PROSPECTUS

2020-21

Established : 1959

GOVIND BALLABH PANT MEMORIAL GOVERNMENT COLLEGE

Rampur Bushahr, Distt. Shimla (H.P.)-172001

Arts, Science, Commerce (UG & PG), B.Voc., BCA & PGDCA

From Principal's Desk

Prospectus of the current session is in your hand. It contains vital information regarding courses of study, eligibility criteria, fee structure and available infra structural facilities. The instructions related to conduct and discipline should be obeyed by every student in letter and spirit. Therefore, this document must be kept in safe custody for ready reference. The main objective of this institution is the all-round development of the students. The college administration and staff members are committed to achieve the desired objectives. I appreciate the committee concerned for incorporating relevant content in the prospectus. I also hope for better future of the students of this college. The great thinker Confucius has well said that "Education breeds confidence, confidence breeds hope and hope breeds peace."

Best wishes for aspirants!

Dr. K. C. Kashyap
Principal

CONTENTS

PROPOSED ACADEMIC CALENDAR 2020-21

College Reopens On	:	13.07.2020
Filling up and Submission of Admission Forms (B.A./B.Sc./B.Com./B.Voc. 1st Year)	:	13.07.2020 to 31.07.2021
Display of Merit List	:	August 2020
Counselling and Fee deposit by the students	:	August 2020
B.A./B.Sc./B.Com. II Year Admission	:	As per latest University Notification
Roll on Admission B.A./B.Sc./B.Com 2nd and 3rd year	:	August 2020

This schedule may vary as per Government/HP University latest directions.

Regular Teaching of 1st, 2nd and 3rd Year	:	As per latest University Notification
Principal's Address	:	As per latest University Notification
NSS/NCC Registration	:	Tentatively in m/o Sep. 2020
Anti Ragging De-Addiction Drive	:	Tentatively in m/o Oct. 2020
Admission of M.A./M.Sc./M.Com. 1st Year	:	As per University notification/Norms
CSCA formation and Oath Taking Ceremony	:	As per latest University Notification
Mountaineering/Trekking Activities	:	Tentatively in m/o Oct. 2020
Celebration of Independence Day	:	15th August, 2020
Teacher's Day	:	05th September, 2020
Hosting of H.P.U. Inter College Sports Meet	:	As per dates notified by HP Uni.
College Science/Commerce/Geography Academic & Cultural Function	:	Tentatively in m/o Nov. / Dec. 2020
Gandhi Jayanti	:	02nd October, 2020
CSCA Cultural Function/Human Rights Day/AIDS Day	:	December, 2020
HPU PG Classes Examinations	:	As per University Notification/Norms
NCC Camp	:	As per schedule to be notified
NSS Annual Camp	:	As per schedule to be notified
Mid-Term/House Test (1st, 2nd and 3rd Year)	:	2nd Week of February, 2021
Celebration of Science Day	:	28th February, 2021
Annual Prize Distribution Function	:	1st Week of March, 2021
Annual Examination 1st / 2nd Year (Theory & Practical)	:	As per University Notification/Norms
Winter Vacation	:	As per University Notification/Norms
Diwali Break	:	As per University Notification/Norms
Summer Vacation	:	As per University Notification/Norms
Evaluation of 1st, 2nd and 3rd Year	:	As per University Notification/Norms

Note:
a) Seminars for students will be organized from time to time as per UGC-CBCS guidelines.
b) Calendar is subject to change as per latest notification of HPU.
c) The examination schedule of BA/B.Sc./B.Com./B.Voc classes session 2020-2021 will be as per the latest HPU notification.

FACULTY

Principal : Dr. K.C. Kashyap I/C   **Ph.:01782-233021(O)**

DEPARTMENT OF ENGLISH:

1. Dr. Sandeep Sharma	:	Assistant Professor
2. Dr. Narender Kumar Negi	:	Assistant Professor
3. Mr. Ravinder Singh	:	Assistant Professor
4. Ms. Nisha Negi	:	Assistant Professor
5. Ms. Neetika	:	Assistant Professor

DEPARTMENT OF HINDI:

1. Dr. Madan Thakur	:	Assistant Professor
2. Ms. Norbu Zangmo	:	Assistant Professor
3. ——Vacant——		

DEPARTMENT OF SANSKRIT:

1. Ms. Promila Thakur	:	Assistant Professor

DEPARTMENT OF ECONOMICS:

1. Capt. Sandeep Thakur	:	Assistant Professor
2. Ms. Neetu Sinha	:	Assistant Professor
3. Mr. Anil Kumar Verma	:	Assistant Professor
4. Mr. Satpal Khoond	:	Assistant Professor

DEPARTMENT OF GEOGRAPHY:

1. Dr. Satish Kumar Negi **(On study leave)**	:	Associate Professor
2. Dr. Ram Lal Negi	:	Associate Professor
3. Ms. Anuradha Negi Kanain	:	Assistant Professor

DEPARTMENT OF HISTORY:

1. Dr. K.C. Kashyap	:	Associate Professor
2. Mr. Jai Singh	:	Assistant Professor
3. Mr. Pratibind Pandey	:	Assistant Professor

DEPARTMENT OF POLITICAL SCIENCE:

1. Mr. Vijay Thakur	:	Assistant Professor
2. Ms. Preeti Panta	:	Assistant Professor

DEPARTMENT OF PUBLIC ADMINISTRATION:

1. Dr. L.S. Verma	:	Associate Professor

DEPARTMENT OF SOCIOLOGY:

1. Dr. Pratap Thakur	:	Assistant Professor
2. ——Vacant——		

DEPARTMENT OF JOURNALISM & MASS COMM.:

1. Ms. Rajeshwari Negi   :   Assistant Professor

DEPARTMENT OF MUSIC:

1. Dr. M.S. Rathore (Vocal)   :   Assistant Professor
2. Dr. Kalpna (Instrumental)   :   Assistant Professor
3. ——Vacant—— (Vocal)

DEPARTMENT OF PHYSICAL EDUCATION:

1. Mr. Tanzin Nargu   :   Assistant Professor

DEPARTMENT OF EDUCATION:

1. Dr. Ajender Singh Negi   :   Assistant Professor

DEPARTMENT OF TOURS & TRAVELS:

1 Dr . Nikhil Sarta   :   Assistant Professor

DEPARTMENT OF COMPUTER APPLICATION:

1. Ms. Divya Chauhan   :   Assistant Professor

DEPARTMENT OF BOTANY:

1. Dr. H. C. Negi   :   Associate Professor
2. Dr. Anita Kumari   :   Assistant Professor

DEPARTMENT OF CHEMISTRY:

1. Dr. Shiwali Thakur   :   Assistant Professor
2. Mr. Anil Singh Negi   :   Assistant Professor
3 ——Vacant——

DEPARTMENT OF MATHEMATICS:

1. Mr. Kushal Chand Sharma   :   Assistant Professor
2. Mr. Maheshwar Singh   :   Assistant Professor
3. Ms. Anuradha   :   Assistant Professor

DEPARTMENT OF PHYSICS:

1. Dr. Bharat Bhushan Brogi   :   Assistant Professor
2. ——Vacant——   :
3. ——Vacant——   :

DEPARTMENT OF ZOOLOGY:

1. Dr. Asha Garg   :   Assistant Professor
2. Ms. Yojana Thakur Negi   :   Assistant Professor

DEPARTMENT OF COMMERCE:

1. Dr. Rajan Devi Negi   :   Associate Professor
2. Mr. Ishwar Kumar Negi   :   Assistant Professor
3. Ms. Vichitra Mohini   :   Assistant Professor
4. Mr. Mohit Parkash   :   Assistant Professor
5. Ms. Surekha Negi   :   Assistant Professor

B.Voc.

1. Mr. Vikas Sekhri   : V.T.
2. Mr. Pankaj Verma   : V.T.
3. Ms. Sandeepa kaushal   : V.T.
4. Mr. Pramod   : V.T.
5. Sh. Sandeep   : V.T.
6. Mr. Vikram   : V.T.
7. Mr. Rajeshwar Thakur   : L.T.
8. Sh. Shashi Kant   : L.T.
9. Ms. Anju Sharma   : M.I.S

LIBRARY STAFF:

——Vacant——

NON-TEACHING STAFF

OFFICE STAFF

1.	Sh. Dev Raj Thakur	:	Superintendent
2.	——Vacant——	:	Sr. Assistant
3.	Sh. Ramesh Kumar	:	Clerk
4.	Sh. Ganga Dass	:	Clerk
5.	Sh. Shesh Kumar	:	Peon
6.	Sh. Sohan Lal	:	Peon
7.	Sh. Ganga Ram	:	Peon
8.	Sh. Jia Lal	:	Peon
9.	Ms. Sumitra Devi	:	Peon
10.	Ms. Puna Devi	:	Peon
11.	Ms. Prem Dassi	:	Peon
12	Ms. Jewati Devi	:	Peon
13.	Ms. Vinod Kumari	:	Peon
14	Sh. Purshotam Dass	:	Peon

LABORATORY STAFF

1.	Dr. M.L. Gautam	:	SLA
2.	Sh. Raghu Ram	:	SLA
3.	Sh. Karam Singh	:	JLA
4.	Ms. Suraj Mani	:	JLA
5.	Sh. Ami Chand	:	JLA
6.	Sh. Gopal Singh	:	LA
7.	Sh. Shoba Ram	:	LA
8.	Sh. Prakash Chand	:	LA
9.	Sh. Rajesh Kumar	:	LA
10.	Sh. Sahab Singh	:	LA
11.	Sh. Madan Mohan	:	LA
12.	Sh. Kanti Lal	:	LA
13.	——Vacant——		

Smoking in Public Offices and Educational Institutions is an Offence under Section-9 of the Himachal Pradesh.
Prohibition of Smoking and Non-Smokers Health Protection Act, 1997.

⁇KEEP SMILING YOU ARE UNDER CCTV SURVEILLANCE

ADMISSION COMMITTEES FOR THE SESSION 2020-21
Admission Co-ordinator : Dr. L.S. Verma
CORE WISE ADMISSION COMMITTEES FOR
B.A./B.Sc./B.Com./B.Voc. and BCA Under UGC-CBCS

1. **Admission Committee for Languages**
   (English/Hindi/Sanskrit)

1.	Ms. Promila Thakur	:	**Convener**
2.	Dr. Sandeep Sharma	:	Member
3.	Ms. Nisha Negi	:	Member
4.	Dr. Madan Thakur	:	Member
5.	Ms. Norbu Zangmo	:	Member
6.	Ms. Neetika	:	Member

2. **Admission Committee for Applied Social Sciences**
   (JMC/Phy. Edu./Music V & I/Tours & Travels/Education & Computer App.)

1.	Dr. M.S. Rathore	:	**Convener**
2.	Ms. Rajeshwari Negi	:	Member
3.	Dr. Nikhil Sarta	:	Member
4.	Mr. Tanzin Nargu	:	Member
5.	Dr. Ajender Singh Negi	:	Member
6.	Ms. Divya Chauhan	:	Member

3. **Admission Committee for Social Sciences-1:**
   Pol. Sci./Pub. Admn./Eco.

1.	Dr. Narender Kumar Negi	:	**Convener**
2.	Mr. Vijay Thakur	:	Member
3.	Ms. Preeti Panta	:	Member
4.	Mr. Satpal Khoond	:	Member

4. **Admission Committee for Social Sciences-2:**
   History, Geography and Sociology

1.	Dr. Ram Lal Negi	:	**Convener**
2.	Dr. Anuradha Negi Kanain	:	Member
3.	Dr. Pratap Thakur	:	Member
4.	Mr. Jai Singh	:	Member
5.	Dr. Kalpna	:	Member
6.	Mr. Pratibind Pandey	:	Member

5.   **Admission Committee for Commerce**

	1.	Dr. Rajan Devi Negi	:	**Convener**
	2.	Mr. Ishwar Kumar Negi	:	Member
	3.	Mr. Mohit Prakash	:	Member
	4.	Ms. Surekha Negi	:	Member

6.   **Admission Committee for B.Voc.**

	1.	Capt. Sandeep Kumar Thakur	:	**Convener**
	2.	Mr. Anil Kumar Verma	:	Member
	3.	Mrs. Anuradha	:	Member

7.   **Admission Committee for BCA / PGDCA**

	1.	Mr. Kushal Chand Sharma	:	**Convener**
	2.	Ms. Vichitra Mohini	:	Member
	3.	Mr. Ravinder Singh	:	Member

8.   **Admission Committees for Sciences**

(a)   **Medical (Botany and Zoology)**

	1.	Dr. H. C. Negi	:	**Convener**
	2.	Dr. Anita Kumari	:	Member
	3.	Ms. Yojna Thakur Negi	:	Member

(b)   **Non-Medical (Physics / Chemistry / Computer Science / Maths (B.Sc. / B.A.)**

	1.	Dr. Bharat Bhushan Brogi	:	**Convener**
	2.	Dr. Shiwali Thakur	:	Member
	4.	Mr. Maheshwar Singh	:	Member
	5.	Mr. Anil Singh Negi	:	Member

ADMISSION PROCEDURE AND CRITERIA (B.A./B.Sc./B.Com. 1st Year and B.Voc. Sem. I)

INSTRUCTIONS:

1. The candidates seeking admission to the above courses should apply online/Telephonic registration. The candidates will have to download prospectus and apply admission online on the college website *www.gcrampur.nic.in* up to 31 July 2020. For telephonic registration, the office contact number is 01782-233021.

2. Subject wise merit list will be displayed as per the HPU schedule to be notified later on.

3. The students appearing in the merit list should approach the respective admission committee for counseling on as per the HPU schedule to be notified later on. The original documents must be brought along with at the time of counseling.

6. The admission form recommended/signed by admission committee and approved by the Principal entitles a student to deposit the prescribed fee as per the HPU schedule to be notified later on.

IMPORTANT POINTS:

- **The original certificates, matric onwards must be produced at the time of counselling.**

- The selected student is required to appear in person along with parent/guardian on the day of counselling.

- The above mentioned **admission criteria can be changed/altered/modified subject to the admission schedule notified by the H.P. University from time to time.**

- A candidate who intends to seek admission in the hostel shall apply on a separate prescribed form available in the college office after confirmation of admission in college.

RESERVATION FOR ADMISSION:

1. Keeping in view the various types of reservations mentioned in clause 6 (HPU ordinance) "Admission and Reservation". Admission will be made in accordance with the 120 point University Roster. The reservation of the seats are as follows : 5% seats for Physically disabled, 5% seats for Culture, 5% seats for Sports, 15% seats for SC and 7.5% seats for ST students.

2. All the **SC/ST** candidates selected according to their position in the **combined general merit list shall not be counted** for covering the prescribed percentage of **reservation.**

3. The roster system will be applicable only for the restricted seats in respective courses.

ROSTER :

1 PWD	26 SC	51	76	101 PWD
2	27 ST	52 SC	77	102
3	28	53 ST	78 SC	103
4	29	54	79 SP	104
5	30	55	80 ST	105
6	31	56	81 CUL	106 SC
7 SC	32	57	82 PWD	107 ST
8	33 SC	58	83	108
9	34	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62 PWD	87	112
13 ST	38 CUL	63	88	113 SC
14	39 SC	64	89	114
15	40 SP	65 SC	90	115
16	41 ST	66	91 SC	116
17	42 PWD	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	69	94	119 SC
20 CUL	45	70	95	120 ST
21 PWD	46 SC	71	96	
22	47	72 SC	97 SC	
23	48	73	98 CUL	
24	49	74	99 SP	
25	50	75	100	
(PWD-5%)	**(CUL-5%)**	**(SP-5%)**	**(SC-15%)**	**(ST-7.5%)**
6	6	6	18	9

PWD : Person with disability; **CUL :** Cultural; **SP :** Sports; **SC :** Scheduled Caste and **ST :** Scheduled Tribe.

DOCUMENTS/CERTIFICATES REQUIRED

The following certificates and documents must be attached with the admission form at the time of counseling.

— Undertaking from the **Parent/Guardian.**

— Attested copy of the Matriculation Certificate.

— Attested copy of the 10+2 Certificate.

— Original copy of Character Certificate issued by the Head of School/College.

— SC/ST Certificate duly issued by the First Class Magistrate.

— **Affidavit to justify the gap year with Character Certificate issued by S.D.M./executive magistrate of area concerned and copy of Character Certificate from the Head of School/College** last attended **(Only for gap year students). Character Certificate** issued other than the above will not be accepted.

— Four copies of recent passport size photographs.

— Single girl child will have to submit certificate from the competent authority i.e. **Secretary Gram Panchayat,** proof of her status as a **single girl child.**

— Himachal Bonafide Certificate.

— Certificate claiming IRDP / BPL status (if applicable) issued by Competent Authority.

— Documents certifying achievements in sports and cultural activities.

— Applicants coming from **Board/University other than the HP Board of School Education/HP University** must provide Migration Certificate in original.

ELIGIBILITY FOR ADMISSION

(i) **Bachelor of Arts (B.A. Pass Course):** The students who have passed +2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (including English) with 33% marks. However the students opting Mathematics as one of the subject of study must have 45% marks in aggregate or 45% marks in Mathematics at +2 level.

(ii) **Bachelor of Science (B.Sc. Pass Course):** +2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four subjects (three science subjects & one English) with 45% marks. The students seeking admission in B.Sc. 1st year (Non-Medical) have the option to choose either Chemistry or Computer Science as one of the Discipline Specific Course for study. The number of seats in Computer Science are 40. The DSC as **Computer Science will be allotted purely on merit basis.**

(iii) **Bachelor of Commerce (B.Com. Pass Course):** The candidates with 40% marks in commerce stream or 45% marks in four written subjects including English at +2 level are eligible for admission to B.Com pass course. The minimum eligibility condition for a girl student to get admission in B.Com. is 33% marks in +2 examination. However for admission to B.Com pass course the candidate must have passed **Mathematics/Economics** as compulsory subject at his/her +2 stage.

(iv) All the admissions in B.A./B.Sc./B.Com 1st Year will be made on the merit of the qualifying examination i.e. on the basis of percentage of marks of +2 examination. **The student placed under compartment or failed in +2 examination are not eligible for seeking admission.**

(v) **Age limit and relaxation:** Admission is not granted to student in 1st Year if he/she has attained the age of 23 years for boy students and 25 years for girl students on 1st July of the year concerned. The upper age limit will be raised by three years for students belonging to SC/ST categories. The Principal has discretion to provisionally grant age relaxation to the students of general category upto a maximum of six months subject to final approval by the Vice-Chancellor of H.P. University.

Note: **All admissions made by the college are provisional till regularized by H.P. University.**

CHOICE BASED CREDIT SYSTEM (CBCS)

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising Core, Compulsory, Skill Enhancement and Elective Courses. The courses are evaluated by following a grading system. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Courses under Choice Based Credit System (CBCS):

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as Core Course.

2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

   2.1 **Discipline Specific Elective (DSE) Course:** Elective course offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

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

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

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement Courses (AE) may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to knowledge enhancement; **(i) Environmental Science and (ii) English/MIL Communication. These are mandatory for all disciplines.** Skill Enhancement Courses (SEC) are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

   3.1 **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/Modern Indian Language (MIL) Communication.

   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.

Introducing Research Component in Under-Graduate Courses

Project Work/Dissertation is considered as a course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. **A Project Work Dissertation** would be of 6 credits. A Project/Dissertation Work may be given in lieu of a discipline specific elective paper.

- The choices of **papers from different disciplines under Generic Elective and Discipline Specific Elective** will be as **per the availability of the courses/faculty in the college.**

- Universities/Institutes may evolve a system/policy about Extra Curricular Activities/General Interest and Hobby Courses/Sports/NCC/NSS/Vocational courses/related courses on their own.

COURSES OF STUDY UNDER UGC-CBCS AVAILABLE

(B.A./B.Sc./B.Com.)

Bachelor Core Courses under CBCS system available in the college are:

S.No.	UG PROGRAMME		COURSE
1.	ARADS AND HUMANITIES	1.	Hindi
		2.	Sanskrit
		3.	English
		4.	Sociology
		5.	Public Administration
		6.	History
		7.	Geography
		8.	Mathematics
		9.	Economics
		10.	Political Science
		11.	Music (I & V)
		12.	Journalism & Mass Communication
		13.	Tours and Travels Management
		14.	Physical Education
		15.	Computer Application (CA)
		16.	Education
2.	COMMERCE		
	B.Com. (1st Year)	AECC 1	Environmental Studies
		BC 1.1	Financial Accounting C-1
		BC 1.2	Business Organisation and Management C-2
		AECC 2	Language:English/Hindi/Modern Indian Language
		BC 1.3	Business Law C-4
		BC 1.4	Business Mathematics and Statistics C-5
			Hindi/Modern Indian Language C-6
	B.Com. (2nd Year)	BC 2.1	Company Law C-7
		BC 2.2	Income Tax Law and Practice C-8
		HIND400	Hindi-II
		BC 2.3	Computer Application in Business SEC-1
			English
		BC 2.4	Corporate Accounting C-11
		BC 2.5	Cost Accounting C-12
		BC 2.6	E-Commerce SEC-2

B.Com. (3rd year)	1.	**Any *one* of the following:**

B.Com. (3rd year)

1. **Any *one* of the following:**

BC 3.1 (a) Human Resource Management

BC 3.1 (b) Principles of Marketing

BC 3.1 (c) Corporate Governance and Auditing

2. **Any *one* of the following:**

BC 3.2 (a) Fundamentals of Financial Management

BC 3.2 (b) Goods & Service Tax

BC 3.3 Entrepreneurship SEC-3

BC 5.4 Principles of Micro-Economics GE-1

3. **Any *one* of the following:**

BC 3.5 (a) Corporate Tax Planning

BC 3.5 (b) Banking and Insurance

BC 3.5 (c) Management Accounting

BC 3.5 (d) Computerised Accounting System

4. **Any *one* of the following:**

BC 3.6 (a) International Business

BC 3.6 (b) Office Management and Secretarial Practice

BC 3.6 (c) Fundamentals of Investment

BC 3.6 (d) Consumer Protection

BC 3.7 Personal Selling and Salesmanship SEC-4

BC 3.8 Indian Economy GE-2

3. **SCIENCE**
   1. Chemistry
   2. Physics
   3. Botany
   4. Zoology
   5. Mathematics
   6. Computer Science (40 seats)

4. **OTHERS**
   1. BCA
   2. PGDCA
   3. B.Voc.

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.Sc. PROGRAMME (PHYSICAL SCIENCES & BIO SCIENCES) ANNUAL PATTERN

Year	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (6)
1st Year	DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit DSC-3A = 6 Credit DSC-3B = 6 Credit **36 Credits**	Env. Studies = 4 Credit Hindi/Eng./Skt. = 4 Credit (one out of three) **8 Credits**	Nil	Nil **Total Credits = 44**
2nd Year	DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit DSC-3C = 6 Credit DSC-3D = 6 Credit **36 Credits**	Nil	SEC-1 = 4 Credit SEC-2 = 4 Credit **08 Credits**	Nil **Total Credits = 44**
3rd Year	Nil	Nil	SEC-3 = 4 Credit SEC-4 = 4 Credit **08 Credits**	DSE-1A = 6 Credit DSE-1B = 6 Credit DSE-2A = 6 Credit DSE-2B = 6 Credit DSE-3A = 6 Credit DSE-3B = 6 Credit **36 Credit** **Total Credits = 44**
Total Credits in Degree Course = 44x3 = 132				

Note = Credit/ hours/split

Theory = 04 (4 hours)   Theory = 05 (5 hours)

Practical = 02 (4hours)   Tutorial = 01 (1hours)

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A./B.Com. PROGRAMME (Annual Pattern)

Year	DISCIPLINE SPECIFIC COURSE (DSE)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (4)	General Elective (2)
1st Year	Eng-1 = 6 Credit Skt/Hindi-1 = 6 Credit DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit **36 Credit**	Env. Studies – 4 Credit Hindi/Eng./Skt. (one out of three) = 4 Credit **8 Credit**	Nil	Nil	Nil **Total Credits = 44**
2nd Year	Eng-2 = 6 Credit Skt/Hindi-2 = 6 Credit DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit **36 Credit**	Nil **8 Credit**	SEC-1 = 4 Credit SEC-2 = 4 Credit	Nil Nil	Nil Nil **Total Credits = 44**
3rd Year	Nil	Nil	SEC-3 = 4 Credit SEC-4 = 4 Credit **08 Credit**	DSE-1A = 6 Credit DSE-1B = 6 Credit DSE-2A = 6 Credit DSE-2B = 6 Credit **24 Credits**	GE-1 = 6 Credit GE-2 = 6 Credit **12 Credits** **Total Credits = 44**
Total Credits in Degree Course	BA/B.Com. = 44x3 = 132 Note = Credit split Theory = 05 Theory 04 Tutorial = 01 Practical = 02				

CHOICE OF CORE COURSES (DSC-I & DSC-II) IN B.A. 1st Year

GROUP – I	GROUP – II	GROUP - III
EDUCATION	POLITICAL SCIENCE	HINDI
MUSIC (V / I)	PUBLIC ADMN.	ENGLISH
PHYSICAL EDU.	TOURS & TRAVELS	SANSKRIT
HISTORY	ECONOMICS	GEOGRAPHY
JMC	COMPUTER APP.	SOCIOLOGY
		MATHEMATICS

- The candidate can choose anyone subject as DSC-I from any of the above three groups.
- The other two groups from which the candidate has not chosen his/her DSC-I, shall be available for choosing one subject as DSC-II.
- Choosing of DSC-I and DSC-II by a candidate from the same group is not allowed.

1. **Ability Enhancement Compulsory Course (AECC): Environmental Science and English/MIL Communication.**

COURSE	1st YEAR
Environmental Science	B.A., B.Com. B.Sc.
English	DSC-I as Geog., Eco., Eng., Pol. Sc., History, BA Maths, Computer App. & B.Sc. (NM)
Hindi	B.Com.-I DSC-I as Physical Edu., Sociology, Education, Music (V & I), JMC, Skt., T & T
Sanskrit	DSC I or II as Hindi

2. **Compulsory Courses : English/MIL (Hindi or Sanskrit)**

COURSE	1st YEAR	2nd YEAR
English	B.A. + B.Com.	B.A. + B.Com.
Sanskrit (MIL)	B.A. (Only students with DSC I or DSC II as Hindi)	B.A. (Only students with DSC I or DSC II as Hindi)
Hindi (MIL)	B.Com. B.A. (all students except those with DSC I or DSC II as Hindi)	B.Com. B.A. (all students except those with DSC I or DSC II as Hindi)

Tentative Distribution of Generic Elective Courses for B.A 3rd Year.

DSC-1	GE CHOICE AVAILABLE (Choose only one subject)
1. English	Geography, Moths, Music (V/I), Physical Education, Pol. Science, Pub. Adm.
2. Geography	English, Maths, Music (V/I), Physical Education, Pol. Science, Pub. Adm.
3. Maths,	English, Geography, Music (V/I), Physical Education, Pol. Science, Pub. Adm.
4. Music (V/I)	English, Geography, Physical Education, Pol. Science, Pub. Adm.
5. Physical Education	English, Geography, Maths, Music (V/I), Pol. Science, Pub. Adm.
6. Pol. Science	English, Geography, Maths, Music (V/I), Physical Education, Pol. Science, Pub. Adm.
7. Pub. Adm.	English, Geography, Maths, Music (V/I), Physical Education, Pol. Science
8. JMC	Sociology, Economics, History, Hindi, Tour & Travels, Sanskrit
9. Sociology	JMC, Economics, History, Hindi, Tour & Travels, Sanskrit
10. Economics	JMC, Sociology, History, Hindi, Tour & Travels, Sanskrit
11. History	JMC, Sociology, Economics, Hindi, Tour & Travels, Sanskrit
12. Hindi	Tour & Travels, Sanskrit, History, JMC, Sociology, Economics,
13. Tour & Travels	JMC, Sociology, Economics, Hindi, History, Sanskrit
14. Sanskrit	JMC, Sociology, Economics, Hindi, History, Tour & Travels
15. Education	Geography, Maths, Music (V/I), Pol. Science, Pub. Adm. Sociology, Phy. Education

ADMISSION AND COURSE GUIDELINES FOR B.A./B.Sc./B.Com 2nd and 3rd year

1. Admission to B.A/B.Sc/B.Com 2nd year and 3rd year is, on Roll on basis without waiting the result of the previous year. However, the students will have to fulfill the formalities laid down by the college authorities like filling up of the admission form and depositing the prescribed fee within the stipulated period as notified.

OTHER ELIGIBILITY CONDITIONS

(I) Internal Assessment/Continuous Comprehensive Assessment (CCA) and Term End Examinations will be as per RUSA provisions for annual system.

(ii) In annual system the minimum qualifying marks is 40% in aggregate. However 35% in each **CCA and Final Examination will be compulsory separately.** For practical 40% passing marks will be mandatory.

(iii) **A candidate failing either in one or two subjects/papers in annual examination will be placed under compartment in those subjects/papers. Such students will have only two chances one at supplementary stage and another at the annual stage to clear his/her compartment.**

(iv) **A candidate failing in three or more subjects/papers will be treated as fail in that year and will have to repeat the entire year.**

(v)   The result shall be declared as per grading system and the students will have to complete the degree within 5 years.

(vi) Re-evaluation shall be applicable as per provisions of HP University ordinance for annual system.

(vii) Final examinations shall be held in the month of March/April and supplementary examinations in the month of September/October every year.

(viii) Every student should carry his/her identity card while entering the campus and produce it on demand by the authorities. If any student found failed to produce the identity card he/she will be imposed fine of Rs. 50/ for first time and Rs. 100/ for the second time and on every default thereafter. The outsider entering in the college shall ensure his/her entry in visitor register lying with the college security guard at the main gate of the college. Only after making entry in the visitor register and receiving the token from the security guard, the outsider will be allowed to enter in the college campus. If any outsider found without making entry in the visitor register, he/she shall be treated as defaulter and fine of Rs. 100/ will be charged first time and Rs. 200/ for the second time and on every default thereafter.

Note: **The above guidelines/conditions may vary as per latest notification by the University.**

EVALUATION SYSTEM

As per RUSA/HP University guidelines, the marks scheme for all undergraduate courses in annual system for **B.A./B.Com.** will be in the ratio of **70:30** i.e. 70 marks for theory (Annual/Term End Examination) and 30 marks for **Continuous Comprehensive Assessment (CCA)/Internal Assessment (IA).** In annual/semester system for all courses of **B.Sc.** the ratio will be **50:20:30** i.e. 50 marks for theory and 20 marks for practical (Annual/Term End) and 30 marks for **CCA/IA.**

As per University norms 30% marks of CCA will be determined by concerned teacher on the basis of following components:

Annual System

1.   House Test = 10   2. Term Test/Class Test = 05

3.   Assignments/Seminars = 10   4.   Class room attendance = 5

   In semester / annual system class room attendance will be defined as follows:

      > 75% but < 80% – 1 marks   > 80% but < 85% – 2 marks

      > 85% but < 90% – 3 marks   > 90% but < 95% – 4 marks   > 95% but < 100% – 5 marks

Note:-   **Term Test conducted by teacher on completion of 40% syllabi.**
            House Test on completion of 75% syllabi.

MID TERM/HOUSE TEST

- One **Mid Term/House Test** of 10 marks (Annual System) will be conducted in each academic year.

- It is mandatory for every student to appear in the Mid Term/House Test and the marks obtained shall contribute to the total IA/CCA of 30%.

- As per University guidelines the students who do not get 35% marks in IA/CCA will not be allowed to appear in End Semester/Annual Examination.

REFUSAL AND CANCELLATION OF ADMISSION: (IN ACCORDANCE WITH HPU ORDINANCE)

i) The Principal may grant or refuse admission to any student on the recommendation of the admission committee.

ii) Admission will not be granted after the expiry of admission dates.

iii) If any student fails to produce attested copies of the certificates of all examinations passed and original character certificate issued by the **Head of School/College** last attended at the time of admission, he/she will be refused admission.

iv) Student failing to produce an affidavit to justify the **gap period and character certificate issued, both by the Head of Institution last attended and S.D.M.** of the area concerned (only for gap-year students) will not get admission.

FEE, FUND AND FINE:

- **Tuition fee shown in the chart on page 20 is only for six months, fee for the remaining six months is charged in October of the same academic year (annual/semester).**

- Students seeking provisional admission will pay monthly charges (fee, funds and other charges) for six months at the time of admission and rest of the annual charges/funds will be charged at the time of regularization of admission.

- **Post-graduate students are required to pay all the dues for the entire semester at the time of admission.**

- Only Himachal bonafide girl students, on the production of Himachal Bonafide Certificate, are exempted from tuition fee. However, they have to deposit other charges.

- Physically disabled students with more than 40% disability are exempted from **tuition fee** subject to the production of relevant certificate issued by the competent medical authority at the time of admission. Other dues are charged from them during admission.

- Fee, funds and other charges are subject to change by the orders of the Government or Himachal Pradesh University.

- After continuous **absence from a class for a period of 10 days in Annual System and 06 days in Semester System, the name of the student will be struck-off** from the college rolls and the information for the same will be displayed on the notice board.

- Re-admission with ₹ 100/- and ₹ 200/- for the first and second time respectively will be allowed on very specific grounds. Re-admission for the third time will not be allowed.

- Absence fine will be charged from students as mentioned below:

  i) Per-period absence fine = ₹ 1/-

  ii) Practical class per day absence fine = ₹ 3/-

  iii) Library fine on each book per day = ₹ 1/-

  iv) Re-admission fine (First time) = ₹ 100/-

  v) Re-admission fine (Second time) = ₹ 200/-

FEE, FUNDS AND OTHERS CHARGES

Students are required to pay the college dues (fee, funds and other charges) at the time of admission which are mentioned tentatively as below:

ANNUAL FEE, FUNDS AND OTHER CHARGES (2020-21)

		B.A. I Year	B.Sc.IYear	B.Com.IYear	B.A.IIYear	B.Sc.IIYear	B.Com.IIYear	B.A.IIIYear	B.Sc.IIIYear	B.Com.IIIYear	M.A./M.Sc.	M.Com.
GOVT. FEE	ADMISSION FEE	25	25	25	25	25	25	25	25	25	25	25
	TUITION FEE	600	600	600	600	600	600	600	600	600	600	600
HPU FEE/ FUNDS	REGISTRATION CONT.	200	200	200	10	10	10	10	10	10	10	10
	MIGRATION (BOARD OTHER THAN HP)	200 400	200 400	200 400	------	------	------	------	------	------	-----	-----
	YOUTH WELFARE FEE	15	15	15	15	15	15	15	15	15	15	15
	HPU SPORTS FEE	15	15	15	15	15	15	15	15	15	15	15
	HOLIDAY HOME FEE	1	1	1	1	1	1	1	1	1	1	1
	HPU CAMPUS DEV. FUND	250	250	250	250	250	250	250	250	250	250	250
	COST OF REG. FORM	20	20	20	-----	-----	-----	-----	-----	-----	-----	-----
COLLEGE FUNDS	UNION/AF	300	300	300	300	300	300	300	300	300	300	300
	BUILDING FUND	120	120	120	120	120	120	120	120	120	120	120
	MEDICAL FUND	6	6	6	6	6	6	9	9	9	9	9
	BOOK REPLACEMENT	25	25	25	25	25	25	25	25	25	25	25
	FURNITURE FUND	10	10	10	10	10	10	10	10	10	10	10
	CAMPUS DEV. FUND	10	10	10	10	10	10	10	10	10	10	10
	SPORTS FUND	240	240	240	240	240	240	240	240	240	240	240
	COMPUTER INTERNET	20	20	20	20	20	20	20	20	20	20	20
	CULTURE FUND	20	20	20	20	20	20	20	20	20	20	20
MISC FUND	LIBRARY SECURITY	100	100	100	------	------	------	200	200	200	200	200
	HOUSE EXAMS	40	40	40	40	40	40	40	40	40	40	-----
	MAGAZINE FUND	50	50	50	50	50	50	50	50	50	50	50
	ROVER RANGER	60	60	60	60	60	60	60	60	60	60	60
	STUDENT AID FUND	2	2	2	2	2	2	2	2	2	2	2
	NCC FUND	10	10	10	10	10	10	10	10	10	10	10
	LIBNRARY/IDENTITY CARD	10	10	10	10	10	10	10	10	10	10	10
	COLLEGE WELFARE FUND	1	1	1	1	1	1	1	1	1	1	1
RED CROSS FUND		40	40	40	40	40	40	40	40	40	40	40
PTA FUND If siblings of a candidate is studying in the college, the PTA fund will be charged only from one candidate		400	400	400	400	400	400	400	400	400	400	400

*FEE STRUCTURE MAY VARY AS PER THE DIRECTION OF H.P. GOVT. / HPU FROM TIME TO TIME.

PRACTICAL CHARGES: CHEMISTRY, PHYSICS, ZOOLOGY, BOTANY   240/-

PHYSICAL EDUCATION, MUSIC, GEOGRAPHY   180/-

*IRDP/BPL STUDENTS WILL BE CHARGED HPU CAMPUS DEV. FUND OF ₹ 100/- ONLY SUBJECT TO THE PRODUCTION OF IRDP/BPL CERTIFICATE.

BACHELOR OF VOCATION (B.Voc.)

UGC Approved 3-Year Regular Degree Programme

COURSE OF STUDY:

The College offers the following two **'NSQF' (National Skill Qualification Framework)** compliant **UGC approved** 3-year regular degree programmes under semester system for vocational studies as mentioned below:

- B.Voc. in Retail Management   –   40 Seats
- B.Voc. in Hospitality & Tourism   -   40 Seats

ABOUT THE BACHELOR OF VOCATION (B.VOC.) DEGREE PROGRAMME:

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education program as a part of College/University education, leading to Bachelor of vocation (B.Voc.) degree. This degree Program is unique with the provision of multiple entry and exist at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience. This is further explained in the prospectus.

OBJECTIVES:

- To provide multiple entry and exit options at various levels through program design in conformation to the skill components.
- To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).
- To empower the youth leading to employment and income generating opportunities.
- To provide judicious mix of skills relating to a profession and appropriate content of general education.
- To provide flexibility to the students by means of pre-defined entry and multiple exit levels.
- To integrate skill based NSQF complaint vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

COURSE STRUCTURE:

B. Voc. programme is designed with the provision for multiple exit levels. All the candidates enrolled for diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advance diploma level courses leading to B. Voc. degree.

Following table provides a snapshot of the various certificates and their duration:-

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc. Degree

MULTIPLE ENTRY AND EXIT OPTIONS:

- After the completion of **Semester I,** the candidate will get a Certificate, and she/he may go for a job or continue studying.
- The candidate may rejoin **Semester II.** After the completion of **Semester II,** the candidate will get a Diploma, and she/her may go for a job or continue studying.
- The candidate may rejoin **Semester III.** After the completion of **Semester III and IV,** the candidate will get an Advanced Diploma, and she/her may go for a job or continue studying.
- The candidate may rejoin **Semester V.** After the completion of **Semesters V and VI,** the candidate will be awarded a B.Voc. Degree and she/he may go for a job or become an entrepreneur, or continue studying for the M.Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. Degree (NSQF Level 10) after it in Vocational studies, or they can take admission in any other masters' programme after completion of required Bridge course, or appear in any competitive exams conducted by State Public Service Commission and Union Public Service Commission

INTERNSHIP PROGRAMME:

- Internship for 6 weeks after the completion of each year is an integral/essential component of B. Voc. degree.
- The Internship shall also carry credits to be added in the final evaluation of skill components.
- **HPKVN (Himachal Pradesh Kaushal Vikas Nigam)** is fully sponsoring the internship apart from facilitating the skill component (60%) of this programme along with courseware for whole of the programme.
- Candidates enrolled for this programme are entitled for **'Kaushal Vikas Bhatta'** as per state government policy.

JOB OPPORTUNITIES

RETAIL MANAGEMENT

- After the completion of the first semester, the student will get a "Sales Associate" Certificate in the Retail Management sector from Retailers Association's Skill Council of India (RASCI). The candidate may work as a certified resource in any retail-related industry.
- After the completion of the **second semester,** the student will get a combined "Team Leader" Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may get an opportunity to work in any retail-related industry.
- After the completion of the **second year,** the student will get a combined "Departmental Manager" Advanced Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- After the completion of the **third year**, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a "Store Manager" in retail-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Semester	Job Role	Training Hours
4	I	Sales Associate	585
5	II	Team Leader	585
6	III & IV	Departmental Manager	1170
7	V&VI	Store Manager	1245

HOSPITALITY & TOURISM

- After the completion of the first semester, the student will get a "Front Office Associate" Certificate in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC). The candidate may work as a certified resource in any hospitality and tourism-related industry.

- After the completion of the **second semester,** the student will get a combined "Front Office Executive" Diploma in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may get an opportunity to work in any hospitality and tourism-related industry.

Note: Multiple entry and exit options may vary for the B.Voc 1-year session 2019-20 as per latest University norms

- After the completion of the **second year,** the student will get a combined "Guest Relations Manager" Advanced Diploma in the Hospitality & Tourism sector from tourism & Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.

- After the completion of the **third year,** the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a "Duty Manager" in Hospitality & Tourism-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Semester	Job Role	Training Hours
4	I	**Front Office Associate**	**585**
5	II	**Front Office Executive**	**585**
6	III & IV	**Guest Relations Manager**	**1170**
7	V&VI	**Duty Manager**	**1245**

CONDITIONS FOR ADMISSION

ELIGIBILITY CONDITIONS:

- Admission to the B. Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.

- The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board; 10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45% marks in aggregate, Or any examination of a University/Board/College or School in a foreign country recognized as equivalent for the above purpose by the vice-Chancellor/Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 45% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.

- Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DDNo. 1-52/2013(CC/NSQF) dated 30-04-2014 of UGC.

- Maximum age limit for admission to B. Voc. courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice-Chancellor may permit age relaxation as per norms.

- Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.

- Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 40% marks in aggregate at 10+2 level.

- **Compartment students shall not be allowed admission in the B. Voc. programmes.**

- A candidate cannot pursue two full time undergraduate courses simultaneously.

- The University reserves the right to cancel any admission at any stage.

- In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.

- All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh Jurisdiction only.

MODE OF SELECTION:

- Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.).

- There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

  Category 1 : Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF

  Category 2 : Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.

  Category 3 : Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

  Note:

  Regarding selection of students for B.Voc. programme, 10% extra weightage shall be given to Category-1; 5% extra weightage shall be given to Catgegory-2 in 10+2 examination. Final list of students shall be finalized on merit.

MEDIUM OF INSTRUCTIONS:

- The course content of the B.Voc. programme will be taught in English.

<div align="center">

CONDITIONS OF REGISTRATION AND ADMISSION

</div>

- Application for admission shall be sent in the prescribed form to the Principal. Application should be registered to college office.

- True and correct particulars should be given in the application form.

- A self-addressed post card shall be sent along with the filled-in application to be used for acknowledging the receipt of application.

- The following certificates in original shall be produced at the time of admission:

  a)   Higher Secondary Certificate.

  b)   10+2 Mark Sheet.

  c)   Conduct Certificate from the Head of the Institution where applicant last studied.

DETAIL OF FEE/FUNDS FOR B.VOC.

SR. NO.			FEE/FUNDS
		GOVT. FUNDS	
	1.	Admission Fee	50
A		**TOTAL**	**50**
		UNIVERSITY FEE	
	1.	Registration fee (210 HP & 410 Non HP Board)	210
	2.	Continuation Fee	10
	3.	University Sports Fee	15
	4.	Youth Welfare Fee	15
	5.	Holiday home Fee	1
B		**TOTAL**	**251**
		UNIVERSITY FUNDS	
	1.	Library fund (Refundable)	100
	2.	Mid Term Fee	100
	3.	Magazine Fund	50
	4.	Identity Card Fund	10
	5.	Medical Fund	6
	6.	Red Cross Fund	10
	7.	NCC Fund	5
	8.	Student Aid Fund	2
	9.	Amalgamated Fund @ Rs. 25 P.M.	300
	10.	Sports and Cultural Activity Fund @ Rs. 20 P.M.	240
	11.	Building Fund @ Rs. 10 P.M.	120
	12.	Furniture Repair/Replacement Fund	10
	13.	Book Replacement Fund	25
	14.	Cultural Activity Fund	20
	15.	Computer and Internet Facility Fund	15
	16.	Computer Fee	20
	17.	Rovers and Rangers Facility Fund @ Rs. 5 P.M.	60
	18.	PTA Fund	400
	19.	Tuition Fee	1000
C		**TOTAL**	**2393**
		GRAND TOTAL (a+b+c)	**2694**
		Other Charges (Skill component) per semester	
	1.	Skill Component Practical-I	240
	2.	Skill Component Practical-II	240
	3.	Late Fee (Per Day)	10
	4.	Assessment-cum-Certification Fee charged by sector skill council per semester 1200	
D		**Total**	**1690**
		GRAND TOTAL (A+B=C+D)	**4384**

HIGHER EDUCATION INSTITUTE SOCIETY (HEIS)

Principal-cum-Director/President: Sh. K.C. Kashyap**,**   **Mob.:94189-40658**

Co-ordinator   :   Dr. Rajan Devi Negi**,**   **Mob.: 9418031114**

Dealing Assistant   :   Mr. Ganga Dass**,**   **Mob.: 94185-00388**

GOVERNING BODY:

1.   Sh. K. C. Kashyap (President)

2.   Principal, G.C. Kumarsin (Govt. Nominee)

3.   Mr. J.B. Bansal, (Retd. Principal) Executive Member

4.   PTA President Executive   Member

5.   Dr. G.R. Negi   Member

6.   Dr. R. L. Negi   Member

7.   Dr. Pratap Thakur   Member

8.   Capt. Sandeep Thakur   Member

9.   Mr. Ishwar Kumar Negi   Member

10.   Mr. Dev Raj Thakur (Supdt.)   Member

11.   Dr. Rajan Devi Negi   Secretary

12.   Mr. Ganga Dass   Dealing Assistant

ADMISSION COMMITTEE: BCA / PGDCA

1.   Mr. Kushal Chand Sharma   **(Convener)**

2.   Mr. Narender Kumar Negi   Member

3.   Ms. Vichitra Mohini   Member

INTRODUCTION TO BCA COURSE

The Bachelor of Computer Application (BCA) is a three years under graduate course spread over six semesters under self financing scheme:

i)   Subsidised category.

ii)   Non-Subsidised category.

Seats:

The total number of seats in the BCA course is 40, distributed as under:

Subsidised   20

Non-Subsidised   20

Eligibility:

Candidates who have passed 10+2 examination from H.P. Board / CBSE / ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-5, with 40% Marks (35% marks for SC/ST category), shall be eligible.

BASIS OF ADMISSION TO BCA

The admission to BCA course is based on the merit alone.

Note: Separate merit list shall be prepared for subsidised & non-subsidised categories. The 20 subsidised seats will be filled first and the remaining 20 seats in non-subsidised category will be filled after all the seats in subsidised category are filled.

SUBSIDISED CATEGORY:

Admission to the course for subsidised category shall be subject to the following conditions:

A) 15% and 7.5% seats shall be reserved for SC and ST candidates respectively who have passed their qualifying examination from HP Board of School Education or from any other school located within the territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board i.e. CBSE or ICSE etc.

B) The remaining 77.5% seats shall be filled as under:

   i) 25% of the seats shall be open for all candidates irrespective of the institution from where they have passed their qualifying examination.

   ii) 75% of the seats shall be filled out of the candidates who have passed qualifying examination from HP Board of School Education or from any other school located in H.P. affiliated to any other Education Board i.e. CBSE or ICSE etc. subject to the following conditions:

   a) 5% of the seats shall be reserved for the outstanding sports person.

   b) 5% of the seats shall be reserved for the outstanding cultural activists.

   c) 5% of the seats shall be reserved for the physically disabled candidates.

   d) The minimum eligibility for the admission to BCA course in case of SC/ST will be 5% lower than the eligibility condition for other students.

   e) The rules/roster of HP University shall be applicable in case of above reservation in the college.

NON-SUBSIDISED CATEGORY:

For non-subsidised category (NRIs/NRI Sponsored & Foreign Nationals) the admission shall be based on percentage scored in +2 examination. The top candidates depending upon the number of seats available shall be admitted to the course. There will be no reservation of any kind in this category.

AGE LIMIT:

Maximum age limit for admission to BCA course is 21 years for general category, 24 years for SC/ST category and 23 years for girl students, as on 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to maximum of six months.

BCA - IInd YEAR (3rd Semester) & BCA - IIIrd YEAR (5th Semester):

All the students who have appeared in the university examinations of BCA-IInd & IVth Semester are informed that their admission to next class/semester is under the provision of ROLL ON system.

Document required:—

1. Matriculation Certificate

2. Copy of + 2 Certificate

3. Copy of BCA Sem.-I, II Certificates if result declared (for 3rd Sem.)

4. Copy of BCA Sem.-I, II, III & IV Certificates if result declared (for 5th Sem.)

5. Three passport size photographs.

FEE SCHEDULE

BCA-Ist Year (Semester-I):

SUBSIDISED SEATS:

The candidates admitted under the subsidised category are required to pay annual consolidated fee of ₹ 12,000/- at the time of admission.

NON-SUBSIDISED SEATS:

Candidates admitted under non-subsidised category are required to pay annual consolidated fee of ₹ 25,000/- at the time of admission.

BCA - IInd & IIIrd YEAR (Semester-IIIrd & IVth)

SUBSIDISED SEATS:

At the time of admission under ROLL on System (3rd Sem.)	:	6000/-	
At the time of admission under ROLL on System (4th Sem.)	:	6000/-	
Total	:	**12,000/-**	
At the time of admission under ROLL on System (5th Sem.)	:	6000/-	
At the time of admission under ROLL on System (6th Sem.)	:	6000/-	
Total	:	**12,000/-**	

NON-SUBSIDISED SEATS:

At the time of admission under ROLL on System (3rd Sem.)	:	12500/-	
At the time of admission under ROLL on System (4th Sem.)	:	12500/-	
Total	:	**25,000/-**	
At the time of admission under ROLL on System (5th Sem.)	:	12500/-	
At the time of admission under ROLL on System (6th Sem.)	:	12500/-	
Total	:	**25,000/-**	

In addition to the above fee:

(i)   Examination fee as per HPU norms will be charged at the time of filling up of examination form.

(ii)   Refundable library-cum-lab security of ₹ 300/-.

(iii)   PTA Fund @ ₹ 200/- per student will also be collected at the time of admission.

NOTE:-

1. All the students of BCA under ROLL ON System are directed to pay the college fee within prescribed schedule. No one will be permitted to attend the classes without depositing the prescribed fee. Lectures attended under ROLL ON System will also be counted for every concerned purpose.

2. Fee once deposited shall not be refunded or adjusted in any case.

3. BCA students who have attained the age of 18 years at time of admission are eligible for membership of Higher Education Institute Society G.B. Pant Memorial Govt. College Rampur Bushahr & are required to pay subscription of 100/- per annum, as per the decision of the Governing Body of the Society.

INTRODUCTION TO PGDCA COURSE

In order to cater to the growing demand of computer awareness among the youth, this college has introduced a Post Graduate Diploma in Computer Application (PGDCA) under self financial scheme.

The total number of seats in the PGDCA course are 60, distributed as under:

S.No.	Category	No. of Seats
1.	Subsidized Seats	40
2.	Non-Subsidized Seats	20
	Total (1+2)	**60**

Eligibility:

Any graduate from recognized university or its equivalent with at least 50% marks (45% marks in case of SC/ST candidates) are eligible for admission to PGDCA course.

Age Limit:

The maximum age limit for the candidates seeking admission to PGDCA programme shall be 26 years for male candidates, 28 years for female candidates and 29 years for SC/ST candidates as on 1 July of the admission year.

BASIS OF ADMISSION TO PGDCA

The admission to PGDCA is based on the merit alone.

Note: **Separate merit list shall be prepared for subsidised & non-subsidised categories. The 40 subsidised seats will be filled first and the remaining 20 seats in non-subsidised category will be filled after all the seats in subsidised category are filled.**

SUBSIDISED CATEGORY:

Admission to the course for subsidised category shall be subject to the following conditions:

A) 15% and 7.5% seats shall be reserved for SC and ST candidates respectively who have passed BA/B.Sc./B.Com. or any other equivalent degree from any recognised University.

B) The remaining 77.5% seats shall be filled as under:

i) 25% of the seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination.

ii) 75% of the seats shall be filled out of the candidates who have passed their graduation from HP University subject to the following reservations:

 a) 5% of the seats shall be reserved for the outstanding sports persons.

 b) 5% of the seats shall be reserved for the outstanding cultural activists.

 c) 5% of the seats shall be reserved for the physically disabled candidates.

 d) The minimum eligibility for the admission to PGDCA course in case of SC/ST will be 5% lower than the eligibility condition for other students.

 e) **The rules/120 point roster of HP University shall be applicable in case of above reservation during admission.**

FEE SCHEDULE

PGDCA:

SUBSIDISED SEATS:

The candidates admitted under the subsidised category are required to pay annual consolidated fee of ₹ 14,000/- at the time of admission.

NON-SUBSIDISED SEATS:

Candidates admitted under non-subsidised category are required to pay annual consolidated fee of ₹ 25,000/- at the time of admission.

In addition to the above fee:

 (i) Examination fee as per HPU norms will be charged at the time of filling up of examination form.

 (ii) Refundable library-cum-lab security of ₹ 300/-.

 (iii) PTA Fund @ ₹ 200/- per student will also be collected at the time of admission.

 (iv) Cost of hanging Identity Card ₹ 50/-.

<div align="center">

INSTRUCTION / DOCUMENT REQUIRED
FOR BCA / PGDCA COURSE

</div>

   Application form duly filled in and accompanied with the following documents for admission should be submitted in the **College BCA Computer Lab** on or before **24-06-2019.**

1. One attested copies of the matriculation certificates for the proof of date of birth.

2. Attested copy of 10+2 certificate.

3. Attested copy of graduation certificate (for PGDCA).

4. Applicants coming from Board/University other than the HP Board of School Education/HP University must provide Migration Certificate in original.

5. Affidavit to justify the gap year with character certificate issued by SDM of area concerned and copy of character certificate from the Head of School/College last attended (Only for gap year students). Character certificate issued other than the above will not be accepted.

6. Attested copy of SC/ST Certificate (SC/ST candidate only).

7. Valid Character-cum-School Leaving Certificate (issued by the Principal of the Institution last attended for regular student or by a gazetted officer in the case of private candidates) IN ORIGINAL. The character certificate should have been issued within the last 6 months on the day of application.

8. Parents/Guardians are required to submit affidavit to ensure that their wards will not take part in ragging, smoking and any other anti institutional activity which brings disgrace to the college.

9. In case of non-subsidised seats (NRIs/NRI sponsored candidates & foreign national) the following additional documents are also required:

  a) Sponsorship documents in case of non-subsidised seats (NIRs/NRI sponsored candidates).

  b) Proof of the nationality in case of a foreign national.

  c) In case of non-subsidised seats (NRIs) either of the following shall be considered as proof of their status:

    i) Copy of the non-resident card/employment card issued by the employer.

    ii) Photocopy of the immigration/employment visa entry on the passport along with of the passport.

    iii) Certificate issued by the Indian Embassy / High Commission of the country where residing.

    iv) Photocopy of the latest assessment order of the income tax authorities either in or the country of emolument filled in the status of non-resident Indian.

  d) Certificate of sponsorship from an NRI in case of a sponsored candidate, along with proof of NRI status of the sponsored as required under part (b) above.

10. The candidates are required to produce their ORIGINAL certificate of lower examinations passed/other documents (Matric, Sports, 10+2, SC/ST, Cultural etc.) at the time of counselling.

TWO YEAR M.A./M.Sc./M.Com. DEGREE COURSES

The college has been imparting formal education up to P.G. level in the following subjects:-

Sr. No.	PG Course (Subject)	No. of Seats	Sr. No.	PG Course (Subject)	No. of Seats
1.	English	40	8.	Mathematics	20
2.	Hindi	40	9.	Physics	20
3.	Commerce	40	10.	Chemistry	20
4.	Economics	40	11.	Botany	20
5.	History	40	12.	Zoology	20
6.	Political Science	40	13.	Geography	20
7.	Sociology	40			

Note: Admissions to all the above PG courses of M.A./M.Sc./M.Com. will be as per the merit list of the entrance test conducted by HP University on the dates mentioned in HP University Handbook of Information for the session 2019-20 or as per its latest notification.

FINE AND FEE CONCESSION

i) *Full Fee Concession :* For promoting higher education among women, the Government of Himachal Pradesh has granted full tuition fee concession to all bonafide Himachal girl students.

ii) *Brother/Sister Fee Concession :* The concession of half-fee is granted to any student, if his/her elder brother/sister is on the college rolls in the same session.

iii) Remission of any fine imposed on a student can be granted by the Principal to some extent on genuine grounds.

RULES OF LIBRARY

- The college library will remain open from 10.00 a.m. to 5.00 p.m. on all working days.

- Only bonafide college students and staff are allowed in the library.

- Two books, at a time, for 15 days are issued to the students of under-graduate classes and four books for thirty days to M.A./M.Sc./M.Com. students. Books already issued can be retained or re-issued by the student on written request.

- The student who fails to return books on time will be fined ₹ 1/- per day per book.

- If any student causes damage to the library book, he/she has to pay the full cost of the book.

- Books will not be issued to any student if he/she does not possess the library/identity card.

- On loss or damage of library/identity card, ₹ 20/- is charged from the student for the cost of duplicate library card.

- Library security, if not claimed by the students within one year of leaving the college, will stand forfeited.

- Reference Books, Periodicals, Magazines and News Papers are not issued.

- Misconduct/indiscipline of any kind by any student in the library shall debar him/her from the library membership.

SCHOLARSHIPS

Eligible students belonging to SC/ST, OBC, IRDP, EBC, Meritorious and Minority Communities are benefitted by various State Sponsored and Centre Sponsored Scholarship Schemes implemented by the Government. Detailed information regarding all the State and Centre Sponsored Scholarship Schemes is available under National Scholarship Portal (***www.scholarships.gov.in),*** the students are also informed about these Scholarships from time to time by the college itself.

EXTRA CURRICULAR ACTIVITIES

NATIONAL CADET CORPS (NCC):

NCC training instills a feeling of patriotism and discipline in the cadets for upholding the unity and integrity of our country and it prepares them for rendering services to our motherland in times of peace and natural calamities. The students may join NCC by filling in enrolment form available in the college office. During their training, spanning over two years, the students can obtain BEE and CEE certificate which will help them in joining Indian Army. They are also given a chance to learn and enjoy mountaineering, rock climbing and trekking, etc.

NATIONAL SERVICE SCHEME (NSS) :

Our college maintains two NSS units which work towards social welfare activities. Students can enroll as volunteers with the aim to render selfless service to the people.

RANGERS & ROVERS :

The programme encourages the spirit of national integration as well as feeling of oneness. Various activities like adventure sports, community development, organizational work, skilled development and awareness programmes on disaster & social issues are organized by Bharat Scouts & Guides New Delhi. The college has well organized units of Rangers and Rovers under the leadership of Dr. Shiwali Thakur (Girls) and Mr. Anil Kumar Verma (Boys).

EDUCATIONAL TOURS AND EXCURSION

The college encourages and allows Educational Tours and Excursions during the session, under the guidelines laid down in letter No EDN-HEB(6) 2/2009-Misc Directorate of Higher Education Feb. 2019 as follows:

1.   The faculty/staff accompanying the students will travel in the vehicle in which students are travelling.
2.   Students will not be allowed to travel without accompany of teacher/staff deputed with them.
3.   If girl students are participating the Educational Tour, one lady teacher must accompany the students.
4.   Written consent of the parents is essential to allow the students for participating in the Educational Tour.
5.   Tour programme should be signed and recommended by the Principal.
6.   The students will not be allowed to perform any recreational activity during the tour.
7.   The Educational Tour should be need based and part of course
8.   Tour programme must be intimated to the Deputy Commissioner of the respective District and local administration before departure.

PARENT TEACHER ASSOCIATION (PTA)

To encourage community participation in education, Parent Teacher Association (PTA) under sections 2.33 to 2.33.7 of the H.P. Education Code, 2001 has been established. Parent Teacher Association (PTA) has emerged as instant solution to the problems of students and teachers in the field of education. It is a non political body for better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities of the college, giving utmost priority to students' welfare. Parents, guardians who are in the blood relation of the students, teachers and head of the institution are the members of the association. Parents are advised to attend the General House and other meetings which are intimated from time to time.

IGNOU STUDY CENTRE

Indira Gandhi National Open University, New Delhi opened a study centre in this college in 1996. This study centre provides opportunities to opt-for job-oriented courses such as Rural Development, Human Rights, Tourism Studies, Food & Nutrition and Computer Education, Certificate Courses in Organic Farming, Sericulture and Diploma in Value Added Products from Fruits & Vegetables and Dairy Technology. The study centre also provides Bachelors Degree in Arts and Commerce. The students can enroll themselves with this study centre for different Job-Oriented Certificate and Diploma Course simultaneously with B.A., B.Sc. and B.Com. degree courses, being taught in this college.

COLLEGE MAGAZINE : KINNER-KAILASH

The magazine "Kinner-Kailash", published annually, brings forth the literary talent of the students and provides them opportunity for expressing their thoughts and ideas on different issues. The articles are collected by the end of every year. The student editors from different faculties/sections are selected through written test and they are awarded with certificates and prizes at the college annual function.

CSCA

The College Students' Central Association (CSCA) is a representative body of students to train them for their duties, responsibilities and rights of citizenship. The main function of CSCA is to ensure the maintenance of proper academic atmosphere and discipline among the students. All colleges affiliated to HP University have their CSCA as per its guidelines. **The CSCA body consists of (Nominated) President, Vice-President, General Secretary, Joint Secretary and Class Representatives.** The nomination takes place on the basis of HPU Grade Cards. The Principal acts as Chief Advisor with Five Teacher Advisors nominated by him. As many as 16 students with outstanding performance in academic, cultural and co-curricular activities are also nominated by the Head of Institution. The nomination of CSCA office bearers and class representatives is held on the date notified by H.P. University.

HOSTEL ACCOMMODATION

The College has the facility of four hostels for boys and girls:

i)	Tribal Girls' Hostel for 110 girls.	ii)	Bhadri Girls' Hostel for 60 girls.
iii)	Tribal Boys' Hostel for 70 boys.	iv)	Dr. Ambedkar Girls' Hostel for 48 girls

- Admission to these hostels is granted strictly on merit and good conduct basis. In Tribal (Boys/Girls') Hostels, first preference will be given to the tribal boy/girl students and if seats fall vacant, SC/OBC, Backward Area and General Category boys/girls are also allowed. In Bhadri Girl's Hostel, the seats reserved for the SC/ST/OBC and Physically Handicapped girls are 15%, 7.5% and 5% respectively. The application forms along with the required documents/certificates, for admission to any of the above hostels should reach the concerned hostel warden/clerk on or before the last date of admission.

- Any hostel student found guilty of indulging in ragging, in or around the hostel will be expelled from the hostel as well as from the college. Use of drugs or intoxicants and smoking is strictly prohibited in the hostels and college campus. Hostel students are not allowed to use any electric heater and water heating rod in their rooms. Defacing walls, tampering with electrical fittings and banging of doors and windows are not allowed.

- Hostel security will be refunded to the final year students and to those who intend to leave the hostel.

Note: All the senior hostel residents are informed that they should apply for the hostel accommodation well in time failing which the vacant seats will be given to the students seeking admission in the college hostel.

HOSTEL CHARGES:

a)	**Monthly Charges:**	b)	**Annual Charges**

<div>

a) Monthly Charges:
- Room Rent per student = ₹ 30/-
- Common-room Fund = ₹ 30/-
- Electricity Charges = ₹ 100/-Hostel
- Attendant Charges - ₹ 100/-
- Sweeper Charges = ₹ 50/-Water
- Charges = ₹ 30/-Hostel Clerk
- Charges = ₹ 20/-

b) Annual Charges
- Mess advance = ₹ 1500/- (Refundable)
- Hostel Security = ₹ 1000/- (Refundable)
- Furniture Maintenance Charges = ₹ 50/-
- Utensil Charges = ₹ 30/-Hostel
- Admission Fee = ₹ 10/-Hostel Identity
- Card = ₹ 20/-Medical Fund = ₹ 10/-

</div>

HOSTEL BOOKLET/FORM IS TO BE PURCHASED SEPARATELY FROM THE COLLEGE OFFICE.

ZERO TOLERANCE TO RAGGING

Any student found involved in ragging in any form whatsoever will be punished appropriately which may include:—

1. Imprisonment, fine or both.
2. Expulsion from the College.
3. Suspension from the Classes.
4. Fine with Public Apology.
5. Withholding Scholarship or other Benefits.
6. Debarring from representation in Events.
7. Suspension and Expulsion from Hostel.
8. Legal proceeding under Criminal Law shall be initiated.

TOLL FREE ANTI-RAGGING

HELPLINE 24X7 : 1800 - 180 - 5522

CONTACT NUMBERS IN CASE OF ANY PROBLEM

If a student faces any kind of problem in the hostel in any form whatsoever, he/she is free to contact any of the following members of Hostel Anti-Ragging Committee:

NAME	MOBILE NO.
Dr. H.C.Negi	94180-73455
Mr. Satpal Khoond	94182-70535
Capt. Sandeep Thakur	70185-93375
Ms. Norbu Zangmo	94184-01659
Ms. Yojna Thakur Negi	82195-81805

NOTE: With reference to letter No. EDN-HE(21) B (15)15/2017-V dt. 27-05-2017. No teacher/official/student is allowed to use the **CELL PHONE** in the premises of any Educational Institution. The students can use their cell phones in the college premises only on a zone fixed by the college authority. The teachers are allowed to use their mobile phones only in the staff room.

<p align="center">**ANNUAL COMMITTEES**</p>

ADVISORY COMMITTEE

Dr. L.S. Verma **(Convener)**

Dr. R.L. Negi

Dr. Rajan Devi Negi

Dr. H.C Negi

Ms. Anuradha Negi Kanain

Mr. Dev Raj Thakur (Suptd.)

DISCIPLINE & ANTI-RAGGING COMMITTEE

Dr. L.S. Verma **(Convener)**

And all teachers are members of this committee

PROSPECTUS

Dr. R.L.Negi **(Convener)**

Dr. H.C. Negi

Ms. Promila Thakur

Dr. Pratap Thakur

Dr. Shiwali Thakur

Capt . Sandeep Thakur

Sh. Ravinder Singh

STUDENT CAREER GUIDANCE CELL

Ms. Auradha Negi Kanain **(Convener)**

Dr. Anita Kumari

Ms. Vichitra Mohini

Mr. Jai Singh

Mr. Anil Singh Negi

Mr. Satpal Khoond

Mr. Pratibind Pandey

TIME TABLE COMMITTEE

Ms. Anuradha Negi Kanain **(Convener)**

Ms. Promila Thakur

Mr. Kushal Sharma

Dr. Pratap Thakur

Dr. Narender Kumar Negi

Dr. Bharat Bhushan Brogi

Ms. Vichitra Mohini

BUS PASS / ATTESTATION COMMITTEE

Dr. R.L Negi **(Convener)**

All HODs/teachers are authorized to sign the Bus Pass Forms of the students enrolled in the college.

DE-ADDICTION AWARENESS COMMITTEE

Dr. Narender Kumar Negi **(Convener)**

Ms. Nisha Negi

Mr. Vijay Thkaur

Mr. Mohit Prakash

Ms. Norbu Zangmo

Mr. Tenzin Nargo

Ms. Neetika

Mr. Satpal Khoond

Ms. Yojana Thakur Negi

UGC AFFAIRS COMMITTEE

Dr. Pratap Thakur **(Convener)**

Dr**.** Narender Kumar Negi

Dr. Bharat Bhushan Brogi

Capt. Sandeep Thakur

Mr. Anil Kumar Verma

Mr. Satpal Khoond

Mr. Dev Raj Thakur,(Supdt.)

IQAC COMMITTEE

Dr. Sandeep Sharma **(Convener)**

Capt. Sandeep Thakur

Mr. Mohit Parkash

Mr. Nikhil Sarta

Mr. Anil Singh Negi

Ms. Surekha Negi

Mr Pratibind Panday

Dr. Ajender Negi

Ms. Divya Chauhan

Mr. Dev Raj Thakur (Supdt.)

RUSA AFFAIRS COMMITTEE
  Dr. L.S. Verma **(Convener)**
  Dr. H.C. Negi
  Capt. Sandeep Thakur
  Ms. Anuradha Negi
  Mr. Dev Raj Thakur (Supdt.)
  Mr. Ganga Dass (Dealing Asstt.)

SCHOLARSHIP MONITORNING COMMITTEE
  Dr. H.C. Negi **(Convener)**
  Ms. Anuradha Negi Kanain
  Ms. Promila Thakur
  Dr. Shiwali Thakur
  Mr. Dev Raj Thakur (Supdt.)

SCHOLARSHIP COMMITTEE
  Dr. Asha Garg **(Convener)**
  Dr. Bharat Bushan
  Dr. Anita Kumari
  Mr. Ravinder Singh
  Mr. Anil Singh Negi
  Ms. Neetika
  Mr. Satpal Khoond
  Ms. Divya Chauhan

COLLEGE BUILDING AND CAMPUS DEVELOPMENT COMMITTEE
  Mr. Ishwar Kumar Negi **(Convener)**
  Mr. Maheshwar Singh Thakur
  Mr. Ravinder Singh Negi
  Mr. Vijay Thakur
  Ms. Yojna Thakur Negi
  Mr. Dev Raj Thakur (Supdt.)

WOMEN GRIEVANCE & REDRESSAL CELL
  Ms. Vichitra Mohini **(Convener)**
  Ms. Preeti Panta
  Mr. Anil Kumar Verma
  Ms. Norbu Zangmo
  Ms. Nisha Negi
  Dr. Kalpana
  Ms. Neetika
  Dr. Ajender Singh Negi
  Ms. Yojana Thakur Negi

IT CELL & WEB UPDATING COMMITTEE
  Dr. Bharat Bushan Brogi **(Convener)**
  Capt. Sandeep Thakur
  Prof. Sat Pal Khoond
  Ms. Divya Chauhan
  Mr. Dev Raj Thakur (Supdt.)

CULTURAL COMMITTEE

(a) **HP University Youth Festival Group-I**
Dr. L.S. Verma **(Coordinator)**

Ms. Anuradha Negi Kanain
Dr. Sandeep Sharma Ms.
Promila Thakur
Mr. Ravinder Singh
Ms. Nisha Negi
Dr. Ajender Singh Negi

(b) **HP University Youth Festival Group-II**
Dr. M.S. Rathore **(Convener)**

Mr. Jai Singh Negi
Ms. Anuradha Negi
Dr. Kalpana
Dr. Ajender Negi

(c) **HP University Youth Festival Group-III**
Ms. Promila Thakur

Dr. Anita Kumari
Dr. M.S Rathore
Ms. Preeti Panta
Dr. Kalpana

Mr. Ashish Kumar
Mr. Satpal Khoond

(d) **HP University Youth Festival Group-IV**
Mr. Kushal Chand Sharma

Mr. Ravinder Singh
Mr. Jai Singh Negi
Mr. Mohit Parkash
Ms. Neetika
Mr. Pratibind Pandey

LIBRARY COMMITTEE

Dr. L.S. Verma **(Convener)**
Dr. Rajan Devi Negi
Ms. Anuradha Negi Kanain
Mr. Kushal Chand Sharma
Dr. Pratap Thakur
Mr. Ishwar Kumar Negi
Mr. Pratibind Pandey
Mr. Chander Shekhar, Librarian

MAGAZINE COMMITTEE

Dr. H. C. Negi (Chief Editor)
Ms. Promila Thakur (Editor Sanskrit)
Ms. Asha Garg (Editor Science)
Dr. Sandeep Sharma (Editor English)
Capt. Sandeep Thakur (Editor Eco. & Planning)
Mr. Ishwar Negi (Editor Commerce)
Dr. M.S. Rathore (Editor Pahari)
Dr. Madan Thakur (Editor Hindi)

ADVENTURE / TREKKING ACTIVITY COMMITTEE

Dr. H.C. Negi **(Convener)**

Ms. Anuradha

Dr. Nikhil Sarta

Mr. Anil Singh Negi

Mr. Anil Kumar Verma

Mr. Satpal Khoond

HOUSE EXAMINATION COMMITTEE

Dr. Ram Lal Negi **(Controller)**

Dr. H.C. Negi

Dr. Partap Thakur

Dr. Narender Negi

Mr. Bharat Bhushan Brogi

Ms. Divya Chauhan

Mr. Sahab Singh (Dealing Astt.)

HEALTH & FIRST AID COMMITTEE

Mr. Kushal Chand Sharma **(Convener)**

Dr. Shiwali Thakur

Dr. Anita Kumari

Dr. Madan Thakur

Mr. Tanzin Nargu

Dr. Kalpna

COLLEGE CANTEEN COMMITTEE

Dr. Rajan Devi Negi **(Convener)**

Ms. Anuradha Negi Kanain

Ms. Promila Thakur

Mr. Ishwar Kumar Negi

Mr. Vijay Thakur

Mr. Mohit Prakash

AUDITORIUM MANAGEMENT COMMITTEE

Dr. Rajan Devi Negi **(Convener)**

Ms. Anuradha Negi Kanain

Ms. Promila Thakur

Dr. Pratap Thakur

Dr. Sandeep Sharma

Dr. Narender Kumar Negi

Dr. Asha Garg

Dr. Bharat Bushan Brogi

Dr. Shiwali Thakur

Mr. Ishwar Kumar Negi

Dr. M.S. Rathore

Ms. Vichitra Mohini

Mr. Maheshwar Singh

Ms. Nisha Negi

Mr. Tanzin Negi

Ms. Norbu Zangmo

Mr. Anil Singh Negi

Ms. Neetika

Dr. Ajender Singh Negi

Ms. Yojna Thakur Negi

STUDENTS' COMPLAINT & REDRESSAL COMMITTEE

Dr. L.S. Verma **(Convener)**
Dr. H.C Negi
Ms. Anuradha Negi Kanain
Dr. Sandeep Sharma
Dr. Asha Garg

ECO CLUB:

Dr. H.C Negi **(Convener)**
Dr. Shiwali Thakur
Dr. Anita
Ms. Surekha Negi
Mr. Satpal Khoond

RED RIBBON / BLOOD DONORS CLUB:

Dr. Shiwali Thakur **(Convener)**
Dr. Anita
Dr. Kalpna
Mr. Satpal Khoond
Ms. Yojana Thakur Negi

RESEARCH MOTIVATION & GUIDANCE COMMITTEE

Dr. Rajan Devi Negi **(Convener)**
Dr. Pratap Thakur
Dr. Sandeep Sharma
Dr. Bharat Bhushan Brogi
Dr. Shiwali Thakur
Dr. Anita Kumari
Dr. Madan Thakur

EDUCATIONAL TOUR MANAGEMENT COMMITTEE

Dr. Anita Kumari **(Convener)**
Mr. Ishwar Kumar Negi
Mr. Mohit Prakash
Mr. Anil Kumar Verma
Mr. Nikhil Sarta
Ms. Yojana Thakur Negi

PRESS COMMITTEE

Ms. Promila Thakur **(Convener)**
Mr. Ravinder Singh
Mr. Pratibind Pandey

CSCA ADVISORY COMMITTEE

Dr. L.S. Verma **(Convener)**
Dr. R.L Negi
Dr. Rajan Devi Negi
Dr. H.C. Negi
Ms. Promila Thakur

PURCHASE COMMITTEE

Capt. Sandeep Thakur **(Convener)**
Ms. Surekha Negi
Mr. Tanzin Nargu
Mr. Dev Raj Thakur (Supdt.)
Mr. Ramesh Sharma (Clerk)

BACHELOR OF COMPUTER APPLICATION (BCA)

Principal / President (HEIS)	Dr. K.C. Kashyap
Coordinator	Dr. Rajan Devi Negi
Dealing Asstt.	Mr. Ganga Dass

BACHELOR OF VOCATION (B.Voc.)

Capt. Sandeep Thakur (Nodal Officer)

NATIONAL CADET CORPS (NCC)

Capt. Sandeep Thakur

NATIONAL SERVICE SCHEME (NSS) UNIT-I

Mr. Mohit Prakash

NATIONAL SERVICE SCHEME (NSS) UNIT-II

Mr. Ishwar Kumar Negi

RANGERS/ROVERS LEADERS

Mr. Anil Kumar Verma

Dr. Shiwali Thakur

IGNOU

Dr. L. S. Verma   **(Co-ordinator)**

Dr. Ram Lal Negi **(Asstt. Co-ordinator)**

Dr. H.C. Negi   **(Asstt. Co-ordinator)**

ICDEOL

Dr. Pratap Thakur **(Co-ordinator)**

COLLEGE BURSAR

Mr. Satpal Khoond

ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE)

Capt. Sandeep Thakur **(Nodal Officer)**

Mr. Dev Raj Thakur **(Supdt.)**

INCHARGES OF SPORTS TEAMS:

Dr. H.C Negi   : Chess (Men)

Dr. Narender KumarNegi   : Boxing (Men)

Mr. Ishwar Kumar Negi   :   Table Tennis (Men)

Ms. Yojana Thakur Negi   :   Table Tennis (Women)

Mr. Mohit Prakash   : Basketball (Men)

Ms. Neetika   :   Basketball (Women**)**

Mr. Satpal Khoond   :   Volleyball (Men)

Dr. Kalpana   :   Volleyball (Women)

Dr. Ajender Singh Negi   :   Kabaddi (Men)

Ms. Preeti Panta   :   Kabaddi (Women)

Ms. Surekha Negi   : Chess (Women)

Ms. Vichitra Mohini   :   Boxing (Women)

Mr. Vijay Thakur   :   Badminton (Men)

Ms. Norbu Zangmo   :   Badminton (Women)

Dr. Bharat Bhushan Brogi :   Kho-Kho (Men)

Ms. Anuradha   :   Kho-Kho (Women)

Mr. Jai Singh   :   Athletic (Men)

Dr. Shiwali Thakur   :   Athletic (Women)

Dr. Nikhil Sarta	: Hand Ball (Men)
Ms. Nisha Negi	: Hand Ball (Women)
Mr. Maheshwar Singh	: Cross Count. (Men)
Ms. Divya Chauhan	: Cross Count. (Women)
Mr. Anil Singh Negi	: Cricket (Men)
Dr. Madan Thakur	: Football (Men)
Mr. Pratibind Pandey	: Taekwondo (Men)
Capt. Sandeep Thakur	: Shooting (Men)

HOSTEL MANAGEMENT COMMITTEE

Principal **(Chief Patron)**

Dr. H.C. Negi **(Chief Warden)**

Mr. Satpal Khoond
(Warden Tribal Boys' Hostel)

Capt. Sandeep Thakur
(Co-Warden Tribal Boys' Hostel)

Mr. Ganga Dass
(Clerk Tribal Boys' Hostel)

....
(Warden Tribal Girls' Hostel)

Ms. Norbu Zangmo
(Co-Warden Tribal Girls' Hostel)

Mr. Shoba Ram Negi
(Clerk Tribal Girls' Hostel)

Ms. Neetika
(Co-Warden Bhadri Girls' Hostel)

Mr. Rajesh Kumar
(Clerk Bhadri Girls' Hostel)

……………………………
(Warden Dr. Ambedkar Girls' Hostel)

Ms. Yojna Thakur   *(Warden Dr. Ambedkar Girls' Hostel)*

Dr. Kalpna   *(Co-Warden Dr. Ambedkar Girls' Hostel)*

Mr. Sahab Singh *(Clerk Dr. Ambedkar Girls' Hostel)*

CONDUCT AND DISCIPLINE

IMPORTANT INSTRUCTIONS:

1.   All the students should **wear hanging identity cards,** without which they will not be allowed to enter the college campus. It is mandatory for every student to maintain strict discipline in the college as well as outside the college.

2.   Any act of a student that amounts to indiscipline will be dealt strictly.

3.   All the students are directed to read the notices thoroughly which are displayed exclusively on the college notice board every day, and do the needful accordingly.

4.   Eve-Teasing is an offence punishable under the law. Hence, students are advised not to indulge in such kind of activities; otherwise they would face strict legal action.

5.   Scribbling/Writing anything on the black-board, on furniture, walls, etc. amounts to indiscipline.

6.   To break furniture/window panes, to pluck flowers, to remove notices, etc. are also forms of indiscipline.

7.   To hold any meeting/function/party and **to take photographs in the premises/office** without prior permission of the Principal, also amounts to indiscipline.

8.   Students should not tamper with electrical and water fittings, etc. in college campus/classrooms and hostels.

9.   Using foul language with any student, teacher or any other employee of the college shall be viewed seriously.

10. Students are not allowed to bring outsiders to the campus. Strict action will be taken against defaulters.

11. Smoking, taking drugs/alcohol/chewing tobacco and spitting are not allowed in the campus. Strict action will be taken against defaulters.

USE OF MOBILE:

1.   As per direction of the **Department of Higher Education Himachal Pradesh, the use of mobile phones in class rooms** or anywhere else in the **Educational Institution is strictly prohibited** in order to maintain academic environment.

2.   **Any teacher/student** found using his/her mobile phone in the **class room / examination hall** or anywhere in the college premises except r the zones fixed for it, will be viewed seriously.

RE-ADMISSION

1.   Once the name is struck-off, the student must seek admission **within 06 days,** which will be granted only if the student is accompanied by his/her parent or guardian.

2.   Re-admission will only be granted after the recommendation of the teacher concerned and the final approval by the Principal.

ABBREVIATIONS USED

Eco. for Economics, **Eng.** for English, **Hist.** for History, **Skt.** for Sanskrit, **JMC** for Journalism and Mass Communication, **Hin.** for Hindi, **Geog.** for Geography, **Pol. Sc.** for Political Science, **Pub. Admn.** for Public Administration, **Phy. Edu.** for Physical Education, **T&T** for Tours & Travels, **CA** for Computer Application, **Maths** for Mathematics, **Chem.** for Chemistry, **Bot.** for Botany, **Zoo.** for Zoology, **Edu.** for Education.

Instructions

1. Prospectus-cum-admission form can be downloaded from the college website www.gcrampur.nic.in

2. All the students are directed to apply online mode up to 31st July 2020. The further date for online/ telephonic registration will be notified as per the HP University Notification time to time.

3. Fee: Selected/recommended students by the order of merit (B.A./B.Sc./B.Com/B.Voc.1st Year) and duly recommended students of B.A./B.Sc./B.Com/B.Voc.2nd Year and 3rd year by their respective admission committees, and co-coordinator should approach to the principal for final approval of admission. They should pay their fee through fee online mode as specified in the admission form.

4. The Admission to B.A./B.Sc./B.Com 2nd year and 3rd year is, on Roll-on basis without for the result of the previous years. However, the students will have to fulfill the formalities laid down by the college authorities like, filling up of the admission form and depositing the prescribed fee within the stipulated period as notified.

5. The Library card will be issued from the college library on the production of fee receipt. After filling in all the information required it has to be approved by HOD and finally signed by the Principal.

   Maintain best DICIPLINE in the college, otherwise your admission is liable to be cancelled and you are under CCTV Surveillance in the class room / campus.

Note: Any addition to or alteration in the admission schedule will be subject to the H.P. University latest notification for admission.

E-mail : gcrampur59@gmail.com, Website : www.gcrampur.nic.in
Phone No. : 01782-233021 (O), Fax No. : 01782-233021

ADMISSION DATES AND IMPORTANT INFORMATIONS

♦ Filling up and Submission of Admission Forms (B.A./B.Sc./B.Com./B.Voc. 1st Year) 21-07-2020 to 31-07-2020

♦ Admission fee and other charges once paid are not refundable to any student.

♦ Tuition fee will not be charged from physically disabled and Bonafide Himachali girl students subject to the production of relevant certificate.

♦ The course of study and admission to all classes are according to rules and regulations of Himachal Pradesh University.

♦ All admissions made by the college are provisional till regularised by H.P University.

♦ Student with unsatisfactory conduct and behaviour during the previous academic session will not be granted admission.

♦ Any student found involved in ragging will be expelled from the college and parents/guardians of such students would be informed by the office.

♦ Students seeking admission for any course are required to appear in person along with their parents/ guardians.

♦ Separate form available in the college office should be filled up by the students willing to stay in the hostels at the time of admission.

♦ The information regarding various college activities printed in the prospectus is applicable only for the academic session 2020-21. The charges if any would be incorporated with the direction of the HP University or any other

RAGGING IS COGNIZABLE OFFENCE AND IS BANNED IN ANY FORM INSIDE & OUTSIDE THE CAMPUS

Price Rs 50/-