



# Prospectus 2025-26



**Rajiv Gandhi Government College**  
Chaura Maidan, Shimla-4 (HP)

☎ +91 177 2653291 🌐 [www.gccm.ac.in](http://www.gccm.ac.in)

Arts  
Commerce  
Science

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## **FROM THE PRINCIPAL'S DESK**

Dear Students,

It gives me immense pleasure to welcome you as you prepare to embark on the exciting journey of higher education. College opens the door to endless possibilities for learning, development, and self-discovery. It is a time to explore new interests, meet diverse people, and develop the skills that will effectively shape your future.

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 strengthen your academic foundation but also prepare you for the challenges and opportunities that await you in the future.



We, in RGGC, Chaura Maidan, Shimla believe in the capacity of every student to grow and excel, nurturing their talents and potentials. Our college is committed to providing a supportive and inclusive environment that fosters academic excellence, creativity, and integrity. We encourage our students to embrace challenges, develop critical thinking, and become responsible citizens ready to contribute positively to society. We exhibit commitment to blending theory with practical learning for industry readiness and global excellence. Our emphasis is to combine intellectual growth with moral and character development.

Teaching-Learning is at the core of the institutional ethos. We are constantly making efforts to maintain standards and innovate to improve the quality of education. We follow a student-centric approach. Field Trips, Symposium, Seminars, remedial classes are just some examples. We do our best to extend and encourage learning beyond the classroom.

Teachers are trained as empowered agents to bring social change. The classroom is looked upon as a site of engaged learning, reflective action and participatory pedagogy. Further, RGGC has adequate infrastructure to cater to the needs of our students. We have ICT enabled classrooms, well stocked library, a multipurpose auditorium, a gymnasium, a basketball court and a canteen.

We also take pride in being an environmentally conscious institution. We follow the cardinal principle of Reduce, Re-use and Recycle. We have been taking several initiatives to reduce our carbon footprint and will continue to do so. The college campus is a natural locale where life blooms and provides a joyful environment for RGGC Community.

As you undertake this fulfilling journey, remember that your time here is what you make of it. Embrace every opportunity, learn from every challenge, and strive for excellence in all that you do. Your hard work and determination will lead you to success.

Best of luck to each one of you as you begin this new chapter of your academic journey.

**Dr. Gopal Chauhan**  
**Principal**



## A BRIEF PROFILE OF RAJIV GANDHI GOVERNMENT COLLEGE, SHIMLA

**Established: 1984 | Affiliated to HPU, Shimla | NAAC Accredited 'B' Grade**

### A Legacy of Learning in the Heart of Shimla

Nestled amidst the serene surroundings of Inverarm Hill, one of Shimla's historic seven hills, Rajiv Gandhi Government College, Chaura Maidan, Shimla—popularly known as Kotshera College—has been a beacon of higher education since 1984.

Located just 3 km from the Old Bus Stand and easily accessible from Mall Road, Boileauganj, and Summer Hill, the campus offers both connectivity and tranquillity. It lies a short walk from the 103 Bus Stop and Shimla Railway Station, making it highly convenient for students from across the city.

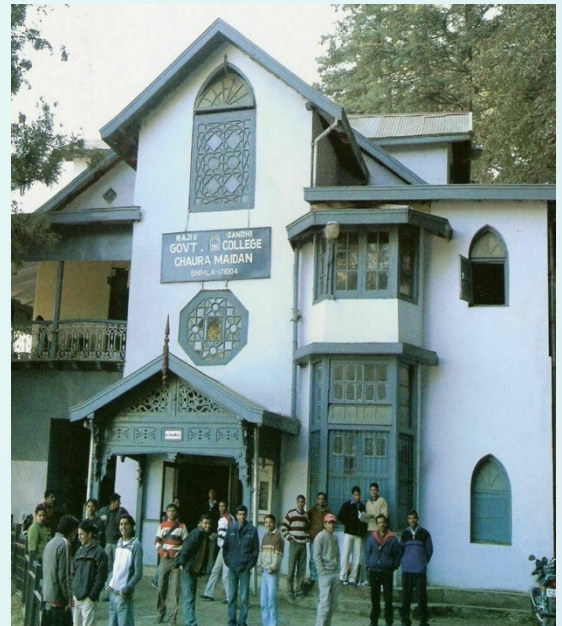
### A Campus Steeped in History and Nature

Set against the backdrop of snow-capped mountains and lush forests, the college is reached via a shaded trail opposite the iconic Cecil Hotel. The campus is adorned with rare *Cryptomeria japonica* trees and surrounded by landmarks like the Academy of Indian Audit and Accounts, Yarrows, and Annadale Helipad.

The institution takes its name from the historic Kotshera House, originally a colonial-era mansion linked to a family from Gujranwala (now in Pakistan). Before becoming a college, it served as the office of the Himachal Pradesh State Education Board.

### Academic Excellence & Professional Growth

From humble beginnings as the Humanities Wing of GDC Sanjauli, the college emerged as an independent institution in 1984 and has since flourished into one of Himachal Pradesh's premier co-educational colleges, with over 3,000 students enrolled.



### Courses Offered

#### Undergraduate Degree Programs

- Bachelor of Arts (B.A.)
- Bachelor of Science (B.Sc.)
- Bachelor of Commerce (B.Com.)

#### Professional Programs

- Bachelor of Computer Applications (B.C.A.)
- Post Graduate Diploma in Computer Applications (P.G.D.C.A.)



## **Honours Program**

- English Honours (Among the few colleges in Himachal Pradesh offering this specialization)

## **Skill-Based Add-On Course**

- Offered under Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

## **Modern Infrastructure for Holistic Development**

The college boasts modern, student-friendly infrastructure, including:

- Smart Classrooms with audio-visual tools
- Science and IT Laboratories
- Language Lab
- Library with extensive resources
- Conference Room & Seminar Room
- Multipurpose Auditorium
- Gymnasium & Sports Ground
- Hygienic Canteen

## **Beyond Academics: Fostering Responsible Citizens**

At Kotshera, education goes beyond textbooks. The college promotes a holistic approach to learning through:

- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Rovers and Rangers
- Eco Club
- Red Ribbon Club

These initiatives nurture social awareness, leadership, and a deep sense of civic duty.

## **Affiliation & Recognition**

- Affiliated to Himachal Pradesh University (HPU), Shimla
- Recognized by the University Grants Commission (UGC) under 2(f) and 12(B)
- Accredited with 'B' Grade by NAAC with CGPA 2.43



## VISION, MISSION & VALUES



### Vision

The college is committed to the dissemination of knowledge aimed at the holistic development of young minds. It strives to nurture students into well-rounded individuals equipped with critical thinking skills, practical competencies, unwavering confidence, and above all, a strong character rooted in honesty, kindness, sincerity, and integrity.

### Mission

- To promote and nurture students' creativity by engaging them in meaningful academic, cultural, and athletic pursuits.
- To motivate, empower, and equip students with essential life skills, effective communication abilities, and leadership qualities to succeed in a dynamic, globalized world.
- To pursue academic excellence through the adoption of innovative teaching and learning methodologies.
- To develop students' technological and analytical capabilities, enabling them to thrive in both personal and professional domains.
- To foster a culture that upholds ethical values and professional conduct, contributing to the development of a harmonious and progressive society.



### Values

- Inspiring Work Environment
- Honesty and Integrity
- Punctuality and Dedication
- Pursuit of Excellence

**STAFF: TEACHING, NON-TEACHING (LAB & ADMINISTRATIVE OFFICE)**

**Principal**

Dr Gopal Chauhan

**Faculty of Arts / Humanities / Social Sciences**

**Department of Economics**

Dr. Rakesh Sharma  
Dr. P.L. Verma

**Department of English**

Dr. Poonam Kimta Chauhan  
Dr. Priyanka Vinta  
Dr. Mrinalini Kashyap  
Dr. Divya Sharma  
Ms. Mitali Dhareula  
Ms. Sushmita Negi  
Vacant

**Department of Geography**

Ms. Vibha Saraswati  
Ms. Kanika Lakhanpal

**Department of Hindi**

Dr. Jitender Kumar Verma  
Dr. Reena Dogra

**Department of History**

Ms. Raj Laxmi Negi  
Ms. Anju Devi  
Dr. Kishori Lal Chandel

**Department of Journalism & Mass  
Communication**

Mr. Sujay Kapil

**Department of Music – Instrumental**

Dr. Kamini Shandil

**Department of Music – Vocal**

Dr. Hem Raj

**Department of Philosophy**

Vacant

**Department of Political Science**

Dr. P.D. Kaushal  
Mr. Ajay Kumar  
Ms. Pratibha Thakur  
Vacant

**Department of Physical Education**

Dr. Vinod Kumar

**Department of Public Administration**

Mr Ashish Negi

**Department of Sanskrit**

Mr. Anil Kumar

**Department of Sociology**

Dr. Sneha

**Department of Tourism & Travel  
Management**

Dr. Nikhil Sarta

**Faculty of Commerce**

Dr. Rajeev Sharma  
Ms. Vijaita Changkum  
Dr. Shilpa Chauhan

Dr. Dhanisha Negi  
Mr. Sandeep Kumar



## Faculty of Sciences (Medical & Non-Medical)

### Department of Botany

Dr. Anupriya Sharma  
Ms. Anjna Devi

### Department of Chemistry

Dr. Nitika Gupta  
Dr. Neena  
Dr. Kamini Sharma

### Department of Mathematics

Dr. Sumit Gupta  
Dr. Aastha Thakur  
Vacant

### Department of Computer Science

Dr. Divya Chauhan

### Department of Physics

Dr. Brij Mohan  
Dr. Neha Katoch

### Department of Zoology

Dr. Shalini Chouhan  
Ms. Akanksha Sharma

## Self-Financing Courses

### Department of BCA & PDGCA

Ms. Alka Dixit  
Dr. Nidhi Thakur  
Ms. Parul Jhingta

Mr. Vijay Kumar  
Mr Dharmender Kumar

## Non-Teaching Staff (Lab & Administrative Office)

### Administrative Staff

Mr. Ashwani Thakur	Supdt Grd-II
Ms. Geeta Sharma	Sr. Assistant
Mr. Naveen Prakash	Clerk
Mr. Rahul Rithwan	JOA IT
Mr. Sanjay Kumar	JOA IT
Mr. Dikshit Namta	Clerk, BCA
Mr. Khushwant Thakur	LA, BCA
Mr. Roshan Dogra	DEO, PTA

### Support Staff

Mr. Sita Ram	Peon
Mr. Subhash Chand	Peon
Ms. Hira Devi	Peon
Ms. Sarojni Sharma	Peon
Ms. Pushpa	Peon
Mr. Nand Lal	PTWC

### Laboratory Staff

Mr. Parma Nand	SLA
Mr. Virender Kumar	SLA
Mr. P.L Kashyap	JLA
Mr. Sohan Singh	JLA
Ms. Satya Devi	LA
Mr. Trilok Chand	LA
Ms. Tara Devi	LA
Mr. Rishi Pal	LA
Ms. Prem Dei	LA
Mr. Manish Kumar	LA, PGDCA
Ms. Sapna Sharma	LA, BCA
Ms. Raksha Jokta	LA, BCA

### Library Staff

Ms. Anupama Negi	Asst. Librarian
Ms. Kusum	Asst. Librarian

**ADMISSION SCHEDULE (FOR B.A./B.SC./B.COM. I YEAR)**

Particular	Period	Days
Submission of admission forms (Online Only)	01-06-2025 to 19-06-2025	19 Days
Pre-Admission Counselling of Students	13-06-2025 to 19-06-2025	07 Days
Display of First Merit List (UG First Year)	20-06-2025 up to 05:00 PM	
Fee to be deposited	21-06-2025 to 23-06-2025	03 Days
Display of Second Merit List	24-06-2025 up to 03:00 PM	
Fee to be Deposited	25-06-2025 to 27-06-2025	03 Days

**Note:** a) Do not miss the admission, after online submission of form, students should check their phone SMS and e-mail for any comment/discrepancy removal so as to complete form-verification before the last day of admission  
b) Any change in the admission schedule, if notified by HP University, will be displayed on the notice board and on the college website. The admission to First Year shall be strictly on the basis of merit, and the roster reservation of HPU will be applicable.

**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 shall be issued by a gazetted officer or the panchayat pradhan in the case of private candidates. **The character certificate should not be older than six months on the day of submission of the admission form.**
5. Certificates issued by competent authority for availing the benefit of reservation or relaxation in age in the category concerned, i.e., SC/ST/OBC/Person with Disabilities/Economically Weaker Section/Ex Serviceman (or EWS)/Ward of Freedom Fighter.
6. Any gap in the academic career of an applicant must be supported by documentary evidence/affidavit as proof of his/her activities during the period of the 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 certificates need to be submitted by candidates coming from boards/universities other than H.P. Board of School Education/H.P. University.

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

Students of B.A. / B.Com. II and III Years 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.

Particular	Period	Days
Admission to UG classes on Roll On Basis	01-06-2025 to 19-06-2025	19 Days
Fee to be deposited	12-06-2025 to 23-06-2025	12 Days

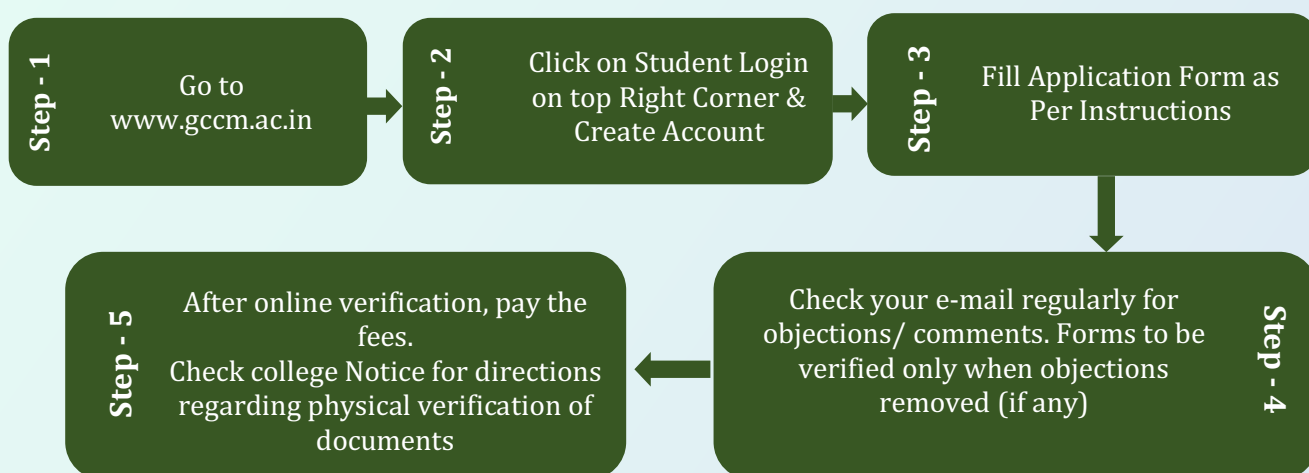
**Note:** Admit Card of Annual Examination (Previous Class) is Mandatory for Seeking Admission in B.A./B.Sc./B.Com. II and III year

## ADMISSION PROCEDURE & CRITERIA (For First Year Students)

### General Instructions

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

1. A candidate seeking admission to the first year should apply online. The form, complete in all respects, must be submitted through the college website.
2. Before applying for admission, students must obtain an APAAR (Automated Permanent Academic Account Registry) ID linked to DigiLocker and also sign an online anti-ragging pledge.
3. The eligibility criteria for admission to B.A., B.Sc. and B.Com. in the first year are strictly as per the latest ordinances/guidelines/calendar notified by Himachal Pradesh University.
4. Candidates are required to upload the original documents and a recent passport- size photograph.
5. The admission form recommended by the admission committee and approved by the principal entitles a candidate to deposit the prescribed fee within the stipulated time period.
6. Change of subject is allowed only with the permission of the principal. A change of faculty, i.e., from science to arts or vice versa, is permissible only if the candidate has the required percentage of marks as specified for admission to that faculty.
7. College authorities may discontinue a course if adequate number of students are not available/ enrolled in that particular course.
8. Roster for reservation of seats in various categories shall be as per rules of H.P. University, Shimla
9. Incomplete admission forms will not be entertained.
10. All admissions will be as per the admission schedule notified by HP University from time to time.
11. Students admitted to the college will have to abide by all the rules and regulations of the college as stipulated in the prospectus/student's charter.





## Eligibility Condition

1. The applicant must have passed the +2 examination under 10+2 or an equivalent thereof of a board/university established by law in India with five subjects (including English or any language [subject to eligibility conditions] as a compulsory subject).
2. Applicants 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, and 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 the Arts Stream with a minimum of 33% marks will be given preference in the BA programme.
5. Provided that a student who has passed the qualifying exam with a minimum of 40% marks in the 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 the +2 level and attained a minimum of 45% marks.
6. A student who has passed *Shashtri* or *Prak Shashtri* from Sanskrit Colleges affiliated with the HPU or *Rashtriya Sanskrit Sansthan* (Deemed University) under MHRD, Govt. of India, shall be eligible for admission to the Arts stream only, provided that the candidate has passed *Prak Shastri* or *Shastri* with English as one of the subjects.
7. The upper age limit for admission to B.A./B.Com. First Year is 23 years as of 1 July 2025, and for girls, it is 25 years as of 1 July 2025. Age relaxation of three years is allowed in the 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. **University Ordinance shall be strictly adhered to in admission to all the classes.**
12. There is no provision of compartment in the National Open School, New Delhi. So, a candidate who failed in any one or more than one subject(s) is not eligible for admission to the college and will not be admitted as per university ordinance/rules.
13. Admission of a student is liable to be cancelled in case he/she furnishes incomplete/wrong/false information or in case of concealment of facts. Disciplinary action will also be taken against such a candidate.

**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 the 10+2 pass marks sheet issued by a recognised board.
4. One copy of the H.P. Domicile certificate for girl students (for exemption of tuition fee).
5. An 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 a board/university other than H.P. will have to produce his/her migration certificate in original.
7. Gap Year Undertaking to be attached wherever applicable.
8. One copy of the SC/ST certificate from the Magistrate (Class-1) for seeking relaxation in age and benefit of reservation in the respective category.
9. One copy of the 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 the 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 a Gazetted Class-1 Officer or the Pradhan of the concerned Gram Panchayat or President of the concerned Nagar Panchayat / Municipality.
- *The candidate having a compartment at the 10+2 level is not eligible for admission.*
- ***The original certificates are mandatory at the time of physical verification.***
- Students must furnish the information of their latest email and Aadhar number.
- The students seeking admission to the 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 combinations 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 Travel Management	Journalism and Mass Communication	Physical Education

A candidate has to choose two subjects from the above list, 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 Travel Management), any subject from Group – I, Group – III or Group – IV may be chosen as DSC – II.

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

2) A student opting for History/Political Science/JMC/Geography/Economics/English/ English Honours 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: Environmental Science: 1 Course
6. AECC 2 – English: 1 Course

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

### Availability of Seats

Stream	Course/Subjects	Total Seats Available		
		DSC – I	DSC – II	Total
<b>BA</b>	Political Science	160	80	240
	History	160	80	240
	Sociology	80	60	140
	Hindi	80	60	140
	Geography	80	60	140
	Public Administration	80	60	140
	Economics	80	60	140
	English	80	60	140
	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>B.Com.</b>	Commerce	180		180
<b>BA (Honours)</b>	English Honors	15		15
<b>B.Sc.</b>	Chemistry	40	120	160
	Mathematics	30	50	80
	Physics	30	50	80
	Botany	30	50	80
	Zoology	30	50	80
	Computer Applications	40		40



**ROSTER (120 POINT)**

Our institution follows the reservation policy of H.P. Government and H.P. University, Shimla in admissions. The following reservations are available, which are filled according to the reservation roster devised by H.P. University, Shimla:

Schedule Caste (SC)	15%	Cultural Activities (CUL)	5%
Schedule Tribe (ST)	7.5%	Persons with disability (PC)	5%
Sports (SP)	5%		

These reservations will be applicable to:

- Those who have passed their qualifying examination from H.P. Board of School Education or from any other Schools located within territorial Jurisdiction of Himachal Pradesh or Bonafide resident of Himachal Pradesh.
- Sports and cultural seats will be allotted to those events which are recognized by HPU sports and co-curricular council.
- The final decision under sports and cultural quota will be with the respective committees constituted for the same.

**120 POINTS RESERVATION ROSTER FOR ADMISSION**

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

**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 proof of her status as a single girl child.

## ADMISSION PROCEDURE AND GUIDELINES

### (For B.A./B.Com./B.Sc. II & III Year)

1. Admission to these classes is done on a 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 out the online admission form and deposit the prescribed fee by the 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 for the 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, and DSC-3 courses in B.Sc. For details the student may refer to the table titled 'CBCS Scheme for Undergraduate 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 for a 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 Undergraduate Programme of Arts, Commerce, Science and English Honours'

Note: 1) A student who fails to fill out the online admission form and deposit the prescribed fee within the stipulated period under the Roll-on system will not be allowed to attend the classes and appear in the Annual Examination.

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



### Certificate Courses

The SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform of government of India, offers a wide range of online courses, including those for which students can obtain certificates after completing a proctored exam. To access these courses and potential certifications, students are advised to register on the SWAYAM website with their APAAR (Automated Permanent Academic Account Registry) ID. APAAR ID provides a digital identity for students in the education ecosystem. Besides this, various departments of the institution are also offering different certificate courses to the students. The interested students are directed to contact the concerned head of the department(s) for admission in the certificate courses.

## SUBJECTS AND COURSES OFFERED DURING FIRST YEAR

### 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	English Literature 2 Poems, Short Stories & Essays	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: 14th-17th Century	ENG HONS 104
Hindi	Compulsory	प्रयोजनमूलक हिंदी	HIND 101
	DSC I A Core	हिंदी साहित्य का इतिहास	HIND 102
	DSC I B Core	मध्यकालीन हिंदी कविता	HIND 103
	AECC - 2	हिंदी भाषा और संप्रेषण	HIND 104
Sanskrit	DSC - IA	संस्कृत काव्य	SKT DSC 101
	DSC - 1B	संस्कृत गद्य काव्य	SKT DSC 102
	SKT/HINDI/MIL-I	नीति साहित्य	SKT DSC 103
	AECC	उपनिषद् श्रीमद्भगवत् गीता तथा पाणिनीय शिक्षा	SKT AECC 104
Economics	DSC A	Principles of Microeconomics-I	ECONA 101
	DSC B	Principles of Microeconomics-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	Introduction to Sociology	SOCL-A 101
	Core Courses	Society in India	SOCL-A1 02
History	DSC-A (IA)	History of India from the earliest times up to 300 CE	HIST 101
	DSC-II (IB)	History of India from C300 to 1206	HIST 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
	DSE 2 A	Introduction of Travel and Tourism Management	TTMC 101



Tourism & Travel Management	DSC 2 B	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
	DSC2B (Core)	Practical (Viva Voce)	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	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	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-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.

## 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 the Choice Based Credit System (CBCS). In the year 2018-19, the academic council of Himachal Pradesh University decided to switch over from the CBCS system to the 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. Furthermore, it will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity to the evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on a 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 studied by a candidate as a core requirement is termed a core course. The core course, also referred to as the Discipline-Specific Core (DSC) course, ensures that all institutions follow a 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 specialised 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 and are referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by the main discipline/subject of study).
  - 2.2 **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplementary 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: (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.

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## Award of Degree

An undergraduate programme 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, 2 Ability Enhancement Compulsory Courses (AECC), a minimum of 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), a minimum of 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), a minimum of 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice.

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## 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) – lectures of one hour duration;
- Tutorials (T) – Special, elaborate instructions on specific topics (From Lecture) of one hour duration

- Practical (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 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. **End-Semester 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 midterm test, to be conducted when approximately two-thirds 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% of 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 the 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%	<85%	≥85% but <90%	≥90% but <95%	≥95%
=1 Mark	=2 Marks	=3 Marks	=4 Marks	=5 Marks

**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.



**CBCS Scheme for Undergraduate Programme of Arts and Commerce**

UGS Scheme for External Graduate Programme for Arts and Commerce							
Year	Core Course (6 Credits)		AECC (4 credits Each)	SEC (4 Credits Each)	DSE (6 Credits)		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
					Subject2	DSE-2A DSE-2B	GE-2
Total Courses(12Core+2AECC+4SEC+4DSE+2GE):24							
Total Credits=132							

**Note:** AECC = Ability Enhancement Compulsory Course; SEC = Skill Enhancement Course; DSE = Discipline Specific; GE = Generic Electives; EVS = Environmental Studies; ID = Independent Subject other than Sub1 & 2.

**CBCS Scheme for Under Undergraduate Programme in Science**

Year	Core Course (6 Credits)		AECC (4 credits)	SEC (4 Credits)	DSE (6 Credits)	
I	Subject1	DSC-1A DSC-1B	EVS	Nil	Nil	
	Subject2	DSC-2A DSC-2B	Hindi or English			
	Subject 3	DSC-3A DSC-3B				
II	Subject1	DSC-1C DSC-1D	Nil	SEC-1 SEC-2	Nil	
	Subject2	DSC-2C DSC-2D				
	Subject 3	DSC-3C DSC-3D				
III	Nil		Nil	SEC-3 SEC-4	Subject1	DSE-1A DSE-1B
					Subject2	DSE-2A DSE-2B
					Subject 3	DSE-3A DSE-3B
Total Courses(12Core+2AECC+4SEC+6DSE):24 Total Credits = 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 Sub1&2.

**CBCS Scheme for Undergraduate Programme in English Hons.**

Year	Core Course (6 Credits)	AECC (4 credits)	SEC (4 Credits)	DSE (6 Credits)	GE (6 Credits)
I	DSC – I	AECC – I: Env. Studies			GE – I
	DSC – II				GE – II
	DSC – III	AECC – II: Hindi/Eng/Skt (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 (14 Core + 2 AECC + 2 SEC + 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 Sub1 & 2.

**Summary of Credits**

B.A. and B.Com.					B.Sc.				
SN	Course Type	No, of course	Credits	Total Credits	SN	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
<b>Total Credits=</b>				<b>132</b>	<b>Total Credits=</b>				<b>132</b>

**National Education Policy 2020 (NEP 2020)**

For the implementation of National Education Policy (NEP) 2020, the Himachal Pradesh University, Shimla has prepared the UG Curriculum and Credit Framework. In case the NEP 2020 is implemented in the state of Himachal Pradesh from the academic session 2025-26, the students of First year will be admitted as per the rules, regulations and directions received from the government of Himachal Pradesh and Himachal Pradesh University, Shimla. The instructions regarding implementation of NEP will be circulated through the institutional website. Students are advised to constantly monitor the college website.

### FEE STRUCTURE (BA/BSC/BCOM FIRST YEAR)

Sr. No.	Fund Name	BA		B.SC. (Medical)		B.SC. (Non-Medical)		B.Com.	
		Boys	Girl	Boys	Girl	Boys	Girl	Boys	Girl
1	Admission Fee	25	25	25	25	25	25	25	25
2	Tuition Fee for All Boys & Girls belong to Other States	600	0	600	0	600	0	600	0
3	University Funds (Sports Fee-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
<b>Note: 1) Tuition Fee (Rs.600/- Per Annum) is waived off for Domicile Himachali Girl Students.</b>									
2) No Fee will be charged from students under persons with Disability (PwD) Category									
<b>For Practical Subjects (Additional Charges per Subject)</b>									
	Music (V/I)/ Physical Education/ Geography/ Mathematics	₹ 180.00 per subject							

### FEE STRUCTURE (BA/BSC/BCOM SECOND AND THIRD YEAR)

Sr. No.	Fund Name	BA		B.SC. (Medical)		B.SC. (Non-Medical)		B.Com.	
		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, SportsFee-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
<b>Note:</b>	<b>1) Tuition Fee (Rs.600/- Per Annum) is waived off for Domicile Himachali Girl Students.</b>								
	2) No Fee will be charged from students under persons with Disability (PwD) Category								
	<b>For Practical Subjects (Additional Charges per Subject)</b>								
	Music (V/I)/ Physical Education/ Geography/ Mathematics	₹ 180.00 per subject							



## RULES AND REGULATIONS

### Rules Regarding the Payment of Fee

1. Fees 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 a late fee.
3. Fees, fines and other dues, once paid, will not be refunded.
4. Exemption of tuition fees 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 from the fee, subject to the production of a disability certificate issued by a competent medical authority at the time of admission.
6. The university examination fee will be charged at the time of filling out the examination form.

### Fines, Penalties and Re-Admission Rules

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, at his/her discretion, may readmit such students on payment of their readmission fee along with a fine.
3. A parent/guardian must accompany the student seeking re-admission and will assume responsibility for the students' regularity in classes in the remaining period of the 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 a 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 a No-Dues Certificate from the 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 a refund of the security within one year of his/her leaving the college.



#### Fine for Absence and Other Deviations

Absence Fine / Period	Rs. 1	Late Return of Library Books / Day	Rs. 1
Absence Fine / Practical	Rs. 3	Re-admission Fee (First Time)	Rs. 100
Absence from MMT / Paper	Rs. 10	Re-admission Fee (Second Time)	Rs. 200
Late Payment of Dues / Day	Rs. 1	Duplicate Identity Card	Rs. 20

## **Leave Rules for Students**

1. Students applying for leave should get the recommendation from the teachers of all the classes/subjects in which they are enrolled for the 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 by the Principal. Leave applications 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 Rules**

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/courses studied by him/her previously are not available or not in a 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 an inspection of an identity card during a surprise check or for any other reason, if the student is found

without an 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 it is lost or gets misplaced, one has to file an FIR in order to get a duplicate identity card issued.

## **Library**

1. The college provides library and reading room facilities to all its students.
2. The library subscribes to 13 daily newspapers, 14 magazines and 3 journals. Students are encouraged to avail themselves of library facilities during college hours on all working days.
3. Our college library is also connected to the 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-textbooks and more than 2000 e-journals to the faculty members and students. Students interested in availing themselves of this facility may contact the librarian.

## **Library Rules**

- a. Library-cum-identity cards 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 a 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 CONCESSIONS 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 the 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 brothers/sisters studying in the college will be eligible for a 50% concession tuition fee.
- Full Fee Concession: 100% fee concession to Person with Disability (PwD) above 40% on submission of a certificate from the concerned medical officer

### **Notice Board**

All the students must read the notices which are pasted on the College Notice Board or displayed on one-notice board on a 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 is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22.17 (a) (b) (c) of H.P. University to expel the guilty student(s) from the college/hostel and to report the matter to the police, as ragging amounts to a criminal offence as per the recent judgement of the Hon'ble Supreme Court of India, Hon'ble H.P. High Court and the Govt. of H.P.

### **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 of up to Rs. 50,000/- or imprisonment to 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, EXCURSION & SPORTS 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-organised unit of NCC which strives towards inculcating the spirit of patriotism and discipline.

**Rovers & Rangers:** The college has well-organised units of Rangers (for boys) & Rangers (for girls), which give 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 as 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 championships in basketball, volleyball, kabaddi, badminton, cricket, kho-kho, athletics, cross-country and chess.

## CELLS, CLUBS AND ASSOCIATIONS

### Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell has been set up in the college to ensure and enhance the quality of education and overall institutional performance, as mandated by the National Assessment and Accreditation Council (NAAC). Its main goal is to improve various aspects of the college, including academics, administration, and the learning environment, through continuous quality improvement initiatives.

### Career Guidance and Placement Cell

The Career Guidance and Placement Cell is a vital resource centre that helps students explore and achieve their career goals. It acts as a bridge between the student and the job market, providing services like career counselling, workshops, and placement assistance. The Career Guidance and Placement Cell of the college guides the student regarding different career avenues open to them in their respective fields through the 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 sensitise 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 in any form of ragging, which is an offence punishable under law.

### **Women Grievance and Redressal Cell**

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

### **Internal Complaints Committee**

The Internal Complaints Committee of the college is established to address and resolve complaints of sexual harassment, ensuring a safe and conducive environment for students and staff. The ICC functions under the guidelines of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the UGC Regulations, 2015.

### **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 of this issue by organising sessions and lectures.

### **SC/ST/OBC Cell**

The cell works towards the sensitisation of the students towards the marginalised 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.

### **Research and Development Cell**

The R&D cell of the college provide a platform for the students and faculty wherein essential awareness about the scope and skills in the field are disseminated.

### **Red Ribbon Club**

The Red Ribbon Club of the college, is a student-led organization focused on raising awareness about HIV/AIDS and promoting healthy lifestyles among youth. Red Ribbon Club is a movement initiated by the Government of India to educate youth and other members of the community about sexuality, HIV/AIDS, and responsible behaviour.

### **Eco Club**

The Eco Club of the college is a student-led initiative focused on promoting environmental awareness and action. It aims to educate students about environmental issues, encourage sustainable practices, and engage the campus community in environment protection activities. The eco club organizes activities like tree planting, waste reduction campaigns, and awareness campaigns to raise public awareness.

### **Literary Society**

This society aims to inculcate among students a flair for the language and enhance their literary skills and to induce reading habits 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.

### **Electoral Literacy Club**

This club has been formed to create awareness among students & new voters about the electoral process.

### **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.

### **INFORMATION AND TECHNOLOGY LABORATORY (IT LAB)**

The college has a well-equipped IT lab with an 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 positions in the aggregate and also for achieving first and second positions 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, Rovers and Rangers and cultural activities are also felicitated.

## **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.

## **ALUMNI ASSOCIATION**

The ex-students of the college under the aegis of the 'Kotshera Alumni Association' through their ideas and experiences can contribute constructively to 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

## **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 Government College, Shimla, shall endeavour to provide to its students:

- A 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 courses and career counselling.



- To provide add-on, state-of-the-art courses and skill-orientated courses to enable the students to face the challenges of the future, like a) enhancing the soft skills and b) starting new courses in the fields of journalism, multimedia, advertising, floriculture, silviculture, horticulture, vermicomposting, greenhouse technology and rainwater 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 and 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 mechanisms 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 and 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 of 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 and informal way, whenever they are asked for the same.
- To contribute to the enrichment of the institutional life of the college through their engagement in all the student-related activities of the institution as outlined in Part A of the 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 on the campus, or indulge in other acts of violence which tend to disrupt the academic and general atmosphere of the college and amount to unlawful or criminal acts.
- To follow the moral and constitutional values as enshrined in our multidimensional culture, the Constitution of India, including respect for diversity of ideas/thinking and inculcation of an inclusive culture without any preconceived notions of caste, creed or religion.

## ACADEMIC AND ADMINISTRATIVE COMMITTEES (2025-26)

### Dean of Student Welfare

Dr. P.D. Kaushal

### Bursar

Dr. Rakesh Sharma

## Admission Committees (2025-26)

### Arts/Humanities/Social Sciences

#### Dean Arts: Dr. Rakesh Sharma

#### B.A. First Year

Dr. Kamini Shandil (*Convenor*)  
Ms. Vibha Saraswati  
Dr. Poonam Kimta Chauhan  
Dr. P. L. Verma  
Dr. Priyanka Vinta  
Dr. Vinod Kumar  
Dr. Nikhil Sarta  
Mr. Sujay Kapil  
Dr. Divya Sharma  
Dr. Kishori Lal Chandel  
Dr. Reena Dogra  
Mr. Ajay Kumar  
Dr. Divya Chauhan

#### B.A. Second Year

Dr. Sneh (*Convenor*)  
Ms. Mitali Dhareula  
Ms. Anju Devi  
Mr. Anil Kumar  
Dr. Aastha Thakur  
Ms. Sushmita Negi  
Ms. Pratibha Thakur

#### B.A. Third Year

Dr. Hem Raj (*Convenor*)  
Dr. Sumit Gupta  
Ms. Kanika Lakhanpal  
Ms. Raj Laxmi Negi  
Dr. Mrinalini Kashyap  
Mr. Ashish Negi

### Commerce

#### Dean Commerce: Dr. Rajeev Sharma

Ms. Vijaita Changkum (*Convenor*)  
Dr. Shilpa Chauhan  
Dr. Dhanisha Negi  
Mr. Sandeep Kumar

### Science

#### Dean Science: Dr. Shalini Chouhan

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

#### Coordinator BCA:

Dr. P.D. Kaushal

#### Coordinator PGDCA

Dr. Rakesh Sharma

#### Nodal Officer Add-on

Dr. Rajeev Sharma

#### Nodal Officer AISHE

Dr. P.L. Verma

#### NCC Caretaker

Mr. Ajay Kumar

#### NSS Officer

Dr. Sneh

Dr. Jitender Verma

#### R&R Officer:

Dr. Divya Chauhan

Mr. Ashish Negi

### Advisory Committee

Dr. P.D. Kaushal (*Convenor*)  
Dr. Rakesh Sharma  
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. Ashwani Thakur (*Supdt. Grade-II*)

### Anti-Ragging Committee

Dr. P.D. Kaushal  
Dr. Rakesh Sharma  
Dr. Shalini Chouhan  
Dr. Anupriya Sharma  
Mr. Ashwani Thakur (*Supdt. Grade-II*)  
SDM (*Urban*)  
SHO (*Boileauganj*)

### Anti-Sexual Harassment

Dr. Kamini Shandil(*Convenor*)  
Dr. Neena  
Dr. Mrinalini Kashyap  
Dr. Divya Sharma  
Dr. Reena Dogra  
Dr. Aastha Thakur  
Dr. Pratibha Thakur  
Dr. Nidhi Thakur

### Anti-Drug Committee

Dr. Sumit Gupta(*Convenor*)  
Dr. Reena Dogra  
Mr. Sandeep Kumar  
Ms. Akanksha Sharma

### 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

All faculty members for their Major  
Course Students

### Career Counselling & Placement Cell

Dr. Gopal Chauhan (*Principal*)  
Dr. P. D. Kaushal (*Convenor*)  
Dr. Rakesh Sharma (*PM-USHA Coordinator*)  
Dr. Nitika Gupta  
Dr. Rajeev Sharma  
Dr. Hem Raj  
Ms. Vibha Saraswati  
Ms. Raj Laxmi Negi  
Ms. Vijaita Changkum  
Dr. Priyanka Vinta  
Dr. Divya Sharma  
Dr. Dhanisha Negi  
Dr. L. S. Verma (*Retd. Assoc. Professor*)  
Dr. Prem Dei (*Parent*)  
Student Representatives (*2*)

### Disaster Management Cell (DMC)

Ms. Vibha Saraswati(*Convenor*)  
Dr. P. L. Verma  
Dr. Kanika Lakhanpal  
Dr. Dhanisha Negi  
Mr. Sujay Kapil  
Mr. Ashish Negi

### Campus Beautification Committee

Ms. Raj Laxmi Negi (*Convenor*)  
 Ms. Vijaita Changkum  
 Dr. Nikhil Sarta  
 Dr. Shilpa Chauhan  
 Dr. Reena Dogra  
 Ms. Akanksha Sharma  
 MS. Geeta Sharma (*Sr. Asst.*)  
 Mr. Pyare Lal (*JLA*)  
 Mr. Nihal Dadari

### Canteen/Refreshment Committee

Ms. Vijaita Changkum(*Convenor*)  
 Dr. Jitender Kumar Verma  
 Dr. Dhanisha Negi  
 Ms. Anju Devi  
 Mr. Ashish Negi  
 Mr. Anil Kumar  
 Dr. Aastha Thakur  
 Ms. Akanksha Sharma  
 Dr. Nidhi Thakur  
 Ms. Alka Dixit  
 Mr. Ashwani Thakur (*Supdt. Grade-II*)  
 Ms. Sarojini Devi (*Class IV*)

### CSCA Committee

Dr. Anupriya Sharma (*Convenor*)  
 Dr. Nitika Gupta  
 Dr. Rajeev Sharma  
 Dr. Nikhil Sarta  
 Mr. Anil Kumar  
 Mr. Dharmender Kumar  
 Mr. Parmanand Sharma (*SLA*)  
 Mr. Roshan Dogra

### 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

### Cultural Committee for Youth Festival

#### Group I (Creativity)

Dr. Poonam Kimta Chauhan (*Convenor*)  
 Dr. P.L. Verma  
 Dr. Priyanka Vinta  
 Dr. Jitender Kumar Verma  
 Dr. Nikhil Sarta  
 Mr. Ashish Negi  
 Dr. Neha Katoch  
 Ms. Pratibha Thakur

#### Group II (Music)

Dr. Hem Raj (*Convenor*)  
 Dr. Neena  
 Dr. Sumit Gupta  
 Dr. Divya Sharma  
 Mr. Anil Kumar

#### Group III (Dance)

Dr. Kamini Shandil(*Convenor*)  
 Ms. Vijaita Changkum  
 Dr. Nikhil Sarta  
 Dr. Reena Dogra  
 Mr. Sujay Kapil  
 Ms. Akanksha Sharma

#### Group IV (Theatre)

Dr. Sneh(*Convenor*)  
 Ms. Mitali Dhareula  
 Mr. Ashish Negi  
 Mr. Ajay Kumar  
 Ms. Sushmita Negi  
 Dr. Neha Katoch

Commerce: Dr. Rajeev Sharma  
 Planning: Dr. P.L Verma  
 Computer Science: Dr. Divya Chauhan  
 JMC: Mr. Sujay Kapil  
 Tourism: Dr. Nikhil Sarta  
 Chronicle: Ms. Anju Devi



### Discipline Committee

Dr. Rakesh Sharma (*Convenor*)  
Dr. Kamini Shandil  
Dr. Nitika Gupta  
Dr. Poonam Kimta Chauhan  
Dr. Vinod Kumar  
Dr. Jitender Kumar Verma  
Dr. Nikhil Sarta  
Dr. Kishori Lal Chandel  
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*)

### Eco-Club

Dr. Anupriya Sharma (*Convenor*)  
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. Kamini Sharma

### Equal Opportunity Cell for Persons with Disabilities

Dr. Kamini Shandil (*Convenor*)  
Mr. Ashish Negi  
Ms. Pratibha Thakur  
Ms. Akanksha Sharma  
Ms. Anjna Devi  
Mr. Naveen Prakash  
Mr. Sanjay Kumar

### Grievance Redressal Committee

Dr. P. D. Kaushal, DSW (*Convenor*)  
Dr. Anupriya Sharma  
Dr. Kamini Shandil  
Dr. Rajeev Sharma  
Dr. Vinod Kumar  
Dr. Nikhil Sarta  
Mr. Dharmender Kumar  
Mr. Dikshit Namta  
Mr. Roshan Dogra

### General College Development & Purchase Committee

Dr. Rajeev Sharma (*Convenor*)  
Dr. Sneha  
Dr. Neena  
Dr. Sumit Gupta  
Dr. Brij Mohan  
Dr. Nikhil Sarta  
Mr. Sandeep Kumar  
Dr. Kishori Lal Chandel  
Mr. Ashwani Thakur (*Supdt. Gr II*)  
Mr. Rahul  
Mr. Dikshit Namta

### General Printing Works Committee

Dr. Brij Mohan Prajapati (*Convenor*)  
Mr. Sujay Kapil  
Mr. Vijay Kumar  
Mr. Dharmender Kumar  
Mr. Subhash Chand (*Class IV*)

### First Aid Committee

Dr. Nitika Gupta (*Convenor*)  
Ms. Anju Devi  
Mr. Anil Kumar  
Ms. Sushmita Negi  
Ms. Parul Jhingta  
Mr. Dharmender Kumar  
Mr. Trilok Samta (*LA*)  
Ms. Heera Devi (*Class IV*)

### Freshers & Farewell Committee

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

### Invitation Committee

Dr. Sumit Gupta (*Convenor*)  
Dr. Nikhil Sarta  
Ms. Mitali Dhareula  
Mr. Ashwani Thakur (*Supdt. Grade-II*)

### Internal Complaint Committee (ICC)

Dr. Shalini Chouhan (*Convenor*)  
Dr. Poonam Kimta Chauhan  
Dr. Jitender Kumar Verma  
Dr. Nikhil Sarta  
Dr. Kamini Sharma  
Dr. Neha Katoch  
Mr. Ashish Negi  
Mr. Ashwani Thakur (*Supdt. Grade-II*)  
External Member (*Advocate*)  
Student Member

### Internal Quality Assurance Cell

Dr. P. L. Verma (*Coordinator*)  
Dr. Mrinalini Kashyap  
Dr. Shilpa Chauhan  
Dr. Kamini Sharma  
Mr. Anil Kumar  
Ms. Anjna Devi  
Mr. Vijay Kumar  
Dr. Raja Ram Chauhan (*Ext.*)  
Dr. Surinder Maltu (*Ext.*)  
PTA President  
OSA President  
Mr. Ashwani Thakur (*Supdt. Grade-II*)

### Leave Sanction Committee

For 1-3 days Leave: DSC Subject Teacher  
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*)

### Mid – Term Exam Committee

Dr. Nitika Gupta (*Convenor*)  
Ms. Vibha Saraswati  
Dr. P.L Verma  
Ms. Raj Laxmi Negi  
Dr. Jitender Kumar Verma  
Dr. Kamini Sharma  
Dr. Divya Sharma  
Mr. Anil Kumar  
Mr. Virender (*SLA*)  
Mr. Trilok Samta (*LA*)  
Mr. Sita Ram (*Class IV*)

### **Mic & Sound**

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

### **Multipurpose Hall/Court Committee**

Dr. P. D. Kaushal (*Convenor*)  
Dr. Rakesh Sharma  
Dr. Kamini Shandil  
Dr. Nitika Gupta  
Dr. Poonam Kimta  
Dr. Vinod Kumar  
Dr. Brij Mohan  
Mr. Rishi Pal

### **NEP Committee**

Dr. P.L. Verma (*Convenor*)  
Dr. Nikhil Sarta  
Dr. Dhanisha Negi  
Mr. Sandeep Kumar  
Mr. Sujay Kapil  
Mr. Ashish Negi  
Mr. Ajay Kumar  
Dr. Neha Katoch  
Mr. Roshan Dogra

### **PM- USHA**

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

### **Prospectus Committee**

Dr. Anupriya Sharma (*Convenor*)  
Dr. P.L. Verma  
Dr. Rajeev Sharma  
Ms. Mitali Dhareula  
Ms. Anjna Devi  
Mr. Sanjay Kumar (*JOA-IT*)  
Ms. Sapna Sharma (*LA, BCA*)

### **Prize Distribution Function Committee**

Dr. Shalini Chouhan (*Convenor*)  
Dr. Rajeev Sharma  
Dr. Sneha  
Ms. Kanika Lakhanpal  
Dr. Vinod Kumar  
Dr. Sumit Gupta  
Dr. Nikhil Sarta  
Dr. Brij Mohan  
Mr. Ashish Negi  
Dr. Ajay Kumar  
Dr. Aastha Thakur  
Ms. Sushmita Negi  
Mr. Dharmender Kumar  
Mr. Roshan Dogra

### **Press & Photography**

Mr. Sujay Kapil (*Convenor*)  
Mr. Anil Kumar  
Dr. Aastha Thakur  
Mr. Dharmender Kumar  
Mr. Dikshit Namta

### **Reception Committee**

Dr. P.D. Kaushal (*Convenor*)  
Dr. Rakesh Sharma  
Dr. Shalini Chouhan  
Dr. Anupriya Sharma  
Dr. Nitika Gupta  
Dr. Rajeev Sharma  
Ms. Vibha Saraswati  
Dr. Poonam Kimta Chauhan  
Dr. P.L. Verma

### **Red Ribbon Club/Youth Red Cross**

Dr. Neena (*Convenor*)  
Dr. Priyanka Vinta  
Dr. Sumit Gupta  
Dr. Reena Dogra  
Dr. Kamini Sharma  
Ms. Akanksha Sharma  
Ms. Anjna Devi

### Research & Development Cell

Dr. Rakesh Sharma (*Convenor*)  
Dr. Shalini Chouhan  
Dr. Anupriya Sharma  
Dr. Nitika Gupta  
Dr. P.L Verma  
Dr. Sneh  
Dr. Neena  
Dr. Nikhil Sarta  
Dr. Shilpa Chauhan  
Dr. Neha Katoch

### Road Safety Club

Dr. P. D. Kaushal (*Convenor*)  
Dr. Sneh  
Dr. Jitender Kumar Verma  
Dr. Kishori Lal Chandel  
Mr. Sandeep Kumar  
Mr. Ashish Negi  
Mr. Ajay Kumar  
Dr. Kamini Sharma  
Ms. Kusum (*Asstt. Lib*)

### Result Compilation Committee

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

### Stage Conduct Committee

Dr. Mrinalini Kashyap  
Dr. Jitender Kumar Verma  
Ms. Sushmita Negi

### Seating Arrangement

Dr. Vinod Kumar (*Convenor*)  
Ms. Raj Laxmi Negi  
Dr. Sumit Gupta  
Dr. Jitender Verma  
Dr. Reena Dogra  
Dr. Kishori Lal Chandel  
Mr. Ashish Negi  
Mr. Ajay Kumar  
Mr. Anil Kumar  
Mr. Sohan Singh (*JLA*)

### SC/ST/OBC/Minority Committee

Ms. Raj Laxmi Negi (*Convenor*)  
Dr. Danisha Negi  
Mr. Ajay Kumar  
Ms. Pratibha Thakur  
Ms. Anjna Devi

### Scholarship Committee

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

### Stage Decoration Committee

Dr. Shilpa Chauhan (*Convenor*)  
Dr. Mitali Dhareula  
Dr. Kamini Sharma  
Mr. Anil Kumar  
Ms. Anjna Devi  
Dr. Nidhi  
Ms. Parul Jhingta



### 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  
Mr. Sandeep Kumar  
Dr. Kishori Lal Chandel  
Dr. Divya Chauhan  
Mr. Vijay Kumar  
Mr. Dharmender Kumar

### Women Cell/ Gender Sensitization Committee

Dr. Anupriya Sharma (*Convenor*)  
Dr. Kamini Shandil  
Dr. Nitika Gupta  
Dr. Vibha Saraswati  
Ms. Anju Devi  
Dr. Brij Mohan  
Mr. Ashish Negi  
Ms. Anupama Negi  
Ms. Parul Jhingta

## SPORTS TEAM IN-CHARGES:

(Senior Most Team In-charge Will be A Member of Sports Committee)

#### Athletics (Men &Women)

Dr. Shilpa Chauhan  
Mr. Sujay Kapil

#### Badminton (Men &Women)

Dr. Kamini Shandil  
Dr. P.L Verma

#### Basketball (Men &Women)

Dr. Hem Raj  
Ms. Vibha Saraswati

#### Boxing (Men & Women)

Dr. Rajeev Sharma  
Ms. RajLaxmi Negi

#### Chess (Men &Women)

Ms. Akanksha Sharma  
Ms. Anjna Devi

#### Cricket (Men &Women)

Dr. Nikhil Sarta  
Dr. Kamini Sharma

#### Cross Country (Men &Women)

Ms. Mitali Dhareula  
Mr. Anil Kumar

#### Football (Men &Women)

Dr. Jitender Kumar Verma  
Dr. Neha Katoch

#### Handball (Men & Women)

Dr. Poonam Kimta Chauhan  
Ms. Pratibha Thakur

#### Hockey (Men & Women)

Dr. Nitika Chauhan  
Ms. Anupama Negi

#### Judo (Men &Women)

Ms. Kusum  
Mr. Dharmender Kumar

#### Kabaddi (Men &Women)

Dr. Reena Dogra  
Mr. Vijay Kumar

#### Kho-Kho (Men & Women)

Dr. Divya Sharma  
Mr. Ajay Kumar

#### Shooting (Men &Women)

Dr. Sheetal Kumari  
Dr. Kishori Lal Chandel

#### Table Tennis (Men &Women)

Dr. Sneha  
Ms. Parul Jhingta

#### Taekwondo (Men & Women)

Ms. Sushmita Negi  
Ms. Alka Dixit

#### Volleyball (Men &Women)

Dr. Brij Mohan  
Dr. Aastha Thakur

#### Weight Lifting (Men &Women)

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

#### Wrestling (Men & Women)

Dr. Neena Gautam  
Dr. Mrinalini Kashyap

#### Wushu (Men &Women)

Dr. Sumit Gupta  
Ms. Anju Devi

## 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 the imposition of a 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.
- Use of drugs in the college premises or even in the vicinity of the college.
- Damage to college property that includes defacement of walls and blackboards and damage to furniture (breaking window panes, plucking flowers, removing notices, tampering with electrical/water fittings, etc.) is also a breach 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 classrooms and on the 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.
- Writing on the walls and sticking posters or pamphlets in the college campus.
- Wearing party-based badges in classrooms, the principal's office, or the staff room.

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



### **SAY NO TO DRUGS, YES TO A BRIGHT FUTURE**

Drug use has no place in our college. It jeopardizes our education, our future, and our community. If you witness any use of drugs within the college premises, please report it immediately to the Principal or to any member of the Anti-Drug Committee of the college.

**Drug Abuse Destroys Future**  
**LET'S KEEP OUR COLLEGE DRUG FREE**

## ACADEMIC CALENDAR (TENTATIVE)

College Reopens	13 <sup>th</sup> June, 2025
Counselling / Orientation of First Year Students	24 <sup>th</sup> to 30 <sup>th</sup> June, 2025
Regular Teaching Commences	1 <sup>st</sup> July, 2025
Principal's Address	First Week of July, 2025
Commencement of Practical Work in Courses	As per HP University Schedule
Freshers' Day	First Week of August, 2025
NCC, NSS and R&R Enrollment	As per University Schedule
CSCA Formation	As per University Schedule
PTA General House & Election of the Executive Body	Second Saturday of August, 2025
Functions of Clubs, Societies and Important Days	August to November, 2025
Hindi Diwas	14 <sup>th</sup> September, 2025
NSS Day	24 <sup>th</sup> September, 2025
Diwali Break	18 <sup>th</sup> to 22 <sup>nd</sup> October, 2025
Inter-College Youth Festival and Sports Events	As per HP University Calendar
Road Safety Week	3 <sup>rd</sup> week of November 2025
Annual Athletic Meet	November, 2025
World AIDS Day	1 <sup>st</sup> December, 2025
Mid Term Examination	Second Week of December, 2025
Annual NSS Camp	Last Week of December, 2025
Winter Break	1 <sup>st</sup> January to 4 <sup>th</sup> February 2026
Filling of Registration and Annual Examination Forms	As per University Schedule
International Women's Day	8 <sup>th</sup> March, 2026
Annual Prize Distribution Function	1 <sup>st</sup> week of March, 2026
Farewell to Outgoing Students	2 <sup>nd</sup> Week of March, 2026
Annual Practical Exams / Remedial / Need Based Classes	16 <sup>th</sup> to 25 <sup>th</sup> March, 2026
Final/Annual Practical and Examination	26 <sup>th</sup> March, 2026 Onwards

### DISCLAIMER

The prospectus cum handbook of information is published/provided on the college website for the purpose of information only. Although every effort has been made to provide reliable and accurate information, yet the college cannot be held morally and legally responsible for any error at any stage of compilation and printing. The college does not accept liability whatsoever to any person in relation to the content of this document and any reliance placed on it. Various contents are subject to change as per notification(s) and guidelines of H.P. University, Shimla, and the Department of Higher Education, Government of Himachal Pradesh; the final authority of interpretation and judgement rests with the Principal and the Advisory Committee.

## RAGGING: A PUNISHABLE OFFENCE

**PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTIONS ACT (PROHIBITION OF RAGGING ACT, 2009)** defines "Ragging" as doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student will not be willing to do in the ordinary course.

A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years. He/She may be liable to a fine which may extend to Rs. 50,000 or both.

If a student is convicted of the charges of committing, abetting, participating in or propagating ragging, he shall be dismissed from the college, and such a student will not get admission in other colleges for a period of three years from the date of his dismissal from the college.

## RAGGING IS STRICTLY BANNED IN THIS INSTITUTION



**Anti-Ragging Toll-Free  
"Helpline" Number:  
1800-180-5522**

**UGC Website:**  
helpline@antiragging.in

<b>College Anti-Ragging Committee (2025-26)</b>	
Dr. Gopal Chauhan, Principal	+91 94184 82268
Dr. P.D. Kaushal, DSW	+91 82192 68741
Dr. Rakesh K. Sharma	+91 94180 95808
Dr. Shalini Chouhan	+91 94182 33530
Dr. Anupriya Sharma	+91 88943 53234
Mr. Ashwani Thakur (Supdt. Grade-II)	+91 94180 03330
SDM (Urban)	+91 177 2657007
SHO (Boileauganj)	+91 177 2630193

## SEXUAL HARASSMENT OF WOMAN AT WORK PLACE

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(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**Rajiv Gandhi Government College**

**Chaura Maidan, Shimla – 4 (H.P.)**

(NAAC Accredited Co-Educational Institution Affiliated to H.P. University, Shimla – 5)

Website: [www.gccm.ac.in](http://www.gccm.ac.in) Landline: +91 177 2653291 E-Mail: [principal.kotshera@gmail.com](mailto:principal.kotshera@gmail.com)

**Rs. 50/-**