

**PROSPECTUS-CUM
HANDBOOK OF INFORMATION**

2023-2024

GOVERNMENT DEGREE COLLEGE



DRANG AT NARLA
District Mandi, Himachal Pradesh
(NAAC Accredited)

Website : <https://gcdrang.in> E-mail : gcdrangnarla@gmail.com
Phone Number : 01908- 260645

RAGGING

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

ANTI-RAGGING COMMITTEE

Ms. Bandana Vaidya (Principal)

Office Phone No. 01908-260645

Mobile No. 9816507272

Names and mobile numbers of committee members are as follows:-

Ms. Nisha Vaidya
9418259987

Dr. Sanjay Sehgal
9418400027

Dr. Kalyan Chand Mandhotra
9418716699

Mr. Chander Pal
9418580971

Mr. Suresh Kumar
9418391089

Mr. Sandeep Kumar
9418261601

Ms. Neelam
9805960311

Mr. Sukhdev
6230982648

TOLL FREE UGC HELPLINE 1800-180-5522

स्थापित 2006

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

Ragging is a Criminal Offence

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



Principal's Message

It gives me immense pleasure to welcome you all to this premier institution of higher learning which was established in the year 2006. Cradled in the lap of nature, the college provides a perfect ambience for teaching and learning. The experienced and dedicated staff of the institution is committed to nurture the hidden talents of the students and to help them achieve academic excellence. The students will have ample opportunities to participate in sports, co-curricular and extension activities through guided mentoring by the faculty and this will help in developing their overall personality.

Aristotle said “Educating the mind without educating the heart is no education at all”. To excel in life is important, but it is equally important to develop into sensitive and responsible citizens of the country. The college strives to impart holistic education to the students and to groom them in such a way that they adapt to change without forgetting their traditional values. Our constant endeavour will be to make them sensitive and mature individuals who are ready to face the vicissitudes of life with optimism, courage and confidence.

In the end, I wish all students a very promising life ahead.

Ms. Bandana Vaidya
(Principal)

GOVERNMENT DEGREE COLLEGE DRANG AT NARLA

The college vests in the lap of nature, far from the madding crowd, in an environment friendly atmosphere surrounded by pine forest on one hand and glorified by a panoramic view of the snow laden peaks of Dhauladhar on the other hand. Government Degree College Drang at Narla was notified on 26 June 2006 to cater to the educational needs of the students of this region. Initially, the college was run in a shelter accommodation at Padhar. The foundation stone of the present college building was laid on 2 April 2007 at village Jundhar and it was inaugurated and dedicated to the public on 24 April 2012. The college campus is spread over 63.07 bighas of land, linked with motorable roads from three sides. It is located at a distance of 27 km from Mandi town, 2.5 km from Kunnu and 3.5 km from Padhar. Government Degree College Drang at Narla was established with a vision to build a holistic and vibrant learning environment founded on value based academic principles. The aim of the institution is to awaken the latent potential of the students and to instill in them leadership qualities, discipline, communal harmony, mutual cooperation and a sense of social service; as these will help in transforming them into awakened, responsible and accountable citizens of the country. This is further justified by the motto of the college, which stands as:

सत्यमविद्यासदाचार

अर्थात्

“विद्या सत्य एवं सदाचार से अवगत कराती है”

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

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

The college has been continuously growing under the efforts of enthusiastic and hardworking team of teaching and non-teaching staff members. Different activities in the college, such as sports, cultural, NSS, NCC, Rover and Rangers, Eco-Club, Red Ribbon

Club and Red Cross Society help in channelizing and translating the strengths of the students. The college magazine *Himari Ganga* provides a platform to the students to showcase their creative abilities.

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

The College Faculty

Principal
Ms. Bandana Vaidya

Sr. No.	Name	Designation	Department
FACULTY OF HUMANITIES			
1.	Dr. Kalyan Chand Mandhotra	Associate Professor	Music-Vocal
2.	Ms. Asha Kumari	Assistant Professor	English
3.	Dr. Vinod Kumar	Assistant Professor	Sociology
4.	Mr. Chander Pal	Assistant Professor	History
5.	Mr. Suresh Kumar	Assistant Professor	Political Science
6.	Dr. Des Raj	Assistant Professor	Economics
7.	Ms. Anita Kumari	Assistant Professor	Hindi
FACULTY OF SCIENCE			
1.	Ms. Nisha Vaidya	Associate Professor	Physics
2.	Dr. Sanjay Sehgal	Associate Professor	Geography
3.	Dr. Deepali Ashok	Assistant Professor	Botany
4.	Mr. Sandeep	Assistant Professor	Physics
5.	Mr. Niraj Sharma	Assistant Professor	Chemistry
6.	Dr. Asha Singh	Assistant Professor	Mathematics
7.	Dr. Poonam Chaudhary	Assistant Professor	Chemistry
4.	Mr. Hukam Chand	Assistant Professor	Zoology
FACULTY OF COMMERCE			
1.	Ms. Neelam	Assistant Professor	Commerce
2.	Dr. Anupam Bahri	Assistant Professor	Commerce

Ministerial Staff

Sr. No.	Name &	Designation
1.	Mr. Ram Prakash	Supdt. G-I
2.	Mr. Jagdish Chand	Supdt. G-II
3.	Mr. Shyam Lal	Senior Assistant
4.	Ms. Kavita Devi	Clerk
5.	Mr. Sukh Dev	J.O.A. (IT)
6.	Mr. Yudhi Chand	J.O.A. (IT)

Library

1.	Ms. Susheela Kumari	Assistant Librarian
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Laboratory Staff (L.A.)

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

Class-IV

1.	Ms. Indra Devi
2.	Ms. Ramkali
3.	Mr. Narender Kumar
4.	Mr. Desh Raj
5.	Ms. Sarla Devi
6.	Mr. Ravinder kumar

CURRICULUM FOR UNDERGRADUATE COURSES

UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

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

Outline of Choice Based Credit System:

1. **Core Course / Discipline Specific Course (DSC):** A course, which should compulsorily be studied by a candidate as a core subject is termed as a Core course. Core course is also referred as Discipline Specific Course (DSC). The course, designed under this category, aims to cover the basics that a student is expected to imbibe in that particular discipline.
2. **Elective Course:** Generally a course which can be chosen from the pool of courses and which may be very specific or specialized to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

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

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

Generic Elective (GE) Course (for B.A./B.Com. regular courses): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

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

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

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

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

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

Regulations Choice Based Credit System (CBCS):

Definitions

Credit: Credit stands for the following

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

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

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

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

Choosing Study Courses

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

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

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

Students' Assessment and Evaluation

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

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

Continuous Comprehensive Assessment (CCA):

This would have the following components:

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

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

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

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

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

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

Accumulation of credits:

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

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

ANNUAL SYSTEM

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

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

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

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

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

MENTOR - MENTEE PROGRAMME

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

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

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

ADMISSION PROCESS 2023-24

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

ELIGIBILITY CONDITIONS:

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

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

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

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

ADMISSION:

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

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

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

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

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

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

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

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

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

B.A./B.Sc./B.Com.-1st Year: -

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

- Passport size photographs.
- Matriculation certificate for Date of Birth.
- 10+2 Marks sheet.
- All girls candidates have to submit a copy of Bonafide Himachali certificate to avail the benefit of relaxation from tuition fee as per Govt. notification No. EDN-H(8) 3(7)1/76 dated 29-06-2001.
- Scanned copies of category certificate (SC/ST/OBC/IRDP/BPL/EWS), if claimed.
- 40% disability certificate.
- Latest character certificate Issued by the Head of the institution last attended. In case of private candidate latest character certificate by some H.P. Govt. Gazetted Class I Officer or any other competent authority.

- A certificate from competent authority in case of single girl child.
- The gap of one year or more in the academic career (after 10+2) of an applicant must be supported by undertaking, as the proof of his/her activities during the period of gap.

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

Refusal of Admission:

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

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

MODE OF SELECTION

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

RESERVATION OF SEATS:

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

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

SUBJECT COMBINATION:

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

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

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

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

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

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

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

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

FEE STRUCTURE (IN RUPEES) FOR THE SESSION 2023-24

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

** Only once at the time of admission.

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

Note:-

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

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

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

Note:

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

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

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

LIBRARY AND ITS RULES

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

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

All the students on the rolls of the college are eligible to become members of the college library.

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

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

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

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

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

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

IDENTITY CARD

Identity card is the most important document of the college student, because it is the only identification for anyone to establish and produce.

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

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

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

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

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

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

LEAVE RULES

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

The student is required to submit a medical certificate of leave on medical grounds, for more than one week.

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

A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.

If a student remains absent for 10 days continuously without information, his/her name will be struck off from the rolls of the college.

Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the college.

RE-ADMISSION

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

SCHOLARSHIPS AND AWARDS

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

1. Centrally sponsored Post-matric scholarship scheme for SC students.
2. Centrally sponsored Post-matric scholarship scheme for ST students.
3. PM Yasangvi Post-matric scholarship scheme for OBC students.
4. PM Yasangvi Post-matric scholarship for Economically Backward class (EBC) Students.
5. Swami Vivekananda Utkrisht Chhatravriti Yojana.
6. Dr. Ambedkar Medhavi Chhatravriti Yojana for SC students
7. Dr. Ambedkar Medhavi Chhatravriti Yojana for OBC students
8. Thakur Sen Negi Utkrisht Chatravriti Yojana
9. Maharishi Valmiki Chatravriti Yojana
10. Kalpana Chawla Chatravriti Yojana
11. Indira Gandhi Utkrisht Chatravriti Yojana
12. Mukhya Mantri Protsahan Yojana
13. Post- Metric scholarship scheme for minorities
14. National Means-cum-Metric scholarship scheme for minorities
15. Centre sector scheme of scholarship for college and university students.
16. Post Metric scholarship for students with disability.

RULES FOR AWARDS AND PRIZES IN ANNUAL FUNCTION:

Academic:

Prizes will be given only on the basis of End Semester Examination and in case of tie in any course/paper the winner will be decided on the basis of semester Grade Point Average.

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

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

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

Prizes for Co-curricular Activities:

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

First, second and third positions in various co-curricular activities at college level.

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

CO-CURRICULAR ACTIVITIES

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

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

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

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

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

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

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

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

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

Yuva Tourism Club: This club will enable learners to appreciate the importance of travel and tourism, ignite a passion for tourism and its value in learners, sensitize learners to various elements of travel, encourage, teach and propagate responsible tourism practices, improve physical and mental health.

College Magazine: The college magazine “**Himari Ganga**” provides an opportunity to the budding student writers to express their creative, innovative and analytical views with regard

to various issues. The Magazine has various sections i.e. English, Hindi, Science, Commerce, *Pahari* and Planning Forum.

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

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

Helpline number for women in distress: 7827170170

Website for helpline: www.newwomenhelpline.in

List of Committees for the Session 2023-24

Sr. No.	Name of Committee	Name of Staff
01.	College Advisory & CSCA Committee	1. Ms. Bandana Vaidya
		2. Ms. Nisha Vaidya
		3. Dr. Sanjay Sehgal
		4. Dr. Kalyan Chand Mandhotra
02	IQAC/ NAAC/UGC	1. Ms. Bandana Vaidya (Principal -cum- Chairperson)
		2. Ms. Nisha Vaidya (Administrative Officer)
		3. Dr. Sanjay Sehgal (Co-ordinator)
		4. Ms. Asha Kumari (Dept. of English)
		5. Dr. Deepali Ashok (Dept. of Botany, In-charge Rangers & Road Safety Club)
		6. Dr. Vinod Kumar (Dept. of Sociology)
		7. Dr. Asha Singh (Department of Mathematics)
		8. Mr. Hukam Chand (Department of Zoology)
		9. Ms. Neelam (Dept. of Commerce & NCC)
		10. Dr. Des Raj (Dept. of Economics)
		11. Mr. Sukh Dev (JOA IT)
		12. PTA President
		13. Pradhan Local Panchyat
		14. President Alumni Association
03.	Staff Secretary	Dr. Deepali Ashok
04.	Bursar/Financial Management	Dr. Kalyan Chand Mandhotra
05.	Time Table Committee	1. Ms. Nisha Vaidya
		2. Dr. Vinod Kumar
		3. Mr. Chanfder Pal
		4. Ms. Neelam

06.	Scholarship and Fee Concession Committee.	1.Ms. Nisha Vaidya
		2.Dr. Deepali Ashok
		3.Dr. Asha Singh
		4.Dr. Poonam Chaudhary
		5.Dr. Des Raj
		6.Dr. Anupam Bahri
		7.Mr. Shyam Lal (Senior Assistant)
07	RUSA and General Fund Purchase Committee	1.Dr.Sanjay Kumar Sehgal
		2.Dr. Kalyan Chand Mandhotra
		3.Ms. Asha Kumari
		4.Dr. Vinod Kumar
		5.Mr. Chander Pal
		6.Dr. Anupam Bahri
08.	College Property Committee	1.Dr.Sanjay Kumar Sehgal
		2.Dr. Kalyan Chand Mandhotra
		3. Mr. Chander Pal
		4.Mr. Sandeep Kumar
		5.Mr. Hukam Chand
		6. Mr. Jagdish Chand (Supdt. G-II)
09.	Mid Term Examination Committee	1.Ms. Nisha Vaidya
		2. Mr. Chander Pal
		3. Dr. Poonam Chaudhary
		4.Mr. Hukam Chand
		5.Mr. Yudhi Chand (JOA IT)
10.	Discipline-cum-Anti Ragging & Student Grievance Redressal Committee (SGRC)	1.Ms. Bandana Vaidya
		2. Ms. Nisha Vaidya
		3. Dr.Sanjay Kumar Sehgal
		4.Dr. Kalyan Chand Mandhotra
		5.Mr. Chander Pal
		6.Mr. Suresh Kumar
		7. Mr. Sandeep Kumar
		8. Ms. Neelam
		9. Mr.Sukh Dev (JOA IT)
11.	Bus Pass Committee	All teachers to their respective students
12.	Library/Book Bank Committee	1.Ms. Asha Kumari
		2.Dr. Deepali Ashok
		3.Mr. Niraj Sharma
		4.Dr. Vinod Kumar
		5.Ms. Neelam
		6.Ms. Anita Kumari
		7.Ms. Susheela Kumari
13.	Campus Beautification Committee	1.Ms. Bandana Vaidya
		2.Ms. Asha Kumari
		3.Dr. Deepali Ashok
		4. Mr. Suresh Kumar
		5. Mr. Hukam Chand

14.	Canteen Committee	1.Dr. Kalyan Chand Mandhotra
		2.Mr. Sandeep Kumar
		3.Dr. Vinod Kumar
		4.Mr. Chander Pal
		5.Dr. Anupam Bahri
		6. Mr. Jagdish Chand (Supdt. G- II)
15.	Press & Photography, Event Recording Committee.	1.Ms. Asha Kumari
		2.Dr. Deepali Ashok
		3.Mr. Hukam Chand
		4.Ms. Anita Kumari
16.	SC / ST / OBC / Minority Cell	1.Dr. Kalyan Chand Mandhotra
		2.Mr. Niraj Kumar Sharma
		3.Dr. Asha Singh
		4.Mr. Suresh Kumar
		5. Mr. Hukam Chand
		6.Ms. Neelam
17.	IT / Computer / Website	1.Dr. Asha Singh
		2.Dr. Poonam Chaudhary
		3.Dr. Des Raj
		4.Dr. Anupam Bahri
		5.Mr. Sukh Dev
18.	NSS Incharge	Mr. Suresh Kumar
19.	Rover Incharge	Dr. Des Raj
20.	Ranger Incharge	Dr. Deepali Ashok
21.	Red Cross Club	Ms. Anita Kumari
22.	Red Ribbon Club	Ms. Asha Kumari
23.	NCC	Ms. Neelam
24.	Eco Club	Mr. Hukam Chand
25.	Energy Club	1.Mr. Sandeep Kumar
		2.Dr. Vinod Kumar
		3.Mr. Hukam Chand
		4.Ms. Anita Kumari
		5.Mr. Sukh Dev
26.	Road Safety Club	1.Dr. Deepali Ashok
		2.Dr. Poonam Chaudhary
		3. Ms. Neelam
		4.Dr. Des Raj
27.	Internal Complaint Committee/ Women Sexual Harassment Cell/Gender Sensitization Committee	1.Ms. Bandana Vaidya
		2.Ms. Nisha Vaidya
		3.Dr. Kalyan Chand Mandhotra
		4.Dr. Deepali Ashok
		5.Dr. Asha Singh
		6. Ms. Kavita Devi
28.	Career Counseling, Guidance and Placement Cell	1.Ms. Bandana Vaidya
		2.Ms. Nisha Vaidya
		3.Dr. Sanjay Kumar Sehgal
		4. Dr. Deepali Ashok
		5. Mr. Niraj Kumar Sharma
		6.Mr. Sandeep Kumar
		7.Dr. Vinod Kumar
		8. Mr. Chander Pal
		9. Ms. Neelam

29.	College Magazine	1. Ms. Asha Kumari (Chief Editor)
		2. Ms. Asha Kumari (Editor English Section)
		3. Mr. Suresh Kumar (Editor Pahari)
		4. Mr. Hukam Chand (Editor Science)
		5. Ms. Anita Kumari (Editor Hindi)
		6. Dr. Des Raj (Editor Planning)
		7. Dr. Anupam Bahri (Editor Commerce)
30.	Prospectus	1. Ms. Nisha Vaidya
		2. Dr. Sanjay Kumar Sehgal
		3. Dr. Poonam Chaudhary
		4. Dr. Anupam Bahri
31.	Inter-College Youth Festival	1. Dr. Kalyan Mandhotra
		2. Ms. Asha Kumari
		3. Dr. Deepali Ashok
		4. Dr. Poonam Chaudhary
		5. Mr. Suresh Kumar
		6. Ms. Neelam
		7. Dr. Anupam Bahri
32.	Inter College Sports	1. Mr. Neeraj Kumar Sharma (Sports Incharge)
		2. Mr. Sandeep Kumar (Athletics)
		3. Dr. Vinod Kumar (Kabbadi)
		4. Dr. Asha Singh (Kho-Kho)
		5. Mr. Chander Pal (Cricket)
		6. Mr. Suresh Kumar (Volley Ball)
		7. Mr. Hukam Chand (Badminton -Men)
		8. Ms. Anita Kumari (Badminton -Women)
		9. Dr. Des Raj (Chess)
		10. Dr. Anupam Bahri (Wrestling)
33.	Cleanliness Committee	1. Dr. Deepali Ashok
		2. Mr. Suresh Kumar
		3. Mr. Hukam Chand
		4. Ms. Anita Kumari
		5. Ms. Neelam
		6. Mr. Des Raj
		7. All NSS, NCC, All Club members/volunteers
34.	Annual Report	1. Ms. Asha Kumari
		2. Ms. Anita Kumari

RAGGING

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

- Imprisonment, fine or both.
- Expulsion from the college.
- Suspension from the classes.
- Fine with public apology.
- With holding scholarship or other benefits
- Debarring from representation in events.
- Legal proceeding under criminal law shall be initiated.

- **If any student faces any kind of problem in the college related to ragging, he/she should contact the anti ragging committee immediately.**
The students are directed to fill an online anti ragging undertaking at the website www.amanmovement.org or www.antiragging.in

Discipline & other Important Instructions

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

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

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

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PROPOSED ANNUAL CALENDER OF ACTIVITIES OF THE COLLEGE

2023-24

Submission of admission forms	30 June 2023 to 08 July 2023
Display of first merit list	08 July 2023
Fee deposit	10 July 2023 to 12 July 2023
Display of second merit list	12 July 2023
Final fee deposit	13 July 2023 and 14 July 2023
Orientation of 1 st year students	15 July - 17 July 2023
Start of regular teaching for all classes	18 July 2023
Enrolment in various activities, clubs and societies.	Till 31 August 2023
Diwali break	11 November 2023 to 15 November 2023
House tests	First week of December
Winter vacation	01 January 2024- 04 February 2024
Examination for all classes	01 April 2024 to 04 May 2024

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IMPORTANT DAYS TO BE CELEBRATED:

International Day of Yoga	21 June
International Youth Day	12 August
Teachers' Day	5 September
Hindi Diwas	14 September
NSS Day	24 September
World Food Day	16 October
Foundation Day of Bharat Scouts and Guides	7 November
Indian Constitution Day	26 November
NCC Day	27 November
Annual Athletic Meet	Last week of November
Gandhi Jayanti	2 October
World AIDS Day	1 December
Science Day	28 February
International Women's Day	8 March
Annual function 2023-24	Second week of March
World Health Day	7 April

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HELPLINE NUMBERS:

Anti Ragging Helpline: 18001805522

Gudiya Helpline: 1515

Women in Distress Helpline: 7827170170