



ESTD. 1984

PROSPECTUS

2021-22



NAAC ACCREDITED 'B' GRADE

Rajiv Gandhi Government Degree College

CHAURA MAIDAN, SHIMLA - 171004 (H. P.)

◆ *Arts* ◆ *Commerce* ◆ *Science*

ADMISSION SCHEDULE

Admission Commences w.e.f. 26th July, 2021

"Real education enhances the dignity of a human being and increases his or her self respect."

—Abdul Kalam

ACADEMIC TEAM

PRINCIPAL : Dr. ANUPMA GARG

Department of English

Dr. Suneela Sharma
Ms. Upma Sharma
Dr. Poonam Kimta Chauhan
Ms. Priyanka Vinta
Ms. Mitali Dhareula

Department of Hindi

Mr. Santosh Kumar Sharma
Dr. Radha Verma

Department of Botany

Ms. Anupriya Sharma
Dr. Jitender Kumar

Department of Chemistry

Dr. Harinder Lal
Dr. Nikita Gupta
Dr. Yashwant Kumar

Department of Commerce

Dr. Deepshikha Bhardwaj
Dr. Rajeev Sharma
Dr. Vikrant Saklani
Dr. Kavita Kumra
Ms. Yashika

Department of Computer Science

Dr. Nishtha

Department of Economics

Ms. Anju Thakur
Dr. Ram Lal Bhardwaj

Department of Geography

Ms. Vibha Saraswati
Dr. Nek Ram

Department of History

Mr. Rajinder Singh Papta
Dr. Satya Chauhan
Ms. Anju Devi

Department of Mathematics

Dr. Daleep Kumar Sharma
Dr. Deepak Gupta
Mr. Virender Sharma

Department of Mass Communication

Mr. Mukesh Kumar Sharma

Department of Music

Dr. Hem Raj
Dr. Hemant Kumar Sharma

Department of Philosophy

Dr. Pankaj Basotia

Department of Physical Education

Dr. Raj Kumar

Department of Physics

Ms. Sunita Sharma
Dr. Mast Ram
Mr. Yesh Desh Dulta

Department of Political Science

Dr. Sunil Kumar
Dr. Jai Prakash Sharma
Ms. Manila Gupta

Department of Public Administration

Dr. Gopal Krishan Sanghaik
Dr. Bhupender Dogra

Department of Sociology

Mr. Dinesh Sharma

Department of TTM

Mr. Hapinder Singh

Department of Zoology

Dr. Anju Sharma
Dr. Shalini Chouhan

Department of BCA/ PGDCA

Ms. Alka Dixit
Dr. Nidhi Thakur
Mr. Vijay Kumar
Mr. Dharmender Kumar

Library Staff

Mr. Dhani Ram Chandel (Librarian)
Ms. Anupama Negi (Assistant Librarian)

Administrative Staff

Mr. Someshwar Thakur
Mr. Mohan Singh Thakur
Mr. Parma Nand Sharma
Mr. Hem Chand Sharma
Mr. Naveen Prakash

Mr. Sanjeev Sharma
Mr. Manoj Kumar
Mr. Dikshit Namta
Mr. Roshan

Laboratory Staff

Mr. Trilok Chand
Ms. Tara Devi
Mr. Vijay Kumar
Mr. Rishi Pal
Mr. Rajinder Singh
Mr. Khushwant Thakur
Mr. Virender Kumar
Mr. Des Raj Sharma
Mr. Narender Singh
Mr. Buli Chand

Class IV Staff

Mr. Subhash Chand
Ms. Prem Devi
Ms. Heera Devi
Mr. Nokh Ram
Mr. Sita Ram
Mr. Bashir Ahmed

RGDC Chaura Maidan : A Brief Profile

Rajiv Gandhi Government Degree College, popularly known as Kotshera, located at Chaura Maidan, Shimla came into existence in the year 1984. Situated at a distance of about 3 Kms. from the Old Bus Stand, it is easily accessible from the Mall Road, Boileauganj and Summerhill. It is at a 10 minutes' walking distance from 103 Bus Stop and around 12 minutes' walk from the Railway Station. The campus is situated near the picturesque and serene Inverarm Hill, one of the seven hills in the city. A narrow downhill trail opposite the historic Cecil Hotel, canopied by thick and lush green deodar and rhododendron groves, leads to the college campus. The college is ensconced amidst a pristine natural environment offering a perfect academic setting for the students. Surrounded by prestigious institutions like The Academy of Indian Audit and Accounts, Yarrows and the renowned Annadale helipad, the college building offers a mesmerizing view of snow clad mountains and thick woods. The college has the rare *Cryptomeria japonica* trees, very few of which can be found in the city.

The old building of the college was a colonial, palatial house named the Kotshera House, from which the college got its name. The pre-independence history of the place is said to have deep connections with a family belonging originally to Gujranwala in the erstwhile Punjab. The building served as the office of the Himachal Pradesh State Education Board for a few years, before being set up as a Degree College. Its journey as an educational institution began by serving as the Humanities wing of Government Degree College, Sanjauli, in the year 1984.

The college has made immense progress and grown in stature all through its glorious journey. At present, the college campus spreads over wide area having strength of 3000 students. It is transforming into a leading co-educational institution of the state offering undergraduate courses in all three streams viz. Humanities, Sciences and Commerce. Varied job-oriented professional courses like Bachelor of Computer Applications (for which a separate prospectus is available), Journalism and Mass Communication, Tourism and Travel Management and PGDCA are being offered by the college to provide a cutting edge to the students. The Add on courses (or Skill Development Courses) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) have also been started in this institution. It offers skill-based Training to the Youth that will enable them in securing a better livelihood. This College is one of the few institutions in the state which offers English Honours to students.

The institution aspires for the socio-cultural, moral and intellectual development of its students through disseminating purposeful knowledge and imparting meaningful education. The institution works persistently to equip the students for higher education and better job opportunities and offers counselling and tutorials for the underprivileged students. The purpose of the institution is to make quality all round education available to all who enter its portals.

The dedicated and efficient faculty of the college believes in imparting education in its full scope by covering its intellectual, moral and humanitarian dimensions. The holistic vision of the institution endeavours to contribute in the progress of the nation by imparting education based firmly on robust moral foundation. The teaching staff encourages the creative streak in the students and is actively involved in their academic, cultural and sport pursuits. The mission of the college is to inspire, prepare and empower its students to succeed in the rapidly changing world.

The college has state-of-the-art infrastructural facilities for academic and personal growth of the students through academic, co-curricular and extra curricular activities. The institution has adequate number of well furnished classrooms, well equipped Science laboratories, an IT laboratory, a BCA laboratory, a well-stocked library, a multi-purpose auditorium, gymnasium and a playfield. The college campus provides hygienic canteen facility to the staff and students. Smart class rooms have been provided to foster teaching and learning through audio/visual aids. The institution offers social outreach activities like the National Service Scheme, National Cadet Corps, Eco Club, Red Ribbon Club, Rovers and Rangers and Women Cell to cultivate a sense of social responsibility among the students.

More details about the college and its activities can be accessed on the college website-www.gccm.ac.in

VISION

The college fosters dissemination of knowledge to ensure holistic development of the young minds and nurture them into individuals with skill sets, critical thinking, unwavering confidence, and above all a strong character embodying values of honesty, kindness, earnestness and integrity. Keeping pace with the technological advancement and recognizing its need, we endeavour to inculcate technological skills in order to prepare our students to incorporate the same in their personal, as well as professional lives. We envisage to create generations of well integrated individuals who can prove an asset to the society.

CHOICE BASED CREDIT SYSTEM (CBCS)

Rajiv Gandhi Government Degree College follows New Choice based Credit System (CBCS) of UGC which has been approved by Executive Council of Himachal Pradesh University.

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 marking 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 both within India 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. Core 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.

2.1 Discipline Specific Elective (DSE) Course: Elective Courses, 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).

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

2.3 Generic Elective (GE) Course: An Elective Course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

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

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

3.1 Ability Enhancement Compulsory Course (AECC): These are mandatory for all disciplines. These courses are based upon the content that leads to knowledge enhancement; i. Environmental Science and ii. English/MIL Communication.

3.2 Skill Enhancement Courses (SEC): These courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

AWARD OF DEGREE

1. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers respectively.

2. An undergraduate degree in Science disciplines may be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.

3. An Undergraduate program degree in Humanities/Social Sciences/Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Elective papers.

4. 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:

- **LECTURES (L)** -Classroom lectures of one hour duration.
- **TUTORIALS (T)** -Special, elaborate instructions on specific topics (From Lecture) of one hour duration.
- **PRACTICALS (P)** -Laboratory of 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 $L + T + P$. This can be written in symbols as: $C = L + T + P$, Where, C is the credit weightage for a particular course.

Scheme of Courses for B.Sc. Medical/Non-Medical

(Annual Pattern)

Year	CORE COURSE (CC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course (SEC-4)	Discipline Specific Elective (DSE)-6	CREDITS
I	DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit DSC-3A = 6 Credit DSC-3B = 6 Credit Credit = 36	Environmental Science = 4 Credit Hindi/English/Skt = 4 Credit (One out of Three) Credit = 08	NIL	NIL	44
II	DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit DSC-3C = 6 Credit DSC-3D = 6 Credit Credit = 36	NIL	SEC-1 = 4 Credit SEC-2 = 4 Credit Credit = 08	NIL	44
III	NIL	NIL	SEC-3 = 4 Credit SEC-4 = 4 Credit Credit = 08	DSE-1A = 6 Credit DSE-1B = 6 Credit DSE-2A = 6 Credit DSE-2B = 6 Credit DSE-3A = 6 Credit DSE-3B = 6 Credit Credit = 36	44
Total Credits in B.Sc. Three Year Degree Course = 44 x 3					132

Scheme of Courses for B.A./B.Com
(Annual Pattern)

Year	CORE COURSE (CC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course (SEC-4)	Discipline Specific Elective (DSE)-4	Generic Elective (GE)-2	CREDITS
I	English-1 = 6 Credit Hindi-1 = 6 Credit DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit Credit = 36	Environmental Science = 4 Credit English/Hindi/Skt (1 out of 3) = 4 Credit Credit = 08	NIL	NIL	NIL	44
II	English-2 = 6 Credit Hindi-2 = 6 Credit DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit Credit = 36	NIL	SEC-1 = 4 Credit SEC-2 = 4 Credit Credit = 08	NIL	NIL	44
III	NIL	NIL	SEC-3 = 4 Credit SEC-4 = 4 Credit Credit = 08	DSE-1A = 6 Credit DSE-1B = 6 Credit DSE-2A = 6 Credit DSE-2B = 6 Credit Credit = 24	GE-1 = 6 Credit GE-2 = 6 Credit Credit = 12	44
Total Credits in B.A./B.Com. Three Year Degree Course = 44 x 3						132

B.A. English Hons.

(Annual Pattern)

Year	Core Courses (14)	Ability Enhancement Compulsory Courses (2)	Ability Enhancement Compulsory Courses/Skill Enhancement Courses (2)	Discipline Specific Electives (4)	Generic Electives (4)	Total Credits
I	C-1 C-2 C-3 C-4 6 Credits each =24	AECC -1 Env. Studies AECC -2 Hindi/Eng/Skt (one out of three) 4 Credits each =8	--	--	GE -1 GE -2 6 Credits each=12	44
II	C-5 C-6 C-7 C-8 C-9 C-10 6 Credits each =36	--	AECC/SEC -1 AECC/SEC -2 4 Credits each =8	--	GE -3 GE -4 6 Credits each=12	56
III	C-11 C-12 C-13 C-14 6 Credits each =24	--	--	DSE -1 DSE -2 DSE -3 DSE -4 6 Credits each =24	--	48
Cumulative Total						148

ADMISSION PROCEDURE AND CRITERIA (FOR FIRST YEAR STUDENTS)

GENERAL INSTRUCTIONS

Read the instructions thoroughly before filling up the admission form for any course.

1. A candidate seeking admission to the first year of the degree course should **apply online**. The form complete in all respect must be submitted through the college website.
2. Candidates are required to upload the original copies of the documents and a recent passport size photograph.
3. The admission form recommended by admission committee and approved by the Principal entitles a candidate to deposit the prescribed fee within the stipulated period.
4. Change of subject is allowed only with the permission of the Principal. Change of faculty, i.e. from Science to Arts and vice versa, is permissible only if the candidate has the required percentage of marks as specified for admission to that faculty.
5. College authorities may discontinue a course of study in case adequate number of students are not available in a particular course.
6. Roster for reservation of seats in various categories shall be as per rules of H.P. University, Shimla.
7. Incomplete admission forms will not be entertained.
8. All admissions will be as per admission schedule notified by H.P. University from time to time.
9. Students admitted to the college will have to abide by all the rules and regulations of the college as stipulated in the prospectus/students' charter.

ELIGIBILITY CONDITIONS

For First Year Students

1. Candidate must have passed 10+2 from a recognized Board/University established by the Law of India with English as compulsory subject.
2. Maximum age limit is 23 years for boys and 25 years for girls as on July 1, 2021.
3. For SC/ST candidates, a relaxation of three years in age is allowed.
4. The Vice-Chancellor, H.P.U. may, in exceptional cases/circumstances (to be recorded in writing) give relaxation in age up to a maximum of six months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by the Principal and a consolidated list of all such cases will be sent for approval of the Vice-Chancellor by 31st October of every academic year.
5. Relaxation in upper age limit is also available to physically disabled candidates.
6. Mathematics at 10+2 level is compulsory for any student seeking admission to B.A. I with Mathematics as one of the subject of study.
7. A candidate who has passed Prabhakar Examination without passing 10+2 examination shall not be eligible for admission to any course in the college.
8. **The students placed under compartment or have failed in +2 examination are not eligible for admission in the college.**

DOCUMENTS/CERTIFICATES REQUIRED TO BE UPLOADED

1. Matriculation certificate for date of birth.
2. 10+2 mark sheet (Internet copy not valid).
3. Passport size photograph.
4.
 - Character certificate in original from the Head of the Institution last attended in case of regular candidates.
 - Character certificate issued by a Gazetted officer or the Panchayat Pradhan in case of private candidates.
 - The character certificate should not be older than six months on the day of submission of admission form.
5. Certificates issued by competent authority for availing benefit of reservation or relaxation in age /marks/fee in the category concerned i.e. SC/ST/OBC/Person with Disabilities/Economically Weaker Section/Ex-Serviceman (or WES)/Ward of Freedom Fighter.
6. Any gap in the academic career of an applicant must be supported by documentary evidence/affidavit as a proof of his/ her activities during the period of gap.
7. H.P. Domicile certificate for exemption of Tuition Fee (for female candidates only).
8. An equivalence eligibility certificate from H.P. Board/H.P. University for the candidates who have passed 10+2 from a Board other than the H.P. Board of School Education/CBSE/ICSE.
9. *Migration Certificate need to be submitted by candidates coming from Board/University other than H.P. Board of School Education /H.P. University.

Note :

- First year students are also required to fill the enrolment form/registration form after taking admission in college. They need to attach a photocopy of Matriculation Certificate, 10+2 certificate and Migration Certificate in original (if required*).
- Admission without any of the above-mentioned documents shall be purely provisional and at the candidate's own risk. In case, the candidate fails to produce the required original documents for verification on the day of counselling, the admission would stand cancelled.

HUMANITIES/ARTS

B. A. I Year : Choice of Core Courses (DSC I & DSC II)

Group I	GROUP II	GROUP III	GROUP IV
English	Pol. Science	Geography	History
Hindi	Public Administration	Sociology	Philosophy
Sanskrit	Mathematics	Music (V/I)	Physical Education
Economics	TTM	JMC	-----

Note :

- A candidate has to choose two subjects from the above list, as DSC I and DSC II. Both DSC I and DSC II cannot be opted from the same group.
For example : If a candidate opts for Political Science as DSC I from Group II (Political Science, Public

Administration, Mathematics, TTM); any subject from Group I, Group III or Group IV may be chosen as DSC II.

● Choosing subjects/courses by a candidate does not guarantee admission to a particular course. Admission of a candidate will be purely on merit basis.

● **English Honours** : A student opting for English Honours will have to study Geography (GE) as second subject.

Students taking admission in BA First Year will have to study the following eight courses :

1. DSC I-2 Courses
2. DSC II -2 Courses
3. Compulsory Hindi-1 Course
4. Compulsory English-1 Course
5. AECC-1-Environment Science-1 Course
6. AECC-2-English/Hindi/Sanskrit-1 Course*

*A student opting History/Political Science/JMC/Geography/Economics/English/English Honours as DSC I will study English as AECC-2. Others will choose Hindi / Sanskrit as AECC-2.

COMMERCE

B. Com. I Year - A student taking admission in this course will study the following courses :

1. Financial Accounting
2. Business Organisation & Management
3. Business Law
4. Business Statistics & Mathematics
5. English (Compulsory)
6. Hindi (Compulsory)
7. AECC-I- Environment Science
8. AECC-II -English

SCIENCE

B. Sc. I Year (Non-Medical/Physical Science) - A student taking admission in this course will study the following courses :

1. Mathematics -2 Courses
2. Physics - 2 Courses
3. Chemistry/Computer Science* - 2 Courses
4. AECC-1 Environment Science
5. AECC-2 - English

*Note : Students can opt for Computer Science as a core subject in place of Chemistry. 40 Students on merit basis will be selected to study Computer Science.

B. Sc. I Year (Medical) - A student taking admission in this course will study the following courses :

1. Botany -2 Courses
2. Zoology - 2 Courses
3. Chemistry - 2 Courses
4. AECC-1 Environment Science
5. AECC-2 - English

AVAILABILITY OF SEATS

Stream	Courses/Subjects	Total Seats Available (DSC 1+DSC 2)
Humanities/ Arts	Political Science	240
	Sociology	100
	Geography	160
	Economics	160
	Public Administration	160
	Hindi	120
	English	160
	English Honours	20
	Physical Education	80
	Mathematics	160
	Philosophy	80
	Sanskrit	80
	TTM	80
	JMC	80
	Music (V)	40
Music (I)	40	
History	240	
Commerce	B.Com	200
Science	B. Sc. Non-Medical/Physical Science	180
	B. Sc. Medical	80

Note :

One seat in each subject will be reserved for single girl child over and above the allotted seats

ADMISSION AND COURSE GUIDELINES FOR BA/B.Com/B.Sc II & III YEAR

1. Admission to these classes is done on **Roll on basis**. Under this system the students studying in I and II Year are allowed to take provisional admission in the next class without waiting for the final result of the previous class.
2. These students will have to fill up the **online admission form** and deposit the **prescribed fee within stipulated date and time**.
3. Admission schedule, as and when notified by H.P. University, will be displayed on the notice board and also on the official website of the college.
4. The students seeking admission in II Year will have to study eight courses in total (except students of English Honours who will study 10 courses). They will opt Skill Enhancement Courses (SEC-1 and SEC-2) in the subject/discipline of their first choice (DSC-1), in addition to DSC-1, DSC-2, Compulsory English, Compulsory Hindi courses in BA/B.Com, and DSC-1, DSC-2, DSC-3 courses in B.Sc.
5. The students of BA/B.Com III Year will have to study eight courses in total. They will opt Generic Elective Courses (GE-1 and GE-2) in an unrelated subject/discipline, in addition to DSE-1, DSE-2 and SEC courses. The students of B.Sc III Year will study DSE-1, DSE-2, DSE-3 and SEC courses.

Note:

A student who fails to fill the online admission form and deposit the prescribed fee within stipulated period under Roll on system will not be allowed to attend the classes and appear in Annual Examination.

Reservation of seats for admission in various courses.

200 Point Roster

Sr. No. of Seat (s)	Category for which the seat(s) remarked	Sr. No. of Seat (s)	Category for which the seat(s) remarked
1	UR <i>PH-1</i>	35	OBC-5- <i>IRDP-2</i>
2	UR	36	UR
3	UR	37	SC-8
4	UR	38	EWS-4
5	SC-1	39	UR
6	UR	40	ST-2- <i>Ex-man-6</i>
7	UR- <i>Ex-man-1</i>	41	SC-9
8	OBC-1	42	OBC-6
9	EWS-1	43	UR
10	SC-2	44	UR
11	UR	45	UR
12	UR	46	SC-10
13	UR	47	UR- <i>Ex-man-7</i>
14	SC-3- <i>Ex-man-2</i>	48	UR
15	UR	49	OBC-7- <i>PH-3</i>
16	UR	50	SC-11
17	OBC-2	51	UR- <i>WFF-1</i>
18	EWS-2	52	UR
19	SC-4	53	EWS-5
20	ST-1	54	UR- <i>Ex-man-8</i>
21	UR - <i>Ex-man-3</i>	55	SC-9
22	OBC-3	56	OBC-8
23	SC-5- <i>PH-2</i>	57	UR
24	UR	58	UR
25	UR	59	EWS-6
26	UR	60	SC-13- <i>Ex-man-9</i>
27	UR	61	ST-3
28	SC-6- <i>IRDP-1</i>	62	UR
29	OBC-4- <i>Ex-man-4</i>	63	OBC-9- <i>IRDP-3</i>
30	EWS-3	64	SC-14- <i>IRDP-4</i>
31	UR	65	UR
32	SC-7	66	UR
33	UR- <i>Ex-man-5</i>	67	UR
34	UR	68	UR

69	SC-15	103	UR
70	EWS-7	104	UR
71	UR	105	SC-23
72	OBC-10- <i>Ex-man-10</i>	106	UR
73	SC-16	107	UR- <i>Ex-man-16</i>
74	UR - <i>Ex-man-11</i>	108	OBC-16
75	UR	109	EWS-11
76	UR	110	SC-24
77	OBC-11	111	UR
78	SC-17	112	UR
79	EWS-8	113	UR
80	ST-4- <i>IRDP-5</i>	114	SC-25- <i>Ex-man-17</i>
81	UR- <i>Ex-man-12</i>	115	UR
82	SC-18	116	UR
83	URPH-4	117	OBC-17
84	OBC-12	118	EWS-12
85	UR	119	SC-26
86	UR <i>Ex-man-13</i>	120	ST-6
87	SC-19	121	UR- <i>Ex-man-18</i>
88	UR	122	OBC-18
89	OBC-13	123	SC-27- <i>PH-7</i>
90	EWS-9	124	UR
91	SC-20- <i>WFF-2</i>	125	UR
92	UR	126	UR
93	UR- <i>PH-5</i>	127	UR
94	UR- <i>Ex-man-14</i>	128	SC-28- <i>IRDP-8</i>
95	OBC-14- <i>IRDP-6</i>	129	OBC-19- <i>Ex-man-19</i>
96	SC-21- <i>IRDP-7</i>	130	EWS-13
97	EWS-10	131	UR
99	OBC-15	132	SC-29
98	ST-5	133	UR- <i>Ex-man-20</i>
100	SC-22- <i>Ex-man-15</i>	134	UR
101	UR- <i>PH-6</i>	135	OBC-20- <i>IRDP-9</i>
102	UR	136	UR

137	SC-30	169	SC-37
138	EWS-14	170	EWS-17
139	UR	171	UR
140	ST-7- <i>Ex-man-21</i>	172	OBC-25- <i>Ex-man-25</i>
141	SC-31	173	SC-38
142	OBC-21	174	UR- <i>Ex-man-26</i>
143	UR	175	UR
144	UR	176	UR
145	UR	177	OBC-26
146	SC-32	178	SC-39
147	UR- <i>Ex-man-22</i>	179	EWS-18
148	UR	180	ST-9- <i>IRDP-12</i>
149	OBC-22- <i>PH-8</i>	181	UR- <i>Ex-man-27</i>
150	SC-33	182	SC-40
151	UR- <i>WFF-3</i>	183	UR- <i>PH-9</i>
152	UR	184	OBC- 27
153	EWS-15	185	UR
154	UR- <i>Ex-man-23</i>	186	UR- <i>Ex-man-28</i>
155	SC-34	187	SC-41
156	OBC-23	188	UR
157	UR	189	OBC-28
158	UR	190	EWS-19
159	EWS-16	191	SC-42- <i>WFF-4</i>
160	SC-35- <i>Ex-man-24</i>	192	UR
161	ST-8	193	UR- <i>PH-10</i>
162	UR	194	UR- <i>Ex-man-29</i>
163	OBC-24- <i>IRDP-10</i>	195	OBC-29- <i>IRDP-13</i>
164	SC-36- <i>IRDP-11</i>	196	SC-43- <i>IRDP-14</i>
165	UR	197	EWS-20
166	UR	198	ST-10
167	UR	199	OBC-30
168	UR	200	SC-44- <i>Ex-man-30</i>

The seats under 200 Point Roster for different categories are as under: -

Category	SC (22%)	ST (5%)	OBC (15%)	EWS (10%)	General	Total
Open	28	06	18	20	70	142
Ex.Man/WES	06	02	04	—	18	30
WFF	02	—	—	—	02	04
IRDP	06	02	06	—	—	14
PH	02	—	02	—	06	10
Total	44	10	30	20	96	200

Vertical Reservation: (i) SC 22% , (ii) ST 5% , (iii) OBC 15% , (iv) EWS 10%

Horizontal Reservation: Ex-Service Man/WES =15%

IRDP =7%

Physically Handicapped =5%

Ward of Freedom Fighter = 2%

Points Earmarked: -

Ex-Service Man (15%)	7, 14, 21, 29, 33, 40, 47, 54, 60, 72, 74, 81, 86, 94, 100, 107, 114, 121, 129, 133, 140, 147, 154, 160, 172, 174, 181, 186, 194, 200
IRDP (7%)	28, 35, 63, 64, 80, 95, 96, 128, 135, 163, 164, 180, 195, 196
Physically Handicapped (5%)	1, 23, 49, 83, 93, 101, 123, 149, 183, 193
Ward of Freedom Fighter (2%)	51, 91, 151, 191

* Seats as per UGC Norms and available Infrastructure/Faculty

ADMISSION COMMITTEES

(TIMINGS: 10: 30 AM TO 2:00 PM)

DSW : Dr. Daleep Sharma

HUMANITIES (ARTS)

Dean : Dr. Pankaj Basotia

B.A. I Year

Dr. Raj Kumar (Convenor)
Dr. Suneela Sharma
Mr. Santosh
Dr. Hem Raj
Ms. Vibha Saraswati
Mr. Yesh Desh Dulta
Dr. Ram Lal Bhardwaj
Dr. Nek Ram
Dr. Dinesh Sharma

B.A. II Year

Mr. R. S. Papta (Convenor)
Dr. Bhupinder Dogra
Dr. Deepak Gupta
Ms. Anju Thakur
Dr. Poonam Kimta
Dr. Hemant

B.A. III Year

Dr. Gopal Krishan Sanghaik (Convenor)
Dr. Nishtha
Ms. Priyanka Vinta
Dr. J. P. Sharma
Mr. Virender Sharma
Ms. Anju Devi

COMMERCE

Dean : Dr. Deep Shikha

B.Com. (I, II, III Year)

Dr. Rajeev Sharma (Convenor)
Dr. Vikrant Saklani
Dr. Kavita Kumra
Ms. Yashika Guleria

SCIENCE

(MEDICAL & NON MEDICAL)

Dean : Ms. Sunita Sharma

B.SC. (I, II, III Year)

Dr. Anju Sharma (Convenor)
Dr. Mast Ram
Dr. Shalini Chauhan
Ms. Anu Priya Sharma
Dr. Harinder Lal
Dr. Nitika Gupta
Dr. Jitender Kumar
Dr. Yashwant

Fee Structure for the Session 2021-22 in r/o Govt degree College Chaura Maidan Shimla-4.

BA/ BSC/ B.COM -1st. Year

Sr.No.	Fund Name	BA-1st Year		BSC.(Med) 1st Year		BSC.(Non-Med) 1st Year		B.Com-1st Year	
		Boys	Girl	Boys	Girl	Boys	Girl	Boys	Girl
	Total for non Practical Student	2564	1964	3284	2684	3224	2624	2744	2144
	Total for IRDP/BPL	2414	1814	3134	2534	3074	2474	2594	1994

For Practical Subjects (Additional Charges)

Music	Rs.180/-
Physical Education	Rs.180/-
Geography	Rs.180/-
Math	Rs.180/-

Note: Tuition Fee (Rs.600/- Per Annum) is waved off for Domicile Himachali Girl Students.

Fee Structure for the Session 2021-22 in r/o Govt degree College Chaura Maidan Shimla-4.

BA/ BSC/ B.COM -2nd. & 3rd. Year

Sr.No.	Fund Name	BA-II & III Year		BSC Med-II.& III Year		BSC.(Non-Med) II & III Year		B.Com-II & III Year	
		Boys	Girl	Boys	Girl	Boys	Girl	Boys	Girl
	Total for non Practical Student	2174	1574	2894	2294	2834	2234	2354	1754
	Total for IRDP/BPL	2024	1424	2744	2144	2684	2084	2204	1604

For Practical Subjects (Additional Charges)

Music	Rs.180/-
Physical Education	Rs.180/-
Geography	Rs.180/-
Maths	Rs.180/-

Note: Tuition Fee (Rs.600/- Per Annum) is waved off for Domicile Himachali Girl Students.

RULES REGARDING THE PAYMENT OF FEE

1. Fee should be paid (without fine) on the dates fixed by the office for each class and notified from time to time. Delay in payment will be fined accordingly.
2. The students who do not pay their dues by the notified dates will be charged Rs. 10/ per day as late fee.
3. Fee, fine and other dues once paid, will not be refunded.
4. Exemption of tuition fee will be available to Himachali Girls only, subject to the production of Bonafide Himachali Certificate.
5. Disabled students with more than 40% disability will be exempted of tuition fee, subject to the production of Disability Certificate issued by a competent Medical Authority at the time of admission.
6. University examination fee will be charged at the time of filling up of examination form.

FINES, PENALTIES AND RE-ADMISSION

1. In case, students do not deposit their dues on the dates notified, their names will be struck off from the college roll at the end of the month.
2. The names of the students who are absent for six days continuously from any class without proper leave shall be struck off from the college rolls. However, the Principal, on 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).
3. Parent/guardian must accompany the students seeking re-admission and will assume responsibility for the students' regularity in classes in the remaining period of the academic session.
4. Any student whose name is struck off for the second time will not be eligible for re-admission except in exceptional circumstances.
5. First re-admission will be allowed within 7 days after the name is struck off on paying fee of Rs. 100/- and fee of Rs. 200/- will be charged for the second re-admission (in exceptional circumstances) within 7 days after the name is struck off.
6. Every student will have to procure No-Dues Certificate from College/Library/Concerned Science Department/ N.S.S./Sports/ College Canteen/Fee Clerk etc. if they want to leave the college.
7. The security deposit will lapse if a student does not apply for refund of security within one year of his/her leaving the college.

ABSENCE AND OTHER FINES (Rs.)

i) Absence Fine (Per Period)	1.00
ii) Absence Fine (Per Practical)	3.00
iii) Absence from MTT per paper	10.00
iv) Late Return of Library Books (per Day)	1.00
v) Late payment of dues (Per Day)	1.00
vi) Re-admission Fee (First Time)	100.00
(on the recommendation of teachers only)	
vii) Re-admission Fee (Second Time)	200.00
viii) Duplicate Identity Card	20.00

COURSE EVALUATION (EVALUATION OF THE STUDENTS)

All courses (Core, Elective and Skill Enhancement) involve an evaluation system of students that has the following two components:

1. **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
2. **Annual Examination** accounting for the remaining 70% of the final grade that the student gets in a course.

Continuous Comprehensive Assessment (CCA): It has the following components:

a) Classroom Attendance: Each Student will have to attend a minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the Annual Examination. Those having greater than 75% attendance will be awarded CCA marks as follows:

> 75% but <80%	>80% & but <85%	>85% but <90%	> 90% but <95%	>95%
1 mark	2 Marks	3 Marks	4 Marks	5 Marks

b) Mid-Term (Minor) Tests: There will be one class test of 5 marks, after covering 40% syllabus and one mid-term of 10 marks after completing 75% syllabus.

c) Seminar/Assignment: The rest of the 10 marks of the CCA will be awarded on the basis of seminar/assignment given to the students by the concerned course teachers.

d) Annual Examination : The remaining 70% of the final grade of the student in a course will be on the basis of Annual Examination of three hours duration in the month of April.

LEAVE RULES FOR STUDENTS

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.
2. A student can proceed on leave with prior permission from all the class/subject teachers and the committee formed for the purpose, but the application should be signed by their parent or guardian.
3. Leave for two days can be sanctioned by the Leave Sanctioning Committee. However, leave for 3 days or more shall be sanctioned of by the Principal. Leave application must be submitted in the office.
4. Leave on account of illness for more than 3 days, must be accompanied by a Medical Certificate/Hospital Registration Slip.
5. Students who participate in various inter-college games or other competitions, will have to get their leave sanctioned & noted by the concerned subject teachers before their departure for participation. No exemption /leave will be granted during House Examination.

MIGRATION

1. 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/course studied by him/her previously are not available or not in combination decided by the college.
2. 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.
3. 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.
4. 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.
5. A student disqualified by another university shall not be given admission during the period of disqualification.

IDENTITY CARD

1. It is mandatory for every student to carry their college Identity Card within the college premises.
2. A student without an identity card is deemed an outsider. In the event of inspection of identity card during surprise check or for any other reason, if the student is found without Identity Card he/she will be handed over to the police or as the situation may demand.
3. The students are not permitted to replace their photographs on the identity cards due to any reason whatsoever.
4. It is the personal responsibility of the student to keep their Identity Card in safe custody. In case, the Identity Card is lost or gets misplaced, one has to file an FIR in order to get a duplicate Identity Card issued.

LIBRARY AND ITS RULES

1. The college provides Library and Reading Room facility to all its students.
2. The library subscribes to 13 daily Newspapers, 14 Magazines and 3 Journals. Students are encouraged to avail library facility during college hours on all working days.
3. 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.

Rules

- a. Library-Cum-Identity Card will be issued by the Librarian at the time of admission.
- b. Ordinarily, 2 books are issued at a time for 14 days but the Librarian has the right to recall the books at any time.
- c. Reference books are not issued.
- d. In case of loss of a book, the student will have to replace the book or pay fine in addition to the present price of the book with the permission of the Principal.
- e. The student is responsible for the book as soon as it is issued. In case a book is defaced /damaged in any way, the book is to be replaced by him/her.

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 scholarships/concessions, etc. is notified on the college Notice Board from time to time. (For additional information contact the Convenor, Scholarship Committee).

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. The scholarship/concessions available are:

- Indira Gandhi Utkrishta Chattravritti Yojna Merit Scholarship
- Kalpana Chawla Chhatravriti Yojna Merit Scholarship
- IRDP Scholarship
- Scholarship to the children of Armed Forces personnel killed/disabled in action.
- Post-Matriculation
- Scholarship to SC/ST/OBC students.
- National Merit Scholarship.
- 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.
- Full Fee Concession: 100% Fee concession to (PWD) Person With Disability above 40% on submission of Certificate from the concerned Medical Officer.

DISCIPLINE AND CONDUCT

The Principal and the members of the teaching staff have the power to take disciplinary action against students indulging in reprehensible acts, which may lead to imposition of fine, suspension or expulsion from the college. The following conduct comes within the preview of indiscipline and misconduct:

- Ragging in or around the college campus.
- Damage to college property that includes defacement of walls, black boards and damage to furniture (breaking window panes, plucking flowers, removing notices, tampering with electrical/water fittings etc. is also a break of discipline).
- Loitering around in the campus or corridors during vacant periods causing disturbance to teaching work.
- Putting up of notices on the College Notice Board without proper authorisation by the college authorities.
- Smoking, chewing of tobacco/gutka, using of cell phones and plying of vehicles within the college premises is strictly prohibited and any infringement may entail a fine of Rs. 100/-
- The Director of Higher Education H. P. vide letter no. **EDN-HE (21) B (15)/2017-V** has directed that the use of Mobile Phones in the class rooms and campus of Educational Institutions will not be allowed. A particular zone will be fixed by the college authority within the campus where students will be able to use their cell phones.

NOTICE BOARD

All the students must read the notices which are pasted on the College Notice Board or displayed on e-notice board on regular basis to keep acquainted with the latest developments in the college.

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 or 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 encourages such an action shall also be guilty of such ragging." Ragging in and around the college/hostel campus or on roads/approaches leading there to, 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.

PUNISHMENTS

THE STUDENTS INDULGING IN RAGGING WILL BE PUNISHED BY LAW WITH:

1. Cancellation of admission and withholding/withdrawing scholarship and any other benefit.
2. Debarring from appearing in any test, examination or any other evaluation process.
3. Debarring from representing the institution in any national or international tournament, youth festival etc.
4. Suspension from college and consequent debarring from admission to any other institute.
5. Fine upto Rs. 50,000/- or imprisonment upto 3 years or both.

All the 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."

EXTENSION ACTIVITIES OF THE COLLEGE

NSS: The National Service Scheme unit of the college works actively towards social welfare, and promotes national integration under the able leadership of the experienced faculty.

NCC: The College has an active and well organized unit of NCC which strives towards inculcating the spirit of patriotism and discipline.

Rovers & Rangers: The college has well organized units of Rovers (for Boys) & Rangers (for Girls) which gives an opportunity to the students to improve their personality and develop leadership qualities under the guidance of able teachers.

SPORTS

The college offers coaching to prepare the students for participation in inter-college and inter-university sports championships in Basket Ball, Volley Ball, Kabaddi, Badminton, Cricket, Kho-Kho, Athletics, Cross-Country and Chess.

CELLS, CLUBS AND ASSOCIATIONS

- **Career Guidance and Placement Cell**

The Career Guidance and Placement Cell guides the students regarding different career avenues open to them in their respective fields through notice board, organising training programmes and arranging lectures by experts and resource persons.

- **Anti Ragging Cell**

An Anti- Ragging Cell, with the Principal as the Chairman, has been formed to sensitize the students about the menace of ragging which has sullied the names of many reputed institutions. The following measures have been undertaken by the institution to ensure a safe environment for the new entrants:

1. Installation of CCTV Cameras at vital points in the College.
2. Making students aware of the consequences of indulging in any form of ragging through notice boards.
3. Regular Counselling of students by the members of the Anti Ragging Cell.
4. The students also are required to give an undertaking at the time of admission that they are aware of the rules and regulations regarding ragging and are also aware of the consequences and shall not indulge any form of ragging which is an offence punishable under law.

- **Women Grievance and Redressal Cell**

This Cell has been formed to ensure safety and protection of girl students against any form of sexual harassment and making them aware of their legal and other rights. The Cell also addresses other women-specific problems on priority basis.

- **Gender Sensitisation Cell**

This cell has been constituted to achieve the objective of gender equality. Gender disparity manifests itself in various forms and underlying causes of discrimination are related to social and economic structure, which is based on formal and informal norms, and practices. The cell aims to ensure an equitable learning environment for the students and to create awareness on this issue by organizing sessions and lectures.

- **Disaster Management Cell**

This Cell, with the support of Police Personnel and Home Guards, makes sincere efforts to train and produce a team of young, alert and informed enthusiasts who will be able to work with phenomenal speed without losing equanimity of mind in the event of any natural or man-made disaster.

- **IQAC**

The Internal Quality Assurance Cell has been setup in the college to monitor internal quality of the college. Important decisions pertaining to the betterment of the college as well as students are taken by the IQAC.

- **Red Ribbon Club**

The Red Ribbon Club aims at launching an exhaustive campaign about AIDS.

- **Eco Club**

This club has been formed to create awareness about biodiversity conservation and local environmental issues among the students.

- **Literary Society**

This Society aims to inculcate among students a flair for the language and enhance their literary skills

and to induce reading habit in students. It also aims to encourage the students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence.

- **College Magazine**

The College brings out the yearly issue of its Magazine titled '**Abhay Jyoti**'. The students having a flair for writing, may submit their articles within the specified date for inclusion in the magazine.

- **PTA**

The Parent- Teacher Association is formed with an objective of promoting parents' participation in different developmental activities of the college. There is a General Body of PTA comprising of (a) Parents or Guardians (only in blood relation); (b) Teachers and (c) The Principal of the College who is the Patron of the body.

INFORMATION AND TECHNOLOGY LABORATORY (IT LAB)

The College has a well equipped IT Lab with adequate number of computer systems with internet access to impart ICT education to the students of all streams.

ANNUAL PRIZE DISTRIBUTION

Prizes are awarded during the Annual Prize Distribution Function for obtaining First, Second and Third position in the aggregate and also for achieving First and Second position in the individual subjects in the Annual Examination, provided a student has passed in all the subjects offered. Apart from academic prizes, outstanding performers in Sports, NCC, NSS and Rovers and Rangers and Cultural Activities are also felicitated.

STUDENTS' CHARTER

The students are important stakeholders in any educational institution. The Students' Charter as adopted by IQAC of the college is a document that defines and confers rights, responsibilities and privileges to the students with a view to achieve holistic growth.

A) Responsibilities of the institution towards the students.

Rajiv Gandhi Degree Government College, Shimla shall endeavor to provide to its students :

- Healthy atmosphere for their academic, individual and collective growth and development.
- Creating awareness about the value and purpose of education as upheld in the vision, goals, programmes of study, instructional methodology and various co-curricular activities as outlined in the Annual Calendar of Activities.
- To provide free access to the students to every kind of information about college/university statutes, ordinances, acts, regulations, policies, procedures and curriculum.
- To inculcate amongst the students the values of social responsibility, religious and cultural tolerance and other values of human and national importance as per the Constitution of India and the vision document of the University Grants Commission.

- To adopt a student centric approach in teaching-learning methodology .
- To develop the competence of the students at different levels, especially with regard to :
 - a) linguistic competence b) logical and analytical ability
 - c) scientific temperament and d) entrepreneurship.
- To provide support and guidance to the students through continuous mentoring viz. regular tutorials, remedial course and career counselling.
- To provide add-on, state-of-the art courses and skill oriented courses to enable the students to face the challenges of the future, like a) enhancing the soft skills, b) starting new courses in the fields of journalism, multi-media, advertising, floriculture, silviculture, horticulture, vermicomposting, green house technology and rain water harvesting/environmental conservation.
- To provide the students adequate exposure to the teaching-learning methodology through Smart Classrooms, IT and Language Labs.
- 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:

- To understand, appreciate and follow the vision and goals of the institution .
- 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.
- To undertake regular and intense study of their course material.
- To adhere to the general norms of the institution with regard to the courses of study time, schedule as per ordinances/rules/acts of H.P. Government or H.P. University/UGC as framed and implemented from time to time.
- To abide by the decision of the college administration in case any grievance, individual or pertaining to more than one student/group and to help the college administration.
- To make optimum use of learning resources available in the college and to participate actively in academically enriching programmes such as seminars, workshops, debates etc.
- To provide neutral 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 asked for the same.
- To contribute to the enrichment of institutional life of the college through their engagement in all the student related activities of the institution as outlined in Part A of Students' Charter.
- ◆ Not to indulge in acts of Ragging or to make use of any kind of intoxicants in and around the institution.
- ◆ 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 multi dimensional culture, the Constitution of India including respect for diversity of ideas/thinking, inculcation of inclusive culture without any preconceived notions of caste, creed or religion.

COMMITTEES 2021-2022

- 1. College Advisory Committee & CSCA**
Dr. Daleep Sharma (Convenor)
Dr. Pankaj Basotia
Ms. Sunita Sharma
Dr. Gopal Krishan Sanghaik
Dr. Deepshikha Bhardwaj
Dr. Raj Kumar
Dr. Anju Sharma
Mr. Rajinder Singh Papta
Dr. Bhupender Dogra
Dr. Mast Ram
- 2. Discipline Committee**
Dr. Raj Kumar (Convenor)
Dr. Mast Ram
Dr. Satya Chauhan
Dr. Sunil Kumar
Ms. Anupriya Sharma
Dr. Deepak Gupta
Mr. Dinesh Sharma
Dr. Poonam Kimta Chauhan
Dr. Ram Lal Bhardwaj
Mr. Mukesh Sharma
Dr. J.P. Sharma
Mr. Virender Sharma
Dr. Hemant Kumar
Ms. Anju Devi
Dr. Jitender Kumar
Sh. Someshwar Thakur
- 3. Prospectus & Students' Charter Committee**
Dr. Bhupinder Dogra (Convenor)
Ms. Upma Sharma
Dr. Vikrant Saklani
Dr. Nek Ram
Dr. Nishtha
Dr. Kavita Kumra
Ms. Mitali Dhareula
Mr. Sanjeev Kumar Sharma
Mr. Dikshit Namta
- 4. House Examination Committee**
Dr. Shalini Chouhan (Convenor)
Dr. Harinder Lal
Dr. Nitika Gupta
Dr. Poonam Kimta
Mr. Yash Desh Dulta
Dr. Nek Ram
Ms. Yashika Guleria
Ms. Manila Gupta
Mr. Hapinder Singh
Mr. Parma Nand Sharma
Mr. Trilok Samta
Mr. Rishi Pal
Ms. Tara
Mr. Buli Chand
Mr. Desh Raj
- 5. Library Committee**
Ms. Anupriya Sharma (Convenor)
Mr. Dinesh Sharma
Dr. Nishtha
Ms. Manila Gupta
Mr. D. R. Chandel
Ms. Anupma Negi
- 6. General College Development & Purchase Committee**
Dr. Raj Kumar (Convenor)
Dr. Bhupender Dogra
Dr. Mast Ram
Dr. Shalini Chouhan
Dr. Deepak Gupta
Dr. R.L. Bhardwaj
Mr. Sanjeev Sharma
- 7. Bus Pass Committee**
Dr. Sunil Kumar (Convenor)
Dr. Radha Verma
Ms. Anju Devi
Dr. Jitender Kumar
Ms. Manila Gupta
Ms. Mitali Dhareul
Mr. Someshwar Thakur

8. Campus Development & Beautification Committee

Dr. Shalini Chouhan (Convenor)
Ms. Anupriya Sharma
Dr. Nitika Gupta
Ms. Priyanka Vinta
Dr. Kavita Kumra
Ms. Anju Devi
Mr. Hapinder

9. Building Fund Committee

MLA Shimla (Urban)
Principal
Member Secretary (Senior Most Teacher)
Councilor/President M C (His/her Nominee)
X-En. PWD (His/Her Nominee)
Office Superintendent
President PTA
President CSCA
President OSA
Donor/Contributor (Rs. 5000/- & Above)

10. Career Counselling & Guidance Cell

Dr. Gopal Krishan Sanghaik (Convenor)
Mr. Rajinder Singh Papta
Dr. Sunil Kumar
Dr. Suneela Sharma
Ms. Anupriya Sharma
Ms. Vibha Saraswati
Dr. Poonam Kimta Chauhan
Mr. Yesh Desh Dulta
Dr. Nishtha
Dr. J.P. Sharma
Dr. Kavita Kumra

11. Excursion & Educational Tour

Dr. Pankaj Basotia (Convenor)
Dr. Gopal Krishan Sanghaik
Mr. Santosh Kumar Sharma
Dr. Rajeev Sharma
Ms. Vibha Saraswati
Dr. Nek Ram
Dr. Nishtha

Dr. J. P. Sharma
Dr. Hemant Kumar
Mr. Hapinder
Mr. Sanjeev Sharma
Mr. Dikshit Namta

12. Cultural Committee for Youth Festival Group I/Elocution/Painting/Rangoli/Cartooning/Quiz

Dr. Suneela Sharma (Convenor)
Ms. Santosh Kumar Sharma
Mr. Vibha Saraswati
Dr. Jatinder Kumar
Mr. Hapinder
Ms. Manila Gupta

Group II & III/Music/Dance

Dr. Hem Raj (Convenor)
Mr. Santosh Kumar Sharma
Dr. Hemant Kumar
Ms. Anju Devi
Mr. Hapinder

Group IV/Drama/Skit

Dr. Suneela Sharma (Convenor)
Mr. Santosh Kumar Sharma
Ms. Upma Sharma
Ms. Priyanka Vinta
Dr. J. P. Sharma
Dr. Kavita Kumra

13. RUSA Fund/Purchase Committee

Dr. Daleep Sharma (Convenor)
Ms. Sunita Sharma
Dr. Deepshikha Bhardwaj
Dr. Raj Kumar
Dr. Anju Sharma
Dr. Bhupinder Dogra
Dr. Mast Ram
Dr. Shalini Chouhan

14. Press & Photography

Dr. Suneela Sharma (Convenor)
Mr. Santosh Kumar Sharma

- Mr. Mukesh Kumar Sharma
Ms. Priyanka Vinta
Dr. Radha Verma
- 15. Sports Committee**
Dr. Raj Kumar (Convenor)
Dr. Mast Ram
Dr. Harinder Lal
Dr. Deepak Gupta
Dr. Rajeev Sharma
Dr. Vikrant Saklani
Dr. Nek Ram
Dr. J. P. Sharma
Dr. Hemant Kumar
Mr. Hapinder
- 16. Red Ribbon Club**
Ms. Anupriya Sharma (Convenor)
Dr. Nitika Gupta
- 17. IT & BCA**
Dr. Mast Ram (Convenor)
Dr. Rajeev Sharma
Dr. Nishtha
Dr. Jitender Kumar
Mr. Dikshit Namta
- 18. ECO Club**
Ms. Sunita Sharma (Convenor)
Ms. Anupriya Sharma
Ms. Vibha Saraswati
Dr. Jitender
- 19. Gender Sensitization Cell**
Dr. Deepshikha Bhardwaj (Convenor)
Dr. Anju Sharma
Dr. Satya Chauhan
Dr. Suneela Sharma
Ms. Anju Thakur
Ms. Anupriya Sharma
Ms. Upma Sharma
Dr. J. P. Sharma
Mr. Virender Sharma
- 20. Annual Report**
Mr. Santosh Kumar
Mr. Dinesh Sharma
Ms. Priyanka Vinta
- 21. Time Table Committee**
Dr. Deepshikha Bhardwaj
Dr. Harinder Lal
Dr. Poonam Kimta
Mr. Virender Sharma
- 22. College Magazine Committee**
Chief Editor Dr. Suneela Sharma
English Section Ms. Priyanka Vinta
Hindi Section Mr. Santosh Kumar Sharma
Pahari Section Mr. Yesh Desh Dulta
Science Section Dr. Nikita Chauhan
Commerce Section Ms. Yashika
Computer App. Dr. Nishtha
Planning Forum Ms. Anju Devi
JMC Mr. Mukesh Sharma
Chronicle Section Dr. Poonam Kimta Chauhan
- 23. Scholarship Committee**
Dr. Mast Ram (Convenor)
Dr. Sunil Kumar
Mr. Yesh Desh Dulta
Mr. Virender Sharma
Ms. Yashika Guleria
Dr. Yashwant
- 24. Disaster Management Committee**
Ms. Anju Sharma (Convenor)
Dr. Rajiv Sharma
Ms. Vibha Saraswati
Dr. Ram Lal Bhardwaj
Dr. Nek Ram
Dr. Jai Prakash Sharma
Mr. Hapinder
- 25. Leave Sanctioning Committee**
Science: Ms. Sunita Sharma
Dr. Anju Sharma

- Arts:** Dr. Satya Chauhan
Mr. Dinesh Sharma
- Commerce :** Dr. Deepshikha Bhardwaj
Dr. Vikrant Saklani
- Ms. Sunita Sharma**
Dr. Deepshikha Bhardwaj
Dr. Mast Ram
- 26. College Management Committee (Maintenance)**
Dr. Mast Ram (Convenor)
Dr. Harinder Lal
Dr. Rajeev Sharma
Dr. R. L. Bhardwaj
Dr. Nek Ram
Dr. Hemant Kumar
Dr. Jitender Kumar
Mr. Hapinder
- 27. Women Grievance/Harassment Cell**
Ms. Sunita Sharma (Convenor)
Dr. Anju Sharma
Dr. Suneela Sharma
Ms. Anupriya Sharma
Ms. Upma Sharma
Ms. Anju Devi
- 28. Academic Audit Cell**
Dr. Gopal Krishan Sanghaik (Convenor)
Dr. Deepshikha Bhardwaj
Dr. Vikrant Saklani
Dr. R. L. Bhardwaj
- 29. College Assignments**
Dr. Deepshikha Bhardwaj (Bursar)
Dr. Bhupinder Dogra (PGDCA Co-Ordinator)
Dr. Mast Ram (AISHE & Add -on- Nodal Officer)
Dr. J. P. Sharma (NCC)
Dr. Hemant & Dr. Kavita (NSS)
Dr. Hem Raj & Ms. Anju Devi (Rovers & Rangers)
- 30. Online Admission Committee**
Dr. Daleep Sharma (Convenor)
Dr. Pankaj Basotia
- 31. First Aid Committee**
Dr. Anju Sharma (Convenor)
Dr. Shalini Chouhan
Dr. Rajeev Sharma
Dr. Nek Ram
- 32. Result Compilation Committee**
Dr. Nishtha (Convenor)
Dr. Yashwant
Ms. Anju Devi
Dr. Jatinder Kumar
Mr. Khushwant Thakur
Mr. Roshan
- 33. NAAC Steering Committee**
Dr. Daleep Sharma (Convenor)
Dr. Pankaj Basotia
Dr. Gopal Krishan Sanghaik
Ms. Sunita Sharma
- 34. IQAC**
Dr. Gopal Krishan Sanghaik (Convenor)
Dr. Deepshikha Bhardwaj
Dr. Anju Sharma
Dr. Bhupender Dogra
Dr. Mast Ram
Dr. Suneela Sharma
Mr. Yesh Desh Dulta
- 35. Anti Raggaing Cell/Squad**
Dr. Daleep Kumar Sharma (Convenor)
Ms. Sunita Sharma
Dr. Raj Kumar
Dr. R. L. Bhardwaj
Mr. Someshwar Thakur
SHO Boileauganj
PTA President

B.A. Ist Year

Subject	Course Type	Course Title	Course Code
English	Compulsory DSC I A DSC I B AECC - 2	English Core English Literature 1 (Essays, Stories & Poems) English Literature 2 (Poems, Short Stories & Essays) Writing Skills	ENG CE 101 ENG DSC 102 ENG DSC 103 ENG AECC 104
English Hons	Core Course Core Course Core Course Core Course	Indian Classical Literature European Classical Literature Indian Writing in English British Poetry & Drama : 14-17 Century	ENG HONS 101 ENG HONS 102 ENG HONS 103 ENG HONS 104
Hindi	Compulsory DSC - I A Core DSC - IB Core AECC-2	प्रयोजनमूलक हिन्दी हिन्दी साहित्य का इतिहास मध्यकालीन हिन्दी कविता हिन्दी भाषा और संप्रेषण	HIND 101 HIND 102 HIND 103 HIND 104
Sanskrit	DSC-I A DSC - A B SKT/HINDI/MIL-I AECC	संस्कृत काव्य संस्कृत गद्यकाव्य नीति साहित्य उपनिषद् श्रीमद् भगवद् गीता तथा पाणिनीय व्याकरण	SKT DSC 1-1 SKT DSC 102 SKT DSC 103 SKT AECC 104
Economics	DSC A DSC B	Principles of Micro Economics - I Principles of Micro Economics-II	ECON A101 ECON A 102
Maths	Core Course I Core Course II	Differential Calculas Differential Equations	MATH 101 MATH 102
Pol. Science	DSC I A DSC IB	Introduction to Political Theory Indian Government & Politics	POLS -101 POLS-102
Pub. Admn.	Core DSC-IA Core DSC- I B	Administrative Theory Indian Administration	PUBA 101-A PUBA 102-A
Geography	Core Course (CC) I Core Course (CC) 2	Physical Geography General Cartography	GEOGP 101-CC GEOGP 102-CC
Sociology	Core Courses Core Courses	Introduction to Sociology Society in India	SOCL-A 101 SOCL-A 102
History	DSC-A (IA) DSC-II (IB)	History of India from the earliest Times up to C300CE History of India from C 300 to 1206	HIST 101 HIST 102
Philosophy	Core Course (CC) Core Course (CC)	Introduction to Philosophy Indian Philosophy 1	PHIL A 101 CC PHIL A 102 CC
Phy. Edu.	Core Course Core Course	Introduction to Phy. Education Olympic movement and organisation of tournament	PED 101 PED 102
TTM	DSE 2A DSC 2B	Introduction of Travel and Tournament Management Tourism Resources of India	TTMC 101 TTMC 102

Music V/Inst.	DSE 1 A (Core) DSC 2 A (Core) DSC 1B Core)	Theory of Indian Music Practical (Stage performance) Theory of Indian Music General and Biographies Practical (Viva Voice)	MUSA 101 TH MUSA 102 PR MUSA 103 TH
	DSC 2B (Core)		MUSA 104 PR
JMC	DSC 1A DSC 1B	Principles of Communication Introduction to Radio &TV	BJMC PAC 101 BJMC PAC 102

B.Sc. Ist Year

Subject	Course Type	Course Title	Course Code
Physics	DSE-IA DSE-IB	Mechanics Electricity & Magnetism	PHY 101 PHY 102
Chemistry	DSC-IA DSC-IB	Structure of Atom & Org. Chemistry State of matter, & functional organic Chemistry	CHEM 101 TH CHEM 102 TH CHEM 101 (PR) CHEM 102 (PR)
Maths	Core Course 1 Core Course 2	Differential Calculus Differential Equations	MATH-101 MATH-102
Botany	DSC-IA DSC-IB	Biodiversity (Microbes Algae Fungi & Arch.) Plant Ecology & Taxonomy	BOTA 101 BOTA 102
Zoology	DSC-IA DSC-IB	Animal Diversity Comparative Anatomy & Development	ZOOL 101 TH ZOOL102TH
Computer Science	Core Course II Core Course IV	Problems Solving Using Computers Software Lab Using Python	COMP 101 TH COMP 101 PR

Note : 40 students (Selected on Merit Basis) can study Computer Science as a subject instead of Chemistry forming a combination of Mathematics, Computer Science and Physics

B.Com. Ist Year

Subject	Course Type	Course Title	Course Code
AECC-I	Compulsory Course	Environmental Studies	
	Core Course C-I Core Course C-II Core Course C-III	Financial Accounting Business Organisation & Management English-I Compulsory	BC 1.1 BC 1.2 ENG CE 101
AEEC-II	Core Course C-IV Core Course C-V CoreCourse C-VI	Language-English/Hindi/Sanskrit Business Laws Business Statistics & Mathematics Hindi-I Compulsory	ENG AECC 104 BC 1.3 BC 1.4 HIND 101

Note : Codes for Other Classes are available in the Office/Library/Concerned Departments.

INSTRUCTIONS FOR STUDENTS

- ▣ *Writing on 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 assessment.*
- ▣ *Absenting from a class for 6 consecutive days may render the students names to be struck off.*
- ▣ *Outsiders entry in the college campus would be permissible with identity card only.*
- ▣ *Use of drugs in the college premises or even in the vicinity of the college is strictly prohibited.*
- ▣ *Students should come well dressed to the college (Shorts and Track suits/Pants not allowed)*
- ▣ *Good moral behavior is expected from every student of the college.*
- ▣ *Ragging as well as indulging in any kind of anti-social activity is a criminal offence.*
- ▣ *Damaging of college property is an offence.*
- ▣ *Students should co-operate with the authorities in maintaining cleanliness in an around the campus.*

Note: The entire campus of the college is under surveillance of the CCTV Cameras.

ACADEMIC CALENDAR

College Reopens	:	August, 2021
Regular Teaching Commences	:	16 th August, 2021
Principal's Address to new Students	:	18 th August, 2021
Practical Work for the Classes Begin	:	As Per University Schedule
Freshers' Day	:	First Week of September, 2021
Filling of Scholarship Forms	:	September, 2021
PTA Meeting	:	September 14, 2021
Functions of Subject Societies	:	September-November, 2021
Mid- Term Examination	:	December, 2021
Inter- College Youth Festival & Sports	:	As per University Schedule
Deadline for submission of articles for College Magazine	:	15 th December, 2021
Filling of Annual Examination Forms	:	As per University Schedule
Annual NSS Camp	:	Last week of December, 2021
Winter Break	:	As per University Schedule
Annual Prize Distribution Function	:	February, 2022
Farewell to Outgoing Students	:	Last Week of February, 2021
Annual Examination	:	April, 2022



RAGGING IS BANNED IN THIS INSTITUTION

"Ragging includes any type of physical or mental torture inflicted by any individual or 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 encourages such an action shall also be guilty of such ragging."

Anti Ragging Squad

Dr. Anupma Garg (Principal)	98160-51555
Dr. Daleep Kumar Sharma	70188-66959
Ms. Sunita Sharma	94186-79113
Dr. Raj Kumar	70185-67049
Mr. Someshwar Thakur	70181-50629
SDM Urban	0177-2657007
SHO Boileauganj	0177-2630-193

UGC Toll Free No. 1800 180 5522

UGC Website : helpline @antiragging.in

RGGDC, Chaura Maidan, Shimla - 4

Telephone No. 0177-2653291

Email : principalkotshera@gmail.com

Website : www.gccm.ac.in

DISCLAIMER

The prospectus cum handbook of information is published for the purpose of information only. Information contained in this document does not form the basis of any binding or gives rise to any contractual or other obligation on behalf of RGGDC. The college does not accept any liability whatsoever to any person in relation to the content of this document and any reliance placed on it.

The college is committed to maintain an academic environment free of sexual harassment for its students, teachers and non-teaching staff in accordance with section 4 (I) of sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013, RGGDC has an internal Women Grievances Harassment Cell to address such complaints.