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

BBA PROSPECTUS
2026-27



Rs. 300/-

0177-2640332 principalsanjauli@gmail.com 0177-2640332

gcsanjauli.edu.in

ADMISSION SCHEDULE FOR BBA 1st SEMESTER

BBA-1st SEMESTER **Online Submission of admission form** **From 1st June, 2026 till 19th June, 2026**	**BBA–1st Semester** **Display of first merit list on** **20th June, 2026**

BBA 1ST SEMESTER

Last date of Online submission of admission form.....19th June, 2026

Display of merit list for subsidized seats (30 seats)… ..... 20th June, 2026

Date & Time for deposit of fees for subsidized seats (30 seats) .....21st & 22nd June, 2026

Display of merit list for Non-subsidized seats (30 seats).....23rd June, 2026

Date & Time for deposit of fees for non-subsidized seats (30 seats)…….....24th June, 2026

Admission counselling of students through offline mode -19th to 24th June 2026
(It is compulsory for parents to attend the counselling)

The candidates applying for Sports and Cultural quota should deposit the hard copy of admission form along with the supporting documents on or before 18th June 2026 in the Department of Physical Education.

Admission will be confirmed only after the deposit of Fee and subject to other relevant conditions as applicable.

BBA 3RD & 5TH SEMESTER

Students of BBA 1st Year and BBA 2nd Year can seek admission in BBA-3rd and BBA 5th Semester on roll-on basis. This admission will be provisional and will be regularized as per the norms of Himachal Pradesh University when the result will be declared. Failure to fulfil eligibility conditions by a student will result in the rejection of his/her admission.

Dates for Online submission of admission form for BBA-3rd & 5th Semester Students

without late fees...1st June to 30th June, 2026

Orientation of First Semester students : First week of July 2026
Regular teaching will start from 1st July 2026

FOR CONTACT

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BBA Co-ordinator
Dr. Rakesh Sharma : +91-7018288445
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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 **"आरोह तमसो ज्योति**:"- Let's take a step from darkness to light; 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 A. Gaddock Esq. and was constructed by Messer Rivertt and Sons. After independence, this institution was converted into a B. Ed / B.T. College for girls affiliated to Punjab University till it attained its present status of a government college. 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. In its endless pursuit of achieving excellence in all walks of life this college successfully implemented the Star College Scheme of the Department of Bio-Technology (DBT), Ministry of Science and Technology, Govt. of India in session 2022-23. The college received financial aid to improve science infrastructure to promote teaching, research and innovation. The College was accredited with "**A+"** grade by the NAAC in November 2023 for all its efforts. The college added another feather to its already decorated cap by signing Memorandum of Understanding (MoU) with various institutes i.e. Shoolini University, HAFRI and Meander Software Private Limited to promote research and innovation.



The college provides quality education in three streams— Arts, Sciences & Commerce. Besides, other undergraduate programmes like B.C.A. and B.B.A., PG programmes such as MA in English, Hindi, Public Administration, & Economics and P.G.D.C.A. are also being offered. The College also offers vocational degree in Retail Management and Hospitality & Tourism (B.Voc.) to students to expand their scope of employability. To ensure academic 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 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 also provide them space to imbibe and inculcate healthy social and cross-cultural interactions. The college has more than adequate infrastructure for sports providing ample opportunities for mental, physical and social development along with career prospects. The various Subject Societies are the training ground for nurturing talent amongst the students and to enhance the academic and social experiences.

To accommodate students from far flung areas of the state, the College has hostel facilities for the male students. It has the capacity to house 144 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,

It gives me an immense pleasure to welcome you to Government College Sanjauli, a premier Centre of Excellence dedicated to the cultivation of intellect, creativity, and steadfast character. As we stand on the threshold of the academic session 2026-27, I extend my warmest greetings to our returning students as well as those embarking on their maiden journey within these hallowed halls. Our institution remains a distinguished beacon of quality education, meticulously fostering a vibrant ecosystem where profound academic rigour harmonizes with holistic personal growth. Supported by a highly accomplished faculty and state-of-the-art infrastructure, we are committed to empowering you with critical thinking skills, specialized knowledge, and core ethical values essential for navigating a complex global landscape.

This year's prospectus highlights our unwavering pursuit of excellence, showcasing diverse degree programs, innovative skill-enhancement workshops, and a myriad of extracurricular avenues tailored to unlock your inherent potential. We firmly believe that true education transcends the boundaries of traditional textbooks; it is a transformative process of nurturing curiosity, resilience, and a deep-seated social responsibility. Whether through pioneering research, competitive sports, or meaningful community service, I encourage you to explore new horizons and lead with unwavering integrity. I urge you to set audacious goals, embrace every challenge as a catalyst for growth, and utilize our extensive resources to the fullest. Ultimately, your journey here is not merely the pursuit of a formal credential, but an evolution into a thoughtful, capable, and compassionate leader.

Let us approach this session with renewed enthusiasm and a collective determination to uphold the storied legacy of our institution. Wishing you an incredibly successful and intellectually fulfilling year ahead.

Prof. Bharti Bhagra

Registration No.: 638/2013

Certificate Of Registration Of Societies

H.P Societies Registration Act 2006
(Act No. 25 of 2006)

I hereby certify that the society namely *Centre of Excellence, Government College, Sanjauli, Shimla-171006 Himachal Pradesh* has this *fifth day (05.01.2013)* of January *Two Thousand Thirteen*, been registered under the provisions of the *Himachal* Pradesh Societies Registration Act, 2006 (Act no. 25 of 2006).

Given under my hand and seal at Shimla, Himachal Pradesh.

Registrar of Societies,
Himachal Pradesh

CENTRE OF EXCELLENCE

GOVERNMENT COLLEGE SANJAULI

SHIMLA-171 006 (Himachal Pradesh)

Co-ordinator : Dr. Rakesh Sharma

Faculty : Ms. Razal Panta

Ms. Komal

Ms. Sakshi

Mrs. Anita

ADMISSION GUIDELINES

The duration of BBA shall be 3 years split over six semesters.

1. SEATS :

The total number of seats in BBA-1 are 60, distributed as under:

Category	Seats
Subsidized	**30**
Non-subsidized	**30**

2. ELIGIBILITY CONDITIONS

BBA-1st Semester

A Candidate who has 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 55% Marks (50% marks for SC/ST category), shall be eligible.

OR

Any examination of a University/Board/College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own or on recommendation of Association of India Universities with English as compulsory subject with 55% marks.(50% marks for in case of SC/ST).

Note: - Vocational subjects under NVEQF will be given weightage equivalent to any other general education subject while considering the admission to the students to the UG courses as per reference no. DDNo. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.

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

Relaxation in %age for SC/ST

The students belonging to SC/ST category shall be given 5% relaxation of marks for admission purpose i.e. minimum of 50% marks in aggregate at 10+2 level.

B.B.A.-3rd & 5th Semester

Students from other institutions can apply against vacant seats in BBA 3rd and 5th semester. Admission will be strictly according to merit. The marks obtained in +2 will determine the merit of students seeking admission in BBA-3rd semester and the marks obtained in BBA-1st &2nd semester will determine the merit of students seeking admission in BBA-5th semester.

A candidate should have passed at least 50% papers of B.B.A. first year (BBA-1st and BBA-2nd sem) examination [Ordinance 9.68(e)] to get admission to 3rd Semester of 2nd year only then his / her admission will be regularized in B.B.A.-3rd semester.

A candidate should have passed at least 50% papers of BBA 1st and 2nd year (BBA-1st,2nd, 3rd & 4th sem) examination for admission to BBA-5th semester [Ordinance 9.68(e)] only then his/her admission will be regularized in BBA-III year.

MODE OF SELECTION

The admission to BBA course will be made on the basis of merit of the qualifying examination. As per H.P. University rules. 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in H. P. Remaining 25% seats will be filled on all India basis. If applications received on all India basis are not sufficient then seats will be filled by internal candidates.

RESERVATION OF SEATS

ROSTER TO BE FOLLOWED FOR ADMISSION

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

Schedule Caste (SC)	:	15%
Schedule Tribe (ST)	:	7.5%
Sports (SP)	:	5%
Cultural Activities (CUL)	:	5%
Persons with disability (PC)	:	5%
Economic Weaker Section (EWS)	:	10%

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

(This year (2026) Roster will be applicable from 101 to 120 and from 1 to 10):

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

Note: One Seat Will be reserved for single girl child over and above the allotted 40 seats.

BASIS OF ADMISSION (Ordinance 3.15)

The admission to BBA-1st semester shall be made purely on the basis of merit. Separate merit lists will be prepared for subsidized category and non-subsidized category. The 30 subsidized seats will be filled in first and the remaining 30 non-subsidised seats will be filled after all the seats in subsidized category are filled.

ADMISSION PROCESS

ADMISSION PROCESS FOR BBA 1st SEMESTER

1. The candidate seeking admission to 1st SEMESTER has to apply on the prescribed form available online on http://www.gcsanjauli.edu.in or http://www.gcsanjauli.highalteducation.in
2. After filling up of the admission form, candidate has to deposit the prospectus fee online by using credit cards/debit cards/ UPIs (BHIM/ Google Pay/ PhonePe/ Paytm) / Mobile/ Internet Banking.
3. The candidates can approach the **College Guidance and Counselling Committee** in case they face any difficulty in filling up of the admission form during the college hours.
4. The merit lists will be displayed as per schedule mentioned in the prospectus.
5. The applicants are advised to deposit their fee online by using credit cards/ debit cards/ UPIs (BHIM/ Google Pay/ PhonePe/ Paytm)/ Mobile/ Internet Banking after counseling.
6. **There shall be a counselling of parents at the time of admission. All the parents are required to be present before the admission committee in person.**

DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

1. **Matriculation** certificate for Date of Birth.
2. **10+2** marks sheet.
3. **H.P. Domicile** certificate for girl students (for exemption in tuition fee).
4. Minimum 40% **disability certificate** and category certificate in case of students seeking admission against these seats.
5. **Original character certificate** from Head of the Institution last attended. In case of private candidates, the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor, not older than 6 months from the day

of submission of admission form.

6. For seat against the '**single girl child category'** an Affidavit proclaiming the same from the parents is to be submitted with the admission form.
7. A student seeking admission from Board/University other than H.P. will have to upload the copy of migration certificate and the original certificate has to be submitted at the time of counselling.
8. Affidavits should be provided wherever applicable.
9. **Certificate of SC/ ST** from Magistrate Class-1 (Authorised Signatory) should be provided by those seeking relaxation in age/ marks.
10. Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence/ affidavit as proof of his/ her activities during the period of gap.
11. **Candidates are directed to upload recent photographs with plain background, latest date and date of birth** otherwise application forms may be rejected.
12. **Signature of candidate and parents**

NRIs/NRI sponsored candidates & foreign nationals are eligible only for non-subsidized seats. They are required to attach the following additional documents along with the application form:

a) Proof of their status in case of NRIs: The following documents will be considered as proof for this purpose:
   - i) Copy of the Non-Resident Card/Employment Card issued by the employer.
   - ii) Photocopy of the Immigration Card/Employment Visa entry on the passport along with details of the passport.
   - iii) Certificate issued by the Indian Embassy/High Commission in the country where NRI is residing.
   - iv) Photocopy of the latest assessment order of the Income Tax Authorities either in India or the country of employment field in the status of Non-Resident Indian.

b) Certificate of sponsorship from a NRI in case of a NRI sponsored candidate along with proof of NRI status of the sponsorer.

c) Proof of the nationality in case of the foreign Nationals.

BBA-3rd & 5th Semester

Application form duty filled in and accompanied by the following documents should be submitted and the requisite fee for the ROLL ON system should be deposited as per the schedule given in the prospectus.

i) Matriculation Certificate
ii) ii) Copy of 10+2 Certificate
iii) Copies of previous semester(s)available.

FEE & FINES

BBA-1st Semester

Subsidized Seats

The candidates admitted against the subsidized seats shall be required to pay an annual consolidated fee	...	₹9,000/-
University Development Fund (General/SC/ST)	...	₹ 500/-
University Development Fund (BPL/IRDP)	...	₹ 250/-

Non-Subsidized Seats		
The candidates admitted against the Non-subsidized seats shall be required to pay an annual consolidated fee	..	₹20,000/-
University Development Fund	..	₹ 500/-

PTA	...	₹ 700 annually (For BBA 1st and BBA 3rd semester)
PTA and OSA	...	₹ 800 annually (For BBA 5th semester)

Note : Fee is as per notification No. EDN-AJA (1) 7/2005-loose pt. 1, Dt. 10-6-2010

1. **THE FEE ONCE DEPOSITED WILL NOT BE REFUNDED IN ANY CASE AS PER GUIDELINES ISSUED FROM UGC.**
2. **THE FEE IS SUBJECT TO CHANGE i.e. IF THE FEE IS REVISED, THE STUDENTS WILL HAVE TO PAY THE REVISED FEE.**
3. All the students of BBA 3rd & 5th semester are directed to pay the college fee under the ROLL ON system well within the 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.
4. It is to be noted that all the admissions under ROLL ON system are provisional. If any student fails to fulfil the eligibility criteria (as mentioned in this prospectus) his/her admission will stand cancelled automatically.
5. Fee once deposited shall not be refunded or adjusted in any case.
6. IT IS MANDATORY FOR ALL THE STUDENTS GETTING ADMISSION BASED ON ROLL ON SYSTEM TO GET THEIR ADMISSION REGULARISED (AFTER FULFILLING THE PRESCRIBED ELIGIBILITY) WITHIN TEN DAYS OF DECLARATION OF THEIR UNIVERSITY RESULT, FAILING WHICH, THEIR ADMISSION WILL STAND CANCELLED AUTOMATICALLY.

Absence and other fines:

1.	Absence fine per period	₹ 1/-
2.	Absence fine per practical	₹ 3/-
3.	Absence fine for house test per paper	₹ 100/-
4.	Late return of library books per day	₹ 1/- per book
5.	Breakage/Damage in the Computer Lab	Minimum double the amount of actual cost of the computer / computer component(s)/or the lab furniture will be charged. This fine has to be deposited immediately; otherwise the student will not be allowed to attend classes & practicals and will be marked absent.

6. Re-admission amount of ₹ 500/- will be charged if the name of student is struck off for the first time and ₹ 1000/- will be charged for the next time.

NOTE: - Students will have to follow dress code as approved by the college advisory committee.

COURSE OUTLINE

THE COURSE OUTLINE FOR BBA-I SYLLABUS

As per ordinance 9.68

Bachelor of Computer Application (BBA) scheme of examination: -

1. The duration of BBA shall be three years split over six semesters.
2. There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Exams.(H.P.)
3. The courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from time to time other rules will be similar to those for the corresponding examinations in the University.
4. The pass marks in each paper shall be 40%.
5. A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd Semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 2nd Year shall determine the eligibility for admission to 5th semester of 3rd year.
6. A Candidate obtaining pass marks any course shall not be required to re-appear in that course again.

BBA SYLLABUS

BBA I & II Semester (with effect from the session 2026-27)
BBA-III & IV Semester effective from 2017-18
BBA V & VI Semester effective from 2018-19)

BBA-I SEMESTER

COURSE CODE	COURSE TYPE	COURSE TITLE
BBA-101	DSC-I	BUSINESS ORGANISATION & MANAGEMENT
BBA-102	DSC-II	STATISTICS FOR BUSINESS DECISIONS
BBA-103	MC-1	MANAGERIAL ECONOMICS
BBA-104	MDC-1	BUSINESS ENVIRONMENT
BBA-105	SEC-1	PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS
	AEC-1	TO BE CHOSEN FROM AEC POOL

BBA II SEMESTER

COURSE CODE	COURSE TYPE	COURSE TITLE
BBA-201	DSC-III	FUNDAMENTALS OF BBAUTERS AND OFFICE PRODUCTIVITY TOOLS
BBA-202	DSC-IV	PROGRAMMING USING C
BBA-203	MC-II	ACCOUNTING
BBA-204	MDC-II	FUNDAMENTALS OF BBAUTERS AND OFFICE PRODUCTIVITY TOOLS- LAB
BBA-205	SEC-2	PROGRAMMING USING C- LAB
	I/A/P/C-1	AS PER HPU GUIDELINES
	VAC-1	TO BE CHOSEN FROM VAC POOL

SYLLABUS OF BBA CAN ALSO BE VIEWED FROM THE FOLLOWING LINK
BBA - Google Drive

***Acronyms Expanded:**
- **AEC: Ability Enhancement Course**
- **DSC: Discipline-Specific Core (Course)**
- **SEC-SB/VB: Skill Enhancement Course-Skill Based/ Value-Based**
- **MC: Minor Course**
- **MDC: Multi-Disciplinary Course**
- **VAC: Value addition Course**
- **I/A/P/C: Internship/Apprenticeship/Project/Community Outreach**

Course Structure			**Credits**	**Marks**			
Course No.	**BBA Semester III**			**CCA**	**ESE**	**Total**	
301	Macroeconomics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
302	Principles of Marketing	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
303	Management Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
304	India's Diversity & Business	Generic Elective -III	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
305	Personality Development & Communication Skills	Skill Enhancement Course-I	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)

BBA Semester IV							
401	Business Research	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100(Max) 45(Min)
402	Human Resource Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
403	Financial Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
404	Tax Planning	Generic Elective -IV	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
405	IT Tools in Business	Skill Enhancement Course-II	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)

BBA Semester V						
501	Quantitative Techniques for Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
502	Legal Aspects of Business	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
503	**(DSE-I Finance)** Investment Banking & Financial	DSE **Note: Students can opt any one**	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	Services **OR**	**of the specialization in Vth Semester and the same will continue in the VIth Semester.**				
	(DSE-II Marketing) Consumer Behaviour **OR**					
	(DSE-III Human Resource) HRD: Systems and Strategies **OR**					
	(DSE-IV Management of Global Business) International Trade: Policies and Strategies					
504	**(DSE-I Finance)** Investment Analysis & Portfolio Management **OR**	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Retail Management					

	OR **(DSE-III Human Resource)** Training and Management Development **OR** **DSE-IV Management of Global Business)** Global Business Environment					

BBA Semester VI						
601	Business Policy & Strategy	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
602	Financial Institutions & Markets	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
603	**(DSE-I Finance)** Project Appraisal & Analysis **OR**	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Distribution & Supply Chain Management **OR** **(DSE-III Human Resource)** Performance and Compensation Management **OR** **(DSE-IV Management of Global Business)** Multinational Business Finance					
604	**(DSE-I Finance)** Project Report **OR** **(DSE-II Marketing)** Project Report **OR** **(DSE-III Human Resource)** Project Report **OR** **(DSE-IV Management of Global Business)** Project Report	DSE	6			100 (Max) 45(Min) **(External Evaluation)**

SCHEME OF EXAMINATION

English will be the medium of instruction and examination. For more information, consult the latest university syllabus and the teacher.

INTERNAL ASSESSMENT

There shall be a component of internal assessment in all the B.C.A. classes. It will be 30% for theory papers and practical. The remaining 70% marks in theory and practical will be for the annual University examination.

30% marks assigned to the internal assessment shall be sub-divided as follow:

a) 15% for house examination (b) 5% for regularity in attendance (c)10% for Seminars etc.

HOUSE EXAMINATION

House Examination shall cover ordinarily around two third of the syllabus in each paper and shall follow the same format as that of the University Examination in all respects including the format of question papers, the time duration for each paper and maximum marks allotted to each paper. The marks obtained shall be scaled down to 15%. If there are fractions in the marks obtained in any paper as a result of scaling down or otherwise, these shall be carried as such and shall not be converted into whole numbers. Conversion of fractions into whole number shall be done at the final stage of calculating internal assessment.

WEIGHTAGE FOR ATTENDANCE

At the end of the term examination, the marks scored by every student in the House Examination in each paper will be added to the marks allotted for attendance in that paper as follows:

(1)	75% to 80%	Attendance	1 Mark
(2)	80% to 85%	Attendance	2 Marks
(3)	85% to 90%	Attendance	3 Marks
(4)	90% to 95%	Attendance	4 Marks
(5)	95% and above	Attendance	5 Marks

ELIGIBILITY CONDITIONS TO APPEAR IN THE SEMESTER END EXAMINATION (Ordinance 6.69):

i) 75% attendance is compulsory in theory and practical.
ii) 75% attendance is mandatory in seminars and submission of assignments.
iii) It shall be mandatory for all the students to appear in the House Examination. A minimum of 50% marks in aggregate shall be an essential condition to be eligible to appear in the annual examination.
iv) It shall also be mandatory to participate in activities of subject societies.
v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria as mentioned above for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is given by the Principal.

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**

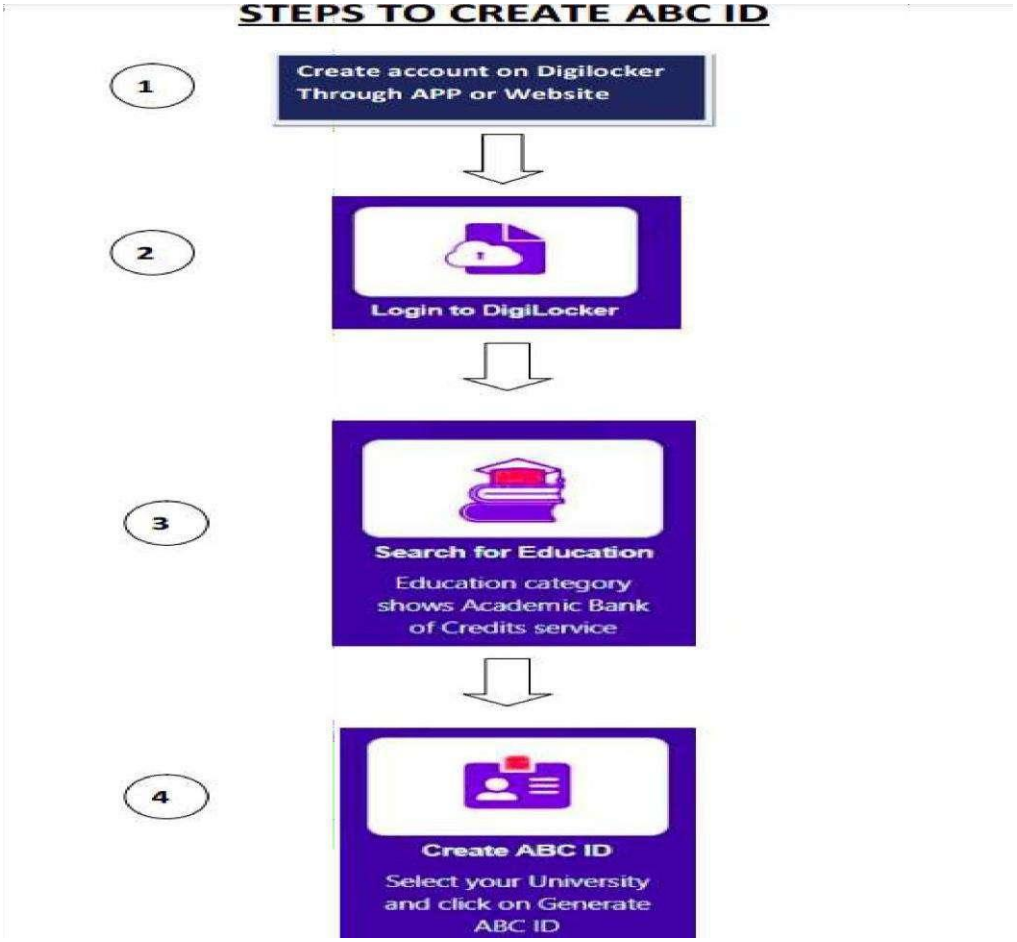
Thus, the ABC will cover almost all types of courses including distance learning courses to help students of every possible stream.

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 though 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 ads 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 vision, mission and goals of university and college.
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.

4. 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.

5. 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
b) Nature/Eco Club
c) Young Speakers' Association
d) Theatre Club
e) Sports Club
f) Jijeevisha (Social Outreach)
g) Red Cross Society
h) Photography Club
i) Art Club
j) Book Club
k) Adventure Club
l) Rotract Club

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 Rs. 200/- p.a. and Rs. 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 FREESHIP 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 the central 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, centrally 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
Kalpana Chawala Chattervriti Yojana	Himachal Pradesh Education Department	Between September And December
Mukhiya Mantri Protsahan Yojana (One-timeIncentive)	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 June to September
Financial Assistance to the Children of the Armed Forces personnel killed/ disabled during the different war/ operations	Himachal Pradesh Education Department	Between Juneto September
Mukhya Mantri GyandeepYojana	Himachal Pradesh Education Department	Between June to September
Indira Gandhi Utkrisht Chattervriti Yojana for Post plustwo Students	Himachal Pradesh Education Department	Between September and December
LahaulSpitiPattern	Tribal Department, Himachal Pradesh	Between June 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 forEconomically 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	June 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	June 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 MinorityAffairs, 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	June 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	June 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 andsocially 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 perannum
- Candidates must not be a beneficiary of any other scholarship award/schemeprovided by the government.
- The candidate have cleared all exams without arrear and obtained a minimumCGPA 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 thecommittee.

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

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 contact 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

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

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 confidant 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 recognizing 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.

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 140male 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. 17270/-***
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	150		Electricity	400
Utensil fund	120		Water charges	350
Furniture Charges	150		Common Room	10
Identity Card	20		Room rent per seat	100
Miscellaneous Charges	100		News paper	10
First Aid	50		Maintenance	200
			Sweeper	200
			Clerical, Attendance	20
			Student Welfare Fund	100

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 Uniform on every Monday, Wednesday 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 uniform 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 class-rooms, 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 Rs. 100/- and a fine of Rs. 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 cards 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 ₹1000/-.

ADMISSION COMMITTEES FOR THE SESSION 2026-27

DS: Mr. Bachan Singh **Bursar:** Dr. Madan Shandil

Dean Arts:	Dr. Madan Shandil	**PGDCA Coordinator:**	Mr. Vikram Bhardwaj
IQAC Coordinator:	Mr. Vikram Bhardwaj	**B. Voc Nodal Officer:**	Ms. Namita Khagta
Dean Science:	Ms. Shivani Kaprate	**BBA Coordinator:**	Dr. Rakesh Sharma
Dean Commerce:	Dr. Ajay Kumar	**BBA Coordinator:**	Dr. Shiwani Khatri
DBT Star College Scheme Co-Ordinator: Dr. Kirti Singha			

Committee(s) for Online & Offline Admission

Committee	Convener	Members
Overall Admission Monitoring Committee	Mr. Bachan Singh	1. Dr. Madan Shandil 2. Mr. Vikram Bhardwaj 3. Ms. Namita Khagta 4. Dr. Rakesh Sharma 5. Dr. Shiwani Khatri 6. Mr. Surinder Chauhan 7. Mr. Muneet Lakhanpal
BBA 1ST, 3RD, 5TH SEMESTER	Dr. Rakesh Sharma	1. Dr. Razal Panta 2. Ms. Sakshi 3. Ms. Komal Sharma 4. Mrs. Anita Sharma

DECLARATION TO BE SIGNED BY STUDENTS AND PARENTS

I……
……
…. hereby undertake as under: -

a. I will not engage in the acts of intimidation, violence or abuse against other students, employees, staff and faculty members of the college. I will show sincere, decent and cordial attitude towards my classmates, students of other programs, staff, faculty and other employees of the college.
b. I will not loiter in the campus.
c. I will not do smoking, chewing pan, pan-masala, gutka, gambling and consumption of alcoholic drinks and will not use hallucinogenic drugs and other illegal substances or have possession of such substances anywhere in the college campus.
d. I will not carry any explosive/firearm, and/or weapon inside the college campus.
e. I will not indulge in any prohibited, illegal and unethical, immoral activities inside or outside the Campus, or else, if so, will be liable for punishment as per college ordinance.
f. if I am found involved in activities resulting in direct or indirect loss/damage to the college, the loss will be borne by me.
g. I will follow the dress code for academic and allied activities in the college campus.
h. I will not organize and/or take part in any strike/demonstration without prior permission of college authorities.
i. I will pay due regard to the other students (Boys/Girls) and will not involve myself in any activity which may bring bad name to college, My parents or myself.
j. I agree to observe and abide by all the rules and regulations as amended from time to time in respect of discipline and conduct, dues and related matters in the college/Hostel/Mess.
k. I while staying in the Hostel will not create situation of disturbance of any kind/use of musical instruments including mobiles causing inconvenience to the other students.
l. I also understand that for any destruction or alteration of any kind to Hostel/Mess property, disciplinary action can be taken against me by the college authorities.
m. I have never been involved in any criminal offence and no case is pending against me in any Court of Law.
n. I will not indulge in any activity which tantamount to ragging or sexual harassment of any member of staff or any student.
o. I shall give the exact phone number of my parents and myself. If I give fictious/wrong phone numbers, my admission may be cancelled.

I hereby certify that the information given by me in this form is true to the best of my knowledge and nothing has been concealed.

Signature of Student
Name of Student ……..
Course : B.A. / B.Sc. Medical / B.Sc. Non-Medical / B.Com. / BBA / BBA / B.Voc.- Retail / B. Voc-Hospitality & Tourism / M.A. (Hindi / English / Economics / Pub. Adm.) / PDGCA.
Batch/ Session…….

By Parents: -

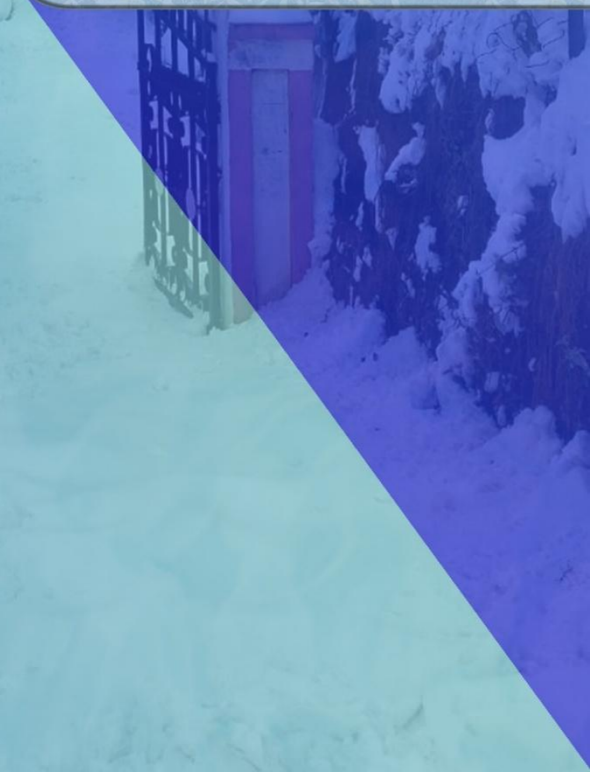
(a) I hereby undertake to make payment of all fee and dues on behalf of my son/daughter/ward.
(b) I take all responsibility for the good behavior of my son/daughter/ward and fully agree with his/her declaration. Should any untoward incident take place resulting in expelling him/her from the college and hostel, I will not claim for the amount for the balance of the period.

Signature of Parent
Name of Parent……. **Date**……

Annual Calendar 2026-27

Date	Month & Year
Jun-26	
05	World Environment Day
08	Display of 1st merit list
9-12	Fee to be deposited
13	Display of 2nd merit list
14-15	Fee to be deposited (for 2nd merit list)
21	International Yoga Day
29	Kabir Jayanti
01 to 20	UG Admissions (submission of forms)
Jul-26	
01	Van Mahotsav
17-19	Orientation of First year students
26	Muharram/ Kargil Diwas
Aug-26	
05	Club interactions and Mentor-Mentee interaction
06	Hiroshima Day (Let's Say NO to War)
08	PTA formation
15	Independence Day
20	Akshay Urja Diwas
28	Raksha Bandhan/ Sanskrit Diwas
29	National Sports Day
Sep-26	
02	Freshers' Social
04	Janamashtami
08	World Literacy Day
09	Disaster management for all (training and drill)
14	Ganesh Chaturthi/ Hindi Diwas
19	Social Sciences Faculty Program
24	NSS Day and blood donation
Last week	SCA formation (as notified by the university)
Oct-26	
02	Gandhi Jayanti/ Swatchata Abhiyan
04	World Animal Day
10	Maha Ashtami & Maha Navami
17	Poverty Eradication Day
19	Inter-faculty/ Inter-departmental Function
20	Dussehra/ World Statistics Day
26	Valmiki Jayanti
Nov-26	
First week	Faculty of Languages function
6-10	Diwali Break
24	Guru Nanak Dev Jayanti
24	NCC Day
19-25	World Heritage Week
26	Constitution Day
Dec-26	
01	Red Ribbon Day/ Aids Day
08	Commerce Faculty Program
11-19	House exams
25	Christmas/ Good Governance Day

Date	Month & Year
Jan-27	
01	Vacation Begins
13	Lohri
25	Statehood Day
26	Republic Day
Feb-27	
05	College reopens after winter break
11	Basant Panchmi
20	Guru Ravidas Jayanti
28	Science Day / Science Faculty Program
Mar-27	
03	World Wildlife Day
06	Shivratri
08	Women's Day
09	Eid-ul-Fitar
Second week	Faculty program for BCA/BBA/BVoc/PGDCA
20	Farewell Special
22	Holi
26	Final examinations begin
Apr-27	
14	Vaisakhi & Ambedkar Jayanti
15	Himachal Day, Rama Navami
19	Mahavir Jayanti
May-27	
01	Labour Day
20	Buddh Purnima



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 causesor 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 bedismissed 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 form the college.



TOLL FREE UGC HELPLINE NO. 1800-180-180-5522

HelpLine No.

Dr. Madan Shandil	82195-68048
Mr. Vikram Bhardwaj	94590-00727
Mrs. Namita C. Khagta	94183-44430
Dr. Rakesh Sharma	94184-93376
Dr. Shivani Khatri	94184-53299
Dr.Vinod	85806-82606





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 commonroom.