GOVERNMENT DEGREE COLLEGE
DRANG AT NARLA

TEHSIL PADHAR, DISTRICT MANDI HP
www.gcdrang.in
Phone No.: 01908-260645

Prospectus
-CUM-
HANDBOOK OF INFORMATION
2018-19
Email: gcdrangnarla@gmail.com

GOVERNMENT DEGREE COLLEGE DRANG AT NARLA
District Mandi, Himachal Pradesh

Vesting in the lap of nature far from the meddling crowd in a total environment friendly atmosphere surrounded by pine forest on one hand and glorified by a panoramic view of the snow leaden peaks of *Dhauladhar* on the other hand. To cater the long lasting demands of the people of this economically and socially backward region, Government Degree College *Drang* at *Narla* was notified on 26 June, 2006. Initially the College was run in a shelter accomodation at *Padhar* till 24 April, 2012. The foundation stone of the present College Building was laid on 2 April, 2007 at village *Jundhar* and inaugurated and dedicated to the public on 24 April, 2012.

The College campus is spread over 63.07.17 *Bighas* of land linked with motorable roads from three sides. It is located at a distance of 27 km from Mandi district headquarter, 2.5 km from *Kunnu* and 3.5 km from *Padhar*.

Government Degree College *Drang* at *Narla*, was established with a vision to build holistic and vibrant learning environment founded in value based academic principles. The basic instinct was to inculcate mental and spiritual strength and clarity of thoughts in order to develop the character of the students and missioned to awaken the latent potential of the students, develop among them the sense of social service, communal harmony, discipline, conscientious environment concerns, leadership and mutual cooperation which unequivocally helps in transforming them into awakened, responsible and accountable citizens of India.
This is further justified by the motto of the College which stands as

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"सत्यम विद्या सदाचार:"

अर्थात्

"विद्या सत्य एवं सदाचार से अवगत कराती है।"

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The highly qualified and energetic team of the College is always on the front foot to inculcate these values in the students on war steps.

At present the College offers undergraduate courses in Humanities, Science and Commerce under the new UGC scheme introduced from the session 2015-16. This College has been included under section 2(f) and 12(B) of UGC act 1956 as per the notification No. F.NO. 8-551/2017 (CPP-I/C) dated 15 December, 2017. The campus houses an Administrative Block (A-Block), Arts Block (B-Block) Library, well equipped Conference Hall, Common rooms (boys and girls), Canteen, Ten Lecture Halls, Laboratories including IT lab and a walloping playground, an upcoming Science Block, Multipurpose Hall and staff quarters. The campus is fully Wi-Fi enabled and under CCTV surveillance.

The College is a constituent of the upcoming Vallabh Cluster University under the *'Rashtriya Uchtar Shiksha Abhiyan'*. School of Humanities and School of Languages will be functional in the College in the future. Introduction of short and long-term vocational courses, postgraduate courses and research programs is also aspired. After completing necessary formalities, the requisite approval in this matter has already been accorded from MHRD and H.P. government as per DPR. The proposed Cluster Building will come up in the coming years to fulfill the need for the new courses proposed to be introduced under Cluster University.

From the very first day of its inception this College has witnessed a lot of transformation and will undergo many more in the coming years to cater the ever-changing and increasing needs of the students and achieve new milestones in the field of quality education.

ANTI-RAGGING COMMITTEE

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

Dr Arvind Sehgal
Principal
Office Phone No. 01908-260645
Mobile No. 9418052870

Dr. Sanjay Sehgal
(Convener)
Mob. 9418400027

Mrs Neelam Sharma
(Member)
Mob. 7018045070

Mr. Raj Kumar Jamwal
(Member)
Mob. 9418047323

Dr. Ravinder Kumar
(Member)
Mob. 9418498282

Mrs. Asha Thakur
(Member)
Mob. 9459218224

Mr. Sandeep Kumar
(Member)
Mob. 9418261601

Mr. Ram Singh Patyal
(Member)
Mob. 9857203011

Note:- Every student will give the anti-ragging affidavit as per UGC Clause (m & n) of Regulation 6.2 at the time of admission, failing which his/her admission stands cancelled.

TOLL FREE UGC HELPLINE 1800-180-5522

Ragging is a Criminal Offence

➢ Do not practice it, otherwise, you will be prosecuted for the same.
➢ Students are warned strictly that they should not practice ragging at all; otherwise legal action will be taken against such erring students.

The College Faculty
Principal
Dr. Arvind Sehgal
M.A., M. Phil., Ph. D. (Sociology)

SN	Name & Designation	Qualification	Subject
Faculty of Social Sciences			
1.	Dr. Kalyan Chand Mandhotra, Associate Professor	M.A., M. Phil, Ph. D	Music-V
2.	Dr. Dayak Ram Thakur, Associate Professor	M.A., M. Phil, Ph. D	Political Science
3.	Mr. Raj Kumar Jamwal, Associate Professor	M.A., M. Phil,	Hindi
4.	Mrs. Asha Kumari, Assistant Professor	M.A.,M. Phil	English
5.	Mr. Mehar Chand, Assistant Professor	M.A.,M. Phil	Economics
6.	Ms. Varsha Verma, Assistant Professor	M.A.,M Phil	Sociology
7.	....		History
Faculty of Science			
1.	Dr. Sanjay Sehgal, Associate Professor	M.Sc., M. Phil, Ph. D	Geography
2	Dr. Vivek Kapoor, Associate Professor	M.Sc., M. Phil, Ph. D	Mathematics
3.	Mrs. Neelam Sharma, Associate Professor	M. Sc., M Phil	Chemistry
4.	Dr. Meena Kumari, Assistant Professor	M. Sc., M. Phil, Ph. D	Chemistry
5.	Dr. Chetna Sharma, Assistant Professor	M. Sc., M. Phil, Ph. D	Zoology
6.	Mr. Sandeep Kumar, Assistant Professor	M. Sc., M. Phil	Physics
7.	Dr. Jitender Kumar, Assistant Professor	M. Sc., Ph. D	Physics
8.	....		Botany
Faculty of Commerce			
1.	Dr. Ravinder Kumar, Associate Professor	M.Com. Ph. D	Commerce
Library			
1.	Sh. Chander Singh Chauhan, Assistant Librarian	MLIS	Library
Ministerial Staff			
1.	Mr. Ram Singh Patyal		Supdt. G-II
2.	Mr. Sidhu Ram		Sr. Assitant
3.	Mr. Ravi Kumar		Jr. Assitant
4.	Mr. Ghan Shyam Dass		Jr. Assitant
5.	Ms. Kavita Devi		Jr. Assitant
Laboratory Staff			
1.	Mr. Yan Chand		SLA
2.	Mr. Krishan Chand		SLA
3.	Mr. Sunder Lal		LA
Class-IV			
1.	Ms. Indra Devi		Class-IV
2.	Mr. Ishwar Dass		Class-IV
3.	Mrs. Geeta Devi		Class-IV
4.	Mr. Bishan Dass		Class-IV
5.	Ms. Ramkali		Class-IV

MINIMUM COURSE CURRICULUM FOR UNDERGRADUATE COURSES UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Background/Preamble:

Education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but developing "learner-centric" approach. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted.

Advantages of the choice based credit system:

- Shift in focus from the teacher-centric to student-centric education.
- Student may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers(even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations.
- CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

Choice Based Credit System (CBCS):

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

Outlines of Choice Based Credit System:

1. **Core Course**: 4 discipline specific papers each for regular courses and 2 papers each for English and Hindi/MIL in B.A./B.Com program. The courses designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular 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 B.A./B.Com. regular courses): Two elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective.

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

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

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses are of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

3.1 **Ability Enhancement Compulsory Courses (AECC):** "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines and are of following kinds: (i) Environmental Science and (ii) English/Hindi/MIL Communication.

3.2 **Skill Enhancement Courses (SEC)** (4 for regular courses): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. with a purpose to increase employability.

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

ADMISSION IN CBCS UNDER RASTRIYA UCHACHATAR SHIKSA ABHIYAN (RUSA)

CBCS has been implemented under RUSA from the academic session 2013-14, which offers wide ranging choice for the students to opt for courses on their aptitude and career goal. The curriculum offered in the semester pattern spread over 6 semesters (3 Years) includes number of courses to accomplish a holistic learning experience for the students.

Regulations Choice Based Credit System (CBCS):

1. **Definitions**

1.1 **Credit:** Credit stands for the following
   - Term has a connotation of achievement of earning through learning efforts.
   - It implies successful completion of a course of study being measured in terms of classroom instruction hours/week in courses being studied in that semester.
   - It implies learning efforts required on the part of the learner.
   - It measures the volume of the content to be delivered in the course being studied.
   - Credit of a course indicates the weightage of a course for calculating grade point average (GPA).

1.2 **Semester system:** Semester means six monthly study course or either of the two six monthly academic terms with following typical look involving teaching for 15 weeks excluding duration of Minor Test, Assignments, End Semester Examinations and Semester Breaks.

1.3 **Tutorial Session:** It consists of Participatory/Problem Solving/Deskwork/Brief Seminar/Group Discussion or any other such methods that makes learners absorb and assimilate more effectively.

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

2. **Choosing Study Courses**

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

2.2 For Bachelor Degree Program the students will be limited by the subjects that are available in the College.

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

3. **Students Assessment and Evaluation**

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

Note: In order to pass a student will have to secure at least 35% in one of the component i. e. CCA and ESE but 45% in aggregate to become eligible to be declared successful in course. Only those students will be allowed to appear in the ESE who have been successful in CCA.

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

This would have the following component

➢ **Classroom Attendance and Incentives**: Each student will have to attend a minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE). The incentive for the classroom attendance will be awarded CCA Marks as follows:

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

➢ **Mid Term Tests (Minor):** There will be one Mid Term Test to be conducted when approximately 2/3 of the syllabus has been covered. This Mid Term Test will be of 15 Marks.

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

3.2 **End Semester Examination (ESE):** 70% of final grade in course will be on the basis of End Semester Examination (ESE) that will be of three hours duration and covering the complete syllabus of the course.

Semester	Classroom Attendance	Mid Term Test	Seminar/ Assignment/ Term Paper	Practical	End Semester Examination	Total
For all	05	15	10	-	70	100
Semester	05	15	10	20	50	100

4. **Accumulation of credits:**

A candidate shall be eligible for the conferment of Bachelor's Degree if he/she has earned minimum of 132 credits required for the program prescribed in the regulation.

PROPOSED SCHEME FOR BACHELOR OF ARTS (CBCS)

SEM	Core Course 12 (6 Credits each)	Ability Enhancement Compulsory Course (AECC) 2 (4 Credits each)	Skill Enhancement Course(SEC) 2 (4 Credits each)	Discipline Specific Elective (DSE) 4 (6 Credits each)	Generic Elective (GE) 2 (6 Credits each)
I	English / DSC-1 A / DSC-2 A	(English/MIL Communication / Environmental Science			
II	English / DSC-1 B / DSC-2 B	Environmental Science/ (English/MIL Communication)			
III	Hindi/MIL / DSC-1 C / DSC-2 C		SEC-I		
IV	Hindi/MIL / DSC-1 D / DSC-2 D		SEC-II		
V			SEC-III	DSE-1A / DSE-2A	GE-1
VI			SEC-IV	DSE-3B / DSE-4B	GE-2
Credits	12 x 6 = 72	2 x 4 = 8	4 x 4 = 16	4 x 6 = 24	2 x 6 = 12

Total Accumulated credits = 132

*The table is subject to change accordance with HPU/Government notification.

PROPOSED SCHEME FOR BACHELOR OF SCIENCE (CBCS)

SEM	Core Course 12 (6 Credits each)	Ability Enhancement Compulsory Course (AECC) 2 (4 Credits each)	Skill Enhancement Course (SEC) 2 (4 Credits each)	Discipline Specific Elective (DSE) 6 (6 Credits each)
I	DSC-1 A / DSC-2 A / DSC-3 A	(English/MIL Communication / Environmental Science		
II	DSC-1 B / DSC-2 B / DSC-3B	Environmental Science/ (English/MIL Communication)		
III	DSC-1 C / DSC-2 C / DSC-3 C		SEC-I	
IV	DSC-1 D / DSC-2 D / DSC-3 D		SEC-II	
V			SEC-III	DSE-1A / DSE-2A / DSE-3A
VI			SEC-IV	DSE-1B / DSE-2B / DSE-3B
Credits	12 x 6 = 72	2 x 4 = 8	4 x 4 = 16	6x 6 = 36

Total Accumulated credits = 132

*The table is subject to change accordance with HPU/Government notification.

PROPOSED SCHEME FOR BACHELOR OF COMMERCE (CBCS)

SEM	Core Course 12 (6 Credits each)	Ability Enhancement Compulsory Course (AECC) 2 (4 Credits each)	Skill Enhancement Course(SEC) 2 (4 Credits each)	Discipline Specific Elective (DSE) 4 (6 Credits each)	Generic Elective (GE) 2 (6 Credits each)
I	English -1	Environmental Science			
	BC 1.1 Financial Accounting				
	BC 1.2 Business Organisation and management				
II	English -2	Writing Skills			
	BC 2.2 Business Law				
	BC 2.3 Business Mathematics and Statistics				
III	Hindi-1		BC 3.4 Computer application In Business		
	BC 3.1 Company Law				
	BC 3.2 Income Tax Law and Practice				
IV	Hindi-2		BC 4.4 E-Commerce		
	BC 4.2 Corporate Accounting				
	BC 4.3 Cost Accounting				
V			BC 5.3 Entrepreneurship	BC 5.1 Auditing and Corporate Governance	BC 5.4 Principle of Micro-Economics
				BC 5.2 Fundamental of Financial Management	
VI			BC 6.3 Personal Selling and Salesmanship	BC 6.1 Management Accounting	BC 6.4 Indian Economy
				BC 6.2 Fundamentals of Investment	
Credits	12 x 6 = 72	2 x 4 = 8	4 x 4 = 16	4x 6 =24	2 x 6 = 12
				Total Accumulated credits = 132	

*The table is subject to change accordance with HPU/Government notification.

ADMISSION PROCESS 2018-19
ADMISSION TO B.A./B. Sc./B.Com. I, III & V SEMESTER

ELIGIBILITY CONDITIONS:

A student will be eligible for admission to **B.A./B. Sc./B.Com. I semester, if he/she has** passed the Senior Secondary (10+2) Examination (Academic Stream) conducted by the H.P Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.

(i) Provided that the candidates seeking admission in B.Sc. I Semester should have passed the qualifying examination with science stream securing 50% marks or equivalent Grade for general category and 45% Marks or equivalent Grade for SC/ST candidate in Science subjects.

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

ADMISSION:

i) Every candidate seeking admission to any class has to apply on the prescribed form available in the College prospectus.

ii) The application form is to be filled up neatly and carefully by the applicant in his/her own handwriting after reading all the rules and eligibility conditions.

iii) The applicant has to bring his/her mother/father/guardian with him/her at the time of admission. **'Guardian' means only blood relation. He/She should not be a student of this College. No students of this College should sign in the place of parent/guardian of any applicant, otherwise none of the two will be admitted in the College.**

iv) After getting the form verified and approved from the members of the admission committee, the applicant of III & V semester will get their fee deposited immediately. The students seeking admission to I semester will deposit their fee after the merit list is displayed.

v) In case of any clarification or guidance, the applicant can approach Admission Guidance committee of the College.

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

vii) Initially all admissions shall be provisional and subject to the final approval by HPU.

viii) Rules of admission are subject to change as per the Himachal Pradesh University notifications issued from time to time.

ix) Students of B.A/B.Sc./B.Com. III & V semesters will seek admission **on roll on basis**, without waiting for the previous End Semester Examination (ESE) result.

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

NOTE: AS PER THE DIRECTION OF THE HON'BLE HIGH COURT ANY CANDIDATE WITH COMPARTMENT IN 10+2 WILL NOT BE ELIGIBLE FOR SEEKING ADMISSION IN UNDERGRADUATE COURSES.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION
B.A./B.Sc./B.Com. I SEMESTER.

i) Three passport size photographs.

ii) Matriculation certificate for Date of Birth.

iii) 10+2 Marks sheet.

iv) All girls candidates have to submit a copy of Bonafide Himachali Domicile certificate to avail the benefit of relaxation from tuition fee as per Govt. notification No. EDN-H(8) 3(7)1/76 dated 29-06-2001.

v) Migration Certificate in original (for students who have passed their 10+2 from any Board/University other than HP).

vi) 40% disability certificate, sports/cultural quota and category certificate in case of students seeking admission

against these seats.

vii) Original character certificate duly issued from Head of the institution last attended in case of a student seeking admission to the I Semester of any course.

viii) For seat against single girl child, an affidavit of single girl child from parents is to be submitted with the form.

ix) Any gap of one year or more in the academic career(after 10+2) of an applicant must be supported by documentary evidence / affidavit/undertaking as the proof of his/her activities during the period of gap. Submission of false affidavit is a legal offence.

Note: The Character certificate must not have been issued more than six months prior to the date of admission. In case a student who has discontinued his/her studies for one or more years, the character certificate must be supplemented by another character certificate obtained from Gazetted Class- I officer or the Panchayat Pradhan of the village.

Refusal of Admission:

i) Failed/compartment candidate in 10+2 will not be eligible for seeking admission in under graduate courses.

ii) In spite of the eligibility for admission, the Principal can refuse admission if the conduct of the student has not been up to the mark during the previous semesters.

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

Age Limit: Maximum age limit for admission to B.A./B.Sc./B.Com. Course is 23 years for the boys of general category, 25 years for girls and 26 years for SC/ST category as on 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to a maximum of three months.

Mode of Selection :

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

Reservation of Seats :

15%, 7.5% and 3% of the seats shall be reserved for S.C., S.T. & disabled candidates respectively as per H.P. University roster norms. This reservation policy will be applicable to those, who have passed their qualifying examination from H.P. Board of School Education OR from any other School located within the territorial Jurisdiction of Himachal Pradesh or bonafide of Himachal Pradesh.

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

Subject Combination:

i) Arts: A student choosing to enroll in B.A I, will choose DSC-I from the following options. He/She will then be enrolled in B.A with DSC I.

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

Note: Keeping in view the technical difficulties if any faced during the formulation of time table in the stipulated time frame work, students may be asked to revise the subject combination.

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

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

In addition to the Discipline Specific Core Courses a student of B. Sc. will study Ability Enhancement Compulsory courses (Environmental science, English Communication/MIL) one each in I and II semester.

iii) **Commerce:** The core courses for the student have already been prescribed by the University. In addition to the three Disciplines Specific Core Courses a student of B.Com. I and II semester will study one course from Ability Enhancement Compulsory courses (AECC).

Fees Structure (2018-19) Details (in Rupees)

Govt. Fee/Funds	Admission Fee	25.00	**Annual College Dues**	Library Security (Refundable) For New Admission	100.00
	Re-admission Fee (1ˢᵗ time)	100.00		Identity Card	10.00
				Duplicate Identity Card	20.00
	Re-admission Fee (2ⁿᵈ time)	200.00		NCC Fund	05.00
	Late admission Fee (Per Day)	10.00		College Magazine Fund	50.00
	Tuition Fee(Per Month) (For Boys and non HP Girls)	50.00		Campus Development (Beautification and upkeep Fund)	10.00
	Late Payment of Dues(Per Day)	01.00		Medical Fund	06.00
University Fee/funds	Registration Fee (On first admission)	200.00		Student Aid Fund	02.00
	Cost of registration form	20.00		Furniture Repairs/Replacement Fund	10.00
	Continuation Fee (Old Students)	10.00		Computer and Internet Facility	20.00
	Sports Funds	15.00		Book Replacement Fund	25.00
	Youth welfare funds	15.00		Cultural Activities Fund	20.00
				Youth Red Cross Fund	40.00
	Holiday Home Fund	01.00	**College Dues (Per Semester)**	Rover and Rangers Fund @ Rs. 5 per month	30.00
	University Development Fund** (For general students)	250.00		Building Fund @ Rs. 10 per month	60.00
	For IRDP/BPL students	100.00			
	Migration Fee (For Non-HP students)	200.00		Amalgamated Fund @Rs. 25 per Month	150.00
Practical Funds (Per Sem. per subject)	Computer Practical Fee for Commerce and Maths students of 6ᵗʰ semester	90.00		Sports Fund @ Rs. 20 per month	120.00
				Internal Examination Fund	40.00
				Physics @ Rs.20/- per month	120.00
				Chemistry @ Rs.20/- per month	120.00
				Zoology @ Rs.20/- per month	120.00
				Botany @ Rs.20/- per month	120.00
				Geography @ Rs.15/- per month	90.00
				Music/any other practical subject @ Rs.15/- per month	90.00

HPU Examination Fee: as per HPU norms and directions and subject to change as per HPU/HP Govt. instructions

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

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

TOTAL FEES AND FUNDS
(TO BE REALIZED FROM THE STUDENTS AT THE TIME OF ADMISSION)

SN	Class	Fee Boys	Fees Girls	Fee Boys (BPL)	Fees Girls (BPL)
1.	B.A.1st Semester	1524/-	1224/-	1374/-	1074/-
2.	B.Sc.1st Semester (Physical Sciences)	1764/-	1464/-	1614/-	1314/-
3.	B.Sc.1st Semester (Life Sciences)	1884/-	1584/-	1734/-	1434/-
4.	B.Com 1st semester	1614/-	1314/-	1464/-	1164/-
5.	B.A.3rd and 5th	964/-	664/-	964/-	664/-
6.	B.Sc. (Physical Sciences) 3rd and 5th	1204/-	904/-	1204/-	904/-
7.	B.Sc. (Life Sciences) 3rd and 5th	1324/-	1024/-	1324/-	1024/-
8.	B.Com. 3rd	1144/-	844/-	1144/-	844/-
9.	B.Com. 5th	964/-	664/-	964/-	664/-
10.	B.A 2nd, 4th and 6th	725/-	425/-	725/-	425/-
11.	B.Sc. (Physical Sciences) 2nd, 4th	965/-	665/-	965/-	665/-
12.	B.Sc. (Physical Sciences) 6th	1085/-	785/-	1085/-	785/-
13.	B.Sc. (Life Sciences) 2nd, 4th and 6th	1085/-	785/-	1085/-	785/-
14.	B.Com. 2nd and 6th	725/-	425/-	725/-	425/-
15.	B.Com. 4th	815/-	515/-	815/-	515/-

Note:

➢ Every student has to pay Rs 200/- per semester as PTA Fund.

➢ On migration from other institutions, Funds for the entire session shall be charged and Tuition Fee shall be charged from the time of joining the College.

Note:
1. Rs. 100 will be charged extra from the students migrated from other Colleges on account of library security.
2. Second installment of monthly dues/Fee shall be collected in the month of December, 2018.
3. Fine, if any, from the students will be collected in the month of November, 2018 and March, 2019 before the commencement of respective End Semester examination.
4. Fees and Fund once paid shall not be refunded in any case.

PTA: The College has constituted the Parents Teachers Association. Every student is supposed to contribute Rs. 200/- per semester towards PTA. The General House of the PTA is held in the month of July/August every year.

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

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

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

i) All the students on the rolls of the College shall be eligible to become members of the College library.

ii) Every student is entitled to draw two books for reading at home for a period of 30 days from the library.

iii) The borrower shall be solely responsible for the safety/preservation of the books drawn by him/her.

iv) A fine of Rs. 1/- per day per book will be charged beyond due date of, submission of the book from the defaulter students.

v) In case a book is found mutilated, torn, defaced or misplaced the actual cost of the book plus additional fine will be charged from such defaulter students.

vi) Reference books are to be consulted in library only after obtaining permission from the Librarian.

Students can get their library security refunded within one year after leaving the College, otherwise the security will stand forfeited.

Identity Card :

i) 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.

ii) Any kind of transaction between students and College is entertained only after production of Identity card. If a student has to deal with any kind of work related to examination, library, collection/inspection of any kind of document, one has to produce his/her Identity card first in order to establish his identity.

iii) A student is not permitted to replace his/her photograph pasted on the Identity card for any reason whatsoever.

iv) If Identity card is lost, one has to file a report in the Police Station in order to get a duplicate Identity card issued for a sum of Rs 20.

v) **Students should always carry their Identity cards while entering the College premises.**

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

vii) In case, the Identity card gets misplaced or 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.

Leave Rules:

1. It is compulsory for all the students to get their leave sanctioned before proceeding on any kind of leave.

2. For leave on medical grounds, the student will be required to submit a medical certificate in case the leave is for more than a week's duration.

3. Leave upto 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 will not be allowed to avail more than 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 will have to deposit his/her fee as per the scheduled dates decided by the College.

Re-admission:

Students can seek re-admission twice during the session. First re-admission will be allowed within 10 days after the name is struck off 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.

Scholarship and Awards:

There are various provisions to grant scholarships in various categories to the deserving students as per the rules/directions issued by the state government from time to time. The few important categories are as follows: (1)

IRDP, (2) Post Matric Scholarship for SC/ST Students. (3) Post Matric Scholarship for OBC students. (4) Post Matric Scholarship for Dr. B. R. Ambedkar Scholarship Scheme for Economically Backward Classes (other than reserve categories). (5) Kalpana Chawala Chatervariti Yojana.

The students should apply for these Scholarships through an online application recommended by the College as per the dates notified by the Government. As per Government instruction the Scholarship will be disbursed online to the eligible students and it is mandatory to have their Bank Account No. linked with their Aadhar No.

Rules for Awards and Prizes in Annual Function:

Academic:

i) Prizes will be given only on the bases of End Semester Examination and in case of tie in any course/paper the winner will be decided on the bases of semester grade point average.

ii) A student must secure at least 50% Marks in aggregate, to be considered for a prize in aggregate and 50% marks in individual subject, to be considered for a prize in subject category.

iii) Students not securing 50% marks in aggregate or in the subject concerned or not passing the examination in any subject shall not be considered for the prizes.

iv) College Roll of 'Honour' will be awarded to a student securing a position in HPU merit list.

Prizes for Co-curricular Activities:

i) First, second and third position in individual and team events in HPU or State Level in sports and cultural activities.

ii) First, second and third positions in various co-curricular activities at College level.

iii) NSS Group Leader and Best Volunteer (Boy & Girl), Best Rover And Best Ranger, Best volunteer Eco Club, Red Cross Society and Red Ribbon Club.

Co-curricular Activities: The various curricular activities in the class rooms help in imparting bookish knowledge to students as per the demands of the examination system, but unless certain other activities are undertaken, a student never acquires a sense of perfection. It is here that the role of co-curricular activities comes in. Such activities along with class room involvement help to integrate the three very vital aspects of an individual (student) --namely the body, mind and soul. With the above objectives in mind, various Clubs and Societies have been constituted. Students are advised to join at least one of the Clubs and Societies to become ennobled graduates on completion of their courses in this College.

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

Red Ribbon Club: A Red Ribbon Club is working actively in the College. Students can get registered as volunteers of this club which aims at launching an exhaustive campaign against AIDS by educating and sensitizing College youth as well as the general public.

Eco Club: Eco Club aims to heighten awareness about the world's environment. The College organizes various activities under Eco Club to spread awareness among students about the local and global environment.

Red Cross Club: The College Red Cross Society works in association with the local Red Cross unit in hosting life saving blood drives. The Red Cross Society aims to serve in the promotion of health, the relief of suffering, and in building a culture of peace without any form of discrimination.

NSS: The College has a very active and well organized unit of NSS whose activities are spearheaded by teachers with long experience in their respective fields. A unit of NSS is functional in this College which engaged in regular activities as well as special camp in the vicinity of College under the spirit of 'Not Me but You'.

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

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

Career Counseling & Guidance Cell: Career Counseling Cell has been constituted in this College. It is formed to help the students in providing the information for the selection of career and job placement through various Govt. and Private agencies, and to arrange the lectures by the experts and concerned officials for selection of better & suitable career.

Ragging : There will be *Zero Tolerance To Ragging*. Any student found involved in ragging in any form whatsoever will be punished accordingly which may include:-

    i)   Imprisonment, fine or both.

    ii)   Expulsion from the College.

    iii)   Suspension from the classes.

    iv)   Fine with public apology.

    v)   Withholding scholarship or other benefits.

    vi)   Debarring from representation in events.

    vii)   Legal proceeding under criminal law shall be initiated.

If any student faces any kind of problem in the College in any form whatsoever, he/she should contact the anti ragging committee immediately.

The students are directed to fill online, an anti ragging undertaking at the website

www.amanmovement.org or www.antiragging.in

Discipline & other Important Instructions: The following acts will be considered as act of misconduct and indiscipline and punished with either fine or suspension/expulsion or both.

i.   Not carrying his/her admit card.

ii.   Writing obscenities/ dirty words on blackboards, walls or furniture or banging doors and other items of furniture.

iii.   Loitering in the College campus, making noise or trying to disturb classes.

iv.   Smoking, taking drugs/alcohol, chewing tobacco and spitting in the College campus.

v.   Bringing outsiders, miscreants, anti social elements in the campus.

vi.   Pasting posters on the walls or on the notice board without prior permission of the Principal.

vii. Misbehaving the teachers and other staff members.

viii. Holding any meeting in the campus without prior permission.

ix.   Using mobile phones in the College campus.

x.   Removing or breaking the furniture, window pane, plucking flowers, removing notices.

xi.   Teasing girl students in any manner whatsoever, is an offence punishable under Law. Hence students are advised not to indulge in such kind of activities.

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

PROPOSED ANNUAL CALENDER OF ACTIVITIES
OF THE COLLEGE (2018-19)

SUBMISSION OF ADMISSION FORMS	15 TO 24 JUNE 2018
DISPLAY OF MERIT LIST	25 TO 27 JUNE 2018
FEE DEPOSIT AND DISPLAY OF SECOND MERIT LIST AND FINAL FEE DEPOSIT	28 TO 30 JUNE 2018
START OF REGULAR TEACHING FOR I , III AND V SEMESTER	1 JULY TO 14 OCTOBER 2018
COUNSELING OF STUDENTS	3 JULY 2018
PRINCIPAL'S ADDRESS AND INTRODUCTION OF FACULTY FOR I SEMESTER STUDENTS	2 WEEK OF JULY 2018
CHANGE OF SUBJECT/FACULTY	9 JUNE 2018 TO 14 JULY 2018
ENROLMENT IN VARIOUS ACTIVITIES CLUBS AND SOCIETIES	UP TO 31 JULY 2018
CSCA ELECTION	AS PER HP UNIVERSITY/ GOVT. NOTIFICATION
MINOR TEST I, III & V SEMESTER	THIRD WEEK OF SEPTEMBER 2018
DIWALI BREAK	4 TO 8 NOVEMBER, 2018 = 5 DAYS
END SEMESTER EXAM FOR I, III & V	COMMENCING FROM 15 OCTOBER, 2018 ONWARDS
REGULAR TEACHING OF II, IV AND VI SEMESTER	15 NOVEMBER TO 20 DECEMBER 2018 5 FEBRUARY TO 14 APRIL 2019
WINTER VACATION	1 JANUARY TO 4 FEBRUARY, 2019 = 35 DAYS
MINOR TEST II , IV & VI SEMESTER	SECOND WEEK OF MARCH, 2019
ANNUAL FUNCTION 2018-19	LAST WEEK OF MARCH, 20019
END SEMESTER EXAM FOR II , IV & VI	COMMENCING FROM 15 APRIL, 2019 ONWARDS

Note: There is no provision of admission as per University ordinance after 30 June and as per the Hon'ble High Court decision, no admission will be given after the schedule. Students and parents to note it for strict compliance.

Govt. Degree College Drang at Narla, Distt. Mandi (H.P.)

STUDENT RECORD CARD (2018-19)

Name of the Candidate : _____
(In Block Letters)

Semester_____ Roll No. _____

Date of Birth _____

Date of First Admission in the College _____

Father's Name _____

Aadhaar No. of the students _____

Permanent Address _____ Phone No. _____

Correspondence Address _____

Subjects taken

Core Courses DSC I _____ DSC II _____ DSC III_____

    AECC _____

    SEC _____

Only for 5th Sem. DSE I_____ DSE II _____ DSE III_____

    Generic Course _____

    SEC _____

Passport Size Photograph

Govt. Degree College Drang at Narla, Distt. Mandi (H.P.)

LIBRARY REGISTRATION CARD (2018-19)

Fresh/Failed/Pass _____ Year of first admission in the College _____

Name of the Candidate : _____

Father's Name & Permanent Address _____

_____

_____ Phone No._____

Semester in which admitted _____Roll No. _____

Semester last attended _____ Uni. Roll No. _____

Receipt No. of Library Security _____ Dated _____

Received Library Card _____ (Signature of the Student)

Received a copy of the College magazine _____(Signature of the Student)

Signature of the Librarian

Passport Size Photograph

University Regd. No. _____

Mentioned Whether S.C./S.T./OBC/IRDP/GEN. /Any Other (Specify) _____

Examination	Year (Month)	University/ Board	School/ College	Roll No.	Result	Marks Obtain/SGPA	% of Marks Grade	Subjects Studied
Matric								
10+2								
B.A./B.Com./B.Sc. Ist Sem.								
B.A./B.Com./B.Sc. IInd Sem.								
B.A./B.Com./B.Sc. IIIrd Sem.								
B.A./B.Com./B.Sc. IVth Sem.								

Signature
of the Student

Signature
Member Admission Committee

Convener
Admission Committee

Library Books to be returned

S.No.	Fund	Title of the Book	Price	Fine	Total
1.					
2.					
3.					
4.					

Deposited Rs ._____

Receipt No. of the Price and fine deposited _____ Dated _____

Receipt No. _____ Date of the refund of Library security _____

Dated _____

Librarian

Govt. Degree College Drang at Narla, Distt. Mandi (H.P.)

ADMISSION -APPLICATION FORM (2018-19)

No.

For Office Use Only

Semester_____ Amount Received Rs. _____

Roll No. _____ Receipt No. : _____ Dated : _____

*Information to be filled in by the Applicant * Write in capital letters in boxes and keep one box blank in between parts

Semester in which seeking admission : _____ **College Roll No.** _____

1. Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

2. Father's Name Sh. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

3. Mother's Name Smt. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

4. Guardian's Name (if any) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

5. Father's/Guardian's Occupation _____ Annual Income Rs. _____

6. Permanent Address : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

   (Do Not repeat name) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

7. Address for correspondence ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

   (Do not repeat name) PIN ☐☐☐☐☐☐ Ph. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

8. Mobile No. ☐☐☐☐☐☐☐☐☐☐ E-mail : _____

9. Aadhar Card No. ☐☐☐☐☐☐☐☐☐☐☐☐ 10. Blood Group : ☐☐

11. Date of Birth : in figures Date ☐☐ Month ☐☐ Year ☐☐☐☐

   in words _____

12. Age as on 1st July, 2018 : Years ☐☐☐ Months ☐☐ Days ☐☐

13. Category (SC/ST/OBC/Ex:-Servicemen/Freedom fighter/Physically handicapped/Sports etc.) : ☐ (attach certificate)

14. If old student of the College mention : Semester _____ Roll No. : _____ Year _____

15. University Registration No. (if registered) : _____ University Roll No. _____

16. Participation in extra-curricular activities (if any) : _____

17. **Academic Record**

Examination	Year (Month)	University/ Board	School/ College	Roll No.	Result	Marks Obtain/SGPA	% of Marks Grade	Subjects Studied
Matric								
10+2								
B.A./B.Com./B.Sc. Ist Sem.								
B.A./B.Com./B.Sc. IInd Sem.								
B.A./B.Com./B.Sc. IIIrd Sem.								
B.A./B.Com./B.Sc. IVth Sem.								

18. **Subjects Offered**

Core Courses DSC I _____ DSC II _____ DSC III _____

AECC _____

SEC _____

Only for 5th Sem. DSE I _____ DSE II _____ DSE III _____

Generic Course _____

SEC _____

18. **UNDERTAKING BY THE APPLICANT**

I am seeking admission in the College with the permission of my parents/guardian at my own risk and responsibility. I have gone through the rules and regulations of the College, and undertake to abide by the same. I will not indulge in any act of ragging/indiscipline/participate in political activity or movement. I shall adhere to the attendance and mid-term examination (minimum marks) requirements as laid down by H.P. University. If I am debarred or considered ineligible to appear in the University examination or disciplinary action is taken against me, I shall have no claim against the College/University. I shall pay my fees and other college dues in time. All the information furnished in the form is true and correct to the best of my knowledge and belief.

I am aware that ragging is totally banned, and if found guilty of ragging, I would be liable to be punished as per rules and regulations of College/H.P. University/Law of the land.

Signature of Applicant

Date:

19. **DECLARATION BY PARENTS/GUARDIAN**

I fully agree with the information supplied and undertaking given by my son/daughter/ward _____ who is seeking admission in the College with my permission. I shall be responsible for his /her conduct in the College, and payment of fees and dues. I shall have no claim against the College in case his/her admission is cancelled because of his/her mis-conduct / having supplied wrong information / not adhering to the rules and regulations as laid down.

I am aware that ragging is totally banned, and agree to abide the punishment meted out to my ward in case he/she is found guilty of ragging.

Date: ....   **Signature** of **Parent/Guardian**

Name : ....

UNDERTAKING

I will submit my ....within seven days otherwise my admission may stand cancelled.

Signature of the candidate

FOR ADMISSION COMMITTEE ONLY

Certified that all the particulars/information given in the form and other documents have been carefully checked and verified from the original documents/certificates, and the applicant has signed before me/us.

It is recommended that the Applicant may please be admitted to B.A./B.COM/B.Sc. ....

DOCUMENTS/CERTIFICATES ATTACHED: put ☑ for attached ones

1.	Matric	☐	6.	Category (SC/ST/OBC etc.)	☐
2.	10+2 Mark Sheet	☐	7.	IRDP/BPL	☐
3.	B.A./B.Com./B.Sc. I, II, III & IV Sem.	☐	8.	Aadhar	☐
4.	Migration / Eligibility Certificate (original)	☐	9.	Any other	☐
5.	Character certificate	☐			

Signature of members: 1. _____   2. _____   **Signature of Convener**

Admitted provisionally on the recommendation of the Admission Committee subject to the approval by H.P. University/Government as per rules and norms.

Members Screening Committee   1. _____

2. _____

PRINCIPAL

Important Note :   All Admissions to the College shall be strictly provisional and subject to the approval of H.P. University. The College shall not be held responsible for cancellation of admission/candidature of any student by the University. Fees and funds once paid shall not be refunded in any case.