



ESTD. 1959

**PROSPECTUS-CUM HANDBOOK OF
INFORMATION 2021-22**



G. B. PANT MEMORIAL GOVERNMENT COLLEGE RAMPUR BUSHAHR DISTT. SHIMLA H.P. 172001

A POST GRADUATE NAAC ACCREDITED INSTITUTION

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Introduction

The Government Degree College, Rampur Bushahr is named after the late Govind Ballabh Pant, a great genius, educationist and statesman of his time, duly affiliated to Himachal Pradesh University, Shimla. This college came into existence in July, 1959. It was formally inaugurated on 11th November, 1959 by Raja Bajrang Bhadur Singh of Bhadri state, the then lieutenant Governor of Himachal Pradesh. The college campus is situated on the left bank of river Satluj which is on national highway no. 5 and is 130 kms away from the historical town of the state capital city of Himachal Pradesh, Shimla. Adorned with lush green fields, tall leafy trees, sprawling play grounds, modern laboratories and comfortable separate hostels for boys and girls, the college is an ideal centre for learning and knowledge.

The college is a co-educational institution and imparts meaningful education in the faculties of Humanities, Science, Commerce, Vocational, and Computer Applications leading to Bachelor's Degree. The year 1994 marked a new phase of academic development with the opening of Post Graduate classes in the subject of Hindi, English, Commerce, History, Economics, and Political Science. In the year 2017, new PG courses in the subject of Sociology, Geography, Chemistry, Botany, Zoology, Physics and Mathematics were introduced. The self- finance course of BCA was introduced in the session 2010-11, based on the feedback of the stakeholders and Bachelor of Vocation (B.Voc) was also introduced in 2017. The primary objective for the implementation of the course is to empower the youth with practical knowledge that will lead to quality employment and income generating opportunities.

The physical infrastructure facilities in the college are being developed from time to time. The college has newly constructed Auditorium, Arts block, Library block, Commerce block, Ambedkar girl's hostel. A new Science Block with modern amenities is under construction. The college has experienced staff and qualified teachers, fully committed to guide and support the students to achieve new academic heights. The institution provides a judicious mixture of academics, sports, co- curricular activities to students to develop their mental and physical prowess. The college is surrounded by the scenic beauty of hills that provides the students with ample green space to learn and interact in a lively fresh environment. The national assessment and accreditation council (NAAC) has awarded grade 'B' to the college for providing quality Higher Education to the students. We are proud of our dedicated staff and disciplined and sincere students of the institution.



Principal's Message

Greetings to one and all!

We have completed previous session 2020-21 successfully with the co-operation and sincere efforts of the staff and students. The prospectus for the new session 2021-22 is ready for your kind information. It contains the information regarding various courses, admission criteria, fee structure and other facilities available in the college. The rules and regulations regarding the conduct and discipline must be followed by every stake holder. Hence this valuable document should be kept in safe custody for future reference. The aim of our institution is to produce ideal citizens by inculcating human values, life skills, scientific temper and knowledge with wisdom. As Nelson Mandela says that education is the most powerful weapon which you can use to change the world. The college administration and entire staff members are fully committed to achieve the desired objectives.

I congratulate the prospectus committee for incorporating the relevant contents meticulously in the prospectus and timely bringing it out for use. I hope for the bright future of all stakeholders particularly the students of this institution and also welcome the new comers.

Best wishes to all.

P.C.R. Negi
Principal

PROSPECTUS 2021-22

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PROPOSED ACADEMIC CALENDAR 2021-22

- New Session Begins :26.07.2021
- Online Admission starts
(B.A./B.Sc./B.Com./B.Voc./B.C.A 1st Year) :26. 07.2021 Onwards
- Display of Merit List :As per the direction of higher authority
- Counseling and Fee deposit by the students
(B.A./B.Sc./B.Com./B.Voc./B.C.A 1st Year) :As per the direction of higher authority
:As per latest University Notification
- Roll on Admission B.A./B.Sc./B.Com 2nd and 3rd year :26.07.2021 onwards
This schedule may vary as per Government/HP University latest directions.
- Regular Teaching of 1st, 2nd and 3rd Year :16th August,2021
- Principal's Address :16th August,2021
- NSS/NCC /R&R Registration :Tentatively in m/o Aug/Sep. 2021
- Anti -Ragging /De-Addiction Drive :Tentatively in 3rd week of August. 2021
- 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. 2021
- Celebration of Independence Day :15th August, 2021
- Orientation for New Comers :Tentative
B.A 1st year :16-18th August, 2021
B.Sc. 1st year :20th August, 2021
B.Com 1st Year :21st August, 2021
- Teacher's Day :05th September, 2021
- Hosting of H.P.U. Inter College Sports Meet : As per dates notified by HP University.
- College (Cultural Functions) :Tentatively in m/o Nov. / Dec. 2021
- Gandhi Jayanti :02nd October, 2021
- CSCA Cultural Function/Human Rights Day/AIDS Day :December, 2021
- 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 :2nd Week of February, 2022
- Celebration of Science Day :28th February, 2022
- Annual Prize Distribution Function :1st Week of March, 2022 (Tentative)
- Annual Examination/Evaluation (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

FACULTY

Principal : Sh. P.C.R. NEGI I/C Ph.:01782-233021(O)

DEPARTMENT OF ENGLISH:

1. Dr. Narender Kumar Negi : Assistant Professor
2. Mr. Ravinder Singh : Assistant Professor
3. Dr. Gaurav : Assistant Professor
4. Vacant
5. Vacant

DEPARTMENT OF HINDI:

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

DEPARTMENT OF SANSKRIT:

1. Ms. Promila Thakur : Assistant Professor

DEPARTMENT OF ECONOMICS:

1. Capt. Sandeep Thakur : Assistant Professor
2. Mr. Sher Singh Negi : Assistant Professor
3. Vacant
4. Vacant

DEPARTMENT OF GEOGRAPHY:

1. Dr. Satish Kumar Negi : Associate Professor
2. Dr. Jitender Kumar Sahni : Assistant Professor
3. Dr. Savita Negi : Assistant Professor
4. Dr. Amit Kumar : Assistant Professor

DEPARTMENT OF HISTORY:

1. Mr. Jai Singh : Assistant Professor
2. Mr. Pratibind Pandey : Assistant Professor
3. Vacant

DEPARTMENT OF POLITICAL SCIENCE:

1. Mr. Mohan Singh : Assistant Professor
2. Mr. Narender Kumar : Assistant Professor

DEPARTMENT OF PUBLIC ADMINISTRATION:

1. Sh. P.C.R. Negi: : Associate Professor

DEPARTMENT OF SOCIOLOGY:

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

DEPARTMENT OF JOURNALISM & MASS COMMUNICATION:

1. Ms. Geeta Sharma : Assistant Professor

DEPARTMENT OF MUSIC:

1. Dr. Praveen Bhatia (I) : Associate Professor
2. Dr. M.S. Rathore (V) : Assistant Professor
3. Vacant (Vocal)

DEPARTMENT OF PHYSICAL EDUCATION:

1. Mr. Tanzin Nargu Negi : Assistant Professor

DEPARTMENT OF EDUCATION:

1. Dr. Ajender Singh Negi : Assistant Professor

DEPARTMENT OF TOURISM & TRAVEL MANAGEMENT:

1. Dr. Nikhil Sarta : Assistant Professor

DEPARTMENT OF COMPUTER APPLICATION:

1. Dr. 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. Dr. T. D. Verma : Associate Professor
3. Mr. Ishwar Kumar Negi : Assistant Professor
4. Ms. Vichitra Mohini : Assistant Professor
3. Ms. Surekha Devi : Assistant Professor

NON-TEACHING STAFF

LIBRARY STAFF:

——Vacant——

OFFICE STAFF

1. Sh. Dev Raj Thakur : Superintendent
2. ——Vacant—— : Sr. Assistant
3. Sh. Ramesh Sharma : Clerk
4. Sh. Ganga Dass : Clerk
5. Sh. Ram Kumar : Peon
6. Sh. Prem Raj : Peon
7. Sh. Shesh kumar : Peon
8. Sh. Sohan Lal : Peon
9. Sh. Jiya Lal : Peon
10. Sh. Vir Bhan : Peon
11. Smt. Jiwati Devi : Peon
12. Sh. Jhethu Ram : Peon
13. Smt. Vinod Kumari : Peon
14. Smt. Punna Devi : Peon
15. Smt. Shiv Dassi : Peon

LABORATORY STAFF

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

ADMISSION COMMITTEES FOR THE SESSION 2021-22

B.A./B.Sc./B.Com./B.Voc. and BCA Under UGC-CBCS

1. Admission Scrutiny Committee:

1. Dr. Praveen Bhatia
2. Dr. Rajan Devi Negi
3. Dr. Heer Chander Negi

2. Admission Committee for Arts-I

(History, Geography, Sociology & English)

1. Dr. Pratap Singh Thakur : Convener
2. Dr. Narender Kumar Negi : Member
3. Dr. Jitender Sahni : Member
4. Mr. Jai Singh : Member

5. Mr. Pratibind Pandey : Member

3. Admission Committee for Arts -II

(Pol. Sci./Pub. Admn./Economics, Hindi & Sanskrit)

1. Ms. Promila Kumari : **Convener**
2. Mr. Mohan Singh : Member
3. Mr. Narender Singh : Member
4. Ms. Norbu Zangmo : Member
5. Mr. Sher Singh Negi : Member

4 Admission Committee for Arts -III

(JMC/Physical Education/Music (V), Music (I)/ Tours & Travel Management
/Education & Computer Application)

1. Ms. Geeta Sharma : **Convener**
2. Dr. Mohinder Singh Rathour : Member
3. Dr. Nikhil Sarta : Member
4. Mr. Tanzin Nargu Negi : Member
5. Dr. Ajender Negi : Member

5. Admission Committee for Science-I

Life Science (Botany and Zoology)

1. Dr. Asha Garg : **Convener**
2. Dr. Anita Kumari : Member
3. Ms. Yojana Thakur Negi : Member

6. Admission Committee for Science -II

Physical Science (Physics, Chemistry, Math, Computer Science)

1. Mr. Kushal Chand Sharma : **Convener**
2. Dr. Shiwali Thakur : Member
3. Mr. Anil Singh : Member
4. Ms. Anuradha : Member

7. Admission Committee for Commerce

1. Mr. Ishwar Kumar Negi : **Convener**
2. Ms. Vichitra Mohini : Member
3. Ms. Surekha Devi : Member
4. Dr. Amit : Member

8. Admission Committee for B.Voc.

1. Capt. Sandeep Kumar Thakur : **Convener**
2. Dr. Madan Thakur : Member
3. Dr. Savita Negi : Member
4. Mr. Vikas : Member
5. Mr. Pankaj : Member

9. Admission Committee for BCA / PGDCA

1. Dr. T. D. Verma : **Convener**
2. Mr. Ravinder Singh : Member
3. Mr. Maheshwar : Member
4. Mr. Pradeep Goswami : Member
5. Mr. Ajay Kanian : Member

10. Technical Committee for Admission:

1. Dr. Bharat Bhushan Brogi : **Convener**
2. Dr. Gaurav Sood : Member
3. Dr. Divya Chauhan : Member

ADMISSION PROCEDURE AND CRITERIA (B.A./B.Sc./B.Com. 1st Year , B.Voc.& BCA- Sem. I)

1. The candidates seeking admission should apply online. The candidates will have to download prospectus and apply admission online on the college website www.gcrampur.nic.in w.e.f 26th July, 2021 onwards. The candidates are advised to read the various instructions regarding admission in the prospectus before applying for admission.
2. The admission will be on the basis of merit and subject wise merit list will be displayed on the college website www.gcrampur.nic.in as per the HPU/College schedule to be notified later on.
3. The students appearing in the merit list will be counselled online by the admission committee and recommended students shall have to deposit the prescribed fee within the stipulated period as per the HPU /College schedule to be notified later on.
4. Later on every student shall have to approach the admission /scrutiny committee for physical verification as per the schedule notified by the college keeping in view the COVID-19 SOPs.
5. For the physical verification the students shall have to bring the following documents:

- i. Downloaded Application form
 - ii. Fee slip
 - iii. Self-attested copy of all uploaded documents
 - iv. All original documents for verification
6. 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.

ELIGIBILITY FOR ADMISSION

- (i) **Bachelor of Arts (B.A. Pass Course):** The students who have passed +2 examinations 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 examinations 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 numbers 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 examinations are not eligible for seeking admission.**
- (v) **Age limit and relaxation:** Admission is not granted to the 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.

DOCUMENTS/CERTIFICATES REQUIRED

The following certificates and documents must be uploaded for online admission.

- Self-attested copy of the Matriculation Certificate.
- Self-attested copy of the 10+2 Certificate.
- Original copy of Character Certificate issued by the Head of School/College.
- SC /ST / OBC/ EWS 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 yearstudents). Character Certificate issued other than the above will not be accepted.**
- 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/ WFF / Ex-Man/ WES / PH 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.

RESERVATION FOR ADMISSION

There will be provision of reservation of seats in various courses as per the following roster:

200 Point Roster: Reservation of seats for admission

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

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S. No. of Seat(s)	Category for Which the seat(s) remarked	S. No. of Seat(s)	Category for Which the seat(s) remarked
69	SC-15	103	UR
70	EWS—7	104	UR
71	UR	105	SC-23
72	OBC-10 Ex-man-10	106	UR
73	SC-16	107	UR- Ex-man-16
74	UR- Ex-man-11	108	OBC-16
75	UR	109	EWS-11
76	UR	110	SC-24
77	OBC-11	111	UR
78	SC-17	112	UR
79	EWS-8	113	UR
80	ST-4 IRDP-5	114	SC-25 Ex-man-17
81	UR- Ex-man-12	115	UR
82	SC-18	116	UR
83	UR PH-4	117	OBC-17
84	OBC-12	118	EWS-12
85	UR	119	SC-26
86	UR- Ex-man-13	120	ST-6
87	SC-19	121	UR- Ex-man-18
88	UR	122	OBC-18
89	OBC-13	123	SC-27 PH-7
90	EWS-9	124	UR
91	SC-20 WFF-2	125	UR
92	UR	126	UR
93	UR- PH-5	127	UR
94	UR- Ex-man-14	128	SC-28 IRDP-8
95	OBC-14 IRDP-6	129	OBC-19 Ex-man-19
96	SC-21 IRDP-7	130	EWS-13
97	EWS-10	131	UR
98	ST-5	132	SC-29
99	OBC-15	133	UR- Ex-man-20
100	SC-22 Ex-man-15	134	UR
101	UR- PH-6	135	OBC-20 IRDP-9
102	UR	136	UR

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S. No. of Seat(s)	Category for Which the seat(s) remarked	S. No. of Seat(s)	Category for Which the seat(s) remarked
137	SC-30	169	SC-37
138	EWS-14	170	EWS-17
139	UR	171	UR
140	ST-7 Ex-man--21	172	OBC-25 Ex-man—25
141	SC-31	173	SC-38
142	OBC-21	174	UR- Ex-man-26
143	UR	175	UR
144	UR	176	UR
145	UR	177	OBC-26
146	SC-32	178	SC-39
147	UR- Ex-man-22	179	EWS-18
148	UR	180	ST-9 IRDP-12
149	OBC-22 PH-8	181	UR- Ex-man—27
150	SC-33	182	SC-40
151	UR WFF-3	183	UR PH-9
152	UR	184	OBC-27
153	EWS-15	185	UR
154	UR Ex-man-23	186	UR Ex-man—28
155	SC-34	187	SC-41
156	OBC-23	188	UR
157	UR	189	OBC-28
158	UR	190	EWS-19
159	EWS-16	191	SC-42 WFF-4
160	SC-35 Ex-man—24	192	UR
161	ST-8	193	UR PH-10
162	UR	194	UR- Ex-man-29
163	OBC-24 IRDP-10	195	OBC-29 IRDP-13
164	SC-36 IRDP-11	196	SC-43 IRDP-14
165	UR	197	EWS-20
166	UR	198	ST-10
167	UR	199	OBC-30
168	UR	200	SC-44 Ex-man--30

The seats under 200 point roster for different categories are as under:

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

Vertical reservation : (1) SC 22%, (2) ST 5%, (3)OBC 15%, (4) EWS 10%

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

IRDP = 7%

Physically Handicapped = 5%

Ward of Freedom Fighter = 2%

Point Earmarked

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

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):

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

5. **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.
6. **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.
7. **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication/Modern Indian Language (MIL) Communication.
8. **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

**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.N	UG PROGRAMME	COURSE
0.	<u>ARTS AND HUMANITIES</u>	1. Hindi
1.		2. Sanskrit
		3. English
		4. Sociology
		5. Public Administration
		6. History
		7. Geography
		8. Mathematics
		9. Economics
		10. Political Science
		11. Music Vocal
		12. Music Instrumental
		13. Journalism & Mass Communication
		14. Tours and Travels Management
		15. Physical Education
		16. Computer Application (CA)
		17. Education
2.	<u>COMMERCE</u>	
	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	Language:English/Hindi/Modern Indian
	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)	BC 3.1 (a)	Human Resource Management
	BC 3.1 (b)	Principles of Marketing
	BC 3.1 (c)	Fundamentals of Financial Management
		2. Any one of the following:
	BC 3.2 (a)	Corporate Governance and Auditing
	BC 3.2 (b)	Goods & Service Tax
	BC 3.3	Entrepreneurship SEC-3
	BC 5.4	H.P. Economy 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)	Computerized 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
<u>SCIENCE</u>	Chemistry	
	Physics	
	Mathematics	
	Botany	
	Zoology	
	Computer Science (40 seats)	

OTHERS

BCA

PGDCA

B. Voc. In Retail Management

B. Voc. in Hospitality & Tourism

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

Year	RE 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)

Practical = 02 (4hours)

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 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 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
<p>Total Credits in Degree Course BA/B.Com. = 44x3 = 132</p> <p>Note = Credit split</p> <p>Theory = 05 Theory = 04</p> <p>Tutorial = 01 Practical = 02</p>					

STREAM/SUBJECT WISE ALLOCATION OF SEATS

Stream	Courses	Total Seats	
		DSC I	DSC II
Science	Physical Science/ Non-Medical (Physics, Mathematics, Chemistry/ Computer Application)	200	
	Life Science/ Medical (Botany, Zoology, Chemistry)	200	
Commerce	B. Com.	200	
Arts/ Humanities	English	80	120
	Hindi	80	120
	Sanskrit	80	60
	Economics	80	120
	Education	80	60
	Computer Application	40	60
	Geography	80	120
	History	140	120
	Journalism & Mass Communication	80	60
	Mathematics	10	10
	Music-Instrumental	20	20
	Music-Vocal	20	20
	Physical Education	140	100
	Political Science	140	100
	Public Administration	60	60
	Sociology	80	120
Tourism & Travel Management	80	60	

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

GROUP – I	GROUP – II	GROUP - III
EDUCATION	POLITICAL SCIENCE	HINDI
MUSIC-INSTRUMENTAL	PUBLIC ADMINISTRATION	ENGLISH
MUSIC-VOCAL	TOURISM & TRAVEL	SANSKRIT
PHYSICAL EDUCATION	MANAGEMENT	GEOGRAPHY
HISTORY	ECONOMICS	SOCIOLOGY
JMC	COMPUTER APPLICATIONS	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 Geography , Economics., English, Political Science, History, B.A Mathematics, Computer Application & B.Sc. (NM)
Hindi	B.Com.-I DSC-I as Physical Education, Sociology, Education, Music (V) ,Music (I), JMC, Sanskrit., Tour & Travel management
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)

Distribution of Generic Elective (GE) Courses for B. A. 3rd Year.

DSC-1	GE CHOICE AVAILABLE (Choose only one subject)
1. English	Geography, Mathematics, Music (V), Music (I), Physical Education, Political Science
2. Geography	English, Mathematics, Music (V), Music (I), Physical Education, Political Science
3. Mathematics	English, Geography, Music (V), Music (I), Physical Education, Political Science
4. Music (V)	English, Geography, Physical Education, Political Science
5. Music (I)	English, Geography, Physical Education, Political Science
6. Physical Education	English, Geography, Mathematics, Music (V), Music (I), Political Science
7. Political Science	English, Geography, Mathematics, Music (V), Music (I), Physical Education, Political Science
8. Public Administration	English, Geography, Mathematics, Music (V), Music (I), Physical Education, Political Science
9. JMC	Sociology, Economics, History, Hindi, Tour & Travels Management, Sanskrit
10. Sociology	JMC, Economics, History, Hindi, Tour & Travels Management, Sanskrit

11. Economics	JMC, Sociology, History, Hindi, Tour & Travels Management, Sanskrit
12. History	JMC, Sociology, Economics, Hindi, Tour & Travels Management, Sanskrit
13. Hindi	Tour & Travels Management, Sanskrit, History, JMC, Sociology, Economics,
14. Tour & Travels Management	JMC, Sociology, Economics, Hindi, History, Sanskrit
15. Sanskrit	JMC, Sociology, Economics, Hindi, History, Tour & Travels Management
16. Education	Geography, Mathematics, Music (V), Music (I), Political Science, Sociology, Physical Education

Note: Number of seats in GE subject- 70 (each).

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 for which they have to apply online mode only.

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.
- (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 fails to produce the identity card he/she will be imposed a 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/shewill be refused to admission.
- iv) Gap year candidate/ students shall have to give undertaking at the time of admission regarding their gap period, failing which they will be refused to admission

FEE, FUNDS AND OTHERS CHARGES

- **Tuition fee shown in the fee chart 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:
 - Per-period absence fine = ₹ 1/-
 - Practical class per day absence fine = ₹ 3/-
 - Library fine on each book per day = ₹ 1/-
 - Re-admission fine (First time) = ₹ 100/-
 - Re-admission fine (Second time) = ₹ 200/-

PROSPECTUS 2021-22

FOR UG CLASSES FOR THE SESSION 2021-22

Fee and funds once paid shall not be refundable in any case

H.O. A/C NO	FEE & FUNDS	@ P.A./P.M.	H.O. A/C NO	FEE & FUNDS	@ P.A./P.M.
Govt Funds	Admission Fee Re-admission Fee 1st time Re-admission Fee 2nd time Late Admission fee Tuition Fee	25/- 100/- 200/- 10/- p/d 600/-		Furniture Repair/Replacement Fund College Welfare fund Book Replacement Fund Culture Activity Fund Rover Ranger Fund Sports Fund	10/- 1/- 25/- 20/- 60/- 240/-
University Fund	Registration Fee Continuation Fee Sports Fee youth Welfare Fee Holiday home Fee Migration Fee Univ. Dev. Fund Non subsidized/subsidized seats	Online 10/- 15/- 15/- 1/- Online 250 and 100 for IRDP/BPL	Practical Funds	Physical Education fund Geography fund Computer Practical Music fund Physics Fund Chemistry Fund Botany fund Zoology fund	180/- 180/- 240/- 180/- 240/- 240/- 240/- 240/-
College Dues	Library Security (Refundable) Building Fund Identity Card NCC Fund House Exam / Midterm test fund College Magazine Fee Student Aid fund Medical fund Amalgamated Fund Campus Development Fund Duplicate Identity card fund Computer and Internet fund	100/- 120/- 10/- 10/- 40 Per Sem 50/- 2/- 6/- 300/- 10/- 20/- 20/-	Others	PTA Fund Red cross fund Absentee fine per period absentee fine per practical absentee fine midterm test per paper Late Return of Library Books Late Payment of Dues	400/- 40/- 1/- 10/- 10/- 1/- p/d 10/- p/d

NOTE:-

- The above fees and funds are subject to charge as per HPU/HP Govt. Instructions.
- Rs 400/- will be charge extra towards "PTA Fund".
- Rs 100/- will be charge extra from student migrating from other college on account of library security
- Fine, if any, from the student, will be collected at the end of the session.
- Candidate has to apply for the refund of security within the period of six months after the completion of his/her course failing which the security will be forfeited.

**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/-

BACHELOR OF VOCATION (B.Voc.)

UGC Approved 3-Year Regular Degree Programme

Bachelor of Vocational (B.Voc.)

1. Capt. Sandeep Thakur : Nodal Officer
2. Sh. Madan Mohan Sharma : Dealing Assistant
3. Mr. Pankaj Verma : V.T.
4. Ms. Sandeepa Kaushal : V.T.
5. Mr. Vikas Sekhri : V.T.
6. Mr. Sandeep : V.T.
7. Mr. Pramod : V.T.
8. Mr. Vikram : V.T.
9. Mr. Rajeshwar Thakur : L.T.
10. Mr. Shashi Kant : L.T.
11. Ms. Anju Sharma : M.I.S.

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:

1. B.Voc. in Retail Management – 40 Seats
2. 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

- 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 Category-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.

PROSPECTUS 2021-22

DETAIL OF FEES / FUNDS FOR THE B.VOC. (H&T / RM)

FUNDS		FEE
Govt Fund	. Admission Fee	25
	. Tuition Fee	600
University fee	. Registration Fee (200 for HP Board and 400 for NON-HP Board)	200/400
	. Continuation Fee	10
	. University Sport Fee	15
	. University Development Fund (500/- Non-Subsidized Gen., 250/- Gen, 100/- BPL/IRDP)	500/250/100
	. Youth Welfare Fee	1
	. Holiday Home Fee	50
	. Univ. Migration Fee	
College Fund	. Library Fund (Refundable)	100
	. Yearly Exams/Mid Term	80
	. Magazine Fund	50
	. Identity Card Fund	10
	. Health Red Cross fund	6
	. NCC Fund	10
	. Student Aid Fund	20
	. AF Fund @ Rs 25/- Per Month	300
	. Sports and Culture Activity Fund @ Rs 20/- Per Month	240
	0. Building Fund @ Rs 10/- Per Month	120
	1. Furniture Repair/ Replacement Fund	10
	2. Book Replacement Fund	25
	3. Culture Activity Fund	20
	4. Computer and Internet Faculty Fund	20
5. Campus Beautification & Dev. Fund	10	
6. Rover Ranger Fund @ Rs 5/- Per Month	60	
7. PTA fund	400	
Other charges	. Skill Component Practical –I Per Semester	240
	. Skill Component Practical –II Per Semester	240
	. Late Fee Per Day	10
	. Assessment-cum-Certification Fee Charge by SSC Per Semester	1200

NOTE:-

1. The above fees and funds are subject to charge as per HPU/HP Govt Instructions.
2. Rs 400/- will be charge extra towards “PTA Fund”.
3. Rs 100/- will be charge extra from student migrating from other college on account of library security
4. Fine, if any, from the student, will be collected at the end of the session.
5. Candidate has to apply for the refund of security within the period of six months after the completion of his/her course failing which the security will be forfeited.

**DEPARTMENT OF BCA/PGDCA (SELF –FINANCE COURSES)
HIGHER EDUCATION INSTITUTE SOCIETY (HEIS)**

Principal-cum-Director/President :	Sh. P. C.R. Negi	Mob.: 9816354345
Co-ordinator :	Dr. T.D .Verma	Mob.: 8219291790
Dealing Assistant :	Dr. M. L. Gautam	Mob.: 94185-00388

GOVERNING BODY:

1. Sh. P. C.R. Negi (President)
2. Principal, G.C. Kumarsain (Govt. Nominee)
3. Academician -----
4. PTA President Executive Member
5. Dr. T.D Verma Secretary
6. Dr. Praveen Bhatia Member
7. Dr. Rajan Negi Member
8. Dr. H.C.Negi Member
9. Ms. Promila Kumari Member
10. Dr. M. L. Gautam Member

Department: BCA/PGDCA

TEACHING STAFF:

1. Mr. Pradeep Goswami
2. Mr. Ajay Thakur
3. Ms. Sunila Devi
4. Ms. Aditi Kansal

NON-TEACHING STAFF:

1. Mrs. Leela Negi : Lab. Attendant
2. Mr. Balbir Kanain : Computer Operator
3. Mrs. Sumitra Devi : Peon-cum- Sweeper

ADMISSION COMMITTEE: BCA / PGDCA

Dr. T. D. Verma	:	Convener
Mr. Ravinder Singh	:	Member
Mr. Maheshawer	:	Member
Mr. Pradeep Goswami	:	Member
Mr. Ajay Thakur	:	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.**

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 subsidized & non-subsidized categories. The 20 subsidized seats will be filled first and the remaining 20 seats in non-subsidized category will be filled after all the seats in subsidized category are filled.

SUBSIDISED CATEGORY:

Admission to the course for subsidized 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:
1. 25% of the seats shall be open for all candidates irrespective of the institution from where they have passed their qualifying examination.
 2. 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 examinations. 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 – 2nd & 3rd YEAR (Semester-3rd & 4th, 5th & 6th)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/-

PROSPECTUS 2021-22

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 is 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.

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 theseats in subsidised category are filled.

SUBSIDISED CATEGORY:

Admission to the course for subsidized 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 recognized 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 fromwhere 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 Universitysubject to the following reservations:
 - i) 5% of the seats shall be reserved for the outstanding sports persons.
 - ii) 5% of the seats shall be reserved for the outstanding cultural activists.
 - iii) 5% of the seats shall be reserved for the physically disabled candidates.
 - iv) The minimum eligibility for the admission to PGDCA course in case of SC/ST will be 5% lower thanthe eligibility condition for other students.
 - v) **The rules/120 point roster of HP University shall be applicable in case of above reservation duringadmission.**

FEE SCHEDULE

PGDCA:

SUBSIDISED SEATS:

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

NON-SUBSIDISED SEATS:

Candidates admitted under non-subsidized 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/-.

INSTRUCTION / DOCUMENT REQUIRED FOR BCA / PGDCA COURSE

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 as per latest University Notification

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 certificates 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 (NRIs/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.

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 counseling.

PROSPECTUS 2021-22

PG COURSES (M.A./M.SC./M.COM.)

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.	Chemistry	20
3.	Commerce	40	10.	Botany	20
4.	Economics	40	11.	Zoology	20
5.	History	40	12.	Geography	20
6.	Political Science	40	13.	Physics	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 2021-22 or as per its latest notification.

*Vide university notification number-1/17-1/74-HPU (Acad.) dated 25.11.2020, there will be no admission in M.Sc. Physics semester 1st till the fulfillment of faculty criteria.

Details of fee and funds (in rupees) for PG classes for the session 2021-22

H.O. A/C NO	FEE & FUNDS	@ P.A./P.M.	H.O. A/C NO	FEE & FUNDS	@ P.A./P.M.
Govt Funds	Admission Fee	25/-	Practical Funds	Furniture Repair/Replacement Fund	10/-
	Re-admission Fee 1st time	100/-		College Welfare fund	1/-
	Re-admission Fee 2nd time	200/-		Book Replacement Fund	25/-
	Late Admission fee	10/- P/d		Culture Activity Fund	20/-
	Tuition Fee	600/-		Rover Ranger Fund	60/-
University Fund	Registration Fee	Online	Sports Fund	240/-	
	Continuation Fee	10/-	Geography fund (Per Prac)	240/-	
	Sports Fee	15/-	Physics Fund(Per Prac)	240/-	
	youth Welfare Fee	15/-	Chemistry Fund (Per Prac)	240/-	
	Holiday home Fee	1/-	Botany fund(Per Prac)	240/-	
	Migration Fee	Online	Zoology fund (Per Prac)	240/-	
	Univ. Dev. Fund	250 and 100 for IRDP/BPL	Breakage fee from MSC project report fund for MCOM Student last sem	1000/- 200/-	
College Dues	Library Security (Refundable)	200/-	Others	PTA Fund	400/-
	Building Fund	120/-		Red cross fund	40/-
	Identity Card	10/-		Absentee fine per period	1/-
	NCC Fund	10/-		absentee fine per practical	10/-
	House Exam / Midterm test fund	40 per sem		absentee fine midterm test per paper	10/-
	College Magazine Fee	50/-		Late Return of Library Books	1/- p/d
	Student Aid fund	2/-		Late Payment of Dues	10/- p/d
	Medical fund	9/-			
	Amalgamated Fund	300/-			
	Campus Development Fund	10/-			
	Duplicate Identity card fund	20/-			
	Computer and Internet fund	20/-			

Fees and funds once paid shall not be refundable in any case

NOTE:-

1. The above fees and funds are subject to charge as per HPU/HP Govt Instructions.
2. Rs 400/- will be charge extra towards "PTA Fund".
3. Rs 100/- will be charge extra from student migrating from other college on account of library security
4. Fine, if any, from the student, will be collected at the end of the session.
5. Candidate has to apply for the refund of security within the period of six months after the completion of his/her course failing which the security will be forfeited.

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 elderbrother/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. Narender Kumar (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 has 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.

ICDEOL Learning Support Centre

International Centre for Distance and Open Learning H.P. University, Shimla has opened a learning Support Centre in this College in 2019. The objective of ICDEOL is to facilitate the students enrolled through Open Distance Learning Mode for UG and PG level courses in the college. The basic aim of the ICDEOL Learning Support Centre is to facilitate and to meet the academic requirements of the students belonging to far-flung areas of the region. The students can enroll in different courses for both UG and PG courses from ICDEOL, H.P University Shimla.

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 |

However in view of COVID-19 Pandemic and to follow the SOP, the Hostel committee has approved the following number of seats in hostels for session (2021-22).

- | | |
|---------------------------------------|---|
| i) Tribal Girls' Hostel for 96 girls. | ii) Bhadri Girls' Hostel for 42 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
• Room Rent per student = ₹ 30/-	Mess advance = ₹ 2000/- (Refundable)
• Common-room Fund = ₹ 30/-	Hostel Security = ₹ 1500/- (Refundable)
• Electricity Charges = ₹ 200/-	Furniture Maintenance Charges = ₹ 100/-
• (Hostel Attendant /clerk/sweeper/ • Cook Charges - ₹ 200/-)	Utensil Charges = ₹ 50/- Hostel Admission Fee = ₹ 75/-
• Water Charges = ₹ 50/-	Hostel Identity Card = ₹ 20/- Medical Fund = ₹ 20/-

Instructions to the Hostlers

1. The admission in the college hostels will be subject to the guidelines issued by the higher authorities from time to time in the wake of COVID-19.
2. In view of COVID-19 Pandemic all hostel inmates are advised to follow the standard operating procedures (SOP) issued by Govt. from time to time in hostels as well as in college premises.

3. Wear mask properly in hostels as well as in College premises.
4. Wash and sanitize hands regularly.
5. Submit the parent consent letter at the time of taking admission in the hostels.
6. For other important and detailed information hostellers are advised to go through the hostel prospectus separately.

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.

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. Anil Singh Negi	70182-22848
Capt. Sandeep Thakur	70185-93375
Dr. Savita Negi	82190-99167
Ms. Norbu Zangmo	94184-01659
Ms. Anuradha	78072-26691
Ms. Surekha Negi	94186-50749
Ms. Yojna Thakur Negi	82195-81805
Dr. Divya Chauhan	94186-40034

TOLL FREE ANTI-RAGGING HELPLINE 24 X 7 : 1800 – 180 – 5522

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.

ANNUAL COMMITTEES

Advisory Committee

1. Dr. Praveen Bhatia (Convenor)
2. Dr. Rajan Devi Negi
3. Dr. H.C. Negi
4. Dr. T.D. Verma
5. Ms. Promila Kumari
6. Mr. Kushal Chand Sharma
7. Dr. Pratap Singh Thakur
8. Mr. Ishwar Kumar Negi
9. Mr. Dev Raj Thakur

Discipline and Anti Ragging Committee

1. Dr. Praveen Bhatia (Convenor)
2. Dr. H.C. Negi
3. Ms. Promila Kumari
4. Mr. Kushal Chand Sharma
5. Dr. Pratap Singh Thakur
6. Dr. Asha Garg
7. Dr. Bharat Bhushan Brogi
8. Dr. Narender Negi
9. Dr. Shiwali Thakur
10. Capt. Sandeep Thakur
11. Mr. Ishwar Kumar Negi
12. Mr. Tanzin Nargu Negi

Prospectus Committee

1. Dr. Rajan Devi Negi (Convenor)
2. Dr. Pratap Singh Thakur
3. Dr. Shiwali Thakur
4. Capt. Sandeep Thakur
5. Mr. Ravinder Singh Negi

Career Guidance and Placement cell

1. Mr. Ishwar Kumar Negi (Convenor)
2. Mr. Jai Singh Negi
3. Mr. Anil Singh Negi
4. Dr. Gaurav Sood
5. Dr. Amit

Time Table Committee

1. Mr. Kushal Chand Sharma (Convenor)
2. Dr. Pratap Singh Thakur
3. Dr. Bharat Bhushan Brogi
4. Dr. Narender Kumar Negi
5. Ms. Vichitra Mohini
6. Mr. Mohan Singh Negi

Bus Pass Attestation

All HOD's/ Co-ordinators/ Nodal Officer

De-Addiction Awareness Committee

1. Dr. Narender Kumar Negi (Convenor)
2. Dr. Jitender Kumar Sahani
3. Mr. Tanzin Nargu Negi
4. Mr. Mohan Singh Negi
5. Ms. Anuradha

UGC Affairs Committee

1. Dr. Pratap Singh Thakur (Convenor)
2. Mr. Maheshwar Thakur
3. Dr. Savita Thakur
4. Mr. Mohan Singh Negi
5. Mr. Dev Raj Thakur

IQAC Committee

1. Dr. T.D. Verma (Convenor)
2. Dr. Pratap Singh Thakur
3. Dr. Narender Kumar Negi
4. Dr. Shiwali Thakur
5. Dr. Anita Kumari
6. Capt. Sandeep Thakur
7. Dr. Nikhil Sarta
8. Mr. Anil Singh Negi
9. Mr. Pratibind Pandey
10. Dr. Ajender Negi
11. Dr. Divya Chauhan
12. Dr. Gaurav Sood
13. Mr. Dev Raj Thakur

RUSA Affair Committee

1. Dr. Praveen Bhatia (Convenor)
2. Dr. H.C. Negi
3. Dr. T. D. Verma
4. Mr. Kushal Chand Sharma
5. Mr. Dev Raj Thakur

Scholarship Monitoring Committee

1. Dr. T. D. Verma
2. Ms. Promila Kumari
3. Dr. Shiwali Thakur
4. Dr. Nikhil Sarta
5. Mr. Dev Raj Thakur

Scholarship Committee

1. Dr. Asha Garg (Convenor)
2. Dr. Bharat Bhushan Brogi
3. Ms. Vichitra Mohini
4. Mr. Ravinder Singh Negi
5. Mr. Narender Singh
6. Mr. Sher Singh Negi
7. Dr. Divya Chauhan

Campus Development Committee

1. Dr. Jitender Sahani (Convenor)
2. Capt. Sandeep Thakur
3. Mr. Ishwar Kumar Negi
4. Mr. Maheshwar Singh Thakur
5. Mr. Mohan Singh
6. Ms. Yojana Thakur Negi

Women Grievance and Redressal Cell

1. Ms. Geeta Sharma (Convenor)
2. Ms. Vichitra Mohini
3. Mr. Narender Singh
4. Ms. Anuradha
5. Ms. Norbu Zangmo

IT Cell & Web Updating Committee

1. Dr. Bharat Bhushan Brogi (Convenor)
2. Capt. Sandeep Thakur
3. Dr. Gaurav Sood
4. Dr. Divya Chauhan
5. Mr. Dev Raj Thakur

Cultural Committee

(a) HPU Youth Festival Group-I

1. Ms. Promila Thakur (Convenor)
2. Dr. Asha Garg
3. Mr. Ravinder Singh
4. Dr. Madan Thakur
5. Dr. Ajender Singh Negi

(b) HPU Youth Festival Group-II

1. Dr. M.S .Rathour (Convenor)
2. Mr. Jai Singh
3. Ms. Anuradha
4. Mr. Mohan Singh Negi
5. Mr. Narender Singh
6. Ms. Surekha

(c) HPU Youth Festival Group-III

1. Dr. Anita Kumari (Convenor)
2. Dr. Mohinder Singh Rathour
3. Mr. Maheshwar Singh
4. Ms. Yojana Thakur
5. Mr.. Sher Singh Negi

(d) HPU Youth Festival Group-IV

1. Mr. Kushal Chand Sharma
(Convenor)
2. Mr. Anil Singh
3. Dr. Savita Kumari
4. Ms. Surekha Devi
5. Mr. Pratibind Pandey

Library Committee

1. Dr. Rajan Devi Negi (Convenor)
2. Dr. Anita Kumari
3. Mr. Ravinder Singh
4. Mr. Pratibind Pandey
5. Mr. Shamsher Singh

Magazine Committee

1. Dr. Heer Chander Negi (Chief Editor)
2. Ms. Promila Kumari (Editor Sanskrit)
3. Dr. Asha Garg (Editor Science)
4. Dr. Narender Negi (Editor English)
5. Capt. Sandeep Thakur (Editor Economic & Planning)
6. Mr. Ishwar Negi (Editor Commerce)
7. Dr. M.S. Rathour (Editor Pahari)
8. Ms. Norbu Zangmo (Editor Hindi)

Education Tour & Trekking Committee

1. Dr. Jitender Sahani (Convenor)
2. Dr. Anita Kumari
3. Mr. Maheshwar Singh Thakur
4. Ms. Anuradha Negi
5. Dr. Nikhil Sarta

House Examination committee

1. Dr. Rajan Devi Negi (Convenor)
2. Dr. Anita Kumari
3. Mr. Narender Singh
4. Dr. Savita Negi
5. Dr. Amit

First Aid Committee

1. Ms. Vichitra Mohini (Convenor)
2. Ms. Anuradha Negi
3. Dr. Madan Thakur
4. Mr. Sher Singh
5. Dr. Ajender Negi

College Canteen Committee

1. Dr. H. C. Negi (Convenor)
2. Ms. Geeta Sharma
3. Mr. Ravinder Singh
4. Mr. Jai Singh
5. Mr. Dev Raj Thakur

Auditorium Management Committee

1. Dr. T. D. Verma (Convenor)
2. Dr. Asha Garg
3. Ms. Geeta Sharma

4. Dr. M.S.Rathour

5. Dr. Bharat Bhushan Brogi

6. Dr. Nikhil Sarta

7. Ms. Norbu Zangmo

Student Complaint & Redressal Committee

1. Dr. Praveen Bhatia (Convenor)

2. Dr. Rajan Devi Negi

3. Dr. Heer Chander Negi

4. Dr. T. D. Verma

5. Ms. Promila Kumari

Eco Club

1. Dr. Anita Kumari (Convenor)

2. Ms. Yojana Thakur

3. Ms. Surekha Devi

4. Dr. Ajender Negi

5. Dr. Amit

Red Ribbon/Blood Donor Club

1. Dr. Shiwali Thakur (Convenor)

2. Dr. Anita Kumari

3. Mr. Jai Singh

4. Dr. Madan Thakur

5. Ms. Surekha

Research Motivation & Guidance Committee

1. Dr. Rajan Devi Negi (Convenor)

2. Dr. Pratap Singh Thakur

3. Dr. Narender Kumar Negi

4. Dr. Bharat Bhushan Brogi

5. Dr. Madan Thakur

Press Committee

1. Ms. Geeta Sharma (Convenor)

2. Mr. Ravinder Singh

3. Mr. Pratibind Pandey

4. Dr. Gaurav Sood

5. Dr. Divya Chauhan

6. Mr. Tanzin Nargu Negi

CSCA Advisory Committee

1. Dr. Praveen Bhatia (Convenor)

2. Dr. Rajan Devi Negi

3. Dr. H. C. Negi

4. Dr. T. D. Verma

5. Ms. Promila Kumari

Electricity Committee

1. Capt. Sandeep Thakur (Convenor)

2. Dr. M. S. Rathour

3. Ms. Vichitra Mohini

4. Mr. Maheshwar Singh

5. Mr. Anil Singh Negi

Disaster Management Committee

1. Mr. Kushal Chand Sharma (Convenor)

2. Dr. Jitender Sahani

3. Dr. Shiwali Thakur

4. Capt. Sandeep Thakur

5. Mr. Ishwar Negi

6. Ms. Yojana Thakur

Water and Sanitation Committee

1. Ms. Promila Kumari (Convenor)

2. Ms. Vichitra Mohini

3. Mr. Mohan Singh Negi

4. Mr. Narender Singh

5. Dr. Amit

Hostel Committee

1. Dr. H.C. Negi (Convenor)

2. Mr. Anil Singh Negi

3. Ms. Yojana Thakur

4. Dr. Savita Negi

5. Ms. Surekha

BACHELOR OF COMPUTER APPLICATION (BCA)

Principal / President (HEIS) : Sh. P .C. R. Negi

Co-ordinator : Dr. T. D. Verma

PROSPECTUS 2021-22

Dealing Asstt. : Dr. M.L. Gautam

BACHELOR OF VOCATION (B.Voc.)

Principal / Patron : Sh. P. C. R. Negi

Nodal Officer : Capt. Sandeep Kumar Thakur

NATIONAL CADET CORPS (NCC)

Capt. Sandeep Thakur : Associate NCC Officer

Ms. Yojana Thakur : CTO

NATIONAL SERVICE SCHEME (NSS) UNIT-I

Mrs. Promila Kumari

NATIONAL SERVICE SCHEME (NSS) UNIT-II

Dr. Bharat Bhushan Brogi

RANGERS/ROVERS LEADERS

Dr. Shiwlai Thakur

Mr. Narender Singh

IGNOU

Dr. Rajan Devi Negi : Co-ordinator

Dr. H.C. Negi : Asstt. Co-ordinator

Ms. Promila Kumari : Asstt. Co-ordinator

ICDEOL

Dr. Pratap Singh Thakur : Co-ordinator

COLLEGE BURSAR

Mr. Ishwar Kumar Negi

ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE)

Capt. Sandeep Kumar Thakur (Nodal Officer)

Mr. Dev Raj Thakur (Supdt.)

INCHARGES of SPORTS TEAM

Dr. Narender Kumar Negi : Chess (Men)

Dr. Asha Garg : Chess (Women)

Mr. Ishwar Kumar Negi : Table Tennis(Men)

Ms. Yojana Thakur Negi	:	Table Tennis(Women)
Dr. Gaurav Sood	:	Volleyball (Men)
Ms. Surekha Negi	:	Volleyball (Women)
Dr. Ajender Singh Negi	:	Kabaddi (Men)
Dr. Savita Negi	:	Kabaddi (Women)
Dr. Amit	:	Boxing (men)
Ms. Vichitra Mohini	:	Boxing (Women)
Mr. Sher Singh negi	:	Badminton (men)
Ms: norbu Zangmo	:	Badminton (Women)
Mr. Mohan Singh	:	Kho- Kho (men)
Ms. Anuradha	:	Kho- Kho (Women)
Mr. Jai Singh	:	Athletic (men)
Dr. Shiwali Thakur	:	Athletic (Women)
Mr. Nikhil Sarta	:	Hand Ball (Men)
Ms. Anita Kumari	:	Hand Ball (Women)
Mr. Mahenshwar Singh	:	Cross count (Men)
Dr. Divya Chauhan	:	Cross count (Women)
Mr. Anil Singh Negi	:	Cricket (Men)
Dr. Madan Thakur	:	Football (Men)
Mr. Pratibind Pandey	:	Taekwonda (Men)
Capt. Sandeep Thakur	:	Shooting (Men)

Hostel Staff

- Dr. H.C. Negi (Chief Warden)
Mr. Anil Singh Negi (Warden Tribal Boys' Hostel)
Ms. Yojana Thakur (Warden Dr. Ambedkar Girls' Hostel)
Dr. Savita Negi (Warden Tribal Girls' Hostel)
Ms. Surekha Negi (Warden Bhadri Girls' Hostel)
Capt. Sandeep Thakur (Co-Warden Tribal Boys' Hostel)
Dr. Divya Chauhan (Co-Warden Dr. Ambedkar Girls' Hostel)
Ms. Norbu Zangmo (Co-Warden Tribal Girls' Hostel)
Ms. Anuradha (Co-Warden Bhadri Girls' Hostel)
Mr. Ganga Dass (Dealing Asstt.Tribal Boys' Hostel)
Mr. Sahab Singh (Dr. Ambedkar Girls' Hostel)
Mr. Shobha Ram Negi (Dealing Asstt. Tribal Girls' Hostel)
Mr. Rajesh Kumar (Dealing Asstt. Bhadri Girls' Hostel)

CONDUCT AND DISCIPLINE

IMPORTANT INSTRUCTIONS:

1. All the students should have **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.
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** 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.

ADMISSION DATES AND IMPORTANT INFORMATIONS

- ❖ Filling up and Submission of online admission Forms (B.A./B.Sc./B.Com./B.Voc. first Year) **26-07-2021 Onwards**
- ❖ Admission fee and other charges once paid are not refundable to any student.
- ❖ Tuition Fee will not be charged from physically disabled and bonafide Himachal 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 regularized by H.P. University.
- ❖ Students 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.
- ❖ The students willing to stay in the hostels shall have to apply separately on the prescribed format available in the college office.
- ❖ The information regarding various college activities printed in the prospectus is applicable only for the academic session 2021-22. The changes if any would be incorporated with the direction of HP University or any other competent Authority.

Prospectus Fee – Rs 50/-

E. MAIL. : gcrampur59@gmail.com , website www.gcrampur.nic.in

Phone No. : 01782-233021(O), Fax No.: 01782-233021

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