise

M. Com.					
		I sem	II sem	III sem	IV sem
Admission fee	25 P.A	25	25	25	25
Tution fee	50 P.M	300	300	300	300
Library Security	100 P.M	100			
House Exam	40 Per sem	40	40	40	40
Medical fee	6 P.A	6		6	
Campus Development fund	10 P.A	10		10	
Book replacement fund	25 P.A	25		25	
Furniture replacement	10 P.A	10		10	
Identity card	10 Per sem	10	10	10	10
Magazine fund	50 P.A	50		50	
NCC fund	5 P.A	5		5	
Student aid fund	02 P.A	2		2	
Cultural activities fund	20 P.A	20		20	
Computer & internet	20 P.A	20		20	
A.F	25 P.M	150	150	150	150
Sports fund	20 P.M	120	120	120	120
B.F	10 P.M	60	60	60	60
Physics	20 P.M				
Chemistry	20 P.M				
Botany	20 P.M				
Zoology	20 P.M				
Geography/Music	15 P.M				
Comm & Math	15 P.M				
Rover & rangers	5 P.M	30	30	30	30
Uni Development fund	250 P.A	250		250	
HPU Registration	210HP 410NON HP	210			
HPU Continuation	10 P.A		10	10	10
HPU Sports	15P.A	15		15	
HPU Youth Welfare fund	15 P.A	15		15	
HPU Holiday home	1 P.A	1		1	
Computer & internet fee	15 P.A	90	90	90	90
Examination fee		1000	1000	1000	1000
Total					

9.2. OTHER FEES AND FINES

ITEM	FEES IN RUPEES
First readmission	100
Second readmission	200
Late admission per day	10
Late payment of dues per day	1
Duplicate identity card	20
Absence fine per period	1
Absence fine per practical	3
Absence from house test per paper	10
Late return of library books per day per book	1
Using abusive language	50
Using mobile phone in class room & campus	100
Any act of indiscipline	100 or more
PTA Fund per annum	200

10. HOSTEL CHARGES & RULES

The college has a boys hostel with capacity to accommodate 36 students. The seats in the hostel will be allotted on the basis of academic merit and as per specified quota)

FEE, FUNDS AND FINES

Fee & Funds are charged as under :-

1. At the time of admission for full session.
2. fines and other dues, if any shall be realized in the month of February 2014.

H.O./ Ac	Fee Fund	Amount to be charged
1. Govt. Fund	Hostel/Admn. Fee	10.00 p.a.
	Room Rent	360.00 p.a.
2. College Dues	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	500.00 p.a.
	Utensil charges	30.00 p.a.
	Hostel Identity Cards	5.00 p.a.
	Common Room Fund	120.00 p.a.
	Attendent fee	300.00 p.a.
	Clerical Assistance fee	60.00 p.a.
	Electricity charges	360.00 p.a.
Water charges	120.00 p.a.	

	Sweeper charges	180.00 p.a.
	Depreciation charges	100.00 p.a.
	Total	2645.00
	Mess Charges extra	

The Following rules must be observed by the inmates :-

1. Entry of outsiders in hostel is strictly banned.
2. Use of drugs, intoxicants and smoking are strictly prohibited. Any one found indulging in such bad habits will be asked to evict the hostel immediately.
3. No inmate will be allowed to use electric appliances & tape recorders in the room.
4. No boarder is allowed to go out of hostel after the scheduled time without the permission of Hostel Warden.
5. On vacating the hostel, the boarder shall have to produce 'No Dues certificate' from the Hostel Warden. Boarder has to vacate the hostel within three days of the end of Academic Session.
6. Ragging is an offence which can result in immediate eviction from the hostel and more stringent actions such as rustication from the college and lodging of FIR with the police.
7. No boarder is allowed to damage the hostel property, if found guilty strict action will be taken against him.
8. No hostler is permitted to take bath or wash clothes openly in the premisses.
9. No hostler is permitted to take bath or wash clothes openly in the premisses.
10. Parking Vehicles inside the hostel building is prohibited.

11. FINANCIAL ASSISTANCE TO NEEDY BUT DESERVING STUDENTS

A limited number of students who can not pursue their studies due to financial constraints are provided assistance from the college Students Aid Fund (Provided they have not received assistance from any other sources).

12. SCHOLARSHIPS AND EXEMPTION IN FEE

There are a number of scholarships for poor and meritorious students available through various Govt. and Non- Govt. agencies.

1. The Govt. has a provision for scholarship to students belonging to Scheduled Castes/ tribes, Low Income Groups, Poverty come brilliance group and IRDP families. The candidates have to apply on a prescribed proforma. Dates are mentioned on the Notice Boards prominently.
2. As per Govt. notification No EDN & H (8) 3 (7) 1/76 dated 29-06-2007 all Bonafide Himachali Girls are Exempted from tuition fees. At the time of admission they will compulsorily have to submit a certificate of permanent residence issued by a

Competent Revenue Officer.

3. Only real brothers studying in the college are entitled to get half tuition fee exemption. Out of two, only one can apply for exemption and out of three studying simultaneously, two younger brothers can claim the same, by applying to the Principal normally in the month of September.
4. Special scholarship of Rs. 4000/- is given to meritorious Sanskrit students by Rashtriya Sanskrit Sansthan New Delhi.

13. MIGRATION RULES

1. Migration from another College & Vice Versa is governed by H.P. University Rules.
2. The migrating student bring with him/ her :
 - a) Lecture attendance statement.
 - b) Statement of marks obtained in the house test.
 - c) Character certificate form the Principal of the college last attended,
3. After the migration has been sanctioned and notified by the university the student must join the second college within the given period i.e by the date given by the University.
4. The first college is entitled to the tuition fee for the month which the University section the migration.
5. No migration certificate can be issued unless the student is registered with the University.
6. The admission of a student migrating from another University shall be treated as provisional and shall be confirmed when he/ she produces the migration certificate and however, that the student disqualified by any other University, shall not be given admission during the period of disqualification.
7. After obtaining migration certificate from the university the student must get their college changed online from both the colleges.

14. UNIVERSITY EXAMINATIONS INTERNAL TEST & ATTENDANCE

1. It is compulsory to fulfil Lecture Attendance & House Test condition laid by the University. In case a students fails to fulfil any of these conditions he/she will not be allowed to sit in the annual examinations as per resolution of the Academic council which states that a student on the rolls of the college shall be eligible to be admitted to the University Examination, if he/ she.
 - i) Has attended 75% of the total lectures delivered in each of the concerned courses in theory as well as in practical.
 - (ii) Secured 20% marks in each subject or 30% of the aggregate marks in all compulsory and Elective Subject in the House Test. The student abstaining from house test shall be fined as per rules.

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

- a) 5% credit is to be awarded on the basis of lectures attended and
- b) 15% for the marks obtained in House test. Lectures are to be counted from the first day of regular classes.

3. The name of the students who remain absent for ten days continuously from any class without proper sanctioned leave shall be struck off from the college rolls. However, the Principal at his discretion and after the recommendation from teacher concerned may re-admit such students on paying the re- admission fee as mentioned below on a prescribed proforma within 10 days after the name was struck off.

Readmission Fee

First Time : Rs. 100/-

Second Time : Re. 200/-

Important :- No student will be readmitted for the third time in a session.

Note :- Internal Assessment scheme for P. G. classes has been introduced by HPU for which 20% of Maximum Marks in each paper are to be further sub - divided as :-

- a. Weightage for attendance- 5%
- b. Performance in any one of the following- 15%
 1. Assignment writing.
 2. Seminar Presentation.

COURSE EVALUATION (EVALUATION OF THE STUDENTS UNDER CBCS)

All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of student that has the following two components :-

1. Continuous Comprehensive Evaluation (CCE) :- Accounting for 50% of the final grade that a student gets in a course, and the basis of seminar/ assignment/ term paper etc. that the course teacher might give to the students.

. END-SEMESTER EXAMINATION (ESE) :- The remaining 50% of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the courses.

For the Odd Semesters the ESE will be in the month of October/November and for Even Semesters it will be in the month of April/ May.

A candidate who does not pass the examination (ESE) in any course (s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course (s) ESE in the subsequent ESE to be held in the following October/ November or April/ May as the case may be.

The registration for the ESE will be done at the time of the enrolment for the course at the beginning of the semester. The fee for the ESE will also be collected at the time.

If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (<50% attendance), the candidate will be permitted to move to the next semester such candidates shall reappear for the missed semester after completing the rest of the programme.

For the pattern of ESE examination, determination of relative grading, GPA and CGPA students can consult the Himachal Pradesh University notification regarding Choice Based Credit System (CBCS).

3. CONFERMENT OF THE BACHELOR'S DEGREE :-

The result would be declared by the CoE of the Himachal Pradesh University and the degree conferred. A candidate shall be eligible for the conferment of the Bachelor's degree only if he/ she has earned the minimum required credits for the programme prescribed there of (i.e. 120 credits in total and minimum of 9 credits in compulsory courses, 56 credits in core courses and minimum of 40 credits in Elective courses (minimum 20 credits in each of the minor subjects), and a minimum of one credit of GI and H courses).

The University will confer the Degree when these conditions are met.

The top three scorers in each subject will be granted Gold, Silver, and Bronze medals by the HPU.



15. LEAVE RULES

Leave shall be sanctioned on the prescribed application form obtainable from the college library. The application should be duly signed by the parents/ guardians. Leave shall be granted only on the recommendation of concerned teachers. Leave for more than 5 days shall be granted on the basis of a Medical certificate issued by a Registered Medical Officer.

16. LIBRARY RULES

1. There is a provision for library cards for the students who wish to avail the library facilities. The library card can be had from the Library incharge on production of Identity Card.
2. A Book issued can be kept for a period of 15 days. Delay will be charged @ Rs. 1/- per day.
3. Text books and reference books will not be issued.
4. U. G. students in all streams can borrow maximum upto 3 books at a time.
5. The books must be handled carefully. Any loss or damage will have to be paid for with special permission of the principal.

17. COLLEGE MAGAZINE

The college Magazine "SOMBHADRA" is brought out every year to provide a forum to the students for an expression of their creative talents in form of articles, poems stories etc. It also contains the selected photographs of different college activities and that of students who excel in different fields during the session.

18. TUTORIAL MANAGEMENT CELL

In order to encourage interaction between students and teachers, the Tutorial Groups are created. The students can discuss their problems with their tutors.

19. N.C.C., N.S.S. AND ROVERS & RANGERS

1. **NCC :-** There is a provision for NCC (both girls and boys) in the college. Enrolment begins with the commencement of the session.

2. **NSS :-** National Service Scheme (N. S. S.) is currently having three units in this college with enrolment of one hundred volunteers each under the able guidance of a Programme Officer. These units are engaged in regular as well as special camp activities in and around the college, as envisaged under the spirit of the scheme. Enrolment is by selection within a month of the admission in the college.

3. **ROVERS AND RANGERS :-** The Bharat scouts and Guides is an organisation, devoted to the development of character of the young generation and selfless service to the country. There are more then 250million people in 216 countries with 153 internationally recognized organization under the umbrella of Scout and Guides. The movement is steadily marching ahead in Himachal Pradesh.

20. SPORTS & CO-CURRICULAR ACTIVITIES

The college provides excellent facilities to sports persons. The discipline in which the college prepares teams for University Championship are : Athletics, Boxing, Chess, Cricket, Hockey, Football, Volleyball, Badminton, Handball etc. The students are trained by experienced coaches. A committee of teachers actively participates in the selection of college teams for various events.

The college also provides guidance to students in various cultural activities for participation in HPU Youth Festival Group I to IV.

21. COMMUNITY PARTICIPATION

(a) **PTA (Parent Teacher Association):** The PTA body has been constituted w.e.f. session 2004-05 to work for the overall development of the college. Election to this body are held every year. All parents/guardians are requested to spare their valuable time for the General Body meeting of PTA as and when the date is notified .

(b) **OSA (Old Students Association):** An Old Students Association comprising of the Alumni of this college has been constituted w.e.f. session 2004-05. Apart from the nostalgic reasons this association has been constituted to make a contribution towards developmental activities of their alma mater.

22. CENTRAL STUDENTS COLLEGE ASSOCIATION (CSCA)

The CSCA of the college students is elected in the beginning of the session according to the university rules. The body helps the college authorities to maintain discipline in the college as well as facilities and the developmental activities. Elections are notified by H. P. U. after the admission process is over.

23. RULES FOR AWARD OF PRIZES IN ANNUAL FUNCTION

Prizes are given to the students securing positions in the University/ House examination, sports and other extra curricular activities delineated as following and the prize money is decided by the Advisory Committee.

ACADEMIC PRIZES

1. Students securing first to tenth position in HPU Annual Examination.
2. 1st/ 2nd/ 3rd position in the college in aggregate in H. P annual/house examination and I/II position in all subjects in the college in HPU annual/ House examination.

Sports/ Cultural/NCC etc.

1. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter college championships/ Annual College Athletic Meet and championship in Intra- College Events.
2. Youth festival prizes would be at par with the sports prizes.
3. NCC/ NSS students participating in RD Parade, NCC Cadets appointed as SUO and UO for the session and declared the Best Cadet.
4. NSS volunteers appointed president/ declared Best Volunteer in each unit (M& F both).
5. SCA office bearers be given Blazer Cloth at the time of Oath taking ceremony.
6. Rangers & Rovers participation in State Level Camp.
7. Blood Donors, special prizes for extra ordinary contribution in the college activities.

24. RULES & GUIDELINES FOR EDUCATIONAL TOURS

1. Faculty wise educational tours will be allowed during vacations/ gazetted holidays. Preference will be given to the senior classes. The willing students must apply for the educational tour at least 20 days in advance in case of journey by bus and 45 days in advance case of journey by train.
2. A written consent of college official/ teacher who will accompany the tour, the tour programme/ diary, NOC/ bus fare certificate from HRTC and the list of students with name, father's name, class, roll number and signatures of students must be submitted to the tour committee at least five days before proceeding on tour.

3. An undertaking/ indemnity bond on a Proforma supplied by the college must be submitted by the parents of the students who are going on tour.
4. The students must deposit the tour charges to the tour manager at least 5 days before proceeding on tour as decided by the authorities. A detailed report regarding learning and experiences of tour should be submitted to the tour committee within 15 days after completion of the tour.
5. Educational tours shall be flagged off by the tour Committee from the college campus after completion of all the formalities and finally with intimation to the Principal.

25. RAGGING IS AN OFFENCE

Ragging in and out of the college campus/ Hostel or road/ approaches leading there to is strictly banned, if any student is found indulging in ragging directly, or indirectly, the college authorities shall be under obligation under rule 22, 17 (a) (b) (c) (d) of the HP University ordinance to expel the guilty students from the college/ Hostel. "Ragging includes any type of Physical or mental torture inflicted by any individual or group, by words or in conduct, which creates an apprehension in the mind of a person that he/she cannot pursue his/her studies free from any mental disturbance or torture created there by any person who aids or abets such an action shall be guilty of such ragging ."

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

DEFINITION OF RAGGING

Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy on disciplined and obscene activities which cause are

likely to cause annoyance and hardship, physical or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do which causes him/ her shame or embarrassment or danger to his/her life or limb or indulging in eve teasing.

26. CODE OF CONDUCT

1. As per letter # Misc. 9428 dated 11. 8. 75 of HP. University, the principal has unlimited/ complete rights regarding admissions, appearing for examination, disciplinary action, remission of fine and special punishment.
2. The Principal has the absolute right to regulate the activities of all bonafide students of the college inside and outside the college campus. If the Principal is convinced that the conduct of a student is against rules and regulations, he/ she can be expelled/ rusticated without assigning any reason.
3. No student will be allowed to take part in any political and disruptive activity.
4. Every student must participate in co- curricular activities.
5. All the rules mentioned in the prospectus and notified from time to time are binding on all students. Defaulters can be punished monetarily or through disciplinary action depending upon the gravity of misconduct.
6. Wilful absence from the classes will lead to the names of the offenders being struck off from the college rolls.
7. Entry into college office without any specific reason is prohibited. The students can meet the Principal only during visiting hours notified on the notice board.
8. All the documents will be attested by the teachers.
9. Schedule for filling up all the forms of H.P University including examinations forms will be displayed on the Notice Boards. Any students not adhering to the displayed schedule will himself be responsible for any administrative delay and late fee.

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

Following activities will be treated as breach of discipline.

1. Any disruptive activities or use of force.
2. Writing obscenities on walls, desks and blackboards.
3. Making noise or raising slogans that disturb teaching in the campus.
4. Smoking or entering the campus under the influence of drugs, liquor etc.
5. Plucking flowers or damaging the plants in college campus.
6. Bringing outsiders to the campus.
7. Tampering with electrical fittings, fans etc.
8. Misbehavior of any kind.
9. Misbehavior with female students.
10. Use of cell phones in classrooms, library, and in the campus and unauthorized use of loudspeakers, Public address systems. The teaching staff is vested with all the rights to punish or recommend for punishment any activity/ activities that amounts to breach of discipline.
11. Coming to college without identity - Card.



27. CALENDER OF ACTIVITIES

ADMISSION SCHEDULE

UG Classes -	16 th to 23 rd June 2017	Submission of Admission Form
	24 th to 27 th June 2017	Display of Merit List
	28 th to 30 th June 2017	Fee Deposit & display of II merit list

REGULAR TEACHING WORK

UG Classes -	1 st July 2017 Onwards
PG Classes -	As per HP University guidelines

EXAMINATION SCHEDULE (TENTATIVE)

Supplementary Exams	3 rd Week of September 2017
MA Exams	1 st /2 nd Week of December 2017
End Semester Theory/ Practical Exams for I/III/V Semester UG Classes	13 th October 2017 to 12 th November 2017
Regular Teaching of II/ IV/VI Semester UG Classes	13 th November 2017 to 20 th December 2017
	05 th Febraury 2018 to 16 th April 2018

VACATION SCHEDULE

DIWALI BREAK	One day before diwali & Two days after diwali
WINTER VACATIONS	1 st January 2018 to 04 th Febraury 2018
SUMMER VACATIONS	21 st May 2017 to 15 th June 2017

SCHEDULE OF APPLICATION FORMS AND FEE

Enrolment of NCC/NSS/ Rovers & Rangers	31 st July, 2017
Application fo SC/ST/IRDP	Upto 30 th September, 2017
MERIT/SANSKRIT Scholarship	
Second Instalment of Fee	13 th to 21 st October, 2017

SCHEDULE FOR OTHER ACTIVITIES

C.S.C.A Election/Nomination	July/August 2017
Oath taking Ceremony	With in 10 days from the declaration of election result
CSCA Function	2 nd Week of Nov. 2017
Science Exhibition	3 rd /4 th Week of Dec. 2017
H.P. Univ. Inter College Youth Festival & Sports Events	as per H.P.U. Schedule
PTA General House Meeting	Sept. 2017
College Athletic Meet	3 rd Week of Nov. 2017
Annual Prize Distribution Function	4 th Week of Feb./1 st Week of March 2018

Note :- Dates/rules are subject to change depending on the instruction received from H.P. Govt./HPU, Shimla.



RAGGING IS A COGNIZABLE OFFENCE

**LEADING THE COUNTRY
CREATING THE FUTURE**



For further information about admissions to the college, contact:

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