



CENTRE OF EXCELLENCE GOVERNMENT COLLEGE SANJAULI DISTT. SHIMLA (H.P.)

**MA PROSPECTUS
2023-24**

Centre of Excellence



Tel. : 0177-2640332

Fax : 0177-2640332

Email : principalsanjauli@gmail.com

www.gcsanjauli.edu.in



Submission of Admission Form

20th July– 31st July 2023

Display of Merit List

1st August 2023

Fee Deposit

2nd – 4th August 2023

Display of Secondary List

5th August 2023

Fee Deposit for Secondary List

6th – 8th August 2023

About The Institution

Cradled in the lap of Nature and housed in a marvellous heritage building of the British Victorian style, Centre of Excellence, Government College Sanjauli has been providing an academically challenging and intellectually stimulating environment to its learners since 1969. It beckons all with its motto of “Aaroh Ma Tamaso Jyoti”-May we rise from darkness to light i.e. from ignorance to knowledge. The heritage institution originating from a rich legacy stands tall with its promise of value-oriented education in today’s competitive world.



Nestled amidst lush green Cedars and mighty Oaks the charm of the edifice is sufficient to command rapt attention and attraction by the pedestrians walking on the road past its hallowed gate. A huge playground invitingly greets the arrival of the students in the campus. The main building facing the playground houses the Administrative Block and Computer Laboratories, reminding one of the days of yore, when the jungle of concrete buildings had not defaced the ‘Queen of Hills’. The college was



constructed way back in April 1869 by Harriet Christina Tytler as an institution for industrial orphanage under the name of Himalayan Christina Orphanage and named as North Stoneham. Later in 1872, the same institution was reconstituted as the Mayo Industrial School for female orphans and other girls of European extraction. However, later it was rebuilt and opened for use on March 1, 1905 during the Lieutenant-Governorship of Sir Charles Rivoz, K.C.S.I. and the Episcopate of the Reverend George Alfred Lefroy, D.D., the third Bishop of Lahore. The structure was designed by the Architect A. Gaddock Esq. and was built by the builder, Messer Rivertt and Sons. After independence, this institution was converted into a B.Ed / B.T. College for girls affiliated to Panjab University, till it attained its present position. The college enjoys the distinct position of not only being the first Degree College to have been set up in Shimla in 1969, but also the first College to have been conferred with the status of 'Centre of Excellence' by the government of Himachal Pradesh in 2006. The College has been accredited with "B+" by NAAC in March 2017. The college has also been selected for the "DBT Star College Scheme" by Government of India commencing from the session 2022-2023.

The college provides quality education in three streams-Arts, Sciences & Commerce. Besides, other undergraduate programmes like B.C.A. and B.B.A., and PG programmes such as MA in English, MA in Hindi and P.G.D.C.A. are also being offered. The College also offers vocational degree in Retail Management and Hospitality & Tourism to students to expand their scope of employability. To ensure quality, there are limited seats available in each course and selection is purely on the basis of merit. Admission is on roll-on basis for students seeking admission to second year and third year.



The committed and proficient teaching and non-teaching staff facilitate the learners by motivating them to constantly challenge themselves in academic and extra-curricular activities throughout the year. The objective is not only to secure academic excellence but also to transform the students into good human beings. The youth festivals and other competitive activities and events like quiz, debate, dramatics, dance and music concerts allow the students to experience not only the excitement and festivities of the occasion but it gives them space to imbibe and inculcate healthy social and cross cultural interactions. The various Subject Societies are the training ground for nurturing talent amongst the students and instilling in them the drive to excel in such activities. The college has adequate infrastructure for sports.

To ensure a comfortable stay, the College has hostel facilities for the male students. There is facility for housing 99 students in the New Boys Hostel whereas the Old Boys hostel comfortably accommodates 70 students.



May we rise from darkness to light



To make the College a benchmark of quality education, applying innovative approaches of teaching and learning, empowering students to discover their full potential academically and socially.



To nurture intellectual excellence and social leadership amongst the educators and learners, in order to outshine in the increasingly competitive globalized world.

From the Principal's Desk



Dear Students

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today”- Malcom X

Education is indeed a passport to help you discover your scholastic and non-scholastic potential aiming to broaden your prospects of a brighter tomorrow. Each one of you will be inundated with a range of options, as you enter this new phase of your lives, and one needs to be fittingly geared up to make the right choices which are in one's best interest. Choices are never easy to make, it can be a daunting and a confusing task however, students must make their choices wisely, braving familial and peer pressure. It is a time for you to make reasonable and mature decision(s) by yourself - your first step towards seizing the opportunity, and taking charge of your destiny. The choices you make will shape your career and your future.

Here, at Govt. College Sanjauli we provide every student prospects of self growth, an engaging and safe environment to forge connections and create lifelong memorable experiences. The college provides a profusion of possibilities and opportunities of achieving success through learning and exploring new avenues of knowledge. While academic skills, extracurricular activities and sports are imperative components of Govt. College Sanjauli, mental and emotional well being is another facet of this institution. The college also engages in providing socializing opportunities, broadening skills, developing critical thinking and personality so that the students are well equipped and prepared to play a productive role in the society.

Here at our prestigious institution, the teachers will leave no stone unturned to assist each student in unearthing their potential and hidden talents.

I welcome each one of you with these final words *“no matter how good teaching may be, each student must take the responsibility for his own education”- John Carolus*

Dr. Bhupinder Singh Thakur

Faculty and Staff

Department of English

1. Mr. Deepak Keprate (Assoc. Prof.)
2. Dr. Kamayani Bisht (Assoc. Prof.)
3. Dr. Shivani Khatri (Assoc. Prof.)
4. Dr. Himani Saxena (Asstt. Prof.)
5. Dr. Harsh Vardhan Khimta (Asstt. Prof.)
6. Dr. Pooja Dulta (Asstt. Prof.)
7. Mrs. Anupama Chaudhary (Asstt. Prof.)
8. Ms. Hemlata Sharma (Asstt. Prof.)

Department of Hindi

1. Dr. Satya Narain Snehi (Asstt. Prof.)
2. Dr. Babita Thakur (Asstt. Prof.)
3. Dr. Raj Bhagti (Asstt. Prof.)

Library

Sh. Gian Prakash (Librarian)
Mr. Manoj Kumar Sharma (Asstt. Lib.)

Administrative Staff

1. Sh. Jai Pal, Superintendent G-I
2. Sh. Anil Kumar Chauhan, Superintendent G-II
3. Smt. Geeta Sharma, Sr. Assistant
4. Mrs. Vidushi, JOA (IT)
5. Mr. Mukul Jishtu, JOA-IT

PG programme in the Departments of English and Hindi:

Number of Seats: 30

Subsidized Seats	:	27
Non-Subsidized Seats	:	03

Eligibility:

Age Limit as on 1st July, 2023:

Boys: 26 years

Girls: 28 years

SC/ST: 29 years.

Basis of Admission:

Admission will be offered strictly on the basis of merit in the entrance examination conducted by the H.P. University. While determining the merit, the following categories will be given additional weightage:

- ❖ 2% for participation in national level NSS Camps
- ❖ 3% for participation in national level NCC Camps
- ❖ 3% for Presidential Scouts
- ❖ 10% for Honors in the concerned subject for PG course
- ❖ 5% for students who have had the subject as their main discipline at UG level.
- ❖ 7% for students who have represented India at International Forums in Sports or Cultural Events.
- ❖ 5% for students who have represented the state at Inter-University Sports and Cultural Events.

NB: Credit will be given for only one of the above categories.

ADMISSION PROCEDURE FOR THE NON-SUBSIDIZED SEATS:

Admission to the Non-Subsidized seats will be made out of the applications on prescribed form accompanied with requisite copies of Certificates/Testimonials/Marks-cards and entrance examination merit status.

The eligibility for admission to the Programme against these seats will be the same as provided for other candidates.

Roster to be followed for admission

120 point Roster will be applicable as per the H.P. University norms.

In the academic session 2020-21, The Roster will be applicable from 1 to 27.

Some of the abbreviations used in the roster are:

PH	=	Physically Handicapped	ST	=	Schedule Tribe
EWS	=	Economically weaker section	SP	=	Sports
SC	=	Schedule Tribe	CUL	=	Cultural
			PC	=	Physically Challenged

120 POINTS RESERVATION ROSTER FOR ADMISSION

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

Note: 1. One supernumerary seat will be offered to Bonafide Himachali War Widows in each programme.

2. Two supernumerary seats for "Single Girl Child" candidates are reserved, provided the candidate fulfils the minimum qualification criteria.

Fee Structure for Non-subsidized Seats:

The following fees shall be charged in addition to the fees prescribed for the subsidized seats.

1. M.A. English/ Hindi: Rs.15,000/- Per Annum
2. The fee deposited will not be refunded under any circumstances.

Refusal for Admission:

A candidate will be refused admission to the programme if he/she does not fulfill eligibility conditions. The Vice-Chancellor, HP University has the power to permit age relaxation for reasons to be recorded in writing up to a maximum of 6 months.

Notwithstanding anything contained in the rules, a student shall be refused admission if his conduct during any previous stay in the college has been unsatisfactory. Such a student shall, however, have the right to appeal to the Principal, whose decision shall be final. A student who has been expelled or rusticated shall not be admitted to any course of study in the College without the prior approval of the Principal.

IMPORTANT TELEPHONE NUMBERS

HOD, Department of English :

HOD, Department of Hindi :

College Office : 01772640332

In case a student is harassed by seniors/any other student at the Institution, he/she may contact the following authorities immediately.

Convener, Anti Ragging Committee :

Convener, Committee for Prevention of Sexual Harassment :

E-Mail Address : principalsanjauli@gmail.com

Fee Structure

Fees will be charged as under:

College Fee and Fund	Annual Charges	Monthly Charges	
Admission Fee	25/-	Tuition Fee (only for Boys)	50/-
University Holiday Home	1/-	Amalgamated Fund	25/-
University Welfare Fee	15/-	Building Fund	10/-
University Sports Fee	15/-	Rovers & Rangers Fund	5/-
House Examination Fund	80/-	Sports Fund	20/-
Library Security (Refundable)	300/-	Re-admission Fee	
Student Aid Fund	2/-	First time	100/-
College Magazine	50/-	Second time	200/-
Health Red Cross Fund	6/-	Duplicate Identity Card	20/-
NCC	10/-	Absence and Other Funds	
Book Replacement Fund	25/-	Absence fine per period	1/-
Furniture Repair	10/-	Absence from practical, per practical	3/-
Identity Card	10/-	Absence from house test, per paper	100/-
Cultural Activity	20/-	Late return of Library book per day	1/-
Computer and Internet Facility	20/-		
Campus Beautification & Dev. Fund	10/-		
University Development Fund			
Non Subsidized	500/-		
Subsidized	250/-		
IRDP/BPL	100/-		

*** PTA Fee Rs 700/- per Annum**

ADD ON COURSES

In order to enhance the job readiness of our students it is necessary that along with their regular degree programme each student should undertake at least one add on course once in three years degree programme. The college will offer an add-on course in Communication and Soft skills. Other options for add-on courses are available through SWAYAM, NPTEL, IIT Bombay Spoken tutorials. Students are advised to reach out to the Academic Committee for guidance regarding options for add-on courses.

Objectives of Add –On Courses

- To empower students with the fundamental knowledge of area of specialization.
- To introduce students to practical world of decision making which connects to industrial requirements in better way?
- To allow students to go beyond their curriculum and facilitate them to extend their interest level in each area.
- To give students a platform to experience competitive environment through real time projects and assignments.

ACADEMIC BANK OF CREDITS (ABC)

What Is The Academic Bank Of Credits (ABC)?

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be “multiple exits” & “multiple entries” points during the higher education tenure & credits will be transferred through the ABC seamlessly.

ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students “skillful professionals” and help their overall growth.

In a crux, the Academic Bank of Credits will be a game-changer in transforming Indian education to a great extent.

1: Functions of Academic Bank of Credit (ABC)

- The Academic Bank will be accountable for opening, closing, and validating the academic accounts of students.
- It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of students.
- The courses include online and distance mode courses offered by the government and institutes.
- The validity of these academic credits earned by students will be up to seven years and students can redeem these credits.
- The credits can be redeemed and students can seek admission directly in the second year at any university.
- The validity will be up to seven years, hence, students will have to rejoin within seven years.

2: Credits Information as Per Courses

As per the courses, a credit structure will be created by the Government.

When a student pursues any course and clears exams, credits will be automatically awarded to them. Institutions need to fill out the details and upload the deposits in the students’ Academic Credit Bank’s account on the digital portal.

3: Evaluation & Verification of Credits

Any kind of credit evaluation & verification will be carried out by the Academic Credit Bank at regular intervals.

If students want to transfer the credits, they need to approach the ABC for further process.

It will help in regulating the processes with ultimate authenticity.

4: Types of Courses

Online & offline – both types of courses are included in the scheme. Some of the important ones include National Schemes such as–

- NPTEL
- SWAYAM
- V-LAB

Thus, the ABC will cover almost all types of courses including distance learning courses to help students of every possible stream.

5: Credits' Validity

The credits earned by students will be valid for seven years.

However, the validity of credits is subject to change depending on the type of courses or disciplines.

In such instances, ABC will provide the details of the exceptions to students.

Even if a student takes a break or is not able to continue their education, they may redeem the earned credits in the future within the time limit of seven years.

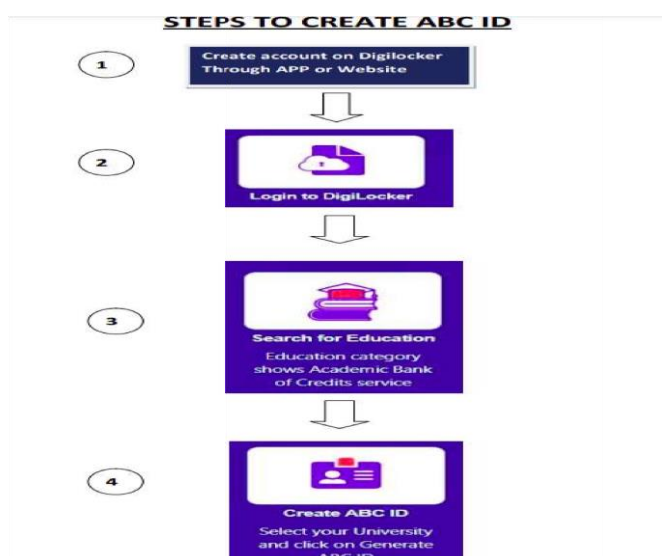
In accordance with NEP-2020, it is mandatory for all the students to generate their unique Academic Bank of Credit (ABC) ID before the next academic session. This can be done easily by following the steps given below:

1. Create account on Digilocker through Digilocker app or website https://accounts.digilocker.gov.in/signup/smart_v2/4595884c0973da4e6cd57c42d3c3a42e-enn
Using your Aadhaar number and mobile no. linked with Aadhaar (In case the mobile number linked with Aadhaar is not active, then please update your mobile number by visiting Aadhaar update center viz. Post Office or authorized banks/CSC)
2. Then visit <https://www.abc.gov.in/>
Click on My Account > Student
3. Sign in using digilocker account Id (linked mobile number) and password/pin
4. Select University>Himachal Pradesh University
5. Your ABC ID will be displayed on screen. Note it down and keep it safe.

REMEMBER: ABC ID is unique and can be generated only once.

Link of video (step by step procedure to generate ABC ID):

https://img1.digitallocker.gov.in/nad/assets/video/ABC_ID.mp4



STUDENT CHARTER

Govt. Degree College, Sanjauli being an affiliating institution follows the laws framed by the Himachal Pradesh University, Shimla. Student Charter is a document that clearly defines the rights and privileges guaranteed to student. Keeping in mind the benefit of students, Himachal Pradesh University has prepared a 'Student Charter'. Drawing broadly from the said document, the institution has resolved to commit the following to its most important stakeholders, the students:

1. Value social justice, equality and ethical practices for producing globally responsible citizens.
2. Provide safe, clean and healthy ambience to all the students.
3. Promote healthy practices in both academics and administration and their adoption by all the stakeholders of the college.
4. Make its students aware of the mission, vision and goals of the college. This information shall be conveyed through the college prospectus and website. It shall also be conveyed to the new students on the very first day of the academic session, in the 'Orientation Program'.
5. Provide free access to every kind of information about various college committees like Scholarships, Bus-pass committee, Youth festivals et cetera.
6. Provide clear-cut and complete information about fee structures, refund policies, financial aids and scholarship et cetera.
7. Follow student focused approach towards learning and provision of efficient and timely student services.
8. Offer need based academic courses, skill improvements and training programs and a wide range of study programs at various levels with adequate flexibility.
9. Effectively implement the mechanism devised by the University for students' assessment, grading and examination.
10. Implementing a well-conceived plan for monitoring student progress and provide necessary feedback.
11. Arrange Remedial classes for students.
12. Devise mechanism for student feedback.
13. Ensure intellectual independence, freedom of enquiry and scientific temper.
14. Provide appropriate opportunities to all the stakeholders to participate in activities which can ensure reaching out to communities and society for extension activities.
15. Provide academic, professional and personal counselling.
16. Be empathetic to the concerns of students and other stakeholders such as parents and alumni.
17. Treat students with respect, tolerance and help them pursue their academic goals.

Responsibility of the Students:

1. Understand, appreciate and follow the university's and college's vision, mission and goals.
2. Read the prospectus of the college thoroughly and regularly visit the college website.
3. Have a clear and adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms and other student services.
4. Abide by the decisions of the college administration.
5. Actively participate in co-curricular and extra-curricular activities.
6. Respect the property and physical infrastructure of the institution.
7. Abstain from any activity leading to violence and use of banned substances.
8. Respect and celebrate diversity of ideas, multiculturalism and inclusiveness

MECHANISM OF REDRESSAL AT GOVT. COLLEGE SANJAULI,

To accomplish its mission of quality teaching-learning in a safe environment, the College has, in accordance with UGC regulations, a strong grievance redressal mechanism. There are several committees (sub-committees of the Staff Council) which work towards the resolution of issues in a time-bound manner once complaints are received by the College. Depending on the nature of the complaint, the College directs the representation received to the relevant committee. Students can make a representation regarding their grievance to the College. They can email their grievances to principalsanjauli@gmail.com, submit the representation to the Office of the Principal, submit the

complaint online, or submit their complaints to the convener of the respective committee. The following committees address the grievances of students:

1. Grievance Redressal Committee: The college has an Academic Grievance Redressal Committee. The composition of the Committee is notified on the website and in the prospectus annually. This committee addresses student grievances as and when received. The cases addressed by this committee include grievances related to:

- Internal Assessment
- Change of course
- Miscellaneous Complaints related to any issue faced by students in their departments, Students' Societies or related to infrastructure.

While adhering to the University norms regarding Internal Assessment (IA), the College has retained the flexibility to allow teachers to design the pattern and schedule of internal assessment to best suit the domain requirements of the course being assessed, and the profile of the students attending the course. Different methods like assignments, projects, quizzes and class presentations are employed for continuous assessment. The students have a right to see the assessment they have received and if not satisfied, they may seek clarification and modification if there has been any error in assessment. Students have the responsibility to ask for their mid-term answer sheets to be shown to them. In case the student feels dissatisfied with the assessment, he/she can seek the intervention of the Redressal committee.

In case there has been any error in the uploading of assessment on the University portal, the committee will ensure redressal within one week of the submission of the complaint. This allows for a prompt correction of errors, should any occur.

2. SC/ST/OBC/ Religious Minorities Redressal and Development Cell

This cell caters to the welfare of students belonging to the SC/ST/OBC/Religious Minorities. The cell aims at addressing discrimination and sensitising all students/staff about issues around social equality. The cell has been constituted to empower students from these categories and equipping them to deal with their academic, personal issues and redress grievance if any arises. To enhance their career opportunities and growth, it will also facilitate the fundings of online add-on courses taken up by 100 students who fall in the above categories. The cell looks into grievances of SC/ST/OBC/religious minorities category applicants. The committee is constituted as per the legal requirements of this committee. The committee is notified through the website. This cell ensures that the students from underprivileged sections of society do not face discrimination on grounds of caste/class/religion. Any such complaint will be taken prompt and serious cognizance of and strict action will be taken against anyone found guilty. If the guilty person is a student, the punitive action may result in expulsion. If it is a staff member, the case will be forwarded for departmental action.

The cell also ensures and assists the college in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing. Its task is to implement the reservation policy for SCs/STs in the college; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions, and analysis of the data showing the trends and changes towards fulfilling the required quota. Any perceived slip in the provisions for reservation, discriminatory behavior will be assessed and analyzed by the cell and redressal will be moderated by its members.

3. Internal Complaints Committee;

The college has an internal complaints committee in accordance with the University notifications pertaining to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC guidelines of May 2016 on the same. The ICC committee is notified on the website and in the annual prospectus. All complaints pertaining to Sexual

Harassment are submitted to/ directed to the ICC and the mechanism of redressal followed by the ICC is in complete accordance with the mandate and provisions of Vishakha Guidelines and Saksham Guidelines.

Anti Ragging Committee;

The Anti Ragging Committee is concerned with maintaining discipline in the College. It is a representative body comprising faculty members and elected student representatives. All students are required to maintain good discipline and a congenial environment while studying in the college. Ragging is an offence. The Committee will undertake preventive and prohibitive anti-ragging measures as per the HP University Ordinance. At the time of admission at the beginning of an academic session, every student has to give an undertaking pledging non-participation in any form of ragging. This should be adhered to strictly. The Committee is notified annually through the website and the prospectus. Contact details of the members of the committee are displayed in the college campus too. All complaints pertaining to ragging are taken up for redressal immediately. "Ragging" means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

- i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
- ii) violate the status, dignity and honour of such students; or
- iii) expose students to ridicule and contempt and affect their self-esteem; or
- iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an Officer-in-Charge makes a complaint, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty. Any student convicted of an offence shall be expelled from the educational institution. A student expelled on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion. Where, on enquiry by the head of the educational institution, it is proved that prima facie there is no substance in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

Hostel committee;

All complaints pertaining to Hostel life will be routed to the Hostel Committee through the prefects/warden of the hostel. If the student feels dissatisfied by this, he may approach the convener of the Hostel committee directly. The complaint will be redressed within a period of one week. Incidents of indiscipline in the hostel may result in expulsion from the hostel. Complaints regarding food, infrastructure and facilities in the hostel will be discussed in the committee's meeting and resolved promptly

OTHER ACTIVITIES IN THE COLLEGE

1. Mentor Programme

The college provides for a mentorship programme to ensure that students have a guardian-mentor in college. Each student will have a teacher-mentor in the college. Students will be required to attend a mentor-mentee session every last Saturday of the month (or as notified in the time table). The mentees will get their cards signed by the mentors in each session. Students will be penalized / fined for the sessions they miss.

2. Cultural and Academic Societies

Each student is to be a member of at least two clubs/societies; one academic club and at least one extra-curricular club. Students' library cards will have provision for signatures of teacher-in-charges of these clubs on registration in the club. Every student must ensure presence in the functions of these clubs and societies, failing which they will be fined.

The institution has various clubs & societies:

- | | |
|---------------------------------|---------------------------------|
| a) Sahitya Parishad | (Dr Satya Narain Snehi) |
| b) Nature/Eco Club | (Dr Manisha Kohli) |
| c) Young Speakers' Association | (Dr Kamayani Bisht) |
| d) Theatre Club | (Ms. Himani Saxena) |
| e) Sports Club | (Dr Satish Sharma) |
| f) Jijeevisha (Social Outreach) | (Dr Ponama Verma) |
| g) Red Cross Society | (Dr Shivani Khatri) |
| h) Photography Club | (Mr Lakhbeer Dhiman) |
| i) Art Club | (Dr Kamlesh Sharma) |
| j) Book Club | (Dr Harsh Vardhan Singh Khimta) |
| k) Adventure Club | (Mr Anupam Verma) |

Apart from the above, every subject has its own subject society.

3. NCC & NSS

The College has very active and well-organized units of the NCC and the NSS whose activities are spearheaded by teachers with long experience in their respective fields.

4. Sports

The College Calendar gives great importance to various activities in sports. We have the proud privilege of representing the University and the State in many National and Zonal level sports competition. The College also has a good Gymnasium for sports persons.

5. Rovers & Rangers

The College has well organised units of Rovers & Rangers activities.

College support

6. Career Guidance and Job Placement

This cell helps students by providing guidance about career options and information about job placements through various Govt. and private agencies. It arranges lectures by experts and concerned officials for selection of better & suitable career options.

7. College Library

The College is a member of the Project "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi. This project provides free access to a collection of more than 76000 e-books and more than 7000 e-journals on all the subjects to students, researchers and faculty members. Many new academic e-resources are added to this facility nearly every month. Full text e-books can also be downloaded or printed directly from the publisher's website under this project. The students desirous of using this facility are directed to contact Librarian/Assistant Librarian along with their e-mail IDs. Computers with internet access and N-List facility have already been installed in the college library for the benefit of the students. There are over 34,751 books in college library. The college has subscribed 24 Journals, 22 Magazine and 21 daily newspapers. Of these, 25,124 books are stacked in the General Section and 7,000 are there in the Book Bank.

All the students are required to adhere to the following Library rules strictly:

- i. All the students on the rolls of the College shall be eligible to become members of the College library.
- ii. Every student is entitled to borrow two books for a period of 30 days from the library.

- iii. The borrower shall be solely responsible for the safety/preservation of the books drawn by him/her.
- iv. A fine of ` 1/- per day per book will be charged beyond due date of, return of the book.
- v. In case a book is found mutilated, torn, defaced or misplaced, the actual cost of the book plus 20% of the original cost will be charged from the student.
- vi. Reference books are to be consulted in the library itself after obtaining permission from the Librarian.
- vii. The College also operates a book bank from which text books are loaned to poor students of all categories on payment of a nominal security, (i.e. actual cost plus 20% and maintenance charge of ` 2/-per book}.

Students can get their library security refunded within one year after leaving the College; otherwise the security stands forfeited.

8. Parent- Teachers Association (PTA)

A Parent- Teachers Association is formed in every session in the college with the avowed objective of promoting participation of parents in the development activities of the college. Their presence and valuable suggestions are eagerly solicited by the college staff in P.T.A. meetings. There is a General Body of P.T.A. comprising:

- (i) Parents or guardians.
- (ii) Colleges Teachers.
- (iii) The Principal of the college as the patron.
- (iv) Every student contributes Rs. 700/- per annum toward P.T.A.

PTA also provides fee waiver and funds to students from BPL category for the purchase of books.

9. Old Students Association (OSA)

On 15th Feb. 2012, the college also constituted the Old Students Association. Any former student of this college can be a member of OSA. He/She can fill the membership form online available on the College website <http://www.gcsanjauli.edu.in> Membership Fee is ` 200/- p.a. and ` 2000/- for lifetime membership.

10. College Students Central Association (CSCA)

CSCA is constituted every year as per H.P. University guidelines.

11. SCHOLARSHIPS

As per the College Scholarship Policy, we grant scholarships in various categories to the deserving students as per the rules/directions issued by the state government from time to time. Some important categories are as follows:

- a) IRDP,
- b) SC/ST -- it is restricted to certain income level as applicable by the order of H. P. Govt.
- c) 'Brilliant students scholarship of H.P'--This scholarship is available only for those students who fulfil the following requirements:
 - i) He / she should be a bonafide resident of Himachal Pradesh.
 - ii) He/she should have passed plus two from H.P. Board.
 - iii) He/she should have secured a minimum of 77% marks in 10+2.
 - iv) He/she should have secured a minimum of 60% marks at TDC I or II as applicable.

SCHOLARSHIP AND FREE SHIP POLICY

Centre of Excellence, Government College Sanjauli, Shimla-6 is committed to the goals of attracting and supporting the calibre of students across the state. In order to encourage deserving students to pursue their higher education, this college provides scholarship to meritorious students as per the policy of the state and centre government's scholarship schemes. All the centre and state sponsored schemes are given as per the instructions of the government.

There are more than 25 scholarships available to students under varied conditions and requirements. The state government has been actively working on providing easy access to HP scholarship to the deserving students. The students are open to a broad gamut of scholarships that can be categorized under state-sponsored, central sponsored and technical scholarship. The various schemes sponsored under the state and central authorities have elaborately been listed below along with their application period and provider details.

State-Sponsored HP Scholarship Schemes

Scholarship Name	Provider Name	Application Period*
Dr. Ambedkar Medhavi Chattervriti Yojana for SC Students	Himachal Pradesh Education Department	Between September and December
Dr. Ambedkar Medhavi Chattervriti Yojana for OBC Students	Himachal Pradesh Education Department	Between September and December
Kalpna Chawala Chattervriti Yojana	Himachal Pradesh Education Department	Between September and December
Mukhya Mantri Protsahan Yojana (One-time Incentive)	Himachal Pradesh Education Department	Between September and December
Maharshi Balmiki Chattervriti Yojana	Himachal Pradesh Education Department	Between September and December
IRDP Scholarship Scheme	Himachal Pradesh Education Department	Between September and December
NDA Scholarship Scheme (Only for NDA Khadakwasla)	Himachal Pradesh Education Department	Between July to September
Financial Assistance to the Children of the Armed Forces personnel killed/ disabled during the different war/ operations	Himachal Pradesh Education Department	Between July to September
Mukhya Mantri Gyandeep Yojana	Himachal Pradesh Education Department	Between July to September
Indira Gandhi Utkrisht Chattervriti Yojana for Post plus two Students	Himachal Pradesh Education Department	Between September and December
Lahaul Spiti Pattern	Tribal Department, Himachal Pradesh	Between July to September

*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.

Centrally Sponsored HP Scholarship Schemes

Scholarship Name	Provider Name	Application Period*
Post-Matric Scholarship to SC/ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship to OBC Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	July to October
National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Persons with Disabilities	July to October
Post-Matric Scholarship to SC/ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship to OBC Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	July to October

National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Personswith Disabilities	July to October

*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.

Apart from these schemes of scholarship our college has initiated one more scholarship and free ship scheme with the help of Parent Teachers Association (PTA). In order that no student is denied the opportunity due to financial inadequacy, scholarship and free ship are provided to weaker and socially marginalized students on need basis.

Free ship Policy:

- Under this scheme including tuition fee and other college funds will be reimbursed.
- All the text books will also be provided to the applicant.
- The entire fee for online courses through Swayam or NEPTEL platform of 100 students of socially marginalized students will be borne by the college. This scheme has also been extended to economically weaker section students and 50% fee of 200 students under this category will also be borne by the college.

Eligibility:

- It will be given to BPL candidates; family income should be less than 36000 per annum
- Candidates must not be a beneficiary of any other scholarship award/scheme provided by the government.
- The candidate have cleared all exams without arrear and obtained a minimum CGPA of 6
- It can also be given to those students who do not have parents/lost their parents.

Application Process:

- The candidates are required to apply through application and should submit the income certificate with application. Candidates will be required to produce documents in original for the verification by the office whenever requested.
- Any application found with incomplete or incorrect will not be considered by the committee.

Selection:

- A selection committee will be constituted by the college advisory committee comprising of Principal as chairman, PTA president, two senior most teachers of the college and secretary PTA will be member secretary of the committee.
- The selection committee will be responsible for development of criteria, appraisal of applications and final awards of scholarship/free ship.
- The decision of the committee will be final and binding.
- The number of scholarships/free ship will be decided by the committee on the basis of the application received.

Conditions for termination of Scholarship / Free ship

The award may be terminated at any given point of time, if it is found that the candidate has furnished incorrect details/particulars in their application or is found guilty of malpractices, misconduct and violation of college policies, rules and regulations.

GENDER POLICY DOCUMENT

ZERO TOLERANCE TO SEXUAL HARASSMENT AND GENDER DISCRIMINATION

INTRODUCTION

Our college recognizes that sexual harassment and gender discrimination are pervasive problems that negatively impact our community. Sexual harassment and gender discrimination undermine the safety, dignity, and equality of our students, staff, and faculty. We are committed to creating a safe and inclusive environment where everyone is treated with respect and dignity. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms.

POLICY STATEMENT

Our college is committed to providing a safe and inclusive environment free from sexual harassment and gender discrimination. We recognize that sexual harassment and gender discrimination are serious violations of human rights that undermine the dignity, safety, and equality of individuals in our community. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms. Sexual Harassment: Any unwelcome sexual behaviour that creates an intimidating, hostile, or offensive environment. It includes physical, verbal, or non-verbal conduct of a sexual nature, such as unwanted touching, comments or jokes of a sexual nature, displaying sexually suggestive images, or making sexual advances. Sexual harassment can occur between individuals of the same or different genders, and can occur in any context, including in person or online. Gender Discrimination: Our college also recognizes that gender discrimination is a serious problem that undermines the equality and dignity of individuals in our community. Gender discrimination refers to any unequal treatment based on gender, including discrimination based on gender identity or expression. This includes denying opportunities or benefits to individuals based on their gender, as well as creating a hostile or offensive environment based on gender.

LEGAL PROVISIONS

The college's policy on sexual harassment and gender discrimination is consistent with the following legal provisions: The Vishaka Guidelines, issued by the Supreme Court of India in 1997;• The UGCs Saksham Measures for Ensuring the Safety of Women and Programmes for Gender• Sensitization on Campuses; The University Grants Commission (Prevention, prohibition and redressal of sexual harassment• of women employees and students in higher educational institutions) Regulations, 2015.

WOMEN CELL AND PREVENTION OF SEXUAL HARASSMENT (POSH) COMMITTEE

The college will have a Women Cell and Prevention of Sexual Harassment (POSH) Committee responsible for implementing the college's policy on sexual harassment and gender discrimination. The Women Cell will be headed by a senior woman faculty member of the college. The POSH Committee will be made up of representatives from the college administration, faculty, and students. The mandate of the Women Cell and POSH Committee will be to provide a variety of services relating to sexual harassment and gender discrimination. These activities will be divided in two broad categories:

- Prevention of Sexual Harassment and Gender Discrimination, including providing information and resources, and sensitization about sexual harassment and gender discrimination.
- Remedies for Sexual Harassment and Gender Discrimination, including counselling and support, and support in the complaint process.

The Women Cell and POSH Committee are committed to creating a safe and inclusive environment for all students, faculty, and staff. All stakeholders will be encouraged to contact and consult the Women Cell or POSH Committee in case of questions or concerns about sexual harassment or gender discrimination in the College. The names and contact information of Women Cell or POSH Committee members will be prominently displayed on the College website as well as at prominent places in the College campus.

PREVENTION OF SEXUAL HARASSMENT

- The prevention of sexual harassment is an important part of our commitment to creating a safe and inclusive environment. The preventive framework will include:
- Sensitization and training to all employees and students on the prevention of sexual harassment and gender discrimination along with the procedures for reporting and addressing complaints. Focus area of sensitization and training will include topics such as: identifying sexual harassment;
- identifying gender discrimination;
- the impact of gender discrimination on individuals and the community;
- the impact of sexual harassment on individuals and the community;
- strategies for preventing sexual harassment; and
- strategies for preventing gender discrimination.
- In addition to training, the college will also take steps to create a culture of respect and inclusion.
- This includes promoting respectful communication, addressing stereotypes and biases, and encouraging open and honest dialogue about issues related to gender and sexuality.
- The college will also provide resources and support services to individuals who have experienced sexual harassment and gender discrimination.

REPORTING SEXUAL HARASSMENT AND GENDER DISCRIMINATION

We encourage all members of our community to report incidents of sexual harassment/gender discrimination. Reports can be made to any staff member or faculty member, and will be treated with sensitivity and respect. Complaints can also be made anonymously if desired.

COMPLAINT PROCEDURE

- **Who can file a complaint:** Any student, faculty member or personnel from the college administrative staff, who believes that they have been the victim of sexual harassment or gender discrimination is encouraged to report the incident.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the POSH Committee.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the Post Committee.
- **Confidentiality:** All complaints of sexual harassment and gender discrimination will be handled in a confidential manner to the extent possible. All members of the Committee, including the Coordinator, will take all necessary steps to protect the confidentiality of the complainant and the respondent.
- **Protection of Complainant:** The college will also take steps to ensure that the complainant is protected from retaliation or further harassment.

REMEDIES

The college takes allegations of gender discrimination seriously and will take appropriate action against individuals who engage in such behaviour.

- Upon receipt of a complaint, the college will initiate an investigation into the incident. The investigation will be conducted by a complaints committee, which will be composed of three members. The committee will be trained in the procedures for handling complaints of gender discrimination and will be independent of the parties involved in the complaint.
- The investigation will be conducted in a prompt and confidential manner. The complainant and the accused will have an opportunity to present evidence and witnesses to the committee. The committee will make a determination as to whether an offence has been committed based on a preponderance of the evidence. If the committee determines that an offence has occurred, it will recommend appropriate action to the College. Sanctions for Sexual Harassment/Gender Discrimination.

SANCTIONS FOR SEXUAL HARASSMENT

Gender Discrimination Sanctions for gender discrimination may include:

- Counseling
- Disciplinary action
- Termination of employment
- Expulsion from the college

CONCLUSION

Our College is committed to providing a safe and inclusive environment for all students, faculty, and staff. This policy is intended to prevent sexual harassment and gender discrimination and to ensure that all members of the college community are treated with respect. In addition to the above, the college will take the following steps to prevent sexual harassment and gender discrimination:

Create a culture of respect and inclusion. The college will promote a culture of respect and inclusion by providing training on sexual harassment and gender discrimination to all members of the college community. The college will also create opportunities for dialogue and discussion on these issues.

Provide resources for victims of sexual harassment and gender discrimination. The college will provide resources for victims of sexual harassment and gender discrimination, including counselling, support groups, and legal assistance.

Hold perpetrators accountable. The college will hold perpetrators of sexual harassment and gender discrimination accountable, up to and including expulsion from the college. The college is committed to creating a safe and inclusive environment for all.

MENTAL HEALTH COUNSELLING

INTRODUCTION:

A counseling cell is a service offered by businesses or institutions to help people who are going through emotional, psychological, or personal challenges. Typically, experienced counsellors who are able to offer confident support and advice to assist people manage with a range of obstacles, such as stress, anxiety, depression, interpersonal troubles, scholastic difficulties, and job worries, work in these cells. Challenges and complexities are part of contemporary society. Through expert advice and counselling programmes, the Counselling Cell hopes to equip students with the tools they need to successfully navigate these issues. with the aim of addressing and assisting the student community's emotional and psychological problems. With assistance from a team of staff members, the principal, and a student counselor, government college Sanjauli will establish the "Counselling Cell" in the college grounds. Each student's individual potential, mental health issues, stress and anxiety, which is both inherent and hidden, is the main emphasis of this program.

KEY FUNCTIONS OF MENTAL HEALTH COUNSELLING

- To provide personalised counselling to students in accordance with their needs.
- To boost the self-esteem of pupils who are less capable, slower learners, or physically challenged.
- To assist pupils in getting over exam stress, anxiety, or phobia.
- To let the parents know about the student's psychological challenges.
- To assist kids in finding solutions to their psychological, educational, social, and personal issues.
- To aid students in developing a self-awareness of their interests, skills, aptitude, passion, and possibilities.
- To raise awareness, get ready, and inspire others to write success stories and figure out strategies for overcoming obstacles in life
- To undertake a Counselling Skills Training Programme for Professors and staff.

OBJECTIVES:

- To promote students' psychological well-being by ongoing assistance and advice tailored to their specific needs.
- To assist pupils in avoiding negative thinking and mending small emotional wounds.
- To assist students in understanding and accepting themselves "as they are" via individual and group therapy.
- To assist students in recognising their individual potentials and talents in order to attain academic goals, social and personality development, adjustment concerns, and professional ambitions.
- To enhance healthy relationships, increase listening skills, empathy development, and interpersonal abilities.
- Through psychoeducation programmes, to teach numerous psychological issues and good living practices.
- To keep counselling interventions secret unless the student is assessed to be in danger of personal injury or of causing harm to themselves or others. In such cases, the necessary individuals/agencies can be contacted.

OUR POLICY FOR MAINTAINING A GREEN CAMPUS

Govt. College Sanjauli, Shimla-6 recognizes the importance of protecting the environment and promoting sustainable practices. In line with this, the college is committed to implementing policies and practices that contribute to a healthy environment and a green campus. This policy document outlines the strategies and actions that the college will undertake to achieve these objectives.

OBJECTIVES:

The objectives of the college's Environment and Green Campus policy are to:

- Reduce the college's carbon footprint by implementing sustainable practices and reducing energy consumption
- Promote waste reduction and recycling to minimize the college's environmental impact.
- Increase awareness among students, staff, and visitors about environmental issues and the importance of sustainability.
- Preserve the natural resources and biodiversity of the college campus.

STRATEGIES AND ACTIONS:

- **Energy Efficiency:** The College will adopt energy-efficient practices to reduce energy consumption, such as replacing traditional light bulbs with LED bulbs, and using energy-efficient appliances.
- **Water Conservation:** The College will promote water conservation by implementing practices such as installing low-flow toilets and faucets, using drought-resistant plants in landscaping, and reducing water waste through regular maintenance and repair.
- **Waste Reduction and Recycling:** The College will implement waste reduction and recycling practices such as segregating waste into recyclable and non-recyclable categories, composting organic waste, and ensuring proper disposal of hazardous waste.
- **Sustainable Transportation:** The College will promote sustainable transportation by encouraging the use of public transport, cycling, and walking among students, staff, and visitors. The college will also provide parking facilities for bicycles and promote carpooling.
- **Green Campus:** The College will maintain a green campus by planting trees and other vegetation, promoting biodiversity, and using environmentally friendly landscaping practices.
- **Awareness and Education:** The College will raise awareness among students, staff, and visitors about environmental issues and the importance of sustainability through various initiatives such as workshops, seminars, and campaigns.

MONITORING AND EVALUATION:

The college will regularly monitor and evaluate its environmental performance to ensure that it is meeting its objectives and targets.

IMPLEMENTATION AND REVIEW:

The Environment and Green Campus policy will be implemented by a dedicated committee comprising of members from the college administration, faculty, and student body. The committee will regularly review and update the policy to ensure that it remains relevant and effective.

CONCLUSION:

Govt. College Shimla-6 is committed to promoting environmental sustainability and implementing green practices on its campus. By adopting this policy, the college aims to reduce its environmental impact, increase awareness among stakeholders, and preserve the natural resources and biodiversity of its campus.

HOSTEL

The hostel is located near the college. The college hostel has accommodation for 140 male students of SC/ST category only. Number of seats available for fresh admission in the hostel will depend upon the availability of vacant rooms. The Hostel provides mess facility throughout the session which is compulsory for resident students. The Principal reserves all the rights to admit students to the college hostel.

The students who apply for hostel accommodation must adhere to the following rules and instructions:

1. A student can apply for the hostel accommodation after his admission in the college.
2. Admission forms for hostel accommodation will be available on the College website link.

3. No student will be accommodated in the hostel, if his parents do not turn up at the time of admission to the hostel.
4. The recommendation of the warden is necessary for admission to the hostel.
5. A student who fails in more than one course in the last declared result shall not be re-admitted to the college hostel.
6. The room will be allotted on the date notified by the authorities.
7. The residents of the hostel are not permitted to change the room allotted to them without prior permission of the warden.
8. Fresh admission to the hostel will have to be sought in every academic year.
9. Every boarder shall have to abide by the time-schedule for the hostel as laid down from time to time.
10. No guest can stay in the hostel.
11. The general discipline requirements of the College shall be applicable to boarders as well.
12. Any other rules and regulations as may be deemed necessary by the Principal according to the circumstances are to be observed by the resident scholars.
13. All the rules for the hostel students as mentioned in chapter XXVIII of the H.P.U. Ordinance are applicable in toto.
14. Hostellers will have to vacate the hostel within three days after the annual examinations.

One time fees will be charged at the time of admission:

Hostel Fee and Funds (Non-refundable) Rs. 9210/-

Hostel Security (Refundable) Rs. 2000/-

Mess Security (Refundable) Rs. 3000/-

FEES ARE SUBJECT TO CHANGE. IF THE FEES ARE REVISED, THE STUDENTS WILL HAVE TO PAY THE REVISED FEES.

Annual Charges			Monthly Charges	
Admission fee	75		Electricity	300
Utensil fund	40		Water charges	100
Furniture Charges	125		Common Room	10
Identity Card	10		Room rent per seat	50
Miscellaneous Charges	40		News paper	10
First Aid	40		Maintenance	100
			Sweeper	150
			Clerical, Attendance	20

Dining in the Mess is compulsory for all the students during their stay in the Hostel.

IMPORTANT INSTRUCTIONS

General Instructions

1. It is mandatory for every student to maintain strict discipline within the College campus as well as outside the College.
2. It is mandatory for every student to wear **College Blazer on every Tuesdays and Fridays**. Apart from these days, it would be mandatory to wear college blazers for any representation of the college in Inter University/ Inter College Events and festivals. The students are expected to wear college blazers for participating in College functions.
3. Any act performed by the student that amounts to indiscipline will be dealt with strictly.

4. All the students are required to read the notices thoroughly which are displayed exclusively on the College Notice Board every day, and do the needful accordingly.
5. Teasing girl students in any manner whatsoever 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.
6. Any gender based remark directed at any individual will invite punitive action.
7. Scribbling/writing anything on the black-board, on furniture and walls etc. is a part of indiscipline.
8. Removing or causing damage to the furniture or window panes, plucking flowers, removing notices, etc. is also a breach of discipline.
9. The following acts also tantamount to indiscipline: holding any meeting/function/party and photography in the premises of the College without prior permission of the Principal.
10. Students should not tamper with the electrical fittings, water fittings etc. in the classrooms, hostel and in the College campus.
11. Using foul language with any student, teacher or any other employee of the College shall be viewed seriously.
12. The use of cell phone is strictly prohibited inside the classrooms and any breach of conduct will result in the confiscation of the cell phone.
13. Displaying of banners, posters or notices apart from the designated spaces provided by the college authorities is strictly prohibited.
14. Every student of the college will have to visit the library at least 5 times a month physically and access the N-List website at least twice a month, failing which, fine will be imposed.

Leave rules

1. It is compulsory for all the students to get their leave sanctioned before proceeding on any kind of leave.
2. For leave on medical grounds, the student will be required to submit a medical certificate in case the leave is for more than a week's duration.
3. Leave up to one week will be sanctioned by the concerned committee. For leave extending more than one week's duration, the student shall have to apply to the Principal.
4. A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.
5. If a student is regularly skipping classes or does not submit assignments, his/her name will be struck off from the rolls of the College.
6. Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the College.
7. The students can seek re-admission twice during the session. First re-admission will be allowed within three days after the name is struck off after paying a fine of `100/- and a fine of `200/- will be charged for the second re-admission within 10 days after the name is struck off from the rolls.

Identity card:

1. Identity card is the most important document of the college student, because it is the only identification for anyone to establish that one is a student of the college. A student must always carry his/her identity card in the college. **Students without Identity card are deemed as outsiders.**

2. Any transaction between students and college is entertained only after production of Identity card. If a student has to deal with any kind of work related to examination, library, collection/inspection of documents; one has to produce one's Identity card in order to establish one's identity.
3. Students are not permitted to replace the photograph pasted on the Identity card for any reason whatsoever.
4. If Identity card is lost, one has to file an F.I.R. in order to get a duplicate Identity card issued.
5. In event of inspection of Identity card during surprise check or for any other reason, if the student is unable to produce the Identity card he/she will be handed over to the police or as the situation may demand.
6. In case, the Identity card gets misplaced, misused by anti-social elements the student concerned shall be held responsible for his/her deeds. It is the personal responsibility of the student to keep his/her identity card in safe custody.
7. All the students are directed to collect their identity cards and complete the formalities related to their identity cards within one week of admission.
8. Forging signatures of the Teachers is a very serious offence. Offenders will be severely punished / fined upto Rs. 1000/-

Admission Committees

Admission Guidance and Counselling Committee

1. Mrs. Bharti Bhagra(Convenor)
2. Dr. Ram Lal Sharma
3. Dr. Maneesha Kohli
4. Dr. Ravinder Chauhan
5. Dr. Naresh Verma
6. Mr. Deepak Keprate

MA English 1st, 3rd Semester Committee

1. Mr. Deepak Keprate(Assoc. Prof.)
2. Dr. Kamayani Bisht (Assoc. Prof.)
3. Dr. Shiwani Khatri (Assoc. Prof.)
4. Dr. Himani Saxena (Asstt. Prof.)
5. Dr. Harsh Vardhan Khimta (Asstt. Prof.)
6. Dr. Pooja Dulta (Asstt. Prof.)
7. Mrs. Anupama Chaudhery (Asstt. Prof.)
8. Mrs. Hem Lata Sharma (Asstt. Prof.)

MA Hindi 1st, 3rd Semester Committee

1. Dr. Satya Narain Sanehi (Asstt. Prof.)
2. Dr. Bavita Thakur (Asstt. Prof.)
3. Dr. Raj Bhagti (Asstt. Prof.)

Annual Committees for Session 2023-24

DS: Dr Brijesh Chauhan

DSW: Mrs. Bharti Bhagra

Bursar: Dr. Madan Shandil

Dean Science: Dr. Manisha Kohli

Dean Arts: Dr. R.L. Sharma

Dean Commerce: Dr. Madan Shandil

IQAC Coordinator: Dr. Kamayani Bisht

B.Voc. Nodal Officer: Mrs. Bharti Bhagra

BBA Coordinator: Dr. Naresh Verma

PGDCA Coordinator: Dr. Ravinder Chauhan

BCA Coordinator: Dr. R.L. Sharma

College Advisory:

1. Dr. Brijesh Chauhan (Convenor)
2. Mrs. Bharti Bhagra
3. Dr. Ram Lal Sharma
4. Dr. Maneesha Kohli
5. Dr. Ravinder Chauhan
6. Dr. Naresh Verma
7. Mr. Deepak Keprate
8. Mrs. Himani Saxena
9. Mrs. Bharti Sharma
10. Mr. Jai Pal (Supdt. G-I)
11. Mr. Anil Kumar (Supdt. G-II)

SC/ST/OBC/Religious minorities Redressal and Development Cell

1. Dr Manisha Kohli (Convenor)
2. Dr Madan Shandil
3. Dr. Vinod Kumar
4. Dr Rajinder Singh
5. Ms. Rajbhakti Negi
6. Mr. Shubham Chaudhary

College Discipline Committee

1. Mrs. Bharti Bhagra (Convenor)
2. Dr. R.L. Sharma
3. Dr. Ravinder Chauhan
4. Dr. Naresh Verma
5. Mr. Deepak Keprate
6. Mr. Rameshwar Singh
7. Dr. Vinod Kumar
8. Dr. Harsh Vardhan Singh Khimta
9. Mrs. Anupama Chaudhery
10. Mrs. Rita Chandel
11. Mr. Surinder Chauhan
12. Mr. Amrit Singh Mehta
13. Dr. Bavita Thakur
14. Mr. Chander Verma
15. Mr. Shubham Choudhary
16. Mr. Abhishek Thakur
17. Dr. Satish Sharma
18. Mr. Sandesh Kalta

Anti Ragging Committee

1. Dr. Ravinder Chauhan (Convenor)
2. Dr. Naresh Verma
3. Mr. Deepak Keprate
4. Mrs. Bharti Sharma
5. Dr Madan Shandil
6. Dr. Harsh Vardhan Singh Khimta
7. Dr. Shivani Khatri
8. Dr. Vinod Kumar
9. Dr. Rajnider Singh
10. Mrs. Deepti Gupta
11. Mr. Surinder Chauhan
12. Mr. Chander Verma
13. Dr. Vikas Nathan
14. Dr. Satish Sharma
15. Mr. Sandesh Kalta

General Purchase Committee

1. Dr. Ravinder Chauhan (Convenor)
2. Dr. Naresh Verma
3. Mr. Deepak Keprate
4. Mr. Rameshwar Singh
5. Mrs. Namita C. Khagta
6. Dr. Satish Sharma

Career Counselling & Placement Cell

1. Dr. Shivani Khatri (Convenor)
2. Dr. Harsh Vardhan Khimta
3. Mr. Anuj Sharma
4. Mrs. Anupama Chaudhary
5. Mrs. Rita Chandel
6. Mr. Chander Verma
7. Mr. Abhishek Thakur
8. Mr. Anupam

Stage Comparing Committee

1. Dr. Kamayani Bisht (Convenor)
2. Dr. Pooja Dulta
3. Ms. Sachi Sood
4. Dr. Satya Narayan Snehi
5. Dr. Bavita Thakur

Women Cell and Prevention of Sexual Harassment Committee

1. Dr. Maneesha Kohli (Convenor)
2. Mrs. Bharti Sharma
3. Mrs. Himani Saxena
4. Mr. Vikram Bhardwaj
5. Mrs. Deepti Gupta
6. Mr. Anuj Sharma
7. Mrs. Anupama Chaudhary
8. Mrs. Saachi Sood
9. Dr. Poonama Verma
10. Dr. Purnima Thapar

Scholarship Committee

1. Mr. Vikram Bhardwaj (Convenor)
2. Dr. Pooja Dulta
3. Dr. Girish Kapoor
4. Dr. Poonam Sharma
5. Dr. Bavita Thakur
6. Mr. Sandesh Kalta
7. Mr. Anupam
8. Mr. Akshay Azad
9. Mr. Lakhbeer

House Examination Committee

1. Mr. Rameshwar Singh (Convenor)
2. Dr. Kirti Singha
3. Mrs. Anupama Chaudhary
4. Dr. Girish Kapoor
5. Mr. Surinder Chauhan
6. Dr. Vikas Nathan
7. Mr. Chander Verma
8. Mr. Shubham Choudhary
9. Dr. Kamlesh Kumari

Students' Redressal (Academic) Committee Sports Committee

1. Mrs. Bharti Sharma (Convenor)
2. Mr. Rameshwar Jhobta
3. Mrs. Namita Khagta
4. Dr. Shalu Chauhan
5. Dr. Rajinder Singh
6. Mr. Anupam

Canteen Committee

1. Dr. Naresh Verma (Convenor)
2. Dr. Kamayani Bisht
3. Dr. Vinod Kumar
4. Dr. Girish Kapoor
5. Mrs. Hem Lata Sharma
6. Mr. Amrit Singh Mehta
7. Dr. Anjana Sharma

Campus Beautification Committee

1. Dr. Maneesha Kohli (Convenor)
2. Mrs. Deepti Gupta
3. Dr. Shweta Sharma
4. Mrs. Rita Chandel
5. Dr. Poonam Sharma
6. Mr. Abhishek Thakur
7. Mr. Lakhbeer

IQAC/RUSA

1. Dr. Kamayani Bisht (Convenor)
2. Dr. Pooja Dulta
3. Mr. Anuj Sharma
4. Dr. Kirti Singha
5. Mrs. Saachi Sood
6. Dr. Poonama Verma
7. Dr. Vikas Nathan
8. Mr. Anupam Verma
9. Mr. Shubham Choudhary
10. Mrs. Priyanka Chauhan

College Magazine Committee

1. Mr. Deepak Keprate (**Editor in Chief**)
2. Dr. Satya Narain Snehi (**Editor, Hindi Section**)
3. Mrs. Anupama Choudhary (**Editor, English Section**)
4. Dr. Bavita Thakur (**Editor, Pahari Section**)
5. Dr. Madan Shandil (**Editor, Planning Section**)
6. Dr. Minakshi Sharma (**Editor, Science Section**)
7. Dr. Pooja Dulta (**Editor, Chronicle**)
8. Dr. Kamlesh Kumari Sharma (**Editor, Sanskrit**)

Stage Decoration and Seating Arrangement Committee

1. Mrs. Deepti Gupta (Convenor)
2. Mr. Amrit Singh Mehta
3. Dr. Anjana Sharma
4. Dr. Om Prakash
5. Dr. Kamlesh Kumari Sharma
6. Mr. Muneet Lakhanpal
7. Mrs. Pratiksha Chauhan
8. Mrs. Priyanka Chauhan
9. Mrs. Sheetal Chauhan

CSCA Elections

1. Dr. Naresh Verma (Convenor)
2. Mrs. Bharti Sharma
3. Dr. Girish Kapoor
4. Mrs. Hem Lata Sharma
5. Mr. Rajinder Singh
6. Mr. Amrit Mehta
7. Dr. Vikas Nathan
8. Mr. Chander Verma
9. Dr. Raj Bhagti
10. Mr. Sandesh Kalta

Educational Tour

1. Dr. Naresh Verma (Convenor)
2. Dr. Shalu Chauhan
3. Dr. Shweta Sharma
4. Mrs. Rita Chandel
5. Dr. Om Prakash
6. Mr. Chander Verma

Estate Committee

1. Dr. R.L. Sharma (Convenor)
2. Dr. Naresh Verma
3. Dr. Madan Shandil
4. Mr. Vikram Bhardwaj
5. Dr. Kirti Singha
6. Mr. Chander Verma
7. Dr. Anjana Sharma
8. Mr. Amrit Mehta
9. Sh. Jai Pal Thakur

Bus Pass and University Form Attestation Committee

1. Mr. Madan Shandil (Convenor)
2. Mr. Rameshwar Singh
3. Dr. Shalu Chauhan
4. Dr. Shweta Sharma
5. Mrs. Hem Lata Sharma
6. Dr. Rajinder Singh
7. Dr. Satya Narain Snehi
8. Mr. Surinder Chauhan
9. Dr. Poonama Verma
10. Mr. Amrit Mehta
11. Mr. Chander Verma
12. Dr. Satish Sharma

Time Table Committee

1. Dr. R.L. Sharma (Convenor)
2. Mr. Vikram Bhardwaj
3. Dr. Pooja Dulta
4. Dr. Kirti Singha
5. Mr. Girish Kapoor
6. Mr. Rajinder Singh
7. Mr. Muneet Lakhanpal

UGC Committee

1. Mr. Vikram Bhardwaj (Convenor)
2. Mrs. Namita C. Khagta
3. Dr. Kamayani Bisht
4. Dr. Pooja Dulta
5. Mr. Anuj Sharma
6. Dr. Purnima Thapar
7. Mr. Anupam
8. Sh. Jaipal Thakur

Hostel Committee

1. Dr. Ravinder Chauhan (Convenor)
2. Dr. Madan Shandil
3. Mr. Rameshwar Singh
4. Dr. Harsh Vardhan Singh Khimta
5. Dr. Vinod Kumar
6. Dr. Shweta Sharma
7. Dr. Anjana Sharma
8. Dr. Om Prakash
9. Mr. Akshay
10. Mr. Lakhbeer
11. Mr. Anil Kumar (Supdt.)
12. Mrs. Geeta Sharma
13. Mr. Lajpat Sharma

Research & Incubation Cell

1. Dr. Minakshi Sharma (Convenor)
2. Dr. Shalu Chauhan
3. Dr. Shweta Sharma
4. Mrs. Saachi Sood
5. Mr. Rajinder Singh
6. Dr. Satya Narain Snehi
7. Dr. Bavita Thakur
8. Mr. Abhishek Thakur
9. Mrs. Reena Thakur

Library Committee

1. Dr. Madan Shandil (Convenor)
2. Dr. Vinod Kumar
3. Mrs. Deepti Gupta
4. Mr. Anuj Sharma
5. Dr. Satya Narain Snehi
6. Dr. Poonama Verma
7. Dr. Om Prakash
8. Dr. Raj Bhagti
9. Mr. Akshay

Committee for Add-on Courses

1. Dr. Vikas Nathan
2. Mr. Anupam Verma
3. Mr. Abhishek Thakur
4. Mr. Shubham Choudhary
5. Mr. Lakhbeer Dhiman

Internal Complaints Committee (ICC)

1. Mrs. Bharti Bhagra (Convenor)
2. Dr. Maneesha Kohli
3. Dr. Naresh Verma
4. Mrs. Bharti Sharma
5. Dr. Minakshi Sharma
6. Dr. Kamayani Bisht
7. Dr. Poonama Verma
8. Dr. Om Prakash Kaul
9. Mrs. Geeta Sharma
10. Smt. Kanta Devi

Red Cross/Red Ribbon/Disaster Management Committee

1. Dr. Shivani Khatri (Convenor)
2. Mrs. Rita Chandel
3. Mrs. Saachi Sood
4. Dr. Anjana Sharma
5. Dr. Poonama Verma
6. Dr. Poonam Sharma
7. Dr. Kamlesh Kumari Sharma

Youth Festival Group-I

1. Dr. Kamayani Bisht (Convenor)
2. Dr. Kirti Singha
3. Dr. Pooja Dulta
4. Mrs. Anupama Choudhary
5. Mrs. Saachi Sood
6. Dr. Bavita Thakur
7. Dr. Raj Bhagti Negi
8. Dr. Vikas Nathan
9. Mr. Anupam

Youth Festival Group-II

1. Dr. Vinod Kumar (Convenor)
2. Dr. Poonam Sharma
3. Dr. Om Prakash
4. Mr. Pankaj Verma
5. Mrs. Surbhi Sharma

Youth Festival Group-III

1. Dr. Ravinder Chauhan (Convenor)
2. Mr. Deepak Keprate
3. Dr. Om Prakash
4. Dr. Kamlesh Kumari
5. Dr. Reena Thakur
6. Mr. Akshay
7. Mr. Lakhbeer
8. Mr. Umesh Rana
9. Mrs. Uma Kanwar

Youth Festival Group-IV

1. Mrs. Himani Saxena (Convenor)
2. Mrs. Namita C. Khagta
3. Dr. Shivani Khatri
4. Dr. Girish Kapoor
5. Mrs. Hem Lata Sharma
6. Dr. Satya Narayan
7. Dr. Bavita Thakur
8. Dr. Purnima Thakur
9. Mr. Suraj Jamalta
10. Miss. Pinky

Star College Scheme Committee

1. Dr. Maneesha Kohli (Coordinator)
2. Mrs. Bharti Sharma
3. Dr. Minakshi Sharma
4. Mr. Anuj Sharma
5. Mrs. Deepti Gupta
6. Dr. Kirti Singha
7. Dr. Shalu Chauhan
8. Dr. Shweta Sharma
9. Mrs. Rita Chandel
10. Dr. Girish Kapoor
11. Mr. Surender Chauhan
12. Dr. Anjana Sharma
13. Dr. Poonam Sharma
14. Dr. Vikas Nathan

Refreshment Committee

1. Dr. Naresh Verma (Convenor)
2. Dr. Harsh Vardhan Singh Khimta
3. Mrs. Deepti Gupta
4. Dr. Shalu Sharma
5. Dr. Shweta Sharma
6. Mrs. Hem Lata Sharma
7. Dr. Anjana Sharma
8. Dr. Poonam Sharma
9. Dr. Purnima Thapar
10. Mr. Shubham Chaudhery
11. Mr. Abhishek Thakur
12. Mrs. Reena Thakur
13. Dr. Satish Sharma
14. Dr. Kamlesh Kumari
15. Mrs. Raj Bhagti Negi
16. Mr. Akshay
17. Mr. Pankaj Verma
18. Miss. Tarini Kanwar
19. Mrs. Shivani Mehta
20. Miss. Sakshi
21. Dr. Razal Panta
22. Miss. Sungandha Pal
23. Miss. Komal Sharma

Press & Media

1. Dr. Harsh Vardhan Singh Khimta (Convenor)
2. Dr. Satya Narain Snehi
3. Dr. Bavita Thakur
4. Mr. Sandesh Kalta

NCC

1. Dr. Poonama Verma

NSS

1. Dr. Kamayani Bisht
2. Dr. Vikas Nathan

Rovers & Rangers

1. Mr. Surinder Chauhan
2. Dr. Kamlesh Kumari

Annual Calendar 2023-24

Date	Month & Year	Date	Month & Year
Jun-23		Dec-23	
5	World Environment Day	1	Red Ribbon Day
4	Kabir Jayanti	8	Commerce Faculty Program
21	International Yoga Day	11-16	House exams
29	Eid-ul Juha	25	Christmas/ Good Governance Day
30 to 7	UG Admissions (submission of forms)		
Jul-23		Jan-24	
1	Van Mahotsav	1	Vacation begins
8	Display of 1st merit list	13	Lohri
9-12	Fee to be deposited	25	Statehood Day
13	Display of 2nd merit list	26	Republic Day
14-15	Fee to be deposited (for 2nd merit list)		
17-19	Orientation of First year students		
20	Classes commence		
26	Kargil Diwas		
29	Muharram		
Aug-23		Feb-24	
5	Club interactions and Mentor-Mentee interaction	5	College reopens after winter break
6	Hiroshima Day (Let's Say NO to War)	14	Basant Panchmi
12	PTA formation	24	Guru Ravidas Jayanti
15	Independence Day	28	Science Day / Science Faculty Program
20	Akshay Urja Diwas		
29	National Sports Day		
30	Raksha Bandhan		
Sep-23		Mar-24	
2	Freshers' Social	3	World Wildlife Day
7	Janamastami	8	Women's Day & Mahashivratri
8	World Literacy Day	Second week	Faculty program for BCA/BBA/BVoc/PGDCA
9	Disaster management for all (training and drill)	25	Holi
14	Hindi Diwas	27	Farewell Social
19	Ganesh Chaturthi	29	Good Friday
23	Social Sciences Faculty Program		
24	NSS Day and blood donation		
Last week	SCA formation (as notified by the university)		
Oct-23		Apr-24	
1	Swatchata Abhiyan	1st week	Final examinations begin
2	Gandhi Jayanti	11	Eid-ul-Fitar
4	World Animal Day	13	Vaisakhi
10	Inter-faculty/ Inter-departmental Function	14	Ambedkar Jayanti
17	Poverty Eradication Day	15	Himachal Day
20	World Statistics Day	17	Rama Navami
22	Maha Ashtami	21	Mahavir Jayanti
23	Maha Navami and World Animal Day		
24	Dussehra		
28	Valmiki Jayanti		
Nov-23		May-24	
First week	Faculty of Languages function	23	Buddh Purnima
11-15	Diwali Break		
12	Diwali		
19-25	World Heritage Week		
26	Constitution Day		
27	NCC Day & Guru Nanak Dev Jayanti		

RAGGING : A PUNISHABLE OFFENCE

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTIONS ACT

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

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

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

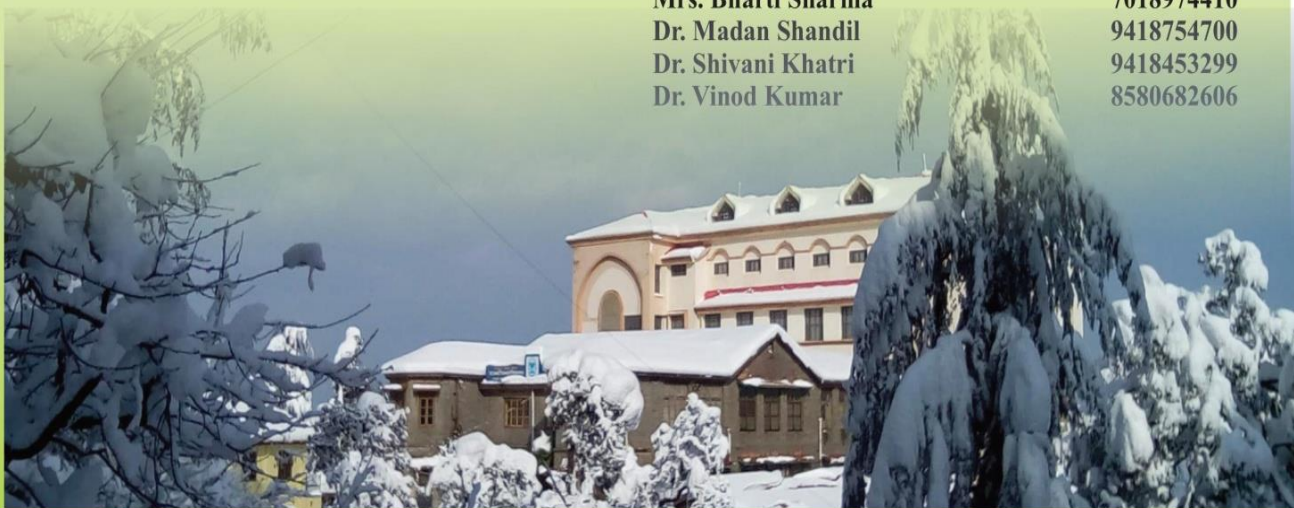


**TOLL FREE
UGC HELP LINE
1800-180-180-5522**

Helpline

Dr. Ravinder Chauhan
Dr. Naresh Verma
Mr. Deepak Keprate
Mrs. Bharti Sharma
Dr. Madan Shandil
Dr. Shivani Khatri
Dr. Vinod Kumar

9418106966
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Use of mobile phones is strictly prohibited in class rooms and the campus as per Government instructions. Strict action will be taken against the defaulters. Mobile phone can be used only in the canteen and the common room.