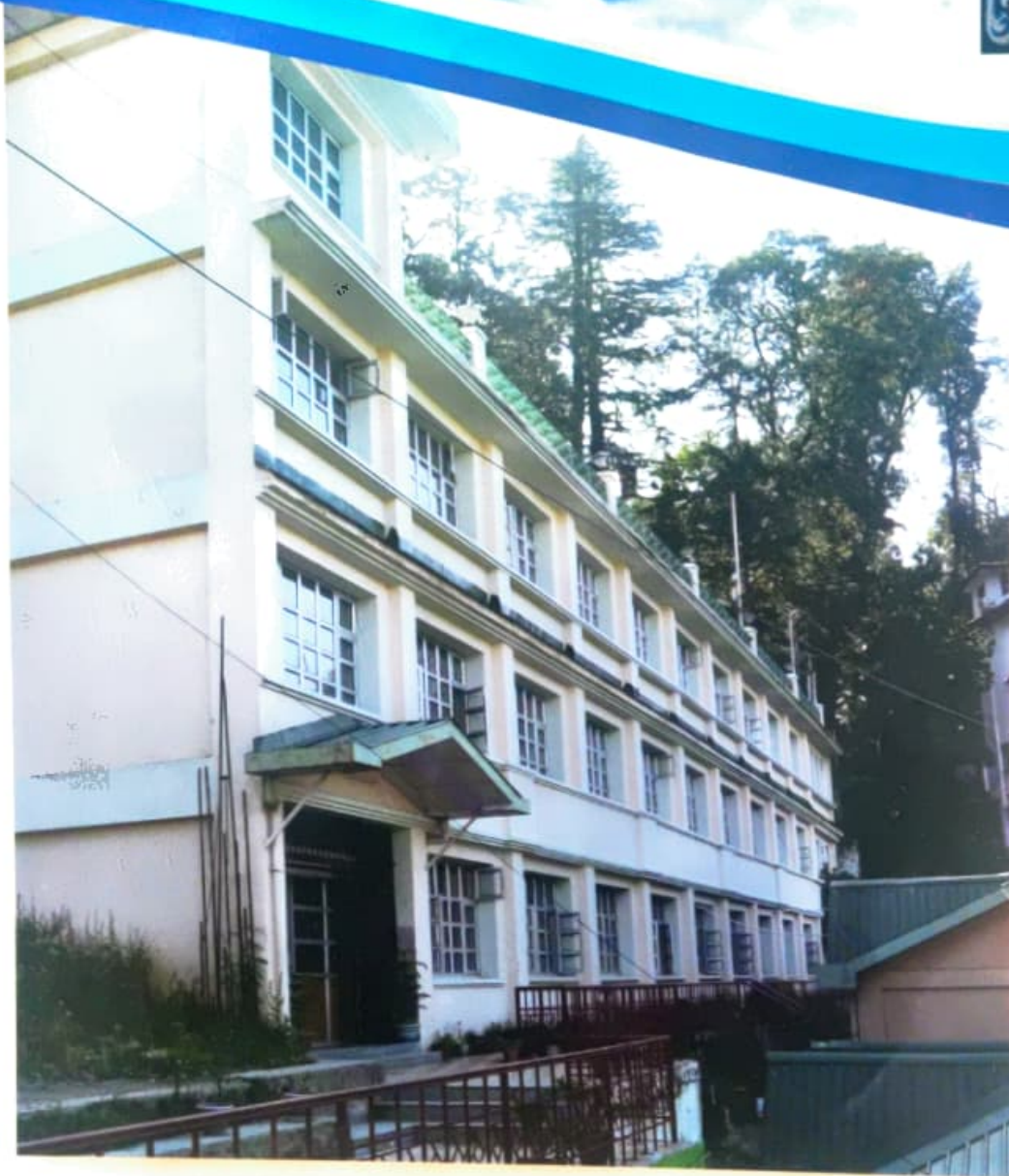


Co-Educational



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2018-19

NAAC ACCREDITED

Rajiv Gandhi Government Degree College

(Affiliated to Himachal Pradesh University, Shimla)

Chaura Maidan, Shimla-171004 H.P.

★ *Arts*

★ *Commerce*

★ *Science*

PHYSICS

Dr. Brijesh Chauhan



Dr. Sunita Sharma



Dr. Mast Ram

MUSIC

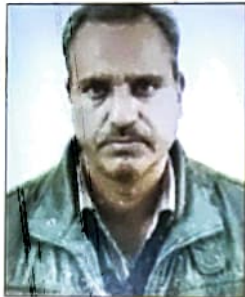
Dr. Seema Batra



Prof. Sangeeta Mohan

CHEMISTRY

Dr. Usha Sen



Dr. Harinder L. Sharma



Prof. Shalu Chauhan

BOTANY

Dr. Jyoti Gupta



Dr. Anupriya Sharma

SOCIOLOGY

Dr. Prashant Thakur

Public Administration

Dr. Naresh K. Verma

Pol. Science

Dr. J. Prakash Sharma

SANSKRIT

Dr. O.P. Sharma

Physical Education

Dr. Meera Chauhan

ZOOLOGY

Dr. Anju Sharma



Dr. Shalini Chauhan

HISTORY

Dr. Satya Chauhan



Dr. Sandeep Raghav

COMPUTER

Prof. Nishta

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Rajiv Gandhi Government Degree College

Chaura Maidan, Shimla (H.P.)-171004

(Affiliated to Himachal Pradesh University, Shimla)

Prospectus-2018-19

1.0 INTRODUCTION:

Rajiv Gandhi Government Degree College, Chaura Maidan, Shimla (H.P.)-171004 is affiliated to Himachal Pradesh University, Shimla. Established in the year 1984, it is a leading co-educational institution of the state which offers undergraduate courses in all three streams viz. Humanities, Science and Commerce. The college also offers professional courses like Bachelor of Computer Applications (for which a separate prospectus is available), One year Diploma course in Computerized Accounting sponsored by the University Grants Commission and Three Years Vocational Programme in Tourism and Travel Management, in order to prepare the students for the challenges of the future. It is also proposed to introduce Bachelor's Programme in Journalism and Mass Communication for which the approval of Himachal Pradesh University is awaited. Various details about the college and the activities undertaken by it can be accessed through the website of the college -www.gccm.ac.in.

The college is situated in a lush environment with adequate infrastructural facilities for academic and personal growth of the students through various co-curricular and extra-curricular activities in the sphere of social service (National Service Scheme, Youth Red Cross, Red Ribbon Club and Women's Cell), sports, cultural activities and National Cadet Corps. The college has adequate number of classrooms, laboratories, IT laboratory, a well-stocked library, multi-purpose auditorium and a playground of its own, to give impetus to the all round growth of its pupils. A new Art-cum-Commerce Block has been recently constructed in the college and the foundation stone for the construction of Science-cum-Administrative Block has been laid along with the provision of requisite budget for the same. A smart classroom and a new BCA laboratory, in order to provide access to the state-of-the-art teaching methodology to the students, has also been recently established with latest facilities and technology.

VISION

Rajiv Gandhi Government Degree College, Chaura Maidan, Shimla shall endeavour to be a key factor in socio-economic transformation of its students as well as the people of the region, not only through multidimensional classroom instruction in different courses of study, but education in its full scope, which will lead to the enlargement of intellectual as well as humanistic dimensions of the students in a holistic manner. To accomplish this end, the college will endeavour to inculcate among its students an understanding of the present finely tempered with love and respect for our culture and traditional values. The students will be infused with passion and confidence to transform their dreams into reality by converting their knowledge into appropriate skills. Different job/skill-oriented courses like Computer Education, Accountancy, Journalism and Mass Communication and Tourism and Travel Management are already being provided to the students. The IQAC of the college shall recommend additional courses to be included in the curriculum from time to time. Efforts are being made to organize short-term courses/practical demonstration on vermicomposting, rain water harvesting, floriculture/silviculture etc. for the benefit of the students and people of the adjoining areas, in the current academic session itself.

2011-17 2019-20
2017-18
2018-19 ✓

2.0 ADMISSION COMMITTEES

Deans Admission & CBCS Academic Advisory Committee

Dean Admission (Overall)	:	Prof. Mahesh Chandan
Humanities	:	Dr. Pankaj Basotia
Commerce	:	Prof. Rajinder Singh
Science	:	Dr. Brijesh Chauhan

ADMISSION COMMITTEES

Humanities: First Semester

- A.** Dr. Naresh Verma
Prof. Sangeeta Mohan
Dr. Anju Thakur
Prof. Upma Sharma
Dr. Jai Prakash

Humanities: Third & Fifth Semesters

- Dr. Anupama S Pathak
Dr. Satya Chauhan
Dr. Prashant Thakur

Sciences: First Semester

- Dr. Anju Sharma
Dr. Usha Sen
Dr. Jaswant Singh
Dr. Harinder Lal Sharma

Sciences: Third & Fifth Semesters

- Dr. Mast Ram (Convenor)
Dr. Jyoti Gupta
Prof. Shalu Chauhan

- B.** Dr. Meera Chauhan
Dr. Rajender Verma
Dr. O.P. Sharma
Prof. Vibha Saraswati
Dr. Poonam Kimta Chauhan

Commerce: First Semester

- Prof. Gaurav Sharma (Convener)
Dr. Nek Ram
Prof. Shilpa Chauhan

Commerce: Third & Fifth Semester

- Dr. Ajay Sood
Prof. Kavita Panta
Prof. Jitender

ADMINISTRATIVE COMMITTEE-2018-19

Principal: Dr. Inderjeet Singh

1. COLLEGE ADVISORY

Prof. Mahesh Chandan
 Dr. Pankaj Basotia
 Dr. Brijesh Singh
 Dr. Sunita Sharma
 Dr. Anju Sharma (Zoology)
 Dr. Naresh Verma
 Sh. Pradeep Kaundal

2. DISCIPLINE

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 Dr. Meera Chauhan
 Dr. Naresh Verma
 Dr. Satya Chauhan
 Dr. Pushap Lata Sharma
 Dr. J.P. Sharma
 Dr. Nek Ram
 Prof. Kavita Panta
 Prof. Prashant Thakur

3. ANTI RAGGING SQUAD

Prof. Mahesh Chandan
 Dr. Sunita Sharma
 Prof. Priyanka Vinta
 Sh. Pradeep Kaundal
 SHO Boileauganj
 PTA President
 CSCA President

4. PROSPECTUS & STUDENT CHARTER

Dr. Naresh Verma
 Dr. Mast Ram
 Dr. Anshu Kaushal
 Dr. Prashant Thakur
 Dr. Jai Prakash Sharma
 Sh. Pradeep Kaundal

5. UGC AFFAIRS

Dr. Anju Sharma
 Dr. Naresh Verma
 Dr. Mast Ram
 Dr. Jyoti Gupta
 Prof. Upma Sharma
 Sh. Mohan Singh Thakur (Office)

6. FEE CONCESSION & SCHOLARSHIP

Dr. Mast Ram
 Prof. Rajinder Singh
 Prof. Jitender
 Mr. Roshan Dogra

7. COLLEGE CANTEEN / E-CAFE

Prof. Mahesh Chandan
 Dr. Meera Chauhan
 Dr. Naresh Verma
 Dr. Mast Ram
 Dr. Satya Chauhan
 Mr. Sanjiv Sharma

8. CULTURAL**Group I**

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 Prof. Upma Sharma
 Dr. Anshu Kaushal
 Prof. Kavita Panta
 Dr. Poonam Kimta Chauhan
 Prof. Shilpa Chauhan

Group II-III

Dr. Seena Batra (Convenor)
 Prof. Sangeeta Mohan
 Dr. Naresh Verma
 Prof. Shallu Dulta
 Prof. Gaurav Sharma
 Prof. Kavita Panta
 Prof. Sandeep Raghav

Group IV

Dr. Rajender Verma
 Dr. Mast Ram
 Dr. Jyoti Gupta
 Dr. Pushap Lata
 Dr. Nek Ram

9. COLLEGE MAGAZINE**EDITORIAL BOARD**

Chief Editor : Prof. Sunita Sharma
 English : Dr. Anshu Kaushal
 Hindi : Prof. Jitender
 Sanskrit : Dr. O.P. Sharma
 Pahari : Prof. Priyanka Vinta
 Science : Dr. Brijesh Chauhan
 Commerce : Prof. Rajinder Singh
 Computer Applications: Prof. Nishtha
 Planning Forum : Dr. Anju Thakur
 Journalish & Mass
 Communication : Prof. Rajeshwari Negi
 Chronicle Section : Dr. Pushap Lata

10. HOUSE EXAMINATION

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 Dr. Anju Sharma
 Prof. Rajender Singh
 Dr. Nek Ram
 Dr. Pushap Lata
 Prof. Nishtha
 Prof. Shilpa Chauhan
 Sh. Parma Nand Sharma
 Sh. Hem Chand Sharma
 Sh. Rohit
 Sh. Nishant

11. ANNUAL REPORT

Dr. Rajender Verma
 Dr. Poonam Kimta Chauhan
 Dr. Prashant Thakur

12. PRESS & PHOTOGRAPHY

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 Dr. J.P. Sharma
 Prof. Rajeshwari Negi
 Dr. Poonam Kimta Chauhan

13. SPORTS

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 Dr. Naresh Verma
 Dr. Prashant Thakur
 Dr. Pushap Lata

14. FIRST AID

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 Dr. Shalini Chauhan
 Prof. Anupriya Sharma

15. NCC

Dr. J.P. Sharma

16. NSS

Dr. Prashant Thakur
 Prof. Kavita Kumra

17. RANGERS & ROVERS

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 Prof. Gaurav Sharma

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Dr. Shalini Chauhan

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 Dr. Anju Sharma
 Dr. Naresh verma
 Dr. Anju Thakur

21. RESULT COMPILATION

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 Dr. Prashant Thakur
 Prof. Shilpa Chauhan
 Prof. Shallu Chauhan
 Prof. Gaurav Sharma
 Mr. Roshan Dogra

22. INFRASTRUCTURE

Prof. Mahesh Chandan (Convenor)
 Dr. Anju Sharma
 Dr. Naresh Verma
 Sh. Pradeep Kaundal

23. I.T./B.C.A.

Dr. Sunita Sharma
 Dr. Mast Ram
 Dr. Harinder Lal Sharma
 Prof. Nishtha
 Sh. Dikshit Namta

24. BUDGET

Dr. Anju Sharma
 Dr. Anju Thakur
 Dr. Jyoti Gupta
 Dr. Jaswant Singh
 Sh. Pradeep Kaundal
 Sh. Naresh Verma

25. LIBRARY INSPECTION

Prof. Mahesh Chandan
 Dr. Seema Batra
 Dr. Naresh Verma
 Dr. Mast Ram
 Dr. O.P. Sharma
 Dr. Jaswant Singh

26. ECO CLUB

Dr. Sunita Sharma
 Dr. Jyoti Gupta
 Dr. Pushap Lata
 Prof. Anupriya Sharma
 Prof. Gaurav Sharma

27. COLLEGE BURSAR

Dr. Anju Sharma

28. COLLEGE DEVELOPMENT AND BEAUTIFICATION

Dr. Pankaj Basotia
 Dr. Seema Batra
 Dr. Meera Chauhan
 Dr. Jyoti Gupta
 Dr. Usha Sen
 Dr. Harinder Lal Sharma

29. BUILDING FUND

Principal (Chairperson)
 Senior Most Teacher, Member Secy.
 Councillor Present MC or His/ Her nominee
 XEN, HP PWD or His /Her representative
 MLA Shimla (Urban)
 President PTA
 President OSA
 President CSCA
 Donor (Contributor Rs. 5000/- or above)

30. CAREER COUNSELLING & GUIDANCE

Dr. Brijesh Chauhan (Convenor)
 Dr. Mast Ram
 Dr. Satya Chauhan
 Dr. Poonam Kimta Chauhan
 Dr. Jaswant Singh
 Prof. Nishtha
 Prof. Gaurav Sharma

31. RECEPTION

Prof. Mahesh Chandan (Convenor)
 Dr. Rajender Verma
 Dr. Sunita Sharma
 Dr. Anju Sharma
 Dr. Naresh Verma
 Sh. Pradeep Kaundal

32. REFRESHMENT

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 Prof. Sangeeta Mohan
 Prof. Shalini Chauhan
 Dr. Usha Sen
 Prof. Vibha Saraswati Sharma
 Prof. Rajinder Singh
 Prof. Nishtha
 Prof. Kavita Panta
 Prof. Shilpa Chauhan

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Dr. Brijesh Chauhan (Convenor)
 Dr. Prashant Thakur
 Dr. Nek Ram
 Sh. Hem Chand Sharma
 Sh. Parma Nand Sharma
 Sh. Nand Lal

34. STAGE DECORATION

Dr. Anupama S. Pathak
 Dr. Jyoti Gupta
 Dr. Shalini Chauhan
 Prof. Anupriya Sharma
 Prof. Vibha Saraswati Sharma
 Prof. Nishtha

35. INVITATION

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 Dr. Anju Thakur
 Prof. Upma Sharma

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 Dr. Naresh Verma
 Dr. Sandeep Raghav
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 Prof. Jitender
 Sh. Parma Nand
 Sh. Sanjeev Sharma
 Sh. Rohit
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 Dr. O.P. Sharma
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 Dr. Pushap Lata Sharma
 Prof. Shilpa Chauhan
 Sh. Sanjeev Sharma
39. **NAAC Affairs and IQAC**
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 Dr. Anupama S Pathak
 Dr. Mast Ram
 Dr. Jyoti Gupta
 Dr. Pushap Lata Sharma
 Sh. Pradeep Kaundal
40. **EXTERNAL EXPERTS**
 Dr. P.K. Aluwalia (Physics Deptt. HPU)
 Dr. Uma Randev (Ex-Principal)
 Dr. Raja Ram Chauhan (Ex Principal)
 Dr. N.S. Negi (Physics Deptt., HPU)
 Dr. P.C. Thakur
41. **WOMEN GRIEVANCES CELL**
 Dr. Anju Sharma (Convenor)
 Prof. Rajeshwari Negi
 Prof. Upma Sharma
 Dr. Poonam Kimta Chauhan
 Prof. Priyanka Vinta
 Prof. Shallu Chauhan
42. **TIME TABLE**
 Prof. Sunita Sharma (Convenor)
 Dr. Mast Ram
 Prof. Rajinder Singh
 Dr. Nek Ram
43. **ATTESTATION BUS PASS**
 Dr. Naresh Verma (Convenor)
 Dr. Nek Ram
 Prof. Rajinder Singh
 Dr. J.P. Sharma
 Prof. Gaurav Sharma
 Sh. Pradeep Kaundal (Office Supdt.)
44. **LIBRARY**
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 Prof. Anupriya Sharma
 Dr. Jaswant Singh
 Dr. Pushap Lata Sharma
 Prof. Rajinder Singh
 Dr. J.P. Sharma
 Prof. Jitender
Librarian-
45. **GENDER SENSITIZATION**
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 Dr. Poonam Kimta Chauhan
 Dr. Pushap Lata Sharma
 Prof. Shilpa Chauhan
 Sh. Pradeep Kaundal (Supdt.)
46. **EXCURSION & EDUCATIONAL TOUR**
 Dr. Brijesh Chauhan (Convenor)
 Dr. Meera Chauhan
 Dr. Naresh Verma
 Dr. Mast Ram
 Dr. Sandeep Raghav
 Mr. Dikshit Namta
47. **RUSA**
 Dr. Brijesh Chauhan (Convenor)
 Dr. Mast Ram
 Prof. Rajinder Singh
 Sh. Pradeep Kaundal (Office Supdt.)
48. **CSCA ADVISORY & ELECTION**
 Prof. Mahesh Chandan (Convenor)
 Dr. Pankaj Bostia
 Dr. Anju Sharma
 Dr. Naresh Verma
 Dr. O.P. Sharma
49. **COLLEGE ACHIEVEMENT (RECORD MAINTENANCE)**
 Prof. Sunita Sharma (Convenor)
 Dr. Meera Chauhan

3.0 Courses of Study and Admission Procedure

(For students seeking admission to B.A./B.Sc./B.Com. 1st, 3rd and 5th Semesters under the new Choice Based Credit System)

3.1 Choice Based Credit System and Continuous Comprehensive Assessment:

Himachal Pradesh University, Shimla, in concurrence with the Department of Higher Education H.P. has decided to introduce CHOICE BASED CREDIT SYSTEM and CONTINUOUS COMPREHENSIVE ASSESSMENT pattern for evaluation and grading of students seeking admission to the first year of Bachelors' Degree Programme in all the three streams-Humanities, Science and Commerce- from the academic session 2013-14. The CBCS and CCA pattern of teaching-learning and evaluation will be implemented in II and III years of the Degree Course in a phased manner.

The CHOICE BASED CREDIT SYSTEM is an internationally acknowledged instructional pattern developed to suit the needs of the students and to enable them to keep pace with the developments in higher education sector across the globe. It provides for a comprehensive and purposeful engagement between the teacher and the taught through a well-planned instructional package including three major parameters namely Lecture (L), Tutorial (T) and Practical/Practise (P) Sessions (see 3.2 below). The aim is to ensure optimum interaction time between the teacher and the taught through the LTP mode, so that the learner accomplishes not only the knowledge of the Core/Major subject offered by him/her, but is also enabled to explore other avenues of learning beyond the Core subject for the holistic growth of the students *vis-a-vis* their personal and professional development.

Under the CBCS system, the student has considerable freedom in the choice of courses one wishes to study. Except for the compulsory and core courses of the subject of his/her 'Major' he/she is free to choose courses of his/her choice. It also accords an opportunity to the teachers to take up the role of a facilitator or interested party in fostering expected level of competence among the students after completing a course. **The Programme or a Course of Study opted for by a student is considered to have been completed when the student accumulates the requisite number of credits-at least 132 credits for an under graduate degree.**

3.2 The Meaning of Credits:

The term 'Credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why 'credit' is usually taken to mean 'credit hours'. For the purpose of credit determination, instruction is divided into three components: (1) Lectures(L)-classroom lectures of one hour duration; (2) TUTORIALS(T)-Special, elaborate instructions on specific topics (From Lecture) of one hour duration; (3) PRACTICALS(P)- Laboratory or field exercises in which the student has to do experiments or other practical work of two hour duration.

Each one of these components is considered as equal to one credit. One Lecture(L) as well as one Tutorial(T) of one hour a week is considered as one credit, whereas one Practical(P) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L+T+P$, where L is the number of one hour Lecture per week, T is the number of tutorials per week, and P is the number of two hour Practicals per week. This can be written in symbols as: $C=L+T+P$, Where, C is the credit weightage for a particular course.

3.3 Semesters:

The major change under the CBCS and CCA system is the introduction of SEMESTER SYSTEM in the undergraduate courses. An academic year comprising 180 working days in the least, divided into two semesters, each semester having at least 90 working days. With six working days in a week this would mean that each semester will be having $90/6=15$ teaching/working weeks. Considering that each teaching day has 5 teaching/working hours, a teaching week would have $5 \times 6=30$ working/teaching hours and each semester will have $30 \times 15=450$ teaching hours available for each student.

3.4 Eligibility Criteria for Admission to B.A./B.Sc./B.Com. I/III/V Semesters (Also see section 6.2)

- i). A pass in the Higher Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.
- ii). Provided that the candidates who have passed the qualifying examination with Art/Humanities stream shall be given preference in admission to the B.A. programme.
- iii). Provided that the candidates who have passed the qualifying examination with Science stream shall be given preference in admission to B.Sc./B.C.A. programme.
- iv). Provided that the candidates who have passed the qualifying examination with Commerce stream shall be given preference in admission to B.Com. programme.
- v). Provided that the candidates who have passed the qualifying examination with Mathematics as one of the subjects shall be given preference to B.C.A. programme.
- vi). Age Limit: For first admission to the First Semester of the Degree Course, the maximum age limit is 23 years on the First of July of the year concerned. In case of SC/ST candidates, a relaxation of three years is allowed. The Vice-Chancellor, HPU, Shimla may, in exceptional cases/circumstances, to be recorded in writing, give relaxation in age up to a maximum of six months to other candidates also. All such cases may be provisionally granted age relaxation up to six months by the Principal of the college and a consolidated list of all such cases will be sent for approval of the Vice Chancellor by 31st October of every academic year.
- vii). **Minimum Percentage of marks required for admission is as under:**
 1. B.A. (Pass Course): 35%
 2. B.A. (with Maths): 45% (in aggregate or in Maths)
 3. B.Sc. (Pass Course): 45%
 4. B.Com. (Pass Course): 45%
(35% for girls 40% for students who have passed 10+2 with Commerce)
- viii). Admission to 3rd and 5th Semester will be given on ROLL-ON basis.

3.5 Admission Procedure (Only for First Semester Students)

- i). A student desirous of seeking admission to the first year of the degree course will approach the ACADEMIC COMMITTEE of the college after procuring the Prospectus-cum-Handbook of Information from the College. DO NOT FILL UP THE ADMISSION FORM BEFORE CONSULTING THE ACADEMIC COMMITTEE.

- ii). The ACADEMIC COMMITTEE will guide the students about the different courses and subject combinations including compulsory courses, core courses, elective courses and hobby courses, if any, available with the college. The committee will also guide them about the possible subject combinations they can opt for.
- iii). The college may discontinue a course of study if adequate number of students is not available in a particular course.
- iv). A student admitted to the college under CBCS will have to abide by all the rules and regulations of the college as stipulated in the college prospectus.

3.6 Continuous Comprehensive Evaluation and Term End Examination:

This would have the following components (Students are advised to contact their subject teachers for further details):

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 End-Semester-Examinations (ESE).

ii) **Regulations:**

a). **Mid-Term (Minor) Tests-** 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 for 15 marks. Mid-term test will be conducted by the college in consultation with the teacher.

b). i). **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and

ii). **End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.

Note: i). A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.

ii). The ratio of Continuous Comprehensive Assessment (CCA) and End-Semester Examination (ESE) would remain unchanged .

c). **End-Semester Examination (ESE):** The remaining 70% of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

Note: i). Only those students will be allowed to appear in the ESE who have been successful in the CCA.

v). **Seminar/Assignment/Term Paper:** The remaining 15 marks of the CCA will be awarded on the basis of seminar/assignment/term paper etc. that the course teacher might give to the students.

The registration for the ESE will be done at the time of enrollment for the course at the beginning of the semester. The fee for the ESE will also be collected at that time. If a student is not permitted to appear in the ESE due to shortage of attendance beyond the examination limit (<50% attendance), the candidate will be permitted to move to the next semester. Such candidates shall reappear for the missed semester after completing the rest of the programme.

3.7 Courses of Study:

Details of Courses Under Undergraduate Programme (B.A./B.Com.)

COURSES	*CREDITS	
	Paper+Practical	Paper+Tutorial
Core Course (12 Papers) Two papers-English Two papers-MIL Four papers-Discipline 1. Four papers-Discipline 2.	12x4=48	12x4=48
Core Courses Practical@Tutorial* (12 Practicals)	12x2=24	12x1=12
Elective Course 6x4=24 6x5=30 (6 Papers) Two papers - Discipline Specific-I (DSC I Specific) Two papers - Discipline Specific-II (DSC II Specific) Two papers - Inter-Disciplinary Two papers from each discipline of choice and two papers of interdisciplinary nature.		
Elective Course Practical/Tutorials* (6 Practical/Tutorials*) Two papers - Discipline 1 specify Two papers - Discipline 2 specify Two papers - Generic Elective (Inter disciplinary) Two papers from each discipline of choice Including papers of interdisciplinary nature.	6x2=12	6x1=6
Optional Dissertation or project work in place of one elective paper (6 credits) in each 6th Semester		
Ability Enhancement Courses 1. Ability Enhancement Compulsory AECC (Two papers of 2 credits each) Environmental Science English Communication/MIL (Hindi, Sanskrit)	2x4=8	2x4=8
2. Ability Enhancement Elective AECC (Skill Based) (4 Papers of 2 credits each)	4x4=16	4x4=16
	Total credits=132	Total=132

Institute may evolve a system/policy about ECA/General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.

**Details of Courses under B.Sc. Physical Sciences
(Physics, Chemistry/Computer Science, Mathematics) and Bio-Sciences (Botany, Zoology)**

COURSES	*CREDITS	
	Theory+Practical	Theory+Tutorial
I. Core Course (12 Papers) 04 Courses from each of the 03 disciplines of choice (Physics, Chemistry/Computer Science, Mathematics)	12x4=48	12x5=68
Core Course Practical/Tutorials* (12) Practical/Tutorials*)	12x2=24	12x1=12
II. Discipline Specific Elective Course (6 Papers) Two papers from each discipline of choice including paper of interdisciplinary nature.	6x4=24	6x5=30
Elective Course Practical/Tutorials* (6) Practical/Tutorials*) Two papers from each discipline of choice including paper of interdisciplinary nature.	6x2=12	6x1=6
III. Ability Enhancement Courses (AECC)		
1. Ability Enhancement Compulsory Course (2 Papers of 4 credits each)	2x4=8	2x4=8
Environmental Science English/MIL Communication		
2. Skill Enhancement Course (Skill Based) (SEC/AEEC) (4 Papers of 4 credits each, selecting at least one from each discipline)	2x4=8	2x4=8
	Total credits=132	Total=132

*wherever there is a practical there will be no tutorial and vice-versa.

3.8 1. Core Course (DSC I & II Combination)

1.	English/Eng. Hons	Pol. Science, JMC, Philosophy, TTM
2.	Economics	Maths, Pol. Science, Geography, Physical Education
3.	Geography	Maths, Eco., Public Admin., History, Sanskrit
4.	JMC	English, Hindi, History, TTM
5.	History	Pol. Science, Geography, Hindi, JCM
6.	Hindi	JMC, Sociology, History, Music
7.	Maths	Eco., Geography, Sanskrit
8.	Pol. Science	English, Eco., History, Philosophy
9.	Philosophy	Music V/I, English, Sociology, Pol. Science
10.	Music V/I	Philosophy, TTM, Hindi, Sanskrit
11.	Sociology	Physical Education, Sanskrit, Public Admin., Philosophy, Hindi
12.	Sanskrit	Math., Sociology, Public Admin., Music, Geography
13.	Public Admin.	Sociology, Geography, Sanskrit, Physical Education
14.	Physical	Edu. Eco., Sociology, Public Administration, Sanskrit.
15.	TTM	Physical Education, English, Music, JMC TTM

4.0 Some Important Guidelines for Admission:

- 4.1 A student seeking admission to the college for the first time must produce a Character Certificate (not more than six months old) from the Head of the institution last attended. A college student seeking admission to the next higher class should not have been reported against for his/her character / behaviour in the college and in the examination hall during the previous academic year.
- 4.2 Admission to the college is a matter of discretion and not a matter of right. THE DECISION OF THE PRINCIPAL WILL BE FINAL IN THE MATTER OF ADMISSION. HE/SHE HAS THE POWER TO REFUSE/TERMINATE ANY ADMISSION ON DISCIPLINARY GROUNDS OR WITHOUT ASSIGNING REASON.
- 4.3 Submission of any kind, if false, for the purpose of admission is a serious offence. Any such act will be viewed seriously and penal proceedings can be initiated while admission will be cancelled instantaneously. Any candidate seeking Registration/Admission by furnishing wrong information or by suppressing information in respect of address, age, subjects studied and percentage of marks etc. will be punished with disciplinary and legal action.
- 4.4 All admissions are provisional unless confirmed/approved by the University and the College will assume no responsibility in case the University for any reason whatsoever does not approve the admission of a student.
- 4.5 75% attendance of lectures is compulsory in each class (Theory and Practical) of each subject offered by a student (See section 10.0) **Students admitted under CBCS should read section 3.7 carefully.**
- 4.6 No late admission/promotions will be allowed to those students, who may pass/get compartment after re-evaluation after the expiry of the scheduled last date for admission as per letter no. 4-19/2003-HPU (Acad.)-Himachal Pradesh University, "Academic Branch", dated Shimla- 26th January, 2003.

- 4.7 The students who have passed Prabhakar without passing+2 Examination are not eligible for regular admission to any course in the college.
- 4.8 Casual Admission will not be allowed to any category of students due to constraints of space in the classroom.

4.9 Documents to be Submitted:

- i). Copy of Matriculation Certificate.
 - ii). Copy of Certificate/Mark list of exams passed (+2 Class onwards).
 - iii). Original Character Certificate issued by the institution last attended (for new admissions only).
Note: An additional copy each of matriculation certificate and +2 marksheet should also be deposited along with HPU Registration form to be filled by fresh first year students.
- 4.10 Private students seeking admission to the college for the first time or after a gap of one year or more should submit recent character certificate (not more than six months old) issued by a Gazetted Officer/M.L.A./Pardhan of M.C./Panchayat.
- 4.11 Certificate of SC/ST from Magistrate (Class-I) for those seeking relaxation or benefits thereof.
- 4.12 Affidavit giving reason(s) for gap years if there is break in continuity after last exam passed.
- 4.13 Certificate of Bonafide Himachali (for girl students who belongs to H.P.)
Note: Only girl students who are Bonafide Himachalis are eligible for exemption of tuition fees.
- 4.14 The candidates who have passed the previous examination from another Board/University must submit the following:
- i). Eligibility Certificate from the H.P. Board/University declaring equivalence of the courses studied by them for the purpose of admission.
 - ii). Original Migration Certificate from Board/University for which they passed the previous examination.
 - iii). Detailed Marksheet of exams passed.
 - iv). Character Certificate (in original) from the Head of the institution last attended.
(Admission without these documents will be purely provisional and at the candidate's own risk and responsibility.)
- 4.15 All original certificates must be produced at the time of admission/interview.

5.0 Re-Admission:

- 5.1 Re-Admission of students whose names are struck off:
- i). The names of the students who absent themselves or ten days continuously from any class without proper leave shall be struck off the college rolls. However, the Principal, in his/her discretion, may re-admit such students on payment of the re-admission fee along with a fine (to be decided by the Principal).
 - ii). The student whose name is struck off the college rolls due to shortage of attendance shall have to seek re-admission within four days of the name being struck off, failing which he/she will not be eligible for re-admission. Parent/guardian of the candidate must accompany such candidates. They will assume responsibility for the students' regularity in classes in the remaining period of the academic session.
 - iii). Any student whose name is struck off for the second time in a semester will not be eligible for readmission except in exceptional circumstances.

6.0 Migration:

- 6.1 Migration from other colleges to Govt. College, Chaura Maidan, Shimla-4 and vice versa is governed by H.P. University rules.
- 6.2 No Migration certificate can be issued unless the student is registered with the University. A migrating student will not be admitted to the college if the subjects/courses studied by him/her previously are not available or not in combination decided by the college.
- 6.3 The migrating student must submit the following documents/information:
 - i). Lecture Attendance Statement (of all subjects offered).
 - ii). Statement of Credit earned by the student under CCA.
 - iii). Character Certificate from the Principal of the college last attended.
- 6.4 After Migration has been sanctioned and notified by the H.P. University, the student must join the second college within the time period stipulated by the University.
- 6.5 The College first joined is entitled to the tuition fee for the month in which the University sanctions the migration. The second college is not entitled to the tuition fee for that month or part thereof.
- 6.6 The admission of students migrating from another university or from an affiliated college or institution in the same course (including the Directorate of Correspondence Course) shall be governed by the regulations framed by the Executive Council of HPU from time to time.
- 6.7 The admission of a student migrating from another university shall be treated as provisional and shall be confirmed when he/she produces the migration certificate issued by the university and a certificate of good conduct issued by the Head of the institution last attended.
- 6.8 A student disqualified by another university shall not be given admission during the period of disqualification.
- 6.9 Specific Rules for Admission and Migration:
 - i). Inter University Migration rule for seeking admission to Part-II under plus 3 system (Ord. 3.11) is as follows:

"If the Principal of the College where the student seeks/wishes to seek admission, is satisfied with the recommendations of the teachers(s) in the concerned subject that the student has studied courses/syllabus of first year in the previous recognized University. then the Principal shall recommend the migration case properly to the University for approval well in time, i.e. in the beginning of the session in a consolidated form and not piecemeal. If the Principal is not satisfied with the recommendations of the teacher(s) in the concerned subject that the courses/syllabus of the previous University studied by the student, are not identical to the course/syllabus of this University, then, either such admission should be refused by the Principal in the beginning of the session or he/she shall ask the student to study an additional paper on the subject and then this fact be brought to the notice of the University well in time but such a student will have to pass the Part-I exam, of this University simultaneously along with Second Year papers."
 - ii). In case of Inter-College Migration, the Head of the institution to which the student wants to migrate must also agree before the University allows the migration. While attesting the Inter-College Migration from of the candidate, the Head of the institution shall clearly state whether the student was detained in the class in which he/she has been studying and whether any disciplinary action of a serious nature such as rustication, expulsion etc. was ever taken against him/her.
 - iii). The student must join the new college with the requisite certificate within fifteen days of the date of issue of the Migration certificate, failing which the sanction of migration case will lapse.

- iv). To get revived, the entire procedure, including the deposit of prescribed fee will have to be undergone afresh.
- v). The migration fee, once deposited, shall not be refunded in any case.
- vi). If a student, after submitting the application for migration, wishes not to migrate before the migration has been sanctioned by the University, he/she may be allowed to do so, but, if the migration has been sanctioned, he/she shall apply through the Principal of the institution where he/she continues to be, along with the migration certificate issued to him/her, for its cancellation which may be allowed by the Registrar/Controller of Exams.
- vii). Once a candidate has been allowed migration from this University (HPU) he/she shall no longer be allowed to appear in any examination of this University except to clear his/her reappear/compartments.
- viii). In case migration certificate issued by the University is lost, the candidate shall apply afresh for issue of a duplicate certificate along with the prescribed fee as fixed by the university. He/she shall also file an affidavit about the loss of the certificate.
- ix). A student who has been conditionally/provisionally admitted shall get his/her admission regularized before the declaration of the result of the annual examination failing which his/her admission will stand cancelled.
- x). The examination last taken by the candidate and the result thereof will be on the migration certificate.
- xi). Specific mention will be made on the migration certificate if the candidate has been disqualified and whether the certificate is being issued during the period of his/her disqualification.

7.0 Applying for Leave:

- 7.1 Student applying for leave should get the recommendation from the teachers of all the classes/subjects in which they are enrolled for sanction of leave.
- 7.2 The concerned teachers must ensure that the student is regular in the class before recommending such application. Leave for up to 4 days will be sanctioned by the Senior Tutor. Leave for more than 4 days will be sanctioned by the Principal.
- 7.3 The students will be marked absent during the leave period and the period will be considered absence while calculating the lectures attended by and determining his/her eligibility to appear in the University Examination. However, his/her name will not be struck off the rolls in case the leave is properly sanctioned.

8.0 Scholarships, Fee Concession and Financial Assistance:

A number of scholarships and concessions are available to eligible and deserving students. Information regarding the dates, eligibility conditions and procedure for applying for these scholarship/concessions, etc is notified on the college Notice Board from time to time. (For additional information contact the Convenor, Scholarship/Fee Concession Committee.

- 8.1 The student may apply for these scholarships/concessions on prescribed form that can be obtained from the college office. The application should be duly attested/verified by the competent authority and should be accompanied by the relevant certificates of educational qualification/income/caste/tribe/domicile, etc.
- 8.2 **The scholarship/concessions available are:**
 - i). Post Matriculation Scholarship for SC/ST Students whose parents' annual income does not exceed Rs. 1,00,000.
 - ii). **Scholarship for OBC Students:** Students who belong to OBC category are entitled to this scholarship if the annual income of their parents is up to Rs. 44,500.

- iii). **Post+2 Scholarship Scheme:** Under this scheme the first 100 students from the Merit List of 10+2 class supplied by the H.P. Board of School Education, Dharamshala will be selected provided they join the first year of the degree course.
 - iv). **Maharishi Valmiki Scholarship for Girls:** This scholarship is meant for girls who belong to Valmiki family and whose parent is engaged in unclean profession.
 - v). **IRDP/BPL Scholarship Scheme:** The student who belongs to IRDP or BPL families may apply for this scholarship with required documents. A sum of Rs. 1200/- per annum is provided as financial assistance.
 - vi). **Govt. of India Scholarship for Handicapped Students:** This scholarship is available to physically handicapped students only through H.P. Welfare Dept.
 - vii). **Soldier Board Scholarship:** The children of ex-servicemen may apply for this scholarship to the District Soliders Board. The prescribed form can be obtained from the office of this Board/College Office
 - viii). **Scholarship for Children of Army Personnel Martyred/Disabled during War:** Eligible students may apply to the District Soldiers' Board through the Head of the Institution.
- 8.3 **Half Fee Concession:** One of the two or more real brother/sister studying in the college will be eligible for 50% concession in tuition fee. The brother/sister in the lower class will be entitled to this concession. This concession is also available in case of sister/sisters who do not belong to Himachal Pradesh and as such are not entitled to exemption of tuition fee.

9.0 Discipline and Conduct:

The authority of the college covers every student on its rolls. The Principal and the members of the staff have the power to take disciplinary action against student indulging in act of indiscipline, which may lead to imposing fine, or suspension, rustication or expulsion of the guilty student.

- 9.1 The students are expected to conform to the rules and regulations which are notified from time to time in addition to those contained in this prospectus.
- 9.2 The students should come to the college and leave it according to the timetable.
- 9.3 Roaming about in the campus, corridors and outside classrooms during vacant periods and causing disturbance to work in this manner is highly undesirable and will be considered an act of indiscipline.
- 9.4 Damage of any kind to college property including defacement of walls, damage to furniture, etc. is an act of indiscipline.
- 9.5 No student will put up any notice on the College Notice Board without proper authorization by the college authorities. Notice without the signature of the Principal or a member of the teaching staff will be invalid.
- 9.6 Smoking and use of intoxicants including 'Gutka and Pan Masala', etc. is strictly prohibited within the college premises. Strict action will be taken against the offenders.
- 9.7 Use of mobile phones in the college premises is strictly prohibited.
- 9.8 Some Do's & Don'ts of Conduct: (Refer to the STUDENT' CHARTER appended to the Prospectus for Rights and Duties of the students).

10.0 Anti-Ragging:

All students are hereby cautioned that ragging is a criminal offence. "Ragging includes any type of physical or mental torture inflicted by any individual of group, either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies from any mental disturbance or torture created thereby. Any person who aids or abets such an action shall also be guilty of such ragging."

Ragging in and around the college/hostel campus or on roads/approaches leading thereto is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22.17(a) (b) (c) of H.P. University to expel the guilty student(s) from the college/hostel and to report the matter to the police as ragging amounts to criminal offence as per the recent judgement of the Hon'ble Supreme Court of India, Hon'ble H.P. High Court and the Govt. of H.P. THE STUDENTS INDULGING IN RAGGING WILL BE PUNISHED BY LAW WITH A FINE UPTO Rs. 50,000/- AND IMPRISONMENT UPTO THREE YEARS OR BOTH.

All Students admitted to the college shall be deemed to have given the following undertaking:

"I have gone through the rules and regulations regarding ragging and discipline of the university/college and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of rustication/expulsion from the college."

11.0 College Identity Card:

Once the admission of a student to the college is confirmed, he/she should collect his/her identity card from the College Office/the Librarian well in time as per the schedule notified by the Office/the Librarian. It is compulsory for all students to carry the college identity card with them and to produce it for verification as and when demanded by the college authorities. Duplicate identity card will be issued on payment Rs. 25.00/-.

12.0 Library:

The college provides Library and Reading Room facility to all its students. The library has a useful collection of books for the academic development of its students and also provides important newspapers and magazines for them. It is also proposed to start a Book Bank facility in the college library in the near future to provide quality text books to the needy students.

Our college library is also connected to NATIONAL LIBRARY AND INFORMATION SERVICE INFRASTRUCTURE FOR SCHOLARLY CONTENT (N-LIST) jointly run by UGC-IIT Delhi. This project provides free access to more than 55,000 full e-text books and more than 2000 e-journals to the faculty members and students. Students interested to avail this facility may contact the Librarian.

13.0 Co-Curricular Activities:

The College organizes various co-curricular activities to widen the horizon of the students and to provide opportunities for the development of their potential to the fullest through different clubs and societies like the Cultural Society, the Literary Society, the Environment Club and the Planning Forum. These Clubs/Societies organize talks, debates, surveys, quiz contests etc. and prepare the students to participate in inter-class and inter-college competitions like the H.P.U. Youth Festivals; they are also encouraged to celebrate occasions of national importance and cultural significance.

- Note:**
1. Function of the societies will be shortened by 5 minutes.
 2. Classes will continue as per the time-table. Only the members of the concerned club may be exempted for making arrangements.

13.1 College Magazine:

A college magazine titled "Abhay Jyoti" is published every year. The magazine which consists of nine parts, i.e. English Section, Hindi Section, Sanskrit Section, Pahari Section, Planning Section, Commerce Section, Science Section and Chronicle Section is an important source of channelizing the inherent creative qualities and capabilities of the students. It provides an open platform to the students to express their views on issues of social, economic and moral importance.

13.2 Career Guidance and Counselling Cell

A Career Guidance and Counselling Cell is operative in the college under the direct guidance and supervision of the college Principal. The cell comprises a core committee and stream wise sub-committees. The main object of the cell is to guide the students about the different career prospects and inform them about the more popular and accessible job inlets in the administrative and professional arenas. Career Counselling Seminars are organized on a regular basis to inform and encourage students to opt for regular as well as upcoming avenues for their prospective career.

13.3 Community Participation:

Since both parents and teachers are equally responsible for the welfare of the students, it is imperative to have a good rapport between the two. The College welcomes the parents of the students to participate actively in the development programmes of the college through the Parents-Teachers Association. Parents are specially requested to enroll for the PTA and also to attend the General House Meeting of the PTA for which separate letters will be sent to them.

13.4 NSS:

The college has NSS unit working under Prof. Prashant Thakur and Prof. Kavita Kumra. The NSS volunteers work towards social welfare activities, social awareness and national integration.

13.5 NCC:

The college also has a NCC unit under the supervision of Dr. J P Sharma. The NCC cadets are encouraged to imbibe the qualities of discipline, courage, patriotism and social-service through a host of activities.

(Students are advised to contact different programme officers for the details with regard to the above activities. They are also required to opt for either NSS or NCC at the time of admission.)

13.6 College Student's Central Association (CSCA):

The College has a CSCA which is constituted as per H.P. University rules and regulations in force from time to time.

14.0 Fees, Funds and Fines:

Fees, Funds and Fines are charged as under:

- i). At the time of admission:
 - Fees and funds for six months (May to October) will be charged at the time of admission. However, students seeking admission under the Roll-on system are required to pay fees and dues for three months at the time of admission. The fees for the next three months will have to be deposited at the time of regularization of admission.
 - ii). Fees and funds for the remaining six months (November to April) will be charged in the month of October along with University Examination Fee, Fines and other dues, if any.
- 14.1 College fee and other charges are to be paid on the dates according to the schedule for each class as notified by the college office. A fine of Rs. 1/-per day will be charged from the students who break the notified schedule for the dates of payment of fees.
- 14.2 If a student fails to pay his/her fee by the end of the month in which fees and fine are charged, his/her name will be struck off the college rolls. A re-admission fee of Rs. 100/- will be charged from him/her, if he/she wishes to rejoin the college. However, allowing him/her rejoin will depend on the discretion of the Principal.
- 14.3 A student leaving college will have to pay fees and funds for the entire month in which he/she leaves the college. He/she will have to obtain clearance from the college office, library and other concerned developments to the effect that he/she paid all college dues.

Teacher

Class Day
StudentsNot Student
Decided

Day

14.4 Details of Fees and Funds**I). Government funds****A). Annual Charges**

Admission/Re-Admission Fee	24.00
Re-Admission Fee (I Time)	100.00
Re-Admission Fee (II Time) (If Permitted)	200.00
Late Admission Fee	10.00 per day

B). Monthly Charges

Tuition Fee (Not Applicable to Bonafide Girl Students)	50.00 per month
Late Payment of Dues	1.00 per day

C). HPU Charges

As decided by HPU, Shimla from time to time

II). College Annual Charges

Library Security (Refundable)	100.00
House Exam Fund	80.00
Medical Fund Health Red Cross Fund	6.00
Campus Development Fund	10.00
Book Replacement Fund	25.00
Furniture Repair/Replacement Fund	10.00
College Identity Card	10.00
Duplicate Identity Card	20.00
College Magazine	50.00
NCC Fund	5.00
Student Aid Fund	2.00
Cultural Activities Fund	20.00
Computer & Internet Facility	20.00

IV). Monthly Charges

Amalgamated Fund	25.00 per month
Sports Fund	20.00 per month
Building Fund	10.00 per month
Rovers and Rangers Fund	5.00 per month

V). Science Fund

Physics	20.00	per month
Chemistry	20.00	per month
Botany	20.00	per month
Zoology	20.00	per month

VI). Arts Practical Fund

Music (V&I)	15.00	per month
Fine Arts (Comm. Arts/Painting/Sculpture)	15.00	per month
Physical Education	15.00	per month
Geography	15.00	per month
Computer practical (Maths/Commerce)	15.00	per month
PTA	600.00	per annum in two installments)

VII). Absence & (per period)

	1.00
Absence per Practical	3.00
Absence from House Test (per paper)	10.00
Late Return of Library Books (per book/ day)	1.00

(Fee and Funds are subject to revision from time to time by the Govt. of H.P./HPU, Shimla. As such, Fee and Funds applicable at the time of admission/subsequently will be charged.)
Note: Fee will be charged in one installment for the whole year i.e. two semesters.

15. Concluding Remarks

It is deemed understood that all the students have carefully read all details regarding admission, courses of study, rules regarding ragging and other acts of indiscipline as this may lead to serious disciplinary and legal action against them. The students are also advised to attend at least 75 per cent lectures in each subject and to score at least 20 per cent marks in each subject or 25 percent marks in aggregate in the House Exam/accumulate requisite number to familiarize themselves with the rules and regulations of the college in the interest of their wards. Please note that no student can participate in Youth festivals, Educational and other tours or any activity in the college or related to it without the prior permission of the college authorities and the parents. Parents should ensure that wards do not participate in any activity that is not properly authorized by the college authorities. Parents should also ensure that their wards do not indulge in ragging and other acts of indiscipline and are regular in attending classes and taking House Exams and class tests. We seek the cooperation of the parents in making the stay of their wards in the college a fruitful experience.

Rajiv Gandhi Government Degree College

Chaura Maidan, Shimla (H.P.)-171004

STUDENTS' CHARTER

The students are important stake holders in any educational institution or system of learning. It is only through the students that any educational system can realize its aims and objectives by enabling them to inculcate and develop requisite standards of academic and professional competence coupled with the values of social, cultural, human and national importance.

The Internal Quality Assurance Cell (IQAC) of Rajiv Gandhi Government College, Chaura Maidan, Shimla-171004 has adopted the following Students Charter to enunciate the responsibilities of the institution towards its students and to lay down the duties and obligations of the students towards the college. The Students' Charter is a document/an organ which defines and confers rights, responsibilities and privileges of the students of the college with a view to achieve their holistic growth as individuals as well as social beings.

A). Responsibilities of the institution towards the students

Rajiv Gandhi Government College, Shimla-4 shall endeavour to provide to its students:

- i). Healthy atmosphere for their academic, individual and collective growth and development.
- ii). Make students aware of the value and purpose of education as enshrined in the vision, goals, programmes of study, instructional methodology and various co-curricular, extra-curricular and extension activities undertaken by the college from time to time as outlined in the Annual Calendar of Activities.
- iii). To provide free access to the students to every kind of information about college/university statutes, ordinances, acts, regulations, policies, procedures and curricula as in force from time to time.
- iv). To inculcate amongst the students values of social responsibility, religious and cultural tolerance and other values of human and national importance as enshrined in the Constitution of India and the vision document of the University Grants Commission.
- v). To adopt a student centric approach in teaching-learning methodology and follow continuous assessment system to assess the strengths and weaknesses of the students and to provide remedial measures.
- vi). To develop the competence of the students at different levels, especially with regard to their
 - a). linguistic competence, b). logical and analytical ability, c). scientific temperament and d). entrepreneurship.
- vii). To provide support and guidance to the students through continuous mentoring viz. regular tutorials, remedial courses and career counselling.
- viii). To provide add-on, state-of-the-art courses and skill oriented courses to the students to enable them to face the challenges of the future, like
 - a) enhancing the soft skills the students.
 - b). starting new courses in the fields of journalism, multi-media, advertising, floriculture, silviculture, horticulture, vermicomposting, green house technology and rainwater harvesting/ environmental conservation.
- ix). To provide the students adequate exposure to the state-of-the-art teaching-learning methodology by developing smart classrooms, IT and Language labs, access to online educational resources along with Wi-Fi connectivity for the same in the college library and faculty corners.
- x). To receive constant feedback from the students and other stakeholders like the Parent-Teacher Association, the Old Students' Association for improving and strengthening the activities of the institution and to act upon the same in an empathic and pragmatic manner.

B). Responsibilities of the Students towards the Institution

All students of the college are expected to observe the following in the larger interests of the institution:

- i).
 - a). To understand, appreciate and follow the vision and goals of the institution as enshrined in the course of study being offered and the value and purpose of the academic and other activities of the institution, which are primarily designed for their growth, development and welfare.
 - b). To have a clear and adequate knowledge of various programmes of study, admission policy, programme completion requirements, assessment mechanism and other student services of the college.
 - c). To undertake regular and intense study of their course material. They are also expected to maintain faith and ability to carry on with the course of study offered by them with the help of their teachers and the college administration.
- ii). To adhere to the general norms of the institution with regard to the courses of study, time schedule (including the time frame fixed for admission, co-curricular/extra-curricular and extension activities, payment of college and other dues, attendance in the classrooms, appearance in class tests/ house exams, etc.), ordinances/rules/acts of H.P. Government/H.P. University/UGC as framed and implemented from time to time.
- iii). To abide by the decision of the college administration in case any grievances, individual or pertaining to more than one student/group and to help the college administration in implementing various programmes/schemes for institutional growth.
- iv). To make optimum use of learning resources available in the college and to participate actively in academically enriching programmes such as seminars, workshops debates, extension in continuous Internal Assessment process, class/ house tests for the assessment of their strengths and weakness and opt for remedial measures suggested by the teachers.
- vi). To provide honest/unbiased feedback on the quality of teaching and various other activities undertaken by the college, both in a formal as well as informal way, whenever they are solicited for the same.
- vii). To contribute to the enrichment of institutional life of the college through their active engagement in all the student related activities of the institution as outlined in Part A of this Students Charter.
- viii). Not to indulge in acts of Ragging or make use of any kind of intoxicants in and around the institution.
- ix). Not to shout slogans, damage college property, deface walls or desks, spit or spread litter in the campus, or indulge in other acts of violence which tend to disrupt academic and general atmosphere of the college and amount to unlawful or criminal acts.

To follow the moral and constitutional values as enshrined in our multidimensional culture and the Constitution of India including respect for diversity of ideas/thinking, inculcation of an inclusive culture without any preconceived notions of caste, creed or religion.

LIBRARY STAFF

Librarian	:	Vacant
Asstt. Librarian	:	Vacant

NON-TEACHING STAFF

Name (Sh./Smt.)		Designation
Pradeep Kaundal	:	Superintendent
Mohan Singh Thakur	:	Sr. Assistant
Parma Nand Sharma	:	Sr. Lecture Assistant
Hem Chand Sharma	:	Sr. Lecture Asssistant
Vacant	:	Jr. Lecture Asssistant
Vacant	:	Jr. Lecture Asssistant
Vacant	:	Jr. Lecture Asssistant
Naveen Prakash	:	Clerk
Sanjeev Sharma	:	Clerk
Naresh Kumar	:	Clerk
Vacant	:	Storekeeper
Trilok Chand	:	LA
Tara Devi	:	LA
Vacant	:	LA
Virender Kumar	:	LA
Vacant	:	Tabla Instructorr
Balku Devi	:	Library Bearer
Vacant	:	Peon
Subhash Chand	:	Peon
Bashir Ahmed	:	Chowkidar
Veena Devi	:	Peon
Prem Devi	:	Peon
Nand Lal	:	Part time
Dikshit Namta	:	Clerk BCA
Khushwant Singh	:	LA BCA
Roshan Lal	:	DEO

Instructions for Students

- ✿ *Writing of the walls and sticking posters or pamphlets in the college campus is banned.*
- ✿ *Use of mobile phones is forbidden in classrooms, Principal's office, examination hall and library.*
- ✿ *Party based badges are not allowed in classrooms, Principal's office and staffroom.*
- ✿ *Assignments, midterm Tests and 75% attendance in the classes is compulsory for internal assesment.*
- ✿ *Absenting from class for consective 6 days may render the students name to be struckoff.*
- ✿ *Readmission is allowed within 10 days only.*
- ✿ *Clean India clean campus.*
- ✿ *Outsiders are not allowed in the campus.*
- ✿ *Use of drugs in the college premises or ever in the vicinity of the college is strictly prohibited.*
- ✿ *Good moral behaviour is expected from every student of the college.*
- ✿ *Ragging is a criminal offence.*
- ✿ *Damaging of college property is an offence.*

**Proposed admission/vacation/examination schedule
in respect of Govt. Degree Colleges/Sanskrit Colleges.**

ADMISSION SCHEDULE			
Sr. No.	PERIOD	DAYS	REMARKS
1.	15-06-2018 to 24-06-2018	10 Days	Submission of Admission forms
2.	25-06-2018 to 27-06-2018	3 Days	Display of merit list
3.	28-06-2018 to 30-06-2018	3 Days	Fee Deposit & Display of second Merit list & final fee deposit
A).	Regular Teaching of I, III & V Semesters starts w.e.f.	01-07-2018 to 14-10-2018 = 106 days	
B).	End Semester Examination (Practical & Theory I, III & V Semesters)	15-10-2018 to 03-11-2018 = 20 days 09-11-2018 to 14-11-2018 = 6 days Total: 26 days	
C).	Regular Teaching of II, IV & VI Semesters	15-11-2018 to 20-1-2019 = 36 days 05-02-2019 to 14-04-2019 = 69 days Total: 105 days	
D).	Evaluation of I, III & V Semesters	21-12-2018 to 31-12-2018 = 11 days	
F).	i). Winter Vacation ii). Diwali Break iii). Summer Vacation	01-01-2019 to 04-02-2019 = 35 days 04-11-2018 to 08-11-2018 = 05 days 22-05-2018 to 15-06-2018 = 25 days Total = 65 days	
G).	Evaluation of II, IV, VI, Semester, 2019	11-05-2019 to 21-05-2019 = 11 days	

Note : Admission is open for all students on Roll on Basis, who are otherwise eligible without waiting for the final result. Roll On system means the student who has appeared in the 1st, 3rd & 5th Semesters will go to the 2nd, 4th & 6th semester as per the schedule without waiting for the result of the 1st, 3rd & 5th Semesters. However, he/she will have to fulfill all the formalities laid down by the college authorities like filling up of the admission form, if any, depositing the prescribed fees. This will help to start the regular teaching of 2nd, 4th & 6th Semesters in time.

As per UGC guidelines if the University notifies any change in the syllabus of B.A./B.Sc./B.Com. 1st Semester for the session 2018-19, admission will be regularised as per latest notification.

CALENDAR OF ACTIVITIES

College re-opens	: June 18, 2018
Regular teaching commences	: July 1, 2018
Practical work for all classes begins	: As per university schedule
Principal's address to new students	: July 9, 2018
Fresher's Day	: First week of August, 2018
SCA Election	: As per university schedule
Filling in of scholarship forms	: September, 2018
Submission of Applications for fee concession	: September, 2018
P.T.A. Meeting	: September 14, 2018
Supplementary Examinations	: As per university schedule
Functions of Subject Societies/Clubs	: September to November, 2018
Term-examinations	: As per examination schedule
Inter-College Youth Festival & Sports	: As per university schedule
Deadline for submissions of articles for College Magazine	: October 31, 2018
Refund of Security Fee	: November, 2018
Filling in of Annual Examination form	: First week of December
RUSA Examination	: As per university schedule
Annual NSS Camp	: Last week of December, 2018
Winter Vacation	: As per university schedule
Annual Prize Distribution Function	: December, 2018
Term-Examinations	: As per Examination Schedule
Farewells	: Last week of February, 2019

RAGGING IS A CRIMINAL OFFENCE

All students are hereby cautioned that ragging is a criminal offence. "Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abets such an action shall also be guilty of such ragging."

Ragging in and around the college/hostel campus or on roads/approaches leading thereto is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22.17(a)(b)(c) of H.P. University to expel the guilty student(s) from the college/hostel and to report the matter to the police as ragging amounts to a criminal offence as per the recent judgement of the Hon'ble Supreme Court of India, Hon'ble H.P. High Court and the Govt. of H.P.

THE STUDENT(S) INDULGING IN RAGGING WILL BE PUNISHED BY LAW WITH A FINE UPTO 50,000/- AND IMPRISONMENT UPTO THREE YEARS OR BOTH.

EMERGENCY HELPLINES

Vice Chancellor, H.P. University	:	Tel.: 0177-2831363 Fax: 2830775 E-mail: vc_hpu@hotmail.com
Principal of College	:	Tel.: 0177-2653291 E-mail: principal.kotshera@gmail.com
Convenor of College Discipline Committee	:	Tel.: 0177-2653291
S.H.O. Police Station, Boileauganj	:	Tel.: 2630193
General Police Helpline	:	Dial: 100
Ambulance: Dial	:	102, 108, 0177-2804648

Note: According to the recent changes suggested by the RUSA Committee for the implementation of the NEW YEARLY PATTERN for BA, BSc and B Com from the session 2018-19 all the students seeking admission to the above mentioned courses shall abide by the suggested changes.

Price: Rs. 50.00