

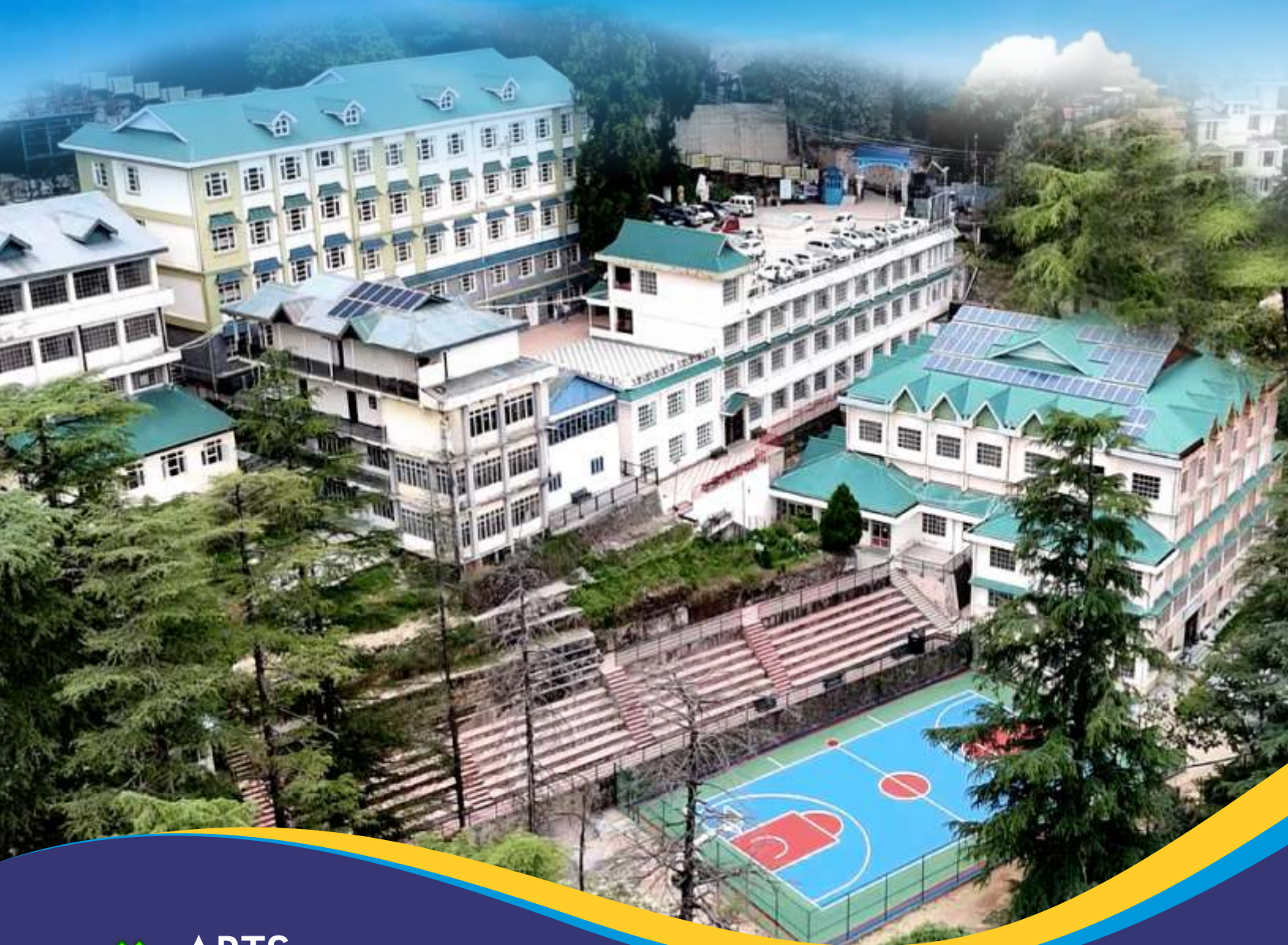


Utkrisht Mahavidyalya

RAJIV GANDHI GOVERNMENT COLLEGE

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

(NAAC ACCREDITED, CO-EDUCATIONAL)



» ARTS

» SCIENCE

» COMMERCE

Prospectus
2024



ADMISSION SCHEDULE 2024-25

Particular	Period	Days
Submission of admission forms for the session 2024-25	03-06-2024 to 15-07-2024	34 Days
Pre-Admission Counselling of Students	03-06-2024 to 15-06-2024	
Display of First Merit List (UG First Year)	16-07-2024 up to 01:00 PM	
Fee to be deposited	16-07-2024 to 19-07-2024	03 Days
Display of Second Merit List	20-07-2024 up to 11:00 AM	
Fee to be Deposited	20-07-2024 up to 05:00 PM	01 Days

Note: Any change in the Admission Schedule, if notified by HP University, will be displayed on the notice board and on college website. The admission to First Year shall be strictly on the basis of merit and the roster reservation of HPU will be applicable. The admission forms duly filled-in must be submitted to the concerned committees between 10:00 AM to 2:00 P.M.

ADMISSION SCHEDULE (FOR B.A./B.SC. /B.COM. II AND III YEAR)

Students of B.A. / B.Com. II and III Year are required to submit the complete admission form after verification from the admission committee in all respects, and deposit the fee on the dates notified.

Period	Remarks
6 th July, 2024 to 15 th July, 2024	Without late fee

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 equivalent 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 needs to be submitted by candidates passed out from Board/University other than H.P. Board of School Education /H.P. University.

Admit Card of Annual Examination (Previous Class) is Mandatory for Seeking Admission in B.A./B.Sc./B.Com. II and III year



From the **Principal's Desk...**

Dear Aspirants,

It gives me great pleasure to address you as you prepare to embark on the exciting journey of higher education. College presents a world of opportunities for growth, learning, and discovery. It is a time to explore new interests, meet diverse people, and develop the skills that will guide your future career.

As you prepare for this transition, I urge you to focus on your studies, engage in meaningful extracurricular activities, and build strong relationships with your teachers and peers. These experiences will not only enhance your academic prospects but also prepare you for the challenges and opportunities that lie ahead.

We are committed to providing you with the resources and guidance needed to

make informed decisions about your curricular and co-curricular choices. Our counseling team is available to assist students to navigate their career options , application processes, and scholarship opportunities.

Remember, educational journey is not just about academic achievements; it's also about personal growth and resilience. Embrace the challenges, learn from your experiences, and stay motivated. Your hard work and determination will lead you to success.

Best of luck to each one of you as you pursue your college prospects.

Dr. Gopal Chauhan
Principal





PRINCIPAL
Dr. Gopal Chauhan

FACULTY OF COMMERCE

Dr. Ruby Kapoor
Dr. Rajeev Sharma

Ms. Vijaita Changkum
Dr. Shilpa Chauhan

Ms. Dhanisha Negi

ARTS/HUMANITIES / SOCIAL SCIENCE

DEPARTMENT OF ECONOMICS

Dr. Rakesh Sharma
Dr P.L .Verma

DEPARTMENT OF ENGLISH

Dr. Dinesh Singh Kanwar
Dr. Poonam Kimta Chauhan
Dr. Mrinalini Kashyap
Dr. Divya Sharma
Dr. Sheetal Kumari
Ms. Mitali Dhareula
Ms. Sushmita Negi

DEPARTMENT OF GEOGRAPHY

Ms. Vibha Saraswati
Ms. Kanika Lakhanpal

DEPARTMENT OF HINDI

Dr. Jitender Verma
Dr. Reena Dogra

DEPARTMENT OF HISTORY

Ms. Raj Laxmi Negi
Ms. Savita Kumari
Mr. Manav Chaudhary

**DEPARTMENT OF JOURNALISM
& MASS COMMUNICATION**

Mr. Sujay Kapil

DEPARTMENT OF MUSIC

Dr.Kamani Shandil
Dr. Hem Raj

DEPARTMENT OF PHILOSOPHY

Vacant

DEPARTMENT OF PHYSICAL EDU.

Dr. Vinod Kumar

DEPARTMENT OF POL. SCIENCE

Dr. Sunil Chauhan
Mr. Ajay Kumar
Ms. Pratibha Thakur

DEPARTMENT OF PUBLIC AD.

Vacant

DEPARTMENT OF SOCIOLOGY

Dr. Sneha

DEPARTMENT OF SANSKRIT

Mr. Anil Kumar

**DEPARTMENT OF TOURISM
& TRAVELS MANAGEMENT**

Dr. Nikhil Sarta

FACULTY OF SCIENCES (MEDICAL & NON MEDICAL)

DEPARTMENT OF BOTANY

Dr. Anupriya Sharma
Ms. Anjna Devi

DEPARTMENT OF MATHEMATICS

Dr. Sumit Gupta
Dr. Aastha Thakur
Vacant

DEPARTMENT OF CHEMISTRY

Dr. Nitika Gupta
Dr. Neena
Dr. Kamini Sharma

DEPARTMENT OF PHYSICS

Dr.Brij Mohan
Dr. Neha Katoch
Vacant

DEPARTMENT OF COMPUTER SC.

Dr. Divya Chauhan

DEPARTMENT OF ZOOLOGY

Dr. Shalini Chouhan
Ms. Akanksha Sharma



SELF FINANCING COURSES

Dr. Nidhi Thakur

Ms. Alka Dixit

Ms. Parul Jhingta

Mr. Vijay Kumar

Mr. Dharmender Kumar

ADMINISTRATIVE & NON TEACHING STAFF

Administrative Staff

Mr. Sanjeev Negi	Supdt G-I	Mr. Khushwant Thakur	LA,BCA
Mr. Inder Thakur	Supdt G-II	Mr. Roshan Dogra	DEO,PTA
Ms. Geeta Sharma	Sr. Assistant	Mr. Manish Kumar	LA,PGDCA
Mr. Naveen Prakash	Jr. Assistant	Ms. Sapna Sharma	LA,BCA
Mr. Rahul Rithwan	JOA (IT)	Ms. Raksha Jokta	LA,BCA
Mr. Dikshit Namta	Clerk,BCA		

Library Staff

Mrs. Anupma Negi
Ms. Kusum

Asst. Librarian
Asst. Librarian

Laboratory Staff

Mr. Parma Nand	SLA
Mr. Hem Chand Sharma	SLA
Mr. P.L Kashyap	JLA
Mr. Sohan Singh	JLA
Mr. Trilok Chand	LA
Mr. Rishi Pal	LA
Ms. Prem Devi	LA
Ms. Tara Devi	LA

Support Staff

Mr. Sita Ram	Peon
Mr. Subhash Chand	Peon
Mr. Nokh Ram	Peon
Ms. Hira Devi	Peon
Ms. Sorajni Sharma	Peon
Mr. Nand Lal	Daily wager
Mr. Bashir Ahmed	Peon -cum- Chowkidar



RAJIV GANDHI GOVERNMENT COLLEGE CHAURA MAIDAN, SHIMLA

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 km from the old bus stand, it is also easily accessible from Mall Road, Boileauganj, and Summer Hill. It is at a 10 minutes' walking distance from the 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 institution 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 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 had 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 a sizeable wide area and has a strength of 3297 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, 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 the PradhanMantri Kaushal Vikas Yojana (PMKVY) have also been started in this institution. It offers skill-based training to the youth that will enable them to secure a better livelihood. This college is one of the few institutions in the state that offers English honours to students.

The institution aspires to 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. 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 to the



progress of the nation by imparting education based firmly on a robust moral foundation. The teaching staff encourages the creative streak in the students and is actively involved in their academic, cultural, and sporting pursuits. The mission of the college is to inspire, prepare, and empower its students to succeed in a rapidly changing world.

The college has state-of-the-art infrastructural facilities for the academic and personal growth of the students through academic, co-curricular, and extracurricular activities. The institution has an adequate number of well-furnished classrooms, well-equipped science laboratories, an IT laboratory, a BCA laboratory, a well-stocked library, a multi-purpose auditorium, a gymnasium, and a playfield. The college campus provides a hygienic canteen facility for the staff and students. Rajiv Gandhi Govt. Degree College, Chaura Maidan, Shimla, provides facilities for students to develop new skills, knowledge, attitudes, and values to shape their behaviour in the correct manner. In addition to traditional teaching and learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience. Smart class rooms have been provided to foster teaching and learning through audio-visual aids. The institution offers social outreach activities like, National Service Scheme, National Cadet Corps, Eco Club, Red Ribbon Club, Rovers and Rangers to cultivate a sense of social responsibility among the students.

The college believes that its primary stakeholders are the students. All aspects of education focus on the core values of contributing to national development while fostering global competencies among students. The college admits students from all social milieus and empowers them through intensive mentoring and counselling to face the challenges of life and become responsible and sensitized citizens of the country.

More details about the college and its activities can be accessed on the college website, www.gccm.ac.in. The college is affiliated with the Himachal Pradesh University (HPU), Shimla, and recognized by the University Grants Commission (UGC) of India, New Delhi. The college provides undergraduate three-year degree courses in B.A., B.Sc., and B.Com., and professional degrees in B.C.A. and P.G.D.C.A. The college has been awarded a B grade by NAAC and is currently included among the *Utkrisht Mahavidyalayas* of Himachal Pradesh. The college imparts education to *undergraduates* in the following courses:

COURSES OFFERED

1. Bachelor of Arts
2. Bachelor of Science (Medical and Non-Medical)
3. Bachelor of Commerce
4. B.A. English (Hons)
5. Bachelor of Computer Applications
6. PGDCA and
7. IGNOU Examination Centre



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.



The stated mission of Rajiv Gandhi Government Degree College, Chaura Maidan, Shimla is as follow:

- to encourage the creative streak in the students and its active involvement in their academic, cultural and sports pursuits.
- to inspire, prepare and empower students to succeed in the rapidly changing world.
- to achieve excellence in academics through innovative teaching and learning practices.
- to inculcate technological skills in order to prepare students to incorporate the same in their personal and professional lives.
- to inculcate a culture that supports and reinforces ethical, and professional behaviours for a harmonious and prosperous society.



CHOICE BASED CREDIT SYSTEM (CBCS)

In the academic year 2013-14, with the purpose of ensuring uniformity in the standards of higher education and to provide the students quality education on par with the best in India, the Choice Based Credit System (CBCS) was introduced under RUSA by the Himachal Pradesh University, Shimla. This system was replaced in the academic year 2016-17 by the University Grants Commission (UGC) prescribed framework of Choice Based Credit System (CBCS). In the year 2018-19, the academic council of Himachal Pradesh University decided to switch over the CBCS system, and from semester to annual system of examination.

The choice-based credit system (CBCS) provides an opportunity for the students to choose courses from the prescribed courses comprising core courses (DSC), elective courses (DSE), skill-based courses (SEC) and generic courses (GE). The courses can be evaluated following the “grading” system, which is considered to be better than the conventional “marks” system. This uniform grading system will benefit the students in institutions within India and around the world. Further more, it 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 following guidelines.

Outline of Choice Based Credit System:

1. **Core course:** A course which should be compulsorily be studied by a candidate as a core requirement is termed as a Core course. Core course also referred to as Discipline Specific Core (DSC) Course ensures that all institutions follow common curriculum so that each institution adheres to a common minimum standard. The course, designed under this category, aims to cover the basics that a student is expected to imbibe in that particular discipline.
2. **Elective Course:** Generally, a course which can be chosen from 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 may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
 - 2.2 **Issertation/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. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.
- P.S.:** 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: AE Compulsory Course (AECC) and Skill Elective Course (SEC).
 - 3.1 **Ability Enhancement Compulsory Course (AECC):** “AECC” courses are the courses based upon the content that leads to knowledge enhancement. These courses namely, (i) Environmental Science, (ii) English/MIL Communication, are mandatory for all disciplines. AECC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
 - 3.2 **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. The main purpose of these courses is to provide the students with life-skills in hands-on mode so as to increase their employability.



CBCS Scheme for Under Graduate Programme of Arts and Commerce

Year	Core Course (6 Credit Each)		AECC (4 credits Each)	SEC (4 Credits Each)	DSE (6 Credits Each)		GE (6 Credits)
I	Language Core	English-1 Hindi-1	EVS	Nil	Nil		Nil
	Subject1	DSC-1A DSC-1B	Hindi or English				
	Subject2	DSC-2A DSC-2B					
II	Language Core	English-2	Nil	SEC-1 SEC-2	Nil		Nil
		Hindi-2					
	Subject1	DSC-1C DSC-1D					
	Subject2	DSC-2C DSC-2D					
III	Nil		Nil	SEC-3 SEC-4	Subject1	DSE-1A DSE-1B	GE-1 GE-2
					Subject2	DSE-2A DSE-2B	
TotalCourses (12Core+2 AECC+4 SEC+4 DSE+2 GE):24 TotalCredits=132							

Note: AECC= Ability Enhancement Compulsory Course; SEC = Skill Enhancement Course; DSE = Discipline Specific Elective; GE= Generic Electives; EVS= Environmental Studies; ID= Independent Subject other than Sub 1&2.

CBCS Scheme for Under Graduate Programme in Science

Year	Core Course (6 Credit Each)		AECC (4 credits Each)	SEC (4 Credits Each)	DSE (6 Credits Each)	
I	Subject1	DSC-1A DSC-1B	EVS	Nil	Nil	
	Subject2	DSC-2A DSC-2B	Hindi or English			
	Subject3	DSC-3A DSC-3B				
II	Subject1	DSC-1C DSC-1D	Nil	SEC-1 SEC-2	Nil	
	Subject2	DSC-2C DSC-2D				
	Subject3	DSC-3C DSC-3D				
III	Nil		Nil	SEC-3 SEC-4	Subject1	DSE-1A DSE-1B
					Subject2	DSE-2A DSE-2B
					Subject3	DSE-3A DSE-3B
TotalCourses(12 Core+2 AECC+ 4 SEC+ 6 DSE):24 TotalCredits= 132						

Note: AECC = Ability Enhancement Compulsory Course; SEC = Skill Enhancement Course; DSE = Discipline Specific Elective; GE=Generic Electives; EVS=Environmental Studies; ID=Independent Subject other than Sub 1&2.



CBCS Scheme for Under Graduate Programme in English Hons.

Year	Core Course (6 Credit Each)	AECC (4 credits Each)	SEC (4 Credits Each)	DSE (6 Credits Each)	GE (6 Credits Each)
I	DSC – I	AECC – I Env. Studies			GE – I
	DSC – II				GE – II
	DSC – III	AECC – II Hindi/Eng/S kt (One out of 3)			
	DSC - IV				
II	DSC – V		AECC/SEC– I		GE – III
	DSC – VI		AECC/SEC– II		GE – IV
	DSC – VII				
	DSC – VIII				
	DSC – IX				
	DSC – X				
III	DSC – XI			DSE – I	
	DSC - XII			DSE – II	
	DSC – XIII			DSE – III	
	DSC - XIV			DSE – IV	
Total Courses(14Core+2AECC+2SEC+4 DSE + 4 GE):26 Total Credits=148					

Note: AECC = Ability Enhancement Compulsory Course; SEC = Skill Enhancement Course; DSE = Discipline Specific Elective; GE = Generic Electives; EVS = Environmental Studies; ID = Independent Subject other than Sub 1&2.

SUMMARY OF CREDITS									
B.A. and B.Com.					B.Sc.				
S N	Course Type	No. of Courses	Credits	Total Credits	S N	Course Type	No. of Courses	Credits	Total Credits
1.	DSC– I	4	6	24	1.	DSC-I	4	6	24
2.	DSC–II	4	6	24	2.	DSC–II	4	6	24
3.	Language Core	4	6	24	3.	DSC–III	4	6	24
4.	AECC	2	4	8	4.	AECC	2	4	8
5.	SEC	4	4	16	5.	SEC	4	4	16
6.	DSE-I	2	6	12	6.	DSE-I	2	6	12
7.	DSE-II	2	6	12	7.	DSE-II	2	6	12
8.	GE	2	6	12	8.	DSE-III	2	6	12
TOTAL CREDITS =				132	TOTAL CREDITS =				132



AWARD OF DEGREE

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 and two papers from the list of Generic Elective papers.

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.

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.

CREDIT AND CREDIT DETERMINATION

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 or field exercises of two-hour duration.

Each one of these components is considered equal to one credit. One Lecture (L) or 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 Lectures per week, T is the number of tutorials per week, and P is the number of two-hour Practical per week. This can be written in symbols as:

$$C = L + T + P$$

Where, C is the credit weightage for a particular course.

THE EVALUATION SYSTEM OF CHOICE BASED CREDIT SYSTEM

All Courses (Core and Elective) will have an evaluation system that comprises of the following two components:

1. **Continuous Comprehensive Assessment (CCA)** accounting for 30% (for Science, Arts and Commerce) of the final grade that a student gets in a course, and
2. **Term-End Examination (ESE)** accounting for the remaining 70% (Arts/Commerce) & 50% Theory + 20% Practical (Science) of the final grade that the student gets in a course.



Continuous Comprehensive Assessment (CCA)

CCA for a student enrolled for the session will account for 30% of the total marks. The breakup of 30% i.e. 30 marks is given below:

- (a) House Examination Test (10 Marks):** There will be one Mid Term Test, to be conducted when approximately two – third of the syllabus has been covered.
- (b) Assignment / Presentation/ Seminar/ Quiz etc. (10 Marks)**
- (c) Class Test (5 Marks)**
- (d) Classroom Attendance (5 Marks)**–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 Term End Examination. The students having greater than 75% attendance and who also participated in co-curricular activities, 25% will be added to percent attendance. A 5% assessment will be given on the basis of this attendance. The CCA marks for attendance will be as follows:

≥75%but <80% =1 Marks	≥80%but<85% =2 Marks	≥85%but<90% =3 Marks	≥90%but<95% =4 Marks	≥95% =5 Marks
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Note: It is compulsory for all the students to take the mid-term test and obtain 35 per cent marks in the internal assessment (IA). However, minimum aggregate pass marks (i.e. IA + Final Exam) will be 40 per cent.

ADMISSION PROCEDURE AND CRITERIA (FOR FIRST YEAR STUDENTS)

GENERAL INSTRUCTIONS

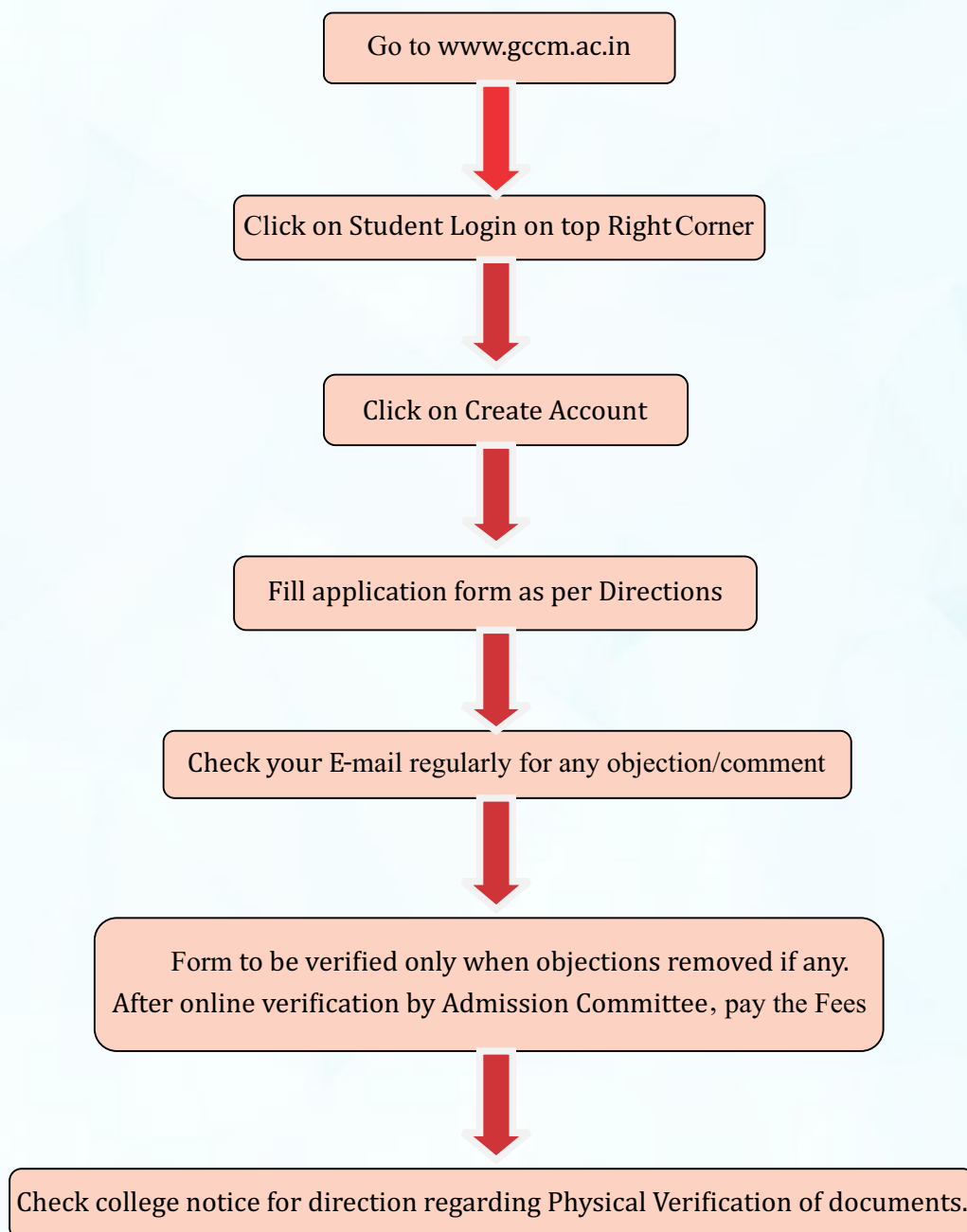
Read the Instructions thoroughly before filling up the admission form for any course.

1. A candidate seeking admission to the first year should apply online. The form complete in all respect must be submitted through the college website.
2. The eligibility criteria for admission to B.A., B.Sc. and B.Com. in the first year is strictly as per the latest ordinances / guidelines / calendar notified by the Himachal Pradesh University.
3. Candidates are required to upload the original documents and a recent passport size photograph.
4. The admission form recommended by admission committee and approved by the Principal entitles a candidate to deposit the prescribed fee within the stipulated time period.
5. Change of subject is allowed only with the permission of the Principal. Change of faculty i.e. from science to arts and a *vice-versa* is permissible only if the candidate has the required percentage of marks as specified for admission to that faculty.
6. College authorities may discontinue a course of study in case adequate number of students are not available in that particular course.
7. Roster for reservation of seats in various categories shall be as per rules of H.P. University, Shimla



8. Incomplete admission forms will not be entertained.
9. All admissions will be as per admission schedule notified by HP University from time to time.
10. 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.
11. The applicant has to bring his/her mother/father/guardian with him/her at the time of admission. "Guardian" means only blood relation. He/ She should not be a student of this college. No student of this college should sign in place of Parents/Guardian. Disciplinary action shall be taken against the defaulter.

STEPS FOR ADMISSION PROCESS





ELIGIBILITY CONDITION

1. Applicant must have passed +2 Examination under 10+2 or an equivalent thereto of a Board/ University established by law in India with five subjects including English or any language subject to eligibility conditions as compulsory subject.
2. Applicant willing to take admission **to B.Sc. (Medical and Non-Medical) must have passed** 10+2 examination in four written subjects (including English) with Physics, Chemistry, Mathematics/Biology with 45% marks. For those who opt for life sciences, Biology at 10+2 is compulsory.
3. The student of NIOS (National Institute of Open School) who has passed all five subjects securing the requisite marks will be admitted.
4. Provided that a student who has passed the qualifying exam in Arts Stream with minimum 33% marks will be given preference in the BA Programme.
5. Provided that a student who has passed the qualifying exam with minimum 40% marks in Commerce Stream will be given preference in the B.Com. Programme (33% for girls). Students from other streams opting for Commerce must have studied Economics or Mathematics at +2 level and attained minimum 45% marks.
6. A student who has passed *Shashtri, Prak Shashtri* from Sanskrit Colleges affiliated to the HPU or *Rashtria Sanskrit Sansthan* (Deemed University) under MHRD, Govt. of India shall be eligible for admission to Arts stream only, provided that the candidate has passed *Prak Shastri* or *Shastri* with English as one of the subjects.
7. Upper age limit for admission to B.A./B.Com/B.Sc, First Year is 23 years as on 1 July 2024 and for girls it is 25 years as on 1 July 2024. Age relaxation of three years is allowed in case of SC/ST candidates.

The Vice Chancellor (VC) has the power to permit age relaxation, for reasons to be recorded in writing, up to a maximum of six months.

8. Merit will be worked out by taking into consideration the best of five subjects including English as one of the subjects.
9. In case of a tie in selection, the candidate older in age shall be given weightage.
10. An applicant who fails to deposit the dues by the last date and time shall forfeit his/her right to admission and the seat shall be offered to the next applicant in the merit list.
11. The roster for reservation of seats for various categories shall be as per the rules of HP University, Shimla.
12. University Ordinance shall be strictly adhered to in admission to all the classes.
13. There is no provision of compartment in the National Open School, New Delhi. So, a candidate failed in any one or more than one subject(s) is not eligible for admission in the college and will not be admitted as per university ordinance / rules.
14. Admission of a student is liable to be cancelled in case he/she furnishes incomplete/ wrong/ false information or in case of concealment of facts. Disciplinary action will also

Note: Changes (If any) in the guidelines and eligibility for admission will be notified as per the notification of Himachal Pradesh University Shimla.



DOCUMENTS REQUIRED AT THE TIME OF ADMISSION TO FIRST YEAR

1. Two passport size photographs.
2. Self-attested copy of Matriculation certificate.
3. Self-attested copy of 10+2 Pass Marks sheet issued by a recognized board.
4. One copy of H.P. Domicile certificate for girl students (for exemption of tuition fee).
5. Original character certificate from the head of the institution last attended in case of a student seeking admission to the 1st year of any course.
6. A student seeking admission from board/university other than H.P. will have to produce his/her migration certificate in original.
7. Gap Year Under taking to be attached wherever applicable.
8. One copy of certificate of SC/ST from the Magistrate (Class-1) for seeking relaxation in age and benefit of reservation in the respective category.
9. One copy of Aadhar Card (self attested).
10. One copy of bank passbook front page (self attested).
11. Affidavit of Single Girl Child.
12. Affidavit / Certificate related to Economically Weaker Section of the Society.

NOTE:

- The Character Certificate must not have been issued more than six months prior to the date of admission.
- In case of gap year/(s) the character certificate of the last attended institution must be supplemented by another character certificate obtained from Gazetted Class-1 Officer or the Pradhan of Concerned Gram Panchayat or President of concerned Nagar Panchayat / Municipality.
- The candidate having a compartment at 10+2 level is not eligible for admission.
- The original certificates are mandatory at the time of admission.
- Students must furnish the information of their latest e-mail and Aadhar number.
- The students seeking admission to First Semester/Year (as per the HPU notification) will deposit their fee only after the merit list is displayed.



SUBJECTS, SEATS & ROSTER

The detailed list of all the subjects offered by the college and subject combination for admission to BA is mentioned in the table ahead:

Group – I	Group – II	Group – III	Group – IV
English	Political Science	Geography	History
Hindi	Public Administration	Sociology	Economics
Sanskrit	Mathematics	Music (I/V)	Philosophy
	Tourism and Travels Management	Journalism and Mass Communication	Physical Education

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, tourism and Travels Management); any subject from Group – I, Group – III or Group – IV maybe chosen as DSC – II.

Note: 1) Choosing subject/course by a candidate does not guarantee admission to a particular course. Admission of a candidate will be purely on merit basis.

2) A student opting History/Political Science/JMC/Geography/Economics/ English/ English Honors as DSC – I will study English as AECC-2. Other students will choose Hindi/Sanskrit as AECC-2

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

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

BA English (Honors): A student opting for English honors will have to study Geography (GE) as second subject.



AVAILABILITY OF SEATS

Stream	Course/Subjects	Total Seats Available		
		DSC - I	DSC - II	Total
BA	Political Science	160	80	240
	History	160	80	240
	Sociology	80	60	140
	Hindi	120	60	180
	Geography	80	60	140
	Public Administration	80	60	140
	Economics	80	60	140
	English	120	60	180
	Physical Education	80	60	140
	Tourism & Travels Management	80	60	140
	Mathematics	20	40	60
	Philosophy	20	40	60
	Sanskrit	20	40	60
	Journalism & Mass Communication	20	40	60
	Music - Instrumental	20	20	40
	Music - Vocal	20	20	40
B.Com.	Commerce	180		180
BA Honors	English Honors	15		15
B.Sc.	Chemistry	40	180	220
	Mathematics	60	120	180
	Physics	60	120	180
	Botany	30	50	80
	Zoology	30	50	80
	Computer Applications	40		40



ROSTER (120 POINT)

The admission will be made purely on merit subject to the number of seats available and the reservation as per university rules/roster.

1	PH	21	Ex Man	41	SC	61	ST	81	Ex Man	101	PH
2		22	OBC	42	OBC	62		82	SC	102	
3		23	SC-PH	43		63	OBC-IRDP	83	PH	103	
4		24		44		64	SC-IRDP	84	OBC	104	
5	SC	25		45		65		85		105	SC
6		26		46	SC	66		86	Ex Man	106	
7	Ex Man	27		47	Ex Man	67		87	SC	107	Ex Man
8	OBC	28	SC-IRDP	48		68		88		108	OBC
9	EWS	29	OBC-Ex M	49	OBC-PH	69	SC	89	OBC	109	EWS
10	SC	30	EWS	50	SC	70	EWS	90	EWS	110	SC
11		31		51	WFS	71		91	SC-WFF	111	
12		32	SC	52		72	OBC-Ex	92		112	
13		33	Ex Man	53	EWS	73	SC	93	PH	113	
14	SC-ExM	34		54	Ex Man	74	Ex Man	94	Ex Man	114	SC-Ex
15		35	OBC-IRDP	55	SC	75		95	OBC-IRDP	115	
16		36		56	OBC	76		96	SC-IRDP	116	
17	OBC	37	SC	57		77	OBC	97	EWS	117	OBC
18	EWS	38	EWS	58		78	SC	98	ST	118	EWS
19	SC	39		59	EWS	79	EWS	99	OBC	119	SC
20	ST	40	ST-Ex Man	60	SC-Ex Man	80	ST-IRDP	100	SC-Ex	120	ST

Abbreviations: SC=Scheduled Caste; ST = Scheduled Tribe; EWS = Economically Weaker Section; PWD = Person with Disabilities; Blank Box = General

Note: One seat, over and above the allotted seats, in every subject will be reserved for the single girl child. The applicant will have to furnish a certificate from a competent authority as a proof of her status of a single girl child.



ADMISSION AND COURSE GUIDELINES FOR B.A./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 with stipulated date and time.
3. Admission schedules, 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 Course (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. For details the student may refer to the table titled 'CBCS Scheme for Under Graduate Programme of Arts, Commerce, Science and English Honours'.
5. The student of BA/B.Com. III Year will have to study eight courses in total. They will opt Generic Elective Course (GE-1 and GE-2) in an unrelated subject/discipline, In addition to DSE-1, DSE- 2 and SEC courses. The student of B.Sc. III Year will study DSE-1, DSE-2, DSC-3 and SEC courses. For details the student may refer to the table titled 'CBCS Scheme for Under Graduate Programme of Arts, Commerce, Science and English Honours'.

Note: 1) 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.

2) A student who is declared fail in the HP University Examination will have to revert back to the previous class in which he/she is declared failed by the university even if he has applied for the re-evaluation.

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.



Fee Structure for the Session 2024-25 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
1	Admission Fee	25	25	25	25	25	25	25	25
2	Tuition Fee Only for Boys & Girls belong to Other State(Out of H.P)	600	0	600	0	600	0	600	0
3	University Fund								
	Sportsfee-15, Youth Welfare-15, Holiday Home-1, hpu Mig-50	81	81	81	81	81	81	81	81
4	Magazine Fund	50	50	50	50	50	50	50	50
5	House Exam Fund	25	25	25	25	25	25	25	25
6	Lib. Card & Hanging I. Card	10	10	10	10	10	10	10	10
7	NCC Fund	10	10	10	10	10	10	10	10
8	Student Aid Fund	2	2	2	2	2	2	2	2
9	Building Fund	120	120	120	120	120	120	120	120
10	Health Fund/ Medical Fund	6	6	6	6	6	6	6	6
11	Amalgamated Fund	300	300	300	300	300	300	300	300
12	Campus Development Fund	10	10	10	10	10	10	10	10
13	Cultural Activity Fund	20	20	20	20	20	20	20	20
14	Book Replacement Fund	25	25	25	25	25	25	25	25
15	Furniture Repair	10	10	10	10	10	10	10	10
16	Rover & Rangers Fund	60	60	60	60	60	60	60	60
17	Computer and Internet Facility Fund	20	20	20	20	20	20	20	20
18	Affiliated Fund (New Sports Fund)	240	240	240	240	240	240	240	240
19	Library Security	100	100	100	100	100	100	100	100
20	PTA Fund	600	600	600	600	600	600	600	600
	University Development Fund @ 250/- for General & 100/- for IRDP/ BPL Students.	250	250	250	250	250	250	250	250
	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
21	Chemistry	0	0	240	240	240	240	0	0
22	Botany	0	0	240	240	0	0	0	0
23	Zoology	0	0	240	240	0	0	0	0
24	Physics	0	0	0	0	240	240	0	0
25	Geography	180	180	0	0	0	0	0	0
26	Music (V/I)	180	180	0	0	0	0	0	0
27	Physical Education	180	180	0	0	0	0	0	0
28	Computer Practical Fee	180	180	0	0	180	180	180	180
	Total for Practical Students including practical fee @ 90/120 for BA/BSC/B.COM per Sub.	720	720	720	720	660	660	180	180

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 waived off for Domicile Himachali Girl Students.



**Fee Structure for the Session 2024-25 in r/o Govt Degree College Chaura Maidan Shimla-4.
BA/ BSC/ B.COM -2nd. & 3rd. Year**

Sr.No.	Fund Name	BA-2nd.& 3rd. Year		BSC Med-2nd.& 3rd. Year		BSC. (Non-Med) 2nd.& 3rd. Year		B.Com-2nd.& 3rd. Year	
		Boys	Girl	Boys	Girl	Boys	Girl	Boys	Girl
1	Admission Fee	25	25	25	25	25	25	25	25
2	Tuition Fee Only for Boys & Girls belong to Other State(Out of H.P)	600	0	600	0	600	0	600	0
3	University Fund Cont-fee-10, Sports Fee-15, Youth Welfare-15, Holiday Home-1,	41	41	41	41	41	41	41	41
4	Magazine Fund	50	50	50	50	50	50	50	50
5	House Exam Fund	25	25	25	25	25	25	25	25
6	Lib. Card & Hanging I. Card	10	10	10	10	10	10	10	10
7	NCC Fund	10	10	10	10	10	10	10	10
8	Student Aid Fund	2	2	2	2	2	2	2	2
9	Building Fund	120	120	120	120	120	120	120	120
10	Health Fund/ Medical Fund	6	6	6	6	6	6	6	6
11	Amalgamated Fund	300	300	300	300	300	300	300	300
12	Campus Development Fund	10	10	10	10	10	10	10	10
13	Cultural Activity Fund	20	20	20	20	20	20	20	20
14	Book Replacement Fund	25	25	25	25	25	25	25	25
15	Furniture Repair	10	10	10	10	10	10	10	10
16	Rover & Rangers Fund	60	60	60	60	60	60	60	60
17	Computer and Internet Facility Fund	20	20	20	20	20	20	20	20
18	Affiliated Fund (New Sports Fund)	240	240	240	240	240	240	240	240
19	PTA Fund	600	600	600	600	600	600	600	600
20	University Development Fund @ 250/- for General & 100/- for IRDP/ BPL Students.	0	0	0	0	0	0	0	0
	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
21	Chemistry	0	0	240	240	240	240	0	0
22	Botany	0	0	240	240	0	0	0	0
23	Zoology	0	0	240	240	0	0	0	0
24	Physics	0	0	0	0	240	240	0	0
25	Geography	180	180	0	0	0	0	0	0
26	Music (V/I)	180	180	0	0	0	0	0	0
27	Physical Education	180	180	0	0	0	0	0	0
28	Computer Practical Fee	180	180	0	0	180	180	180	180
	Total for Practical Students including practical fee @ 90/120 for BA/BSC/B.COM per Sub.	720	720	720	720	660	660	180	180

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 waived off for Domicile Himachali Girl Students.



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 ten 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 student's 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

Absence Fine (Per Period)	Rs. 1.00
Absence Fine (Per Practical)	Rs. 3.00
Absence from MMT per paper	Rs. 10.00
Late Return of Library Books (per Day)	Rs. 1.00
Late payment of dues (Per Day)	Rs. 1.00
Re-admission Fee (First Time) (on the recommendation of teachers only)	Rs. 100.00
Re-admission Fee (Second Time)	Rs. 200.00
Duplicate Identity Card	Rs. 20.00



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 his/her parent or guardian.
3. Leave for 1-3 days can be sanctioned by the teacher in-charge (DSC-1), 4-6 days by DSW and 7 days and above shall be sanctioned by the Principal However, Leave application must be submitted in the office after being shown to the concerned subject teachers.
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 with in 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 book 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 purview 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 authorization 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 online on the college website 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 judgment 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 with holding/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 Rangers (for Boys) & Rangers (for Girls) which given an opportunity to the students to improve their personality and develop leadership qualities under the guidance of able teachers.

Educational Tours and Excursions:

Various educational tours, excursions and picnics are permitted during the academic session with certain conditions are follows:

- 1) Every educational tour and excursion will be accompanied by the teacher and need prior
- 2) A student must possess a written consent from the parent before going on any educational tour, excursion or picnic.

SPORTS

The college offers coaching to prepare the students for participation in inter-college and inter-university sports championship 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 student regarding different career avenues open to them in their respective fields through notice board, organizing 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 Counseling 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 / ICC

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.

SC/ST/OBC/ Minority Cell

The cell works towards the sensitization of the students towards the marginalized and underprivileged sections of the society in an effort to establish social harmony amongst them. The teachers put in special efforts to help students tide over their weaknesses to achieve academic excellence.

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.

Internal Quality Assurance Cell (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 title 'Abhay Jyoti'. The students having a flair for writing, may submit their articles within the specified date for inclusion in the magazine.

Parent Teacher Association (PTA)

The Parent-Teacher Association is formed with an objective of promoting parents' participation in



different development 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.

Electoral Literacy Club

This club has been formed to create awareness among students & new voters about Electoral Process.

Alumni Association

The ex-students of the college under the aegis of 'alumni association' through their ideas and experiences can contribute constructively for the growth and development of their alma mater. The association provides valuable advice to the college authorities on academic and co-curricular activities and other pressing issues. The executive body consists of the following members.

- ❖ Principal of the College-Patron of the association
- ❖ President, Vice-President, Secretary and Treasurer are elected from amongst the Alumni.

*It is mandatory for the enrolled students to join at least one club or society other than the subjects societies. The students will be notified for registration of the same after the completion of the admission process. The Best volunteers (at least five) from different societies will be felicitated by the college authorities.

INFORMATION AND TECHNOLOGY LABORATORY (ITLAB)

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 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.

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.

Responsibilities of the students towards the Institution

All students of the college are expected to observe the following in the larger interest 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 moral and constitutional values as rooted in our multidimensional culture and enshrined in the Constitution of India, including respect for diversity of ideas and thoughts, inculcation of an inclusive culture without any preconceived notions of caste, colour, creed, gender and religion.

COMMITTEES: 2024-25

ADMISSION COMMITTEES

Dean of Students' Welfare : Dr. Rakesh K. Sharma

Dean Arts : Dr. Dinesh Singh Kanwar

B.A.-I

Dr. Sunil Chauhan (Convenor)
 Dr. Hem Raj
 Dr. Sneha
 Ms. Kanika Lakhanpal
 Ms. Raj Laxmi Negi
 Dr. Mrinalini Kashyap
 Dr. Sumit Gupta
 Ms. Mitali Dhareula
 Mr. Manav Chaudhary
 Mr. Anil Kumar
 Dr. Aastha Thakur
 Ms. Sushmita Negi
 Ms. Pratibha Thakur

B.A.-II

Dr. Vinod Kumar (Convenor)
 Dr. Kamini Shandil
 Dr. Poonam Kimta Chauhan
 Dr. P.L Verma
 Dr. Nikhil Sarta
 Dr. Sheetal Kumari
 Mr. Sujay Kapil

B.A.-III

Ms.. Vibha Saraswati
 Dr. Divya Sharma
 Dr. Savita Kumari
 Dr. Reena Dogra
 Mr. Ajay Kumar
 Dr. Divya Chauhan

Commerce : B.Com I/II/III:

**Dean Commerce :
 Dr. Ruby Kapoor**

Dr. Rajeev Sharma (Convenor)
 Ms.. Vijaita Changkum
 Dr. Shilpa Chauhan
 Dr. Dhanisha Negi

Sciences : B.Sc I/II/III:

**Dean Sciences :
 Dr. Shalini Chouhan**

Dr. Anupriya Sharma (Convenor)
 Dr. Nitika Gupta
 Dr. Neena Gautham
 Dr. Brij Mohan
 Dr. Kamini Sharma
 Dr. Neha Katoch
 Ms. Akanksha Sharma
 Ms. Anjna Devi



ADVISORY COMMITTEE :

Dr. Rakesh Sharma (*Convenor*)
Dr. Dinesh Singh Kanwar
Dr. Ruby Kapoor
Dr. Sunil Chauhan
Dr. Shalini Chouhan
Dr. Anupriya Sharma
Dr. Kamini Shandil
Dr. Nitika Gupta
Dr. Rajeev Sharma
Ms. Vibha Saraswati
Dr. Poonam Kimta Chauhan
Dr. P.L Verma
Mr. Sanjeev Negi (*Supdt. Grade-I*)
Mr. Inder Thakur (*Supdt. Grade-II*)

ANTI-RAGGING COMMITTEE

Dr. Rakesh Sharma
Dr. Dinesh Singh Kanwar
Dr. Ruby Kapoor
Dr. Sunil Chauhan
Dr. Shalini Chouhan
Mr. Sanjeev Negi (*Supdt, Grade- I*)
SDM (*Urban*)
SHO (*Boileauganj*)

ANNUAL REPORT COMMITTEE

Dr. Mrinalini Kashyap
Dr. Jitender Kumar Verma

BUILDING FUND COMMITTEE

MLA Shimla (*Urban*)
Principal
Member Secretary
(*Senior most Teacher*)
Councillor/President MC
(*His/ Her Nominee*)
XEN PWD (*His/ Her Nominee*)
Office Superintendent
President PTA
President CSCA
President OSA
Donor/ Contributor (*5000 & above*)

Bus Pass & Other Forms Attestation

Members: All faculty members
for their DSE-1 courses

Campus Beautification Committee:

Ms. Raj Laxmi Negi (*Convenor*)
Ms. Vijaita Changkum
Dr. Nikhil Sarta
Dr. Shilpa Chauhan
Dr. Reena Dogra
Ms. Pratibha Thakur
Ms. Akanksha Sharma
MS. Geeta Sharma(*Sr. Asst.*)
Mr. Pyare Lal (*JLA*)
Mr. Naveen Prakesh (*Clerk*)
Mr. Nokh Ram (*Class IV*)
Mr. Munawar

Canteen/ Refreshment Committee

Dr. Neena Gautam(*Convenor*)
Dr. Jitender Kumar Verma
Dr. Savita Kumari
Dr. Dhanisha Negi
Mr. Ajay Kumar
Dr. Kamini Sharma
Dr. Aasthaa Thakur
Ms. Akanksha Sharma
Ms. Anjana
Ms. Anupama Negi (*Asstt. Lib*)
Mr. Inder Thakur (*Supdt.Gr-II*)
Ms. Sarojini Devi (*Class IV*)

Career Counselling & Placement Committee

Dr. Ruby Kapoor(*Convenor*)
Dr. Nitika Gupta
Dr. Hem Raj
Ms. Vibha Saraswati
Ms. Raj Laxmi Negi
Dr. Divya Sharma
Dr. Dhanisha Negi
Dr. Sheetal Kumari



College Magazine

Chief Editor :	Dr. Mrinalini Kashyap
Science:	Dr. Neena Gautam
English :	Dr. Divya Sharma
Hindi:	Dr. Jitender Kumar Verma
Pahari:	Dr. Shilpa Chauhan
Sanskrit:	Mr. Anil Kumar
Commerce :	Dr. Rajeev Sharma
Planning:	Dr. P.L Verma
Computer Science :	Dr. Divya Chauhan
JMC :	Mr. Sujay Kapil
Tourism :	Dr. Nikhil Sarta
Chronicle :	Dr. Kamini Sharma

CSCA Committee

Dr. Rakesh Sharma (*Convenor*)
 Dr. Dinesh Singh Kanwar
 Dr. Ruby Kapoor
 Dr. Nitika Gupta
 Dr. Rajeev Sharma
 Dr. Nikhil Sarta
 Mr. Anil Kumar
 Mr. Dharmender Kumar
 Mr. Parmanand Sharma (*SLA*)
 Mr. Roshan Dogra

Cultural Committee for Youth Festival:

Group I

Dr. Dinesh Singh Kanwar (*Convenor*)
 Dr. Nitika Gupta
 Ms. Kanika Lakhanpal
 Dr. Jitender Kumar Verma
 Dr. Nikhil Sarta
 Ms. Mitali Dhareula
 Dr. Neha Katoch

Group III

Dr. Poonam Kimta Chauhan (*Convenor*)
 Dr. Sheetal Kumari
 Mr. Sujay Kapil
 Mr. Anil Kumar
 Dr. Neha Katoch
 Ms. Anupma Negi (*Asstt. Lib*)

Group II

Dr. Hem Raj (*Convenor*)
 Dr. Neena Gautam
 Ms. Vijaita Changkum
 Dr. Sumit Gupta
 Dr. Divya Sharma

Group IV

Dr. Kamini Shandil (*Convenor*)
 Dr. Sneh
 Dr. Reena Dogra
 Mr. Ajay Kumar
 Ms. Sushmita Negi

Disaster Management Cell

Ms. Vibha Saraswati (*Convenor*)
 Ms. Kanika Lakhanpal
 Dr. Jitender Kumar Verma
 Dr. Dhanisha Negi
 Mr. Sujay Kapil

Discipline Committee

Dr. Sunil Chauhan (*Convenor*)
 Dr. Vinod Kumar
 Dr. Kamini Shandil
 Dr. Nitika Gupta
 Dr. Poonam Kimta Chauhan
 Dr. Jitender Kumar Verma
 Dr. Nikhil Sarta
 Mr. Manav Chaudhary
 Mr. Ajay Kumar
 Mr. Anil Kumar
 Dr. Aastha Thakur
 Ms. Anupama Negi (*Asstt. Librarian*)
 Mr. Vijay Kumar
 Mr. Sohan Singh (*JLA*)
 Mr. Trilok Samta (*LA*)
 Mr. Khushwant Thakur (*LA, BCA*)



DSW & Grievance Redressal Committee

Dr. Rakesh Sharma ,DSW
Dr. Dinesh Singh Kanwar
Dr. Anupriya Sharma
Dr. Vinod Kumar
Dr. Kamini Shandil
Dr. Rajeev Sharma
Dr. Nikhil Sarta
Mr.Dharmender Kumar
Mr. Dikshit Namta
Mr. Roshan Dogra

Eco-Club

Dr. Shalini Chouhan (*Convenor*)
Dr. Anupriya Sharma
Ms. Vibha Saraswati
Dr. Jitender Kumar Verma
Dr. Kamini Sharma
Ms. Sushmita Negi
Ms. Akanksha Sharma
Ms. Prem Dei (*LA*)

Education Tours & Excursions

Dr. Kamini Shandil (*Convenor*)
Dr. Poonam Kimta Chauhan
Ms. Vijaita Changkum
Dr. Nikhil Sarta
Mr. Ajay Kumar
Mr. Anil Kumar
Mr. Parmanand Sharma
Ms. Tara Devi

Energy Club

Dr. Brij Mohan (*Convenor*)
Dr. Sheetal Kumari
Dr. Kamini Sharma

First Aid Committee:

Dr. Nitika Gupta (*Convenor*)
Dr. Savita Kumari
Mr. Anil Kumar
Ms. Sushmita Negi
Ms. Parul Jhingta
Mr. Dharmender Kumar
Mr. Hem Chand (*SLA*)
Mrs. Heera Devi (*Class IV*)

Freshers & Farewell Committee

Dr. Poonam Kimta Chauhan (*Convenor*)
Ms. Raj Laxmi Negi
Dr. Shilpa Chauhan
Dr. Divya Sharma
Ms. Mitali Dhareula
Mr. Sujay Kapil
Mr. Anil Kumar
Dr. Aastha Thakur
Ms. Sushmita Negi
Dr. Neha Katoch

General College Development & Purchase Committee

All members of Advisory Committee

Invitation Committee

Dr. Jitender Kumar Verma (*Convenor*)
Dr. Nikhil Sarta
Ms. Mitali Dhareula
Mr. Inder Kumar (*Supdt. Grade- II*)
Mr. Hem Chand (*SLA*)

IQAC

Dr. Dinesh Singh Kanwar (*Coordinator*)
Dr. Sunil Chauhan
Dr. Shalini Chouhan
Dr. Anupriya Sharma
Dr. Nitika Gupta
Dr. Rajeev Sharma
Ms. Vibha Saraswati
Dr. P.L Verma
Dr. Mrinalini Kashyap
Dr. Raja Ram Chauhan(*Ext.*)
Dr. Surinder Mattu(*Ext.*)
PTA President
OSA President
Mr. Sanjeev Negi (*Supdt. Grade-I*)

Leave Sanction Committee

For 1-3 days leave: Subject teacher
(DSC -1)
4-6 days leave: DSW
Leave for 7 days and above:**Principal**



Library Committee

Ms. Vibha Saraswati (*Convenor*)
 Dr. Jitender Kumar Verma
 Dr. Aastha Thakur
 Ms. Pratibha Thakur
 Ms. Akanksha Sharma
 Ms. Anupama Negi (*Asstt. Lib*)
 Ms. Kusum (*Asstt. Lib*)
 Ms. Raksha Jokta (*LA,BCA*)

Mic & Sound

Dr. Brij Mohan
 Dr. Neha Katoch
 Mr. Dharmender Kumar
 Mr. Rishi Pal (*LA*)
 Mr. Sita Ram (*Class-IV*)
 Mr. Subhash Chand (*Class IV*)

Mid -Term Exam Committee

Dr. Shalini Chouhan (*Convenor*)
 Ms. Vibha Saraswati
 Dr. P.L Verma
 Ms. Raj Laxmi Negi
 Dr. Jitender Kumar Verma
 Dr. Divya Sharma
 Mr. Anil Kumar
 Mr. Hem Chand (*SLA*)
 Mr. Trilok Samta (*LA*)
 Mr. Sita Ram (*Class IV*)

NEP Committee

Dr. Shalini Chouhan (*Convenor*)
 Dr. Rajeev Sharma
 Dr. Nikhil Sarta
 Mr. Ajay Kumar
 Dr. Neha Katoch

PM- USHA

Dr. Rakesh Sharma(*Convenor*)
 Dr. Shalini Chouhan
 Dr. Rajeev Kumar
 Dr. Sumit Gupta
 Mr. Sujay Kapil

Press & Photography

Mr. Sujay Kapil
 Mr. Anil Kumar
 Ms. Sushmita Negi
 Mr. Dharmender Kumar
 Mr. Dikshit Namta

Printing Works Committee

Dr. Poonam Kimta Chauhan (*Convenor*)
 Dr. P.L Verma
 Dr. Sheh
 Dr. Jitender Kumar Verma
 Dr. Brij Mohan
 Mr. Sujay Kapil
 Ms. Alka Dixit
 Mr. Vijay Kumar
 Mr. Subhash Chan (*Class IV*)

Prospectus Committee

Dr. Shalini Chouhan (*Convenor*)
 Dr. P.L Verma
 Dr. Rajeev Sharma
 Dr. Sneha
 Dr. Reena Dogra
 Ms. Mitali Dhareula
 Mr. Rahul Rithwan (*JOA - IT*)
 Ms. Sapna Sharma (*Lib Asstt.BCA*)

RRC/YRC

Dr. Anupriya Sharma (*Convenor*)
 Dr. Nitika Gupta
 Ms. Kanika Lakhnarpal
 Dr. Kamini Sharma
 Ms. Akanksha Sharma
 Ms . Anjana



Reception Committee

Dr. Rakesh Sharma (*Convenor*)
Dr. Dinesh Singh Kanwar
Dr. Ruby Kapoor
Dr. Sunil Chauhan
Dr. Shalini Chouhan
Dr. Anupriya Sharma
Dr. Nitika Gupta
Dr. Rajeev Sharma
Ms. Vibha Saraswati
Dr. Poonam Kimta Chauhan
Dr. P.L Verma

Result Compilation Committee

Ms. Kanika Lakhanpal (*Convenor*)
Dr. Sumit Gupta
Dr. Jitender Kumar Verma
Dr. Brij Mohan
Mr. Ajay Kumar
Dr. Anil Kumar
Dr. Aastha Thakur
Dr. Nidhi Thakur
Dr. Dharmender Kumar
Mr. Khushwant Thakur
Mr. Roshan Dogra

Road Safety Club

Dr. Sunil Chauhan (*Convenor*)
Dr. Sneha
Dr. Jitender Kumar Verma
Mr. Ajay Kumar
Ms. Kusum (*Asstt. Lib*)

Stage Conduct Committee

Dr. Mrinalini Kashyap
Dr. Jitender Kumar Verma

SC/ST/OBC/Minority Committee

Dr. Ruby Kapoor (*Convenor*)
Dr. Rajeev Sharma
Ms. Raj Laxmi Negi
Mr. Manav Chaudhary
Mr. Ajay Kumar
Ms. Anjana Devi

Scholarship Committee

Dr. Sunil Chauhan (*Convenor*)
Dr. Rajeev Sharma
Ms. Kanika Lakhanpal
Dr. Sumit Gupta
Dr. Shilpa Chauhan
Ms. Mitali Dhareula
Dr. Neha Katoch
Dr. Nidhi Thakur
Mr. Trilok Samta (*LA*)

Seating Arrangement

Dr. Vinod Kumar (*Convenor*)
Dr. Rajeev Sharma
Ms. Raj Laxmi Negi
Dr. Sumit Gupta
Dr. Reena Dogra
Mr. Manav Chaudhary
Mr. Ajay Kumar
Mr. Sohan Singh (*JLA*)

Stage Decoration Committee

Dr. Shilpa Chauhan (*Convenor*)
Dr. Divya Sharma
Dr. Sheetal Kumari
Dr. Kamini Sharma
Mr. Anil Kumar
Ms. Pratibha Thakur
Ms. Akanksha Sharma

Time Table Committee

Dr. P.L Verma (*Convenor*)
Ms. Vijaita Changkum
Dr. Sumit Gupta
Dr. Brij Mohan

Website Committee

Dr. P.L Verma (*Convenor*)
Dr. Nikhil Sarta
Dr. Divya Chauhan
Mr. Vijay Kumar
Mr. Dharmender Kumar



ESTD. 1984

Sports: Senior Most Team Incharge Will Be A Member Of Sports Committee

TEAM INCHARGES :

Athletics (Men & Women)

Dr. Shilpa Chauhan
Mr. Sujay Kapil

Boxing (Men & Women)

Dr. Rajeev Sharma
Ms. Raj Laxmi Negi

Handball (Men & Women)

Dr. Poonam Kimta Chauhan
Ms. Pratibha Thakur

Hockey (Men & Women)

Dr. Nitika Chauhan
Mrs. Anupama Negi

Kho-Kho (Men & Women)

Dr. Divya Sharma
Mr. Ajay Kumar

Taekwondo (Men & Women)

Ms. Sushmita Negi
Ms. Alka Dixit

Wrestling (Men & Women)

Dr. Neena Gautam
Dr. Mrinalini Kashyap

Badminton (Men & Women)

Dr. Kamini Shandil
Dr. P.L. Verma

Chess (Men & Women)

Ms. Akanksha
Ms. Anjana

Football (Men & Women)

Dr. Jitender Kumar Verma
Dr. Neha Katoch

Judo (Men & Women)

Ms. Kusum
Mr. Dharmender Kumar

Shooting (Men & Women)

Dr. Sheetal Kumari
Mr. Manav Chaudhary

Volleyball (Men & Women)

Dr. Brij Mohan
Dr. Aastha Thakur

Basketball (Men & Women)

Dr. Hem Raj
Ms. Vibha Saraswati

Cricket (Men)

Dr. Nikhil Sarta
Dr. Kamini Sharma

Cross Country (Men & Women)

Ms. Mitali Dhareula
Mr. Anil Kumar

Kabaddi (Men)

Dr. Reena Dogra
Mr. Vijay Kumar

Table Tennis (Men & Women)

Dr. Sneha
Ms. Parul Jhingta

Weight Lifting (Men & Women)

Dr. Kanika Lakhanpal
Mr. Rahul Rithwan (JOA-IT)

Wushu (Men & Women)

Dr. Sumit Gupta
Dr. Savita Kumari

Women Cell/Anti-Sexual Harassment/ICC Committee

Dr. Ruby Kapoor (Convenor)
Dr. Shalini Chouhan
Dr. Kamini Shandil
Dr. Nitika Gupta
Ms. Vibha Saraswati
Dr. Poonam Kimta Chauhan
Dr. Jitender Kumar Verma
Dr. Divya Sharma
Dr. Savita Kumari
Mr. Anil Kumar
Ms. Kusum (Asstt. Librarian)
Ms. Prem Dei (JLA)

OTHERS

Bursar:

Coordinator PGDCA:

Coordinator BCA:

AISHE Nodal Officer:

Nodal Officer Add-on:

NCC:

NSS:

R&R:

Dr. Rakesh Sharma
Dr. Rakesh Sharma
Dr. Dinesh Singh Kanwar
Dr. Rajeev Sharma
Dr. P.L. Verma
Mr. Ajay Kumar
Dr. Sneha
Dr. Jitender Kumar Verma
Dr. Hem Raj
Dr. Divya Chauhan



B.A. First Year

Subject	Course Type	Course Title	Course Code
English	Compulsory	English Core	ENG CE 101
	DSC I A Core	English Literature 1 (Essays, Stories & Poems)	ENG DSC 102
	DSC I B Core	(Essays, Short Stories and Poems)	ENG DSC 103
	AECC - 2	Writing Skills	ENG AECC 104
English Hons	Core Course	Indian Classical Literature	ENG HONS 101
	Core Course	European Classical Literature	ENG HONS 102
	Core Course	Indian Writing in English	ENG HONS 103
	Core Course	British Poetry & Drama: 14 -17 Century	ENG HONS 104
Hindi	Compulsory	प्रयोजन मूलक हिन्दी	HIND 101
	DSC I A Core	हिन्दी साहित्य का इतिहास	HIND 102
	DSC I B Core	मध्य कालीन हिन्दी कविता	HIND 103
	AECC - 2	हिन्दी भाषा और संप्रेषण	HIND 104
Sanskrit	DSC - IA	संस्कृत काव्य	SKT DSC 10 1
	DSC - 1B	संस्कृत गद्य काव्य	SKT DSC 102
	SKT/HINDI/MIL -I	नीति साहित्य	SKT DSC 103
	AECC	उपनिषद् श्रीमद् भागवत गीता तथा पाणिनीय व्याकरण	SKT AECC 104
Economics	DSC A	Principles of Micro Economics -I	ECONA 101
	DSC B	Principles of Micro Economics -II	ECONA 102
Mathematics	Core Course I	Differential Calculus	MATH 101
	Core Course II	Differential Equations	MATH 102
Pol. Science	DSC I A	Introduction to Political Theory	POLS-101
	DSC I B	Indian Government & Politics	POLS-102
Public Admn.	Core DSC -I A	Administrative Theory	PUBA 101 -A
	Core DSC -I B	Indian Administration	PUBA 102 -A
Geography	Core Course (CC) I	Physical Geography	GEOGP 101 -CC
	Core Course (CC) 2	General Cartography	GEOGP 102 -CC
Sociology	Core Courses DSC-I A	Introduction to Sociology	SOCL-A 101
	Core Courses DSC-II A	Society in India	SOCL-A1 02
History	DSC-A IA	History of India from the earliest times up to C300CE	HIST (A) 101
	DSC-II (IB)	History of India from C300 to 1206	HIST (A) 102
Philosophy	Core Course (CC)	Introduction to Philosophy	PHILA 101 CC
	Core Course (CC)	Indian Philosophy 1	PHILA 102 CC
Physical Education	Core Course	Introduction to Physical Education	PED 101
	Core Course	Olympic movement and organisation of tournament	PED 102
Tourism & Travel Management	DSE IA	Introduction of Tourism and Travel Management	TTMC 101
	DSC IB	Tourism Resources of India	TTMC 102
Music V/Inst.	DSE 1 A (Core)	Theory of Indian Music	MUSA 101 TH
	DSC 2 A (Core)	Practical (Stage performance)	MUSA 102 PR
	DSC 1 B (Core)	Theory of Indian Music General and Biographies	MUSA 103 TH
	DSC2 B(Core)	Practical (Viva Voice)	MUSA 104 PR
JMC	DSC1A	Principles of Communication	BJMC PAC 101
	DSC1B	Introduction to Radio & TV	BJMC PAC 102



B.Sc. First Year

Subject	Course Type	Course Title	Course Code
Physics	DSE- I A	Mechanics	PHY 101
	DSE- I B	Electricity, Magnetism and EMT	PHY 102
Chemistry	DSC-I A	Structure of Atom & Org. Chemistry	CHEM 101 TH
	DSC-I B	State of matter, & functional organic Chemistry	CHEM 102 TH
Mathematics	Core Course I	Differential Calculus	MATH 101
	Core Course II	Differential Equations	MATH 102
Botany	DSC-I A	Biodiversity (Microbes Algae Fungi & Arch.)	BOTA 101
	DSC-I B	Plant Ecology & Taxonomy	BOTA 102
Zoology	DSC-I A	Animal Diversity	ZOOL 101TH
	DSC-I B	Comparative Anatomy & Development al Biology of Vertebrates	ZOOL 102 TH
Computer Science	Core Course II	Problems Solving Using Computers	COMP 101 TH
	Core Course IV	Software Lab Using Python	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. First Year

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

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



ACADEMIC CALENDER (TENTATIVE)

College Reopens	July 13, 2024
Regular Teaching Commences	July 23, 2024
Principal's Address to new Students	1st week of August, 2024
Practical Work for the Classes Begin	As per University Schedule
Fresher's Day	First Week of September, 2024
Filling Scholarship Forms	September, 2024
PTA Meeting	September 14, 2024
Functions of Subject Societies	September-November, 2024
Diwali Break	October 29 to November 2, 2024
Mid-Term Examination	December, 2024
Inter-College Youth Festival & Sports	As per University Schedule
Deadline for submission of articles for College Magazines	December 15, 2024
Filling of Annual Forms	As per University Schedule
Annual NSS Camp	Last Week of December, 2024
Winter Break	January 1 to February 4, 2025
Annual Prize Distribution Function	February, 2025
Farewell to Outgoing Students	Last Week of February, 2025
Annual Examination	March, 2025



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 class rooms, Principal's office and staff room.
- ➔ Assignments, mid-term Tests and 75% attendance in the classes are compulsory for internal assessment.
- ➔ Absenting from a class for 10 consecutive days may render the students' names to be struck off.
- ➔ Outsiders are not allowed in the college campus, however, in case of any official work entry 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 and around the campus.

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

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 COMMITTEE (2024-25)

Dr. Gopal Chauhan (<i>Principal</i>)	9418482268
Dr. Rakesh Sharma (<i>DSW</i>)	9481095808
Dr. Dinesh Singh Kanwar	9418626090
Dr. Ruby Kapoor	7018307146
Dr. Sunil Chauhan	9418494888
Dr. Shalini Chouhan	9418233530
Mr. Sanjeev Negi, (<i>Supdt. Grade- I</i>)	9418455397
SDM (Urban)	0177-2657007
SHO (Boileauganj)	0177-2630193

UGC Toll Free No.18001805522
UGC Website:helpline@antiragging.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 RGGC. The college does not accept 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, teacher and non-teaching staff in accordance with section 4(1) of sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013, RGGC has an internal Women Grievances Harassment Cell to address such complaints.



Utkrisht Mahavidyalya

RAJIV GANDHI GOVERNMENT COLLEGE

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

(NAAC ACCREDITED, CO-EDUCATIONAL)

₹50/-