



**GOVERNMENT DEGREE COLLEGE THACHI
DISTRICT MANDI**



A HANDBOOK OF INFORMATION CUM-PROSPECTUS 2024-2025

BA/B.Com. 1st year	
ADMISSION DATES	3rd June 2024 to 15th July 2024
(Available on College website:	www.gdcthachi.in)
Display of 1 st Merit List	16th July, 2024 at 1.00 P.M.
Fee to be deposited	16-07-2024 to 19-07-2024
Display of 2 nd Merit List	20-07-2024 at 11.00 A.M.
Fee to be deposited	20-07-2024 till 5.00P.M
Contact No. 9418959044	Mail id: gdcthachi@gmail.com
BA/B.Com. 2nd & BA 3rd year	
ADMISSION DATE	06.06.2024 TO 15.07.2024
FEE TO BE DEPOSITED	06.06.2024 TO 19.07.2024
REGULAR TEACHING	23.07.2024 ONWARD



Principal's Message

Dear students

I welcome you to Govt. Degree College Thachi, surrounded by the beautiful hills and lush green forests, the picturesque landscape and beautiful locale of this college provides a congenial environment to pursue studies. Our highly qualified and experienced teachers are conscientiously engaged in equipping the students with knowledge and skills. Since its establishment in September 2017, the students' strength in this college is continuously increasing and during the last academic session 2023-2024, the college had 76 on its rolls. The college at present offers UG courses in the faculties of Arts and Commerce. The Choice Based credit System (CBCS) under RUSA (Rashtriya Uchchatar Shiksha Abhiyan) has been introduced in the UG classes from academic session 2013-2014 to enhance the quality of education. This new system of education provides a wider opportunity to the students to select the subjects of their choice following an interdisciplinary approach of learning. The college has LED and Interactive Board with internet connectivity. These are being used by different faculties to deliver their lecture through power point presentation.

For the overall personality development of students our college provides a range of activities like sports, Rovers & Rangers. There are number of subject societies and clubs like eco, red ribbon and anti-drug club where students get enough opportunities to develop the different instincts of their personality. New initiatives and efforts are being made to further strengthen the infra-structure of the college. Construction of college building is being started now and we are hopeful to complete the same in determined time span.

Parents Teachers Association is successfully functioning in the college to undertake various development activities for welfare of the students. To shape the destiny of the students and to ensure their bright future parents like teachers have a very important role to play. I appeal to the parents to come forward and participate in the development activities of the college.

Our aim is to provide quality education to our students and to update their knowledge and skills to enable them to catch up with the competitive world with firm determination, confidence, perseverance and hard work to achieve your desired goal.

I wish you all the very best.

TEACHING FACULTY

FACULTY OF ARTS

History

Sh. Raj Kumar (Asst. Prof.)
(M.A History, SET)

English

Dr. Pawan Kumar, Assistant Professor
(M.A. English, M.PHIL, Ph.D.)

Hindi

Sh. Tikam Ram (Asst. Professor)
(M.A Hindi, NET)

Political Science

Sh. Deep Kumar Assistant Professor
M.A. Political Science, M.Phil

Economics

Sh. Pune Ram, Assistant Professor
M.A. Economics, M.Phil, NET, SET

Music (Vocal)

(Vacant)

Music (Instrumental)

Smt. Nirmla Devi (Asst. Professor)
M.A Music Instrumental,NET

Geography

(Vacant)

FACULTY OF COMMERCE

Commerce

Dr. Ajay Pal Singh(Assistant Professor)
(M.Com. M.Phil, Ph.D,NET)

LIBRARY STAFF

Assistant librarian (Vacant)

OFFICE STAFF

Sudt. Grade-II	Sh. Madan Lal
Senior Assistant	Sh. Kamar Singh
Clerk	Sh. Padam Dev
JOA(IT)	Vacant

SUPPORTING STAFF

Sh. Chaman Lal	Peon-Cum-Chowkidar
Sh. Icche Ram	Peon- Cum- Chowkidar
Sh. Tek Chand	Peon-Cum-Chowkidar
Sh. Murari Lal	Peon-Cum-Chowkidar
Sh. Khem Raj	Peon- Cum- Chowkidar

ADMINISTRATIVE, CO-CURRICULAR AND CULTURAL COMMITTEES

Bursar

Mr. Pune Ram (Asst. Prof.)

Staff Secretary

Dr. Pawan Kumar (Asst. Prof.)

Library In-Charge

Sh. Pune Ram (Asst.Prof.)

Bus Pass Attestation Committee

Dr. Pawan Kumar (Asst.Prof.)

Sh. Pune Ram (Asst.Prof.)

Campus Beautification & Development Committee

Sh. Pune Ram (Asst.Prof.) Convenor

Sh.Raj Kumar (Asst.Prof.) Member

Sh. Tikam Ram (Asst. Prof.) Member

Smt. Nirmla Devi (Asst. Prof.) Member

Controller of Examination

Sh. Pune Ram (Asst. Prof.)

Sh.Raj Kumar (Asst.Prof.) Member

Smt. Nirmla Devi (Asst. Prof.) Member

College Property Maintenance& Stock Verification

Sh. Pune Ram (Asst.Prof.) Convenor

Sh.Raj Kumar (Asst.Prof.) Member

Sh. Tikam Ram (Asst. Prof.) Member

Smt. Nirmla Devi (Asst. Prof.) Member

Sh. Kamar Singh Sen. Asstt.

Prospectus Committee

Dr. Pawan Kumar (Asst. Prof.) Convenor

Sh. Pune Ram (Asst. Prof.) Member

Sh.Raj Kumar (Asst.Prof.) Member

Sh. Tikam Ram (Asst. Prof.) Member

Smt. Nirmla Devi (Asst. Prof.) Member

Dr. Ajay Pal Singh (Asst. Prof.) Member

Career Counseling & Placement Cell (&Rozgar Mela Committee)

Sh.Deep Kumar (Asst. Prof.) Convener
Sh. Pune Ram (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member

Scholarship & Fee Committee

Sh. Ajay Pal Singh (Asst. Prof) Nodal Officer
Sh.Raj Kumar (Asst.Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member

C.S.C.A Advisory Committee

Principal (Chairperson)
Dr. Pawan Kumar (Asst. Prof.) (Convener)
Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member

Sexual Harassment & Re-dressal Committee

Smt. Nirmla Devi (Asst. Prof.) Convener
Sh. Pune Ram (Asst.Prof.) Member

Time Table Committee

Dr. Pawan Kumar (Asst. Prof.) Convener (Arts)
Sh.Raj Kumar (Asst.Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Sh. Pune Ram (Asst.Prof.) Convener (Commerce)
Dr. Ajay Pal Singh (Asst. Prof.) Member

Cultural Affairs Committee

Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Sports In-Charge
Sh.Raj Kumar (Asst.Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Culture Affairs In-Charge

UGC /NAAC Affairs/IQAC/RUSA Committee

Principal (Chairperson)
Dr. Pawan Kumar (Asst. Prof.)Co-ordinator
Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member
Sh. Padam Dev (Clerk) Member
CSCA President (Member)

Library Committee

SH. Pune Ram (Asst. Prof.)Convener
Sh.Raj Kumar (Asst.Prof.) Member
Shr. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member
Sh. Padam Dev (Clerk) Member

College Website Maintenance and Press & Media Committee

Dr. Ajay Pal Singh (Asst. Prof.) Convener
Sh.Raj Kumar (Asst.Prof.) Member
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Sh. Padam Dev (Clerk) Whatsapp

Right to Information Committee

Dr. Pawan Kumar (Asst. Prof.)Convener
Sh. Pune Ram (Asst. Prof.) Member
Sh. Madan Lal (Supdt.Gr.II)Member

University Form Attestation

Sh. Pune Ram (Asst. Prof.) Convener
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member

Women Cell In charge

Smt. Nirmla Devi (Asst. Prof.)

Eco Club

Sh. Tikam Ram (Asst. Prof.) In-charge

Red Ribbon Club

Smt. Nirmla Devi (Asst. Prof) In-charge

Anti- Drug Club

Sh. Raj Kumar (Asst. Prof.) In-charge

Road Safety Club

Dr. Ajay Pal Singh (Asst. Prof) Nodal Officer

Rover and Rangers Committee

Sh. Raj Kumar (Asst. Prof.) Rover In-charge
Smt. Nirmla Devi (Asst. Prof) Rangers In-charge

Electoral Literacy Club

Sh. Deep Kumar (Asst. Prof.) Nodal Officer

Discipline Committee

Dr. Pawan Kumar (Asst. Prof.)Co-ordinator)
Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member

Dr. Ajay Pal Singh (Asst. Prof.) Member
Sh. Padam Dev (Clerk) Member

Rapid Action & Disaster Management Committee

Dr. Pawan Kumar (Convener)
Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member

Anti Ragging Squad

Principal (Chairperson)
Dr. Pawan Kumar (Convener) 8219882576
Smt. Nirmla Devi (Asst. Prof.) Member
S.H.O Aut
Gram Panchayat Pradhan
Police Station No. 01905228028
PTA President

Purchase Committee

Dr. Pawan Kumar (Asst. Prof.)Co-ordinator
Sh. Pune Ram (Asst.Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member
Smt. Nirmla Devi (Asst. Prof.) Member
Dr. Ajay Pal Singh (Asst. Prof.) Member
Sh. Padam Dev (Clerk) Memb

Admission Guidance & Screening Committee

Chief Convener: Dr. Pawan Kumar (Asst. Prof)

B.A. /B.Com. 1st year	B.A/B.Com 2nd & 3rd Year
Sh. Pune Ram (Asst. Prof. Economics) Convener	Smt. Nirmla Devi (Asst. Prof.) Convener
Sh. Tikam Ram (Asst. Prof.) Member	Dr. Ajay Pal Singh (Asst. Prof.) Member
Sh. Raj Kumar (Asst. Prof.)	

ADMISSION TO BACHELOR OF ARTS (B.A.) & BACHELOR OF COMMERCE (B.COM)

ELIGIBILITY FOR ADMISSION

*An applicant having passed 10+2 examination or equivalent with English as one of the subjects with minimum 33% marks from any Board/University recognized by Association of Indian Universities or H.P. University can seek admission.

University can seek admission.

*Provided that the candidates who have passed the qualifying examination with commerce stream or Economics or Maths shall be given preference in admission to B.Com.

*Applicants coming from vocational streams can be admitted if they possess the required minimum percentage for admission.

*Admission will not be given to students placed under compartment in 10+2 examination.

*An applicant must not be more than 23 years of age (25 years in case of girls and 26 years for SC/ST category) on 01.07.2024.

However, in case of overage applicants, vice-chancellor H.P. University may allow a relaxation up to six months.

*The admission will be purely on the basis of merit of the previous qualifying examination.

*Number of seats in each faculty is 80 and can be changed according to the availability of teachers and infrastructure.

*The reservation roster for various categories will be followed as per H.P. University guidelines.

*Reserved seats meant for SC/ST categories if remain unfilled will thereafter be offered and filled from open category but only on the basis of merit

*National Open School students must have cleared all the five papers including English.

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

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

*Rules of admission are subject to change as per HPU notification.

*B.A/B.COM IInd and IIIrd year students will seek admission on "ROLL ON" basis and will write "Result Awaited" for the previous year examination passed column. And will get the form verified and approval by the admission committee."ROLL-ON " means the student seeking admission in Higher class without waiting for the declaration of previous class examination result; such student if eligible, will be regularized only after the declaration of previous year examination as per the university rules.

*The Principal reserves the right to disallow or cancel any admission if the conduct of the student has not been up to the mark.

CHOICE BASED CREDIT SYSTEM (CBCS) Regulation

In year 2013 Choice Based Credit System was introduced for undergraduate courses in Arts, Science and commerce. Further in the year 2016 the new Choice Based Credit System was introduced in accordance with UGC Guidelines. Further in the year 2018 the annual system of Choice Based Credit System was introduced.

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 following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative

Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Choice Based Credit System

1. Discipline Specific Core (DSC) Course: 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.

- **Discipline Specific Elective (DSE) Course (2 each for regular courses):** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
- **Dissertation/Project Work:** An elective course of 4 credits, 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 work. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.
- **Generic Elective Course (GEC):** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other subjects/disciplines is called a Generic Elective Course.

NOTE:-A 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 Generic Elective Course.

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

- **Ability Enhancement Compulsory Course (AECC):** Environmental Science, English Communication/Hindi Communication /MIL Communication.
- **Skill Enhancement Courses (SEC) (Minimum 4):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and are aimed at providing hands-on-training, competencies, skill etc. to increase the employability of student.

Duration (Time Frame): The UG programme is for a minimum period of three years from the date of admission of the candidate.

Content Hours: Each course has five lecture and one tutorial (per group) per week in case of DSC,DSE and GE Courses-Each course has four lecture and two practical(per group) per week in case of SEC courses.

Credits: The term 'credit' refers to the weight age given to a course, usually in term of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'. The credit also determines the volume of course contents and delivery of programme such as lectures tutorial, practical, assignment etc.

The totals of minimum credits required for an undergraduate degree programme is one hundred and thirty two

Courses offered and availability of seats in B.A./B.Com:

Sr. No.	Courses offered	Seats
1.	B.A in Discipline Specific Courses of Economics, English, Hindi, History Political Science, Geography, Music(I) & Music (V)	120
2.	B.Com	120

NOTE:-The number of above mentioned seats can be changed according to the availability of teachers and infrastructure.

Subject Combination (B.A.1st year):-A student in B.A.I, will choose a main subject as DSC-I and he/she then has to choose a second subject as DSC-II.

SUBJECT COMBINATION AVAILABLE IN THE INSTITUTION

Sr. No.	DSC-I	DCS II (Choose one subject)
1.	Economics	Political Science/English/History/ Geography
2.	English	Political Science/Economics/History/ Geography
3.	Hindi	Economics/Political Science/Music(V)/ Music(I)
4.	History	Political Science/Economics / Music(V)/ Music (I)/ Geography
5.	Political Science	History/Economics/ Geography/ Music(V)/ Music (I)
6.	Geography	Political Science/ History/ Economics/ Music(V), Music(I)
7.	Music (V)	Hindi/ History/ Political Science
8.	Music (I)	Hindi/ History/ Political Science

Apart from DSC-I AND DSC-II Course, a student of B.A 1st year will also study compulsory English, Prayojanmulak Hindi, Environmental Science & English (AECC)

B.Com 1st Year:- Financial Accounting, Business Organization Management, Business Law, Business Statistics & Mathematics.

UNDER GRADUATE PROGRAMME COURSE STRUCTURE FOR THE CANDIDATES UNDER CBCS (Annual System)

B.A/B.com

Year	Course	Credits	Cumulated Credits Category Wise
1st Year	English-1 (Comp.)	6	Language Core-12 DSC1 and 2 -24 Environment-4 AECC-4 Cumulative Credits=44
	Hindi-1 (Comp.)	6	
	DSC-1A	6	
	DSC-1B	6	
	DSC-2A	6	
	DSC-2B	6	
	AECC(Hindi/English)	4	
	Environment	4	
2nd Year	English-2 (Comp.)	6	Language Core-12 DSC1 and 2 sub-24 SEC1 and 2-08 Cumulative Credits=44
	Hindi-2(Comp.)	6	
	DSC-1C	6	
	DSC-1D	6	
	DSC-2C	6	
	DSC-2D	6	
	SEC-1	4	
	SEC-2	4	
3rd Year	DSE-1A	6	DSE 1 and DSC 2 =24 SEC 3 and 4=08 GE 1 and 2=12 Cumulative Credits=44
	DSE-1B	6	
	DSC-2A	6	
	DSC-2B	6	
	SEC-3	4	
	SEC-4	4	
	GE-1	6	
	GE-2	6	
	Total credits in Degree		44*3=132

	course		
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Notes:

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

Earning 132 credits fulfils the requirement of RUSA and UGC.

- * B.A.IInd year Students will study courses as opted/as per given in the table.
- * B.Com IInd Year students will study courses as opted/as per given in the table.
- * B.A. IIIrd year students will study courses as opted/as per given in the table.
- * B.Com IIIrd year students will study courses as opted/as per given in the table.

Apart from these courses following combination for the students of B.A/B.Com 3rd Year will be offered as the Generic Elective subject are given below:

Subject Combination	GE Course Offered
Political Science and Hindi	History , Economics
Political Science and History	Economics
Political Science and Economics	History , Hindi
History and Hindi	Political Science, Economics,
History and English	Political Science, Economics
Music (V) & Music (I)	Economics
Geography	Economics
B.com	Principles of Micro Economics, Indian Economy

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) AND EVALUATION

- All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of students that has the following two components:-
 - Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade student get in a course; and

- End- Year Examination (EYE) accounting for the remaining 70% of the final grade the student to get in a course.
- Overall Pass marks are 40%. However, a student will have to secure a minimum of 35% in both the components i.e. CCA and EYE separately with to become eligible to be declared successful in a course.

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

Continuous Comprehensive Assessment (CCA) will have the following co-component:

Sr. No	Component	When	Marks
1	Class Attendance	During the Year	05
2	Class Test	Upon completion of 40% of syllabus by subject teacher	05
3	House Test	Upon completion of 75% of syllabus by subject teacher	10
4	Particular including Seminars /Assignments /Tutorials	During the Academic year	10
		Total (1+2+3+4)	30

Continuous Comprehensive Assessment (CCA): CCA accounts for 30% of the final grade that a student gets in a course of a study. This would have the following components:

- i) **Classroom Attendance:** Each student will have to attend a minimum of 75% lectures/Tutorials / Practical. A student having less than 75% attendance will not be allowed to appear in the final examination.
- ii) Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
- iii) Provided that those having between 64% and 50 % attendance will apply for exemption in a prescribed form accompanied by a medical certificate from a Government Hospital.
- iv) Provided that exemption from 75% attendance will be given to those participation prescribed co-curricular activities (e.g. NSS, Youth Festivals, Sports, etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
- v) Provided further that those getting the exemptions, except for those getting exemptions for curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

vi) Classroom Attendance Incentive: Those having greater than 75% attendance) for participating in Co-curricular activities, 25% will be added to per cent attendance) will be a CCA marks as follows:-			
75% but less than 80% =	1 marks	80% but less than 85%	= 2 m
85% but less than 90% =	3 marks	90% but less than 95%	= 4 marks
Above 95%	=	5 marks	

Mid-Term Test- There will be one mid- term test of 10 marks to be conducted when approximately two-third of the Syllabus has been covered. This test will be conducted by the college.

Seminar/ Assignments - The remaining 10 marks of CCA will be awarded on the basis of seminar / assignments/term paper etc. it. For the Yearly the EYA will be in the month of April/May.

End-Year Examination (EYE)- The remaining 70% of final grade of 1st, 2nd and 3rd Year students in a course will be on the basis of an end Annual examination that will be of three hours duration and covering the whole syllabus of a course.

Note1. Only those students will be allowed to appear in EYE (end-year exams) who have been successful in the CCA.

2. The registration for the EYE will be done at the time of enrollment for the courses at the beginning of the semester or as decided by the university from time to time.
3. If a student is not permitted to appear in the EYE due to shortage of attendance, beyond the examination limit (<50% attendance) shall be deemed to have 'dropped' the course. However such candidate, on his/ her written request to be made immediately, can be permitted to re-do the missed semester after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and EYE.
4. A candidate failing in either one or two subjects/papers will be given compartment/will be eligible for promotion/will get 2 more chances one at supplementary and other at annual stage). Students shall be required to complete the degree within 5 years from the date of admission.
5. The minimum passing marks will be 40% aggregate. However 35% each in IA and final exams will be compulsory.
6. Re-evaluation shall be applicable as per provisions of HPU.

GENERAL GUIDELINES FOR ADMISSIONS TO BACHELOR'S DEGREE

- Admission to various classes will be made on the recommendation of the admission committee consisted for the purpose.
- Any gap of one year or more in the academic career of an applicant just prior to seeking admission to the Bachelor Degree course must be supported by documentary evidence of attested copy of gap certificate from a competent authority and character certificate from a class-I gazetted officer or Panchayat Pradhan of village.
- An applicant must fill the admission form in his / her own hand writing and should be complete in all respects supported by following documents:-
 - (i) Three passport size photographs;
 - (ii) Attested copy of Matriculation Certificate.
 - (iii) Attested copy of detail Marks Card of 10+2/ previous examination passed.
 - (iv) Character Certificate in original from the Institution last attended or by some H. P Govt. Gazetted class-I officer.
 - (v) Attested copy of category Certificate for claiming benefits.
 - (vi) Migration certificate if from different boards/university.
 - (vii) Bonafide Himachali certificate for girls.
- All the original certificates must be produced by an applicant during the selection process.
- Candidate coming from different Boards/Universities must attach original Migration certificate before the admission committee.
- National Open School students seeking admission to the 1 year of Bachelor Degree must have cleared all the five papers including English.
- If a candidate has failed twice in the same class, he/ she will not get admission in the same class.

- If the conduct of a candidate is doubtful, the principal can deny his/her admission.
- Initially all admissions shall be provisional/ and subject to the final approval by HPU.
- Rule of admission subject to change as per the HPU notification issued for time to time.
- Admission of a candidate is liable to be cancelled in case he/ she furnishes incomplete/false information or in case of concealment of facts.
- Decide your subject combination personally after taking guidance from the teachers.
- For any clarification/guidance, the applicant can approach **admission guidance committee** of the college.

ADMISSION PROCEDURE & INSTRUCTIONS

- Fill up the application form in your own handwriting and get it signed by your parent/ local guardian.
- Bring your parent/guardian at the time of admission
- Bring **ORIGINAL** and Photostat copies of relevant certificates; photographs; original migration (if other board than HPBOSE); an affidavit from court in case of gap of one or more years (after 10+2).
- No student of the college should sign in place of parent/guardian of any applicant. Otherwise none of the two will be admitted in the college.
- Appear for interview personally before the admission Committee, Screening Committee and Principal.
- For fee and funds, consult the fee chart.
- Pay the dues personally in office.
- Make sure you get your fee receipt, after payment before leaving the office.

LEAVE RULE AND FINE

- A student can proceed on leave with prior permission from the Principal, but the application should also be signed by the parents/guardian of the student and duty recommended by the tutor.
- A Tutor can recommend leave up to maximum of five days and leaves for longer duration will be sanctioned by the Principal.
- Leave during House Examination will be sanctioned by the Principal on the recommendation of the senior tutor in special cases only.
- Leave on account of illness, if it is for more than three days, must be accompanied by the medical certificate.
- Students participating in various inter college games or other competitions including NSS camps, tracking tour etc. Will have to get their leave sanctioned by the college Principal on the recommendation of their in charges concerned before the departure.
- The name of student shall be struck off from the college Roll, if he/she remains absent without sanctioned leave for continuous 10 days or more than 10 days in a month.
- **The re-admission** fee shall be Rs. 100/- for the first time and Rs. 200/- will be charged for the second time on the recommendation of concerned teacher.
- **For seeking re-admission** the candidate must be accompanied by her/his parent or guardian.
- A student without college identity card in the college campus will be imposed a fine of Rs. 50.

Other fines will be given below:

Absent per period: Rs. 1/-

Absence in House Test: Rs. 50 per paper

Please Note that General leave will only be counted for the relaxation in fine only and not to be counted as the lecture attended. In case of participation in sports, cultural, other activities credit will be given to the students and to be counted as lecture attended.

SCHOLARSHIPS /CONCESSIONS

The college offers the following Scholarships and concessions:

- Govt. Of India scholarships to students belonging to Scheduled caste/Schedule Tribe.
- Poverty cum merit scholarships
- I. R. D. P Scholarships
- Maharishi Balmiki Chhatravriti Yojna to the girl students belonging to the families of those engaged in unclean occupations.
- Kalpana Chawla Chattervriti Yojna for Meritorious Girl Students
- Government of India Scholarships for students belonging to minority community.
- 7. Dr. Ambedkar Scholarship for Economically Backward classes.

*It two male wards of the same parent are getting education in the college, only one will be eligible for the scholarship.

*Fee concession will be given to the poor but brilliant students on the recommendation of fee concession committee. If two brothers are studying in the college, only senior one will be considered for the concession.

*The scholarships are awarded to the students as per norms and rules prescribed by the department. *The students will have to apply for scholarship through an application recommended the tutor and submit in the college office. Only those students who are regular in the college rolls (her/his name should not be struck off from the college roll and should have at least 75% lecture attendance) and have obtained minimum. Passing marks in all subjects in the house/ annual examination are eligible for the award of scholarship/concession.

As per the Govt. Instructions, the scholarship will be disbursed online to the eligible students and it is mandatory to have **Aadhar Number, Passbook, Father's income certificate, Category Certificate(if any)** for such scholarship holders. **The Bank Account should be linked to Aadhar number.**

Students must contact the scholarship committee before applying.

LIBRARY

The college has started its book bank and there are books on different subjects. It subscribes one daily newspaper and one magazine. Books are issued only on the production of identity card.

The college has requested to the directorate of higher education for the sufficient fund for the purchase of reference books as well.

TUTORIAL GROUPS

Tutorial groups are formed in the college to ensure the closer interaction between the teacher and the taught and will provide opportunity to students to exhibit their creative potential and share their problems and difficulties which otherwise remain dormant .Each tutorial group will be guided by a member of the faculty. There will be 30 to 40 students in a group.

ANNUAL PRIZE DISTRIBUTION FUNCTION

Annual Prize Distribution Function is an occasion to boost the morale and award those students who excel in various fields/activities. The rules for the prizes will be notified by August/September.

SPORTS AND CO-CURRICULAR ACTIVITIES

The college provides facilities to sports persons who wish to make a mark in games/sports. The disciplines in which the college plans to prepare teams for University Championships are: Athletics, Badminton, Kho-Kho, Volleyball and Chess. A committee of teachers will decide the formalities of teams to represent the college in different events. The college provides various incentives for students participating in competition held at University/State/National level.

The college provides guidance to students for participating in various activities. Students are advised to join at least one of the clubs/cell like **Red Ribbon Club** that aims to educate and sensitise youth and general public against AIDS or **Eco-Club** that makes us aware about the importance of nurturing our environment or Red Ribbon Club (being run in collaboration with local Red Cross unit) aiming to promote health & hygiene etc. Or **Career Guidance, Counselling and Placement Cell**, helping students in career building, enhancing communication skills, personality development etc. Or **women cell** catering to the problems/grievances especially of girl students.

The college provides a platform to aspirants for participation in **debate, declamation, quiz, poetic symposium, painting, poster making, rangoli and collage making** etc.

COMMUNITY PARTICIATION/PTA

The Parent Teacher Association is a statutorily constituted elected body. The PTA plans and undertakes development works in the college and focuses the overall development and improvement of educational standards. The parents make contribution to PTA at the time of admission of their wards. PTA is run by the Executive Committee which takes all the decisions.

COLLEGE MAGAZINE

The college publishes its magazine "**Abhinandan**" annually which provides a forum to the students with a flair for writing. It provides suitable platform to explore creative thoughts of students.

CONDUCT AND DISCIPLINE

- Every student must carry his/her college Identity Card, which is issued to the students after the admission.
- Any act of ragging on the campus will be severely dealt with. Ragging means and includes any type of physical and mental torture, done by any individual or group either by words/conduct/action which gives an apprehension in mind of a person that he/she cannot pursue studies.
- Following nefarious acts will be considered as acts of gross misconduct and indiscipline and can lead to fine or suspension/expulsion or both:
 - Bringing outsiders, miscreants or anti-social elements in the campus.
 - Using mobile phones in the classroom/playing music on cell phone in the campus.
 - Misbehaving with the college staff.

- Holding of any meeting in the campus without prior permission from the Principal.
- Any attempt to damage the furniture/other property of the college.
- Pasting notices/posters without permission of the Principal
- Smoking taking Drugs/alcohols etc
- Parents/Guardians are requested to remain in touch with the Principal and the teachers regarding the progress of their wards.
- Students who participate in sports or other extracurricular activities must produce written permission from their parents / guardians.
- Cell phones are not allowed during House and final examination. Penalty/ fine of Rs. 100/- will be imposed on violators (first time) and same will be increased therea

FEE & FUND

DETAILS OF FEES & FUND FOR THE SESSION 2021-2022

H.O.A/c	FEE & Funds	@p.a./p.m.	H.O.A/c	FEE & Funds	@p.a./p.m
Govt. Funds	Admission Fee	25.00 p.a.		Computer/Internet	20.00 p.m.
	Re-Admission Fee 1 st time	100.00		Edu. Tour	02. 00 p.a.
	Re-Admission Fee 2 nd time	200.00		Annual Function	03.00 p.a.
	Late Admission Fee	10.00 per day		Society Club Fund	05.00 p.a.
	Tuition Fee(For boys and Non H.P.girls)	50.00 p.m.		Book Replacement Fund	25.00 p.a.
					Cultural Activity Fund
University Funds/Fees	Registration Fee	200.00 p.a.	Others	M.B. Fund	02.00 p.a.
	Continuation Fee			Sports Fund	20.00 p.m.
	Sports Fee	20.00 p.a.		Building Fund	10.00 p.m.
	Youth Welfare Fee	15.00 p.a.		Rovers& Rangers Fund	05.00 p.m.
	Holiday Home Fee			Amal. Fund	25.00 p.m.
	Migration Fee	15. 00 p.a.		Practical(Commerc e)	15.00 p.m.
	University Development Fund	01.00 p.a. 400.00 250. 00 p.a.		Youth Red Cross	40.00 p.a.
		100.00 p.a.(IRDP/BPL)		PTA Fund	600.00 p.a.

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Fee and Funds are subjects to change as per HPU/H.P. Government Instruction.

Notes: (1) Every students must pay dues on the dates notifies from time to time. Fees and Funds once paid shall not be refunded in any case.

(2) Every student must pay dues on the dates notified from time to time .Fees and funds once paid shall not be refunded in any case.

(3) Exemption of tuition fee is available only to H.P. Girls. Bonafide Himachali certificate is required for this.

(4) Funds of entire session & Rs.100 will be charged from migrating from other college.

(5) In case of non-payment of dues on time, the name will be struck off from the rolls.

CALENDAR OF ACTIVITIES (2024-25)

PROSPECTUS (AVAILABLE ON WEBSITE)

SUBMISSION OF ADMISSION FORMS FOR B.A./B.COM.1 st YEAR	: 3 rd JUNE TO 15th JULY, 2024
B.A./B.COM 2 nd /3 rd YEAR (ADMISSION & FEE DEPOSIT)	: 6th JUNE TO 15th JULY,2024
DISPLAY OF 1 st MERIT LIST(B.A & B.COM 1 st YEAR)	:16TH JULY ,2024 AT 1.00 P.M.
FEE DEPOSIT	: 16TH JULY to 19TH, JULY 2024
DISPLAY OF 2 ND MERIT LIST	: 20 TH JULY, 2024 AT 5.00 P.M.
FEE DEPOSIT	20 TH JULY,2024
Orientation of 1 st Year students	: 22 th July, 2024

REGULAR TEACHING

: 23-07-2024 to 28-10-2024 (79 Days)
04-11-2024 to 31-12-2024 (48 days)
05-02-2025-29-03-20225 (45 days)
Total working days -172 days

FILLING UP OF SCHOLARSHIP FORMS

: WILL BE NOTIFIED

CAREER COUNSELLING ACTIVITY

: WILL BE NOTIFIED

TEACHER'S DAY CELEBRATION

: 5th SEPTEMBER

LITERARY SOCIETY/HINDI DIWAS CELEBRATION

: 14th SEPTEMBER

SWACHHTA DIWAS

:2nd OCTOBER

DIWALI BREAK

: 29.10.2024-02.11.2024

NATIONAL UNITY DAY

: 31st OCTOBER

RED RIBBON CLUB FUNCTION

: 1st DECEMBER

HOUSE TESTS

: MONTH OF DECEMBER

FILLING UP OF EXAMINATION FORMS (2025)

: DECEMBER (2024)/JANUARY

WINTER VACATION

: 01.01.2025-04.02.2025

ANNUAL ATHELETIC MEET

: FEBRUARY/MARCH

CULTURAL FUNCTION AND ANNUAL PRIZE DISTRIBUTION

: FEBRUARY/MARCH, 2025

ANNUAL EXAMS

: 01.04.2025-14.05.2025

SUMMER VACATION

: AS PER NOTIFICATION OF DHE HP

SHIMLA

Above date & programmes are tentative & subject to change /amendment. Any change if any will be notified by the Principal through the college

ZERO TOLERANCE TO RAGGING

Ragging is a cognizable offence as per the order of Hon'ble Supreme Court of India and H.P. Educational Institution (Prohibition of Ragging ACT, 2009), ragging is completely banned in and around the college campus and any one including in the same will be punished appropriately which includes imprisonment, fine or both or expulsion from the college or classes for a limited period or fine with a public apology.

The punishment may also take the shape of:

- Withholding scholarships or other benefits
- Debarring from representation in events
- Withholding of results
- Legal proceeding under criminal law or ordinance or specific law enacted in this regard.

Students are advised to contact the following in case of an incident of ragging and indiscipline:-

1 .College Office:	01905-289209
2. Sh. Deep Kumar (Officiating Principal)	94189-59044
3. Dr.Pawan(Convener-Anti-RaggingCommittee)	82198-82576
4. Sh. Pune Ram	85447-87474
5. Sh. Padam Dev (Clerk)	7018915360