



आरोह तमसो ज्योति

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

## PROSPECTUS 2024-25



Tel. : 0177-2640332

Fax : 0177-2640332

Email : [principalsanjauli@gmail.com](mailto:principalsanjauli@gmail.com)

[www.gcsanjauli.edu.in](http://www.gcsanjauli.edu.in)

Rs.  
50/-

## ADMISSION SCHEDULE FOR 2024-25

### For 1st Year/1st Semester Students

Submission of Admission Form	03 <sup>rd</sup> June - 15 <sup>th</sup> July, 2024
Pre-Admission counseling of students	03 <sup>rd</sup> June - 15 <sup>th</sup> June, 2024
Display of Tentative Merit List	16 <sup>th</sup> July, 2024 at 10:00 AM

The candidates applying for Sports and Cultural quota should deposit the hard copy of the admission form along with the supporting documents on or before 13<sup>th</sup> July 2024 in the Department of Physical Education.

### Objections pertaining to the merit list must reach college office by 12:00 Noon, 16<sup>th</sup> July, 2024

Display of 1 <sup>st</sup> Merit list	16 <sup>th</sup> July, 2024 at 01:00 PM
Display of 2 <sup>nd</sup> Merit list	20 <sup>th</sup> July, 2024 at 11:00 AM

### For B.A./B. Sc/B. Com 2<sup>nd</sup> & 3<sup>rd</sup> Year, B.Voc. 3<sup>rd</sup> & 5<sup>th</sup> Sem On Roll On Basis (Migrating Students)

Submission of Admission Form	06 <sup>th</sup> June to 15 <sup>th</sup> July, 2024
Display of Merit list	16 <sup>th</sup> July, 2024 at 03:00 PM

## ELIGIBILITY CONDITIONS

B.A., B.Sc, B.Com-1st year: Passed 10+2 with 55% marks in aggregate (General Category)  
Passed 10+2 with 50% marks in aggregate (SC/ST Category)

B.A./B.Sc./B.Com-2 & 3 year: 50% marks in previous class

1. The admission shall be made purely on the basis of merit as per allocation of seats in each class or subject - combination.
2. Admission shall NOT be given to a student with compartment in 10+2
3. Any student seeking admission to B.A. 1st Year with Mathematics as one of the subject of study, must have Mathematics as subject at 10+2 level and must have secured minimum of 45% marks in this subject.

## RELAXATION FOR SC/ST STUDENTS

1. Relaxation of three years of age for determination of upper age limit for admission to SC/ST shall be given.
2. The students belonging to SC/ST will be given 5% relaxation of marks for admission purpose i.e. minimum 50% marks in aggregate in 10+2 are required.

## DATE(S) FOR DEPOSITING FEE

Fresh  
Admission

B.A./ B.Sc./B.Com.-1 <sup>st</sup> year	16 <sup>th</sup> to 19 <sup>th</sup> July, 2024
B. Voc Semester-1	16 <sup>th</sup> to 19 <sup>th</sup> July, 2024
1 <sup>st</sup> waiting list	20 <sup>th</sup> July, 2024 up to 5:00 PM

Roll On  
Admission

B.A./B. Sc/B.Com 2 <sup>nd</sup> & 3 <sup>rd</sup> Year, B.Voc. 3 <sup>rd</sup> & 5 <sup>th</sup> Sem (Without late fees)	06 <sup>th</sup> to 16 <sup>th</sup> July, 2024
(With late fees)	17 <sup>th</sup> to 20 <sup>th</sup> July, 2024

Migrated  
Students

B.A./B. Sc/B. Com 2 <sup>nd</sup> & 3 <sup>rd</sup> Year, B.Voc. 3 <sup>rd</sup> & 5 <sup>th</sup> Sem	17 <sup>th</sup> to 20 <sup>th</sup> July, 2024
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Students are strictly required to deposit the college fee on prescribed date and time as mentioned above; failing which his/her admission shall stand cancelled automatically and subsequently there will be no claim for admission in any form whatsoever..

Orientation of First year students (new students): 22<sup>nd</sup> & 23<sup>rd</sup> July, 2024  
Regular teaching will start from 23<sup>rd</sup> July, 2024

## 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 ज्योतिः**.”- 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 two prestigious institutions of the state- Jaypee University of Information and Technology (JUIT), Wagnaghat, HP and Shoolini University, Solan, HP 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

There goes a famous saying that *the journey of a thousand miles begins with a single step* and there cannot be any other appropriate time to invoke it than the occasion of choosing the right college to chase your dreams. Many of you have come after the successful completion of your formative years and must be stuck at the crossroad of a journey which will determine your destiny and define your purpose in life. The choices made at this critical juncture between the treaded paths and the roads not taken will be decisive to the outcome of your enterprise. Your individual small step taken at the moment may translate into a giant leap which might prove to be advantageous for humankind. Moreover, if you chance upon a trustworthy friend, philosopher, and guide along the way, the journey becomes all the more pleasant, satisfying, and purposeful.

The Govt. College Sanjauli promises to be the springboard from where you can take the leap of faith for the accomplishment of your desired goals. We welcome you here to undertake the adventurous expedition in pursuit of your cherished ends. Our galaxy of mentors awaits you in anticipation to accompany you along the way and collaborate with you in your endeavours. This one of its kind centre of excellence was envisioned by the erstwhile Govt. of Himachal Pradesh to cater to the growing aspirations of the young minds from all across the state. The college realized its true potential of being a centre of excellence when UGC accredited it with A+ Grade in its recent assessment.

On behalf of all the stakeholders, I welcome you once again to this prestigious institution with a promise to enjoy the journey of success together, without losing focus on the destination.

Prof Bharti Bhagra

# MEET YOUR TEACHERS

## HUMANITIES & SOCIAL SCIENCE

### **Department of English**

1. Mr. Deepak Kaprate (Assoc.Prof.)
2. Dr. Himani Saxena (Assoc.Prof.)
3. Dr. Shiwani Khatri (Assoc. Prof.)
4. Mr. Vishal Rangta (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.)

### **Department of Hindi**

1. Dr. Dinesh Kumari Negi (Asstt. Prof.)
2. Dr. Bavita Thakur (Asstt.Prof.)
3. Mr. Arun Kumar (Asstt. Prof.)

### **Department of Economics**

1. Dr. Madan Shandil (Assoc.Prof.)
2. Dr. Ram Lal Bhardwaj (Asstt. Prof.)
3. Mrs. Kreety Thakur (Asstt. Prof)

### **Department of Public Administration**

1. Dr. Naresh Verma (Assoc.Prof.)
2. Dr. Purnima Thapar (Asstt.Prof.)

### **Department of Sanskrit**

1. Dr. Rakesh Sharma (Assoc. Prof.)

### **Department of Mathematics**

1. Dr. Girish Kapoor (Asstt.Prof.)
2. Dr. Anjana Sharma (Asstt.Prof.)
3. Dr. Poonam Sharma (Asstt.Prof.)

### **Department of Geography**

1. Mrs. Mona Sharma (Asstt. Prof.)
2. Mr. Khyal Chand (Asstt. Prof.)
3. Dr. Adarsh Sharma (Asstt. Prof.)

### **Department of Philosophy**

1. Dr. Poonama Verma (Asstt. Prof.)

### **Department of Music**

1. Dr. Vinod Kumar (Asstt. Prof.)
2. Dr. Om Prakash (Asstt. Prof.)

### **Department of History**

1. Mr. Vikram Bhardwaj (Assoc.Prof.)
2. Mr. Chander Verma (Asstt. Prof.)
3. Vacant

### **Department of Political Science**

1. Dr. Poonam Chandel (Asstt.Prof.)
2. Mr. Abhishek Thakur (Asstt.Prof.)

### **Department of Physical Education**

1. Mr. Satish Sharma (Asstt.Prof.)

### **Department of Psychology**

1. Mr. Akshay Azad (Asstt. Prof.)

### **Department of Sociology**

1. Mr. Prashant Thakur (Asstt. Prof.)
2. Dr. Ravinder Kumar (Asstt. Prof.)
3. Vacant

### **Department of J&MC**

1. Mr. Sandesh Kumar (Asstt. Prof.)

### **Department of Environment**

1. Mr. Lakhbeer Singh (Asstt. Prof.)

## FACULTY OF COMMERCE

1. Dr. Rajender Singh (Asstt.Prof.)
2. Mr. Anupam Verma (Asstt. Prof.)
3. Dr. Reena Thakur (Asstt.Prof.)

## FACULTY OF SCIENCE

### **Department of Botany**

1. Mrs. Deepti Gupta (Asstt. Prof.)
2. Dr.Sushil Sharma (Asstt. Prof.)
3. Dr. Shikha Chandel (Asstt. Prof.)

### **Department of Chemistry**

1. Mrs. Bharti Sharma (Assoc.Prof)
2. Mrs. Shalu Chauhan (Asstt.Prof.)
3. Dr.Yogesh Sood (Asstt.Prof.)
4. Mrs. Rita Chandel (Asstt.Prof.)

### **Department of Physics**

1. Mr. Anuj Sharma (Asstt.Prof.)
2. Dr. Kirti Singha (Asstt.Prof.)

### **Department of Zoology**

1. Dr. Minakshi Sharma (Assoc.Prof.)
2. Dr. Shweta Sharma (Asstt. Prof.)
3. Ms. Sarla Thakur (Asstt.Prof.)

### **Department of Geology**

1. Mr. Shubham Choudhary (Asstt. Prof.)

### **Department of Computer Science**

1. Mr. Surinder Chauhan (Asstt. Prof.)

## FACULTY OF BCA

1. Mr. Muneet Lakhanpal
2. Mrs. Pratiksha Chauhan
3. Mrs. Priyanka Chauhan
4. Mrs. Sheetal Chauhan
5. Mr. Ashok Kumar

## FACULTY OF B.VOC

1. Mr. Pankaj Verma
2. Mr.Suraj Jamalta
3. Mrs. Uma Kanwar
4. Mrs. Surbhi Sharma
5. Mr. Umesh Singh Rana
6. Mrs. Pinky

## FACULTY OF BBA

1. Ms. Tarini Kanwar
2. Mrs. Shivani
3. Ms. Sakshi
4. Dr. Razal Panta
5. Ms. Sugandha Pal
6. Ms. Komal Sharma

## LIBRARY

1. Librarian (Vacant)
2. Sh. Manoj Kumar Sharma (Asstt. Lib.)

## **OFFICE AND SUPPORT STAFF**

### **ADMINISTRATIVE STAFF**

1. Superintendent G-I (Vacant)
2. Sh. Anil Kumar Chauhan, Superintendent G-II
3. Sh. Amar Chand , Senior Assistant
4. Mrs. Vidushi, JOA (IT)
5. Mr. Mukul Jishtu, JOA-IT

### **LABORATORY STAFF**

1. Sh. Vrinder Kumar, Senior Lecturer Assistant
2. Sh. Mangat Ram, Senior Lecturer Assistant
3. Sh. Pradeep Kumar, Senior Lecturer Assistant
4. Smt. Sunita Thakur, Junior Lecturer Assistant
5. Smt. Chhoing Dolma, Junior Lecturer Assistant, on deputation at GC R/Peo. 26.08.23
6. Sh. Ram Chand, Laboratory Attendant
7. Sh. Laj Pat Rai, Laboratory Attendant
8. Sh. Gulab Singh Negi, Laboratory Attendant
9. Sh. Varinder Singh, Laboratory Attendant
10. Smt. Meena Sharma, Laboratory Attendant
11. Mrs. Giano Devi, Laboratory Attendant
12. Mr. Dev Dutt, Laboratory Attendant

### **CLASS-IV**

1. Sh. Raj Kumar, Peon-cum-Chowkidar (Class-IV)
2. Smt. Parkashvati, Peon-cum-Chowkidar (Class-IV)
3. Smt. Kanta Devi, Peon-cum-Chowkidar (Class-IV)
4. Mr. Laiq Ram Sharma, Peon-cum-Chowkidar (Class-IV)
5. Smt. Kirta Devi, Peon-cum-Chowkidar (Class-IV)
6. Smt. Kanta, Peon-cum-Chowkidar (Class-IV)
7. Sh. Suresh Kumar, Peon-cum-Chowkidar (Class-IV)
8. Smt. Leelavati, Peon-cum-Chowkidar (Class-IV)
9. Ms. Ambita, Peon-cum-Chowkidar (Class-IV)
10. Smt. Dolma Devi, Peon-cum-Chowkidar (Class-IV)
11. Sh. Ashok Kumar, Peon-cum-Chowkidar (Class-IV)
12. Smt. Babbu Devi, Peon-cum-Chowkidar (Class-IV)

### **BCA, PGDCA & PTA STAFF**

1. Mr. Sanjeev Meghta, System Analyst
2. Mr. Praveen Jogta, Clerk
3. Mr. Rohit Verma, Lab. Assistant
4. Mrs. Lalita Sharma, L.A.
5. Miss. Surekha Sharma, Office Assistant
6. Mr. Kapil Dev, Library Bearer
7. Mr. Abhishek Thakur, Peon
8. Mr. Som Dev Sharma, Mali
9. Mr. Rakesh Kumar, Sweeper(Hostel)
10. Mrs. Bhimlesh, Sweeper
11. Mr. Chhote Lal
12. Smt. Pinky
13. Smt. Sangeeta
14. Smt. Komal
15. Mr. Sunit Kumar
16. Mr. Rakesh Thakur, Hostel

### **B.VOC LAB. STAFF**

1. Mr. Sanjeev Kumar (MIS)
2. Mrs. Anuradha Kumari (Lab. Asstt.)
3. Miss. Meenakshi Verma (Lab. Asstt)



## NUMBER OF SEATS IN EACH FACULTY

1. B.A. 1st Year	:	660
2. B.Com 1 <sup>st</sup> Year	:	80
3. B.Sc. 1 <sup>st</sup> Year		
(i) B.Sc. Life Sciences: Botany, Zoology and Chemistry	:	140
(ii) B.Sc. Physical Sciences: Physics, Mathematics and Chemistry/Geology/Computer Science	:	140
4. B.Voc.:		
i) Retail Management	:	40
ii) Tourism & Hospitality	:	40

## ELIGIBILITY

### i) First Year

As per the ordinance of Centre of Excellence and H.P. University Shimla, a candidate must have passed 10+2 with 55% marks (aggregate). A relaxation of 5% in marks is admissible to the candidates who belong to the SC/ST category.

Note: The College is governed by the rules and regulations of HP University and Directorate of Higher Education. Admission will be governed by NEP 2020 once the Govt. of Himachal Pradesh and the Himachal Pradesh University implement the policy.

### ii) Second Year / Third year

- The student shall have to secure a minimum of 50% marks (aggregate) in the annual examination of the previous classes.
- Students applying from other institutions recognized by Himachal Pradesh University shall have to attain a minimum of 55% marks (aggregate) in +2 and a minimum of 50% marks (aggregate) in the annual examination of previous classes i.e. 1<sup>st</sup> /2<sup>nd</sup> Year.
- Migration of students from other colleges would be allowed as per affiliating University rules and regulations. However, it would be purely, **subject to the availability of the vacancy** in the concerned subject/class.
- Admission to second and third year courses would be confirmed only when the applicant submits the fee. Mere filling up of the admission forms may not warranty the admission.

Note: The College reserves the right to deny admission/ rusticate students who indulge in acts of violence/ indiscipline or in general vitiate the academic atmosphere of the college.

## AGE LIMIT

Maximum age limit for admission to B.A./B.Sc./B.Com. courses is 23 years for male candidates who belong to the general category and 25 years for girls as on 1<sup>st</sup> July 2024. A relaxation of 3 years is applicable to candidates belonging to SC/ ST category. The Vice Chancellor of HPU may permit age relaxation up to the maximum limit of 3 months.

## MODE OF SELECTION

Admission to B.A./ B.Sc./ B.Com./ B.Voc. Courses will be allowed on the basis of merit of the qualifying examination. As per H.P. University rules, 75% seats will be allotted to the candidates who have passed their 10+2 examination from the schools situated in H.P. The remaining 25% of seats will be filled on all India bases. Other reservation rules of H.P. University shall also be applicable.

## 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 roster 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 bonafideresidentof 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:

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	119S C
20CUL	40 SP	60 SP	80 ST	100 PC	120 ST

*Note:*

- ❖ *05 seats for B.A., 02 for BSc (01 each for Life Sciences and Physical Sciences), 01 for B.Com. and 02 for B.Voc. are reserved over and above the allotted seats for single girl child.*
- ❖ *The candidates applying for Sports and Cultural quota should deposit the hard copy of the admission form along with the supporting documents on or before 13<sup>th</sup> July 2024 in Department of Physical Education.*

## **Choice Based Credit System (CBCS)**

List of Undergraduate Programmes to be covered under CBCS as per the U.G.C. Template.

### **BACHELOR COURSES UNDER CBCS:**

1. **B. Sc. Physical Sciences: (Physics, Mathematics and Chemistry/Geology/Computer Science.)**
2. **B. Sc. Life Sciences: (Botany, Zoology and Chemistry/Geology.)**
3. **B.A.**
4. **B.Com.**
5. **B. Voc.**

### **Outline of Choice Based Credit System:**

1. **Core Course:** 4 Discipline Specific Core Courses (DSC) (2 per subject) and 2 Courses of English and Hindi/ Sanskrit in B.A./ B.Com.). The papers under this category are going to be taught uniformly across all universities with 30% deviation proposed in the draft. The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/ university adheres to common minimum standards. Also, the courses designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
  - 2.1 **Discipline Specific Elective (DSE) Course:** (2 each for regular courses): Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - 2.2 **Generic Elective (GE) Course:** (2 each for B.A. /B. Com. regular courses): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

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

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

**3.2 Skill Enhancement Courses (SEC):** (4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab /hands-on/ training/ field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need.

**3.3 Practical/tutorials** (One each with every core and discipline/generic specific elective paper): The list of practical provided is suggestive in nature and each university has the freedom to add/subtract/edit practical from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

### **CREDIT SCHEME**

1. An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core courses each in two disciplines of choice, 2 core courses each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 courses each from a list of Discipline Specific Elective courses based on the two disciplines of choice selected above, respectively, and two courses from the list of Generic Electives courses.
2. An undergraduate degree in science disciplines may be awarded if a student completes 4 core courses each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 courses each from a list of Discipline Specific Elective courses based on three disciplines of choice selected above, respectively.
3. For the purpose of computation of work-load the following mechanism may be adopted:
  - i) 1 Credit = 1 Theory period of one hour duration per week
  - ii) 1 Credit = 1 Tutorial period of one hour duration per week
  - iii) 1 Credit = 1 Practical period of two-hour duration per week

## CREDIT SCHEME FOR B.SC.

Course	*Credits
	Theory+ Practical
<b><u>I. Core Course (6 Credits)</u></b> <b>(12 Courses)</b>	12X4= 48
04 Courses from each of the 03 disciplines of choice	
<b>Core Course Practical / Tutorial*</b> <b>(12 Practical/ Tutorials*)</b>	12X2=24
04 Courses from each of the 03 Disciplines of choice	
<b><u>II. Elective Course (6 Credits)</u></b> <b>(6 Courses)</b>	6x4=24
Two courses from each discipline of choice Including paper of interdisciplinary nature.	
<b>Elective Course Practical / Tutorials*</b> <b>(6 Practical / Tutorials*)</b>	6 X 2=12
Two Courses from each discipline of choice including paper of interdisciplinary nature	
<b>III. <u>Ability Enhancement Courses</u></b>	
<b>1. Ability Enhancement Compulsory Courses (AECC)</b>	
<b>(2 Courses of 4 credits each)</b>	2 X 4=8
<b>Environmental Science</b>	
<b>English/Hindi/MIL Communication</b>	
<b>2. Skill Enhancement Courses (SEC)</b>	4 X 4=16
<b>(4 Courses of 4 credits each)</b>	_____
	<b>Total credit= 132</b>

**\*Wherever there is practical there will be no tutorials and vice –versa**

**TEMPLATE OF CHOICE BASED CREDIT SYSTEM IN B. Sc.**

	<b><u>Core Courses</u></b> <b><u>(12)</u></b>	<b>Ability</b> <b>Enhancement</b> <b>compulsory</b> <b>courses (AECC)(2)</b>	<b><u>Skill</u></b> <b><u>Enhancement</u></b> <b><u>Course (SEC)</u></b> <b><u>(2)</u></b>	<b><u>Discipline</u></b> <b><u>Specific</u></b> <b><u>Elective</u></b> <b><u>DSE</u></b> <b><u>(6)</u></b>
<b>1<sup>st</sup> Year</b>	DSC- 1 A DSC- 1 B DSC- 2 A DSC- 2 B DSC- 3 A DSC-3 B	(English/Hindi/MIL Communication)/ Environmental Science  Environmental Science /(English/Hindi/MIL Communication)		
<b>2<sup>nd</sup> Year</b>	DSC- 1 C DSC- 1 D DSC- 2 C DSC- 2 D DSC- 3 C DSC- 3 D		SEC-1  SEC-2	
<b>3<sup>rd</sup> Year</b>			SEC-3  SEC-4	DSE-1 A DSE-2 A DSE-3 A DSE-1 B DSE-2 B DSE-3 B

**DETAILS OF CREDIT SCHEME FOR B.A. / B.COM.**

**Course**

**\*Credits**

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	Theory+ Practical/Tutorial
<b><u>I. Core Course (6 Credits)</u></b> <b>(12 Courses)</b>	12X4= 48
Two courses – English	
Two courses – Hindi/MIL	
Four courses – Discipline 1.	
Four courses – Discipline 2.	
<b>Core Course Practical / Tutorial*</b> <b>(12 Practical)</b>	12X2=24
<b><u>II. Elective Course (6 Credits)</u></b> <b>(6 Courses)</b>	6x4=24
Two courses- Discipline 1 specific	
Two courses- Discipline 2 specific	
Two courses- Inter disciplinary (GE)	
Two courses from each discipline of choice and two courses of interdisciplinary nature.	

<b>Elective Course Practical / Tutorials*</b>	6 X 2=12
<b>(6 Practical/ Tutorials*)</b>	
Two courses- Discipline 1 specific	
Two courses- Discipline 2 specific	
Two courses- Generic (Inter disciplinary)	

Two courses from each discipline of choice, including courses of interdisciplinary nature.

### III. Ability Enhancement Courses

#### 1. Ability Enhancement Compulsory Courses (AECC)

(2 Courses of 4 credits each)

2 X 4=8

Environmental Science

English/Hindi/MIL Communication

#### 2. Skill Enhancement Courses (SEC)

4 X 4=16

(4 Courses of 4 credits each)

**Total credit= 132**

\*Wherever there is a practical there will be no tutorial and vice-versa.

### TEMPLATE OF CHOICE BASED CREDIT SYSTEM IN B. A. /B.Com.

	<u>Core Courses</u> <u>(12)</u>	<u>Ability Enhancement compulsory courses</u> <u>(AECC)(2)</u>	<u>Skill Enhancement Course</u> <u>(SEC) (2)</u>	<u>Discipline Specific Elective</u> <u>DSE (4)</u>	<u>Generic Elective</u> <u>GE (2)</u>
1 <sup>st</sup> Year	English-I Hindi/Sanskrit-I DSC-1 A DSC-1 B DSC-2 A DSC-2 B	Environmental Science  English Communication			
2 <sup>nd</sup> Year	English/Hindi/ MIL-2 DSC- 1 C DSC- 1 D DSC- 2 C DSC- 2 D Hindi/MIL/ English-2		SEC-1  SEC-2		
3 <sup>rd</sup> Year			SEC-3  SEC-4	DSE-1 A DSE-2 A  DSE-1 B DSE-2 B	GE-1  GE-2

## SUBJECT COMBINATIONS FOR B.A. I<sup>ST</sup>Year

Each student will have to opt the following eight courses in B.A./ B.Com. I<sup>ST</sup>Year:

1. Core Course: English& Hindi/Sanskrit (Sanskrit is compulsory for students who have opted for Hindi as one of their DSC courses).
2. Discipline Specific Core Course – 1 (DSC-1A & DSC-1B)
3. Discipline Specific Core Course – 2(DSC-2A&DSC-2B)
4. Ability Enhancement Compulsory Course (AECC): English /MIL (Communication) and Environmental Science

The candidate may choose a combination of two subjects (DSC-1 and DSC-2) from the following list of subject combinations. **Subject allocation in Arts stream would be purely on merit basis. Students are advised to choose subject combinations carefully. There will be no change in the subject combination once admission has been granted to the student in that particular subject combination.**

*Students will indicate their choice of subject combinations at the time of application for admission. They will be given subject combinations on the basis of merit. If they do not qualify for any of the six mentioned options, the college reserves the right to allot the next available combination.*

COMB. NO.	SUBJECT COMBINATION		COMB. NO.	SUBJECT COMBINATION	
	DSC1	DSC2		DSC1	DSC2
1	ECONOMICS	ENGLISH	25	HINDI	HISTORY
2	ECONOMICS	GEOGRAPHY	26	HINDI	JOURNALISM
3	ECONOMICS	HISTORY	27	HINDI	PHILOSOPHY
4	ECONOMICS	JOURNALISM	28	HINDI	PHYSICAL EDUCATION
5	ECONOMICS	MATHEMATICS	29	HINDI	POLITICAL SCIENCE
6	ECONOMICS	POLITICAL SCIENCE	30	HINDI	PUBLIC ADMINISTRATION
7	ECONOMICS	PSYCHOLOGY	31	HISTORY	ECONOMICS
8	ECONOMICS	PUBLIC ADMINISTRATION	32	HISTORY	GEOGRAPHY
9	ENGLISH	ECONOMICS	33	HISTORY	HINDI
10	ENGLISH	GEOGRAPHY	34	HISTORY	MUSIC
11	ENGLISH	JOURNALISM	35	HISTORY	PHILOSOPHY
12	ENGLISH	PHILOSOPHY	36	HISTORY	POLITICAL SCIENCE
13	ENGLISH	POLITICAL SCIENCE	37	HISTORY	PUBLIC ADMINISTRATION
14	ENGLISH	PSYCHOLOGY	38	HISTORY	SANSKRIT
15	ENGLISH	PUBLIC ADMINISTRATION	39	JOURNALISM	ECONOMICS
16	ENGLISH	SOCIOLOGY	40	JOURNALISM	ENGLISH
17	GEOGRAPHY	ECONOMICS	41	JOURNALISM	HINDI
18	GEOGRAPHY	ENGLISH	42	JOURNALISM	SOCIOLOGY
19	GEOGRAPHY	HINDI	43	MATHEMATICS	ECONOMICS
20	GEOGRAPHY	HISTORY	44	MATHEMATICS	GEOGRAPHY
21	GEOGRAPHY	MATHEMATICS	45	MATHEMATICS	PSYCHOLOGY
22	GEOGRAPHY	PSYCHOLOGY	46	MUSIC	HISTORY
23	GEOGRAPHY	SOCIOLOGY	47	MUSIC	POLITICAL SCIENCE
24	HINDI	GEOGRAPHY	48	PHILOSOPHY	ENGLISH



49	PHILOSOPHY	HINDI	69	PSYCHOLOGY	SOCIOLOGY
50	PHILOSOPHY	HISTORY	70	PUBLIC ADMINISTRATION	ECONOMICS
51	PHILOSOPHY	SANSKRIT	71	PUBLIC ADMINISTRATION	ENGLISH
52	PHYSICAL EDUCATION	HINDI	72	PUBLIC ADMINISTRATION	HINDI
53	PHYSICAL EDUCATION	POLITICAL SCIENCE	73	PUBLIC ADMINISTRATION	HISTORY
54	PHYSICAL EDUCATION	SOCIOLOGY	74	PUBLIC ADMINISTRATION	PSYCHOLOGY
55	POLITICAL SCIENCE	ECONOMICS	75	PUBLIC ADMINISTRATION	SANSKRIT
56	POLITICAL SCIENCE	ENGLISH	76	PUBLIC ADMINISTRATION	SOCIOLOGY
57	POLITICAL SCIENCE	HINDI	77	SANSKRIT	HISTORY
58	POLITICAL SCIENCE	HISTORY	78	SANSKRIT	PHILOSOPHY
59	POLITICAL SCIENCE	MUSIC	79	SANSKRIT	POLITICAL SCIENCE
60	POLITICAL SCIENCE	PHYSICAL EDUCATION	80	SANSKRIT	PUBLIC ADMINISTRATION
61	POLITICAL SCIENCE	SANSKRIT	81	SOCIOLOGY	ENGLISH
62	POLITICAL SCIENCE	SOCIOLOGY	82	SOCIOLOGY	GEOGRAPHY
63	PSYCHOLOGY	ECONOMICS	83	SOCIOLOGY	JOURNALISM
64	PSYCHOLOGY	ENGLISH	84	SOCIOLOGY	PHYSICAL EDUCATION
65	PSYCHOLOGY	GEOGRAPHY	85	SOCIOLOGY	POLITICAL SCIENCE
66	PSYCHOLOGY	MATHEMATICS	86	SOCIOLOGY	PSYCHOLOGY
67	PSYCHOLOGY	PUBLIC ADMINISTRATION	87	SOCIOLOGY	PUBLIC ADMINISTRATION
68	HISTORY	SOCIOLOGY	88	SOCIOLOGY	HISTORY

### **Important Instructions**

A candidate shall be required to fulfil the following conditions to appear in the annual examinations:-

- (i) 75% attendance in theory and practical/ seminars.
- (ii) 100% submission of assignments.
- (iii) It shall be compulsory to score a minimum of 50% marks (aggregate) in mid-term examination.
- (iv) It shall also be mandatory to participate in activities of subject societies.

### **For determining CCA for the first, second and third years, the following procedure shall be applicable:**

- i) 5 marks for attendance.
- ii) 5 marks for class tests.
- iii) 10 marks for mid-term examination.
- iv) 10 marks for assignments, tutorials and class performance.

## List of Courses

### Faculty of Science

Semester	Subject	Course Type	Course Title	Course Code
B.Sc.1 <sup>st</sup> Year	Chemistry	DSC	Atomic Structure, Bonding, General Organic Chemistry & Hydrocarbons	CHEM101TH
			States of Matter, chemical kinetics & Functional organic chemistry	CHEM102TH
	Computer Science	DSC	Problem solving using Computer Office Automation Tools	COMP101TH COMP 102TH
	Geology	DSC	Physical Geology& Geomorphology Structural Geology and Mineralogy	GEOL101TH GEOL 102TH
	Mathematics	DSC	Differential Calculus	MATH101TH
			Differential Equations	MATH102TH
	Physics	DSC	Mechanics	PHYS101
			Electricity and Magnetism	PHYS102
	Zoology	DSC	Animal Diversity	ZOOL101
			Comparative Anatomy & Developmental Biology of Vertebrates	ZOOL102
	Botany	DSC	Biodiversity	BOTA101
			Plant Ecology & Taxonomy	BOTA102
B.Sc.2 <sup>nd</sup> Year	Chemistry	DSC	Solutions, Phase Equilibrium, Conductance, Electrochemistry & Organic Chemistry	CHEM201TH
			Chemistry of main group element, chemical Energetics and Equilibria	CHEMCC202TH
		SEC	Basic Analytical Chemistry	CHEM203
			Fuel Chemistry & Chemistry of Cosmetics and Perfumes	CHEM204
	Computer Science	DSC	Computer System Architecture	COMP201TH
			Data base management system	COMP202TH
		SEC	PHP Programming	COMP203TH
			Computer Networks	COMP204TH
	Mathematics	DSC	Real Analysis	MATH201TH
			Algebra	MATH202TH
		SEC	Integral Calculus	MATH309TH
			Vector Calculus	MATH310TH
	Zoology	DSC	Physiology & Biochemistry	ZOOL201
			Genetics & Evolutionary Biology	ZOOL202
		SEC	Medical Diagnostics	ZOOL203
			Apiculture	ZOOL204
	Botany	DSC	Plant Anatomy & Embryology	BOTA201
			Plant Physiology & Metabolism	BOTA202
Biofertilizers			BOTA203	
SEC		Gardening & Floriculture	BOTA204	
Physics	DSC	Statistical Thermal Physics	PHYS201	
		Waves and Optics	PHYS202	
	SEC	Computational Physics	PHYS204	
		Electrical Circuits and Network Skills	PHYS205	
Geology	DSC	Petrology	GEOL201TH	
		Stratigraphy &Palaeontology	GEOL202TH	
	SEC	Geochemistry	GEOL203	
B.Sc. 3 <sup>rd</sup> Year	Botany	DSE	Economic Botany & Biotechnology Cell and Molecular Biology	BOTA-301 BOTA-303
		SEC	Medicinal Botany and Ethnobotany Mushroom Cultivation Technology	BOTA-306 BOTA307

<b>B.Sc. 3<sup>rd</sup> Year</b>	Chemistry	DSE	Polynuclear Hydrtocarbons, Dyes, Heterocyclic compounds, Spectroscopy (UV, IR, NMR) Polymer Chemistr	CHEM301 CHEM305	
		SEC	Chemical Technology & Society & Business skills for Chemistry Pesticide Chemistry & Pharmaceutical Chemistry	CHEM307 CHEM308	
		DSE	Operating System Data Structure and File Processing Project Work Web Technologies Computer Graphics Programming in Java	COMP301TH COMP302TH COMP303TH COMP304TH COMP305TH COMP306TH	
	Computer Science	SEC	Multimedia and Applications Software Engineering	COMP307TH COMP308TH	
		DSE	Matrices Numerical Method	MATH301TH MATH304TH	
		SEC	Probability And Statistics Transportation And Game Theory	MATH313TH MATH317TH	
	Mathematics	GE	Portfolio optimization Queuing and reliability theory Descriptive statistics and probability theory Sample surveys and design of experiments	MATH319TH MATH320TH MATH321TH MATH322TH	
		Physics	DSE	Elements of modern physics Nuclear and particle physics	PHYS301TH PHYS304TH
			SEC	Radiation safety Renewable energy and energy harvesting	PHY307TH PHY310TH
		Zoology	DSE	Applied zoology Insect, vectors and diseases	ZOOL301TH ZOOL302TH
SEC	Sericulture Aquarium fish keeping		ZOOL303TH ZOOL304TH		
Geology	DSE-1	Applied and Economic Geology	GEOL 302TH		
	DSE-2	Environmental Geology and Geohydrology	GEOL 303TH		
	SECC -3	Photo Geology and Remote Sensing	GEOL 301TH		
	SECC -4	Himalyan Geology	GEOL 302TH		

\* DSC- Discipline Specific Core Courses, DSE- Discipline Specific Elective, SEC- Skill Enhancement Course, GE- Generic Elective

### **Faculty of Humanities & Social Science and Commerce (First Year)**

<b>Subject</b>	<b>Subject Title</b>	<b>Course Code</b>	<b>Course Type (CC/AECC/SEC/DSE or DSC/GE-I or GE-II)</b>
B.Com	Financial Accounting	BC1.1	DSC
	Business Organisation & Management	BC1.2	DSC
	Business Law	BC1.3	DSC
	Business Statistics & Mathematics	BC1.4	DSC/GE
Economics	Principles of Micro Economics-I	ECON A101	DSC
	Principles of Micro Economics-II	ECON A102	DSC

English	English-I Core ENGLISH English Literature- 1 (Essays, Stories & Poems) English Literature- 2 (Poems, Short Stories & Essays) English (Writing Skills)	ENG CE 101 ENG DSC 102 ENG DSC103 ENGAECC104	CC DSC DSC AECC
Geography	Physical Geography General Cartography	GEOGP101CC GEOGP102CC	DSC DSC
Hindi	हिन्दी साहित्य का इतिहास मध्यकालीन हिन्दी कविता प्रयोजनमूलक हिन्दी	HIND102 HIND103 HIND101	DSC DSC MIL
History	History of India from The Earliest times upto 300 CE History of India from 300 to 1206	HIST(A)101 HIST(A)102	DSC DSC
Music	Theory of Indian Music Practical Theory of Indian Music general & Biographies Practical (Viva-Voce)	MUSA101 TH MUSA102PR MUSA103TH MUSA104PR	DSC DSC SEC SEC
Philosophy	Introduction to Philosophy Indian Philosophy-I	PHIL-A-101CC PHIL-A-102CC	DSC DSC
Phy. Edu.	Introduction to Physical Education Olympics moment & organizations of Tournaments	PED101TH PED102TH	DSC DSC
Pol.Science	Introduction to Political Theory India Government and Politics	POLS101 POLS102	DSC DSC
Pub Add	Administrative Theory Indian Administration	PUBA101A PUBA102A	DSC DSC
Sanskrit	संस्कृत काव्य संस्कृत गद्य काव्य नीति साहित्य	SKT-DSC101 SKT-DSC102 SKT-DSC103	DSC DSC MIL
Sociology	Introduction to Sociology Society in India	SOCL101 SOCL A 102	DSC DSC
Journalism	Principles of Communication Introduction to Radio and TV	BJMCPAC101 BJMCPAC102	DSC DSC
Psychology	Foundation of Psychology Introduction to Social Psychology	BAPSYCA101 BAPSYCA102	DSC DSC

\* DSC- Discipline Specific Core Courses, DSE- Discipline Specific Elective, SEC- Skill Enhancement Course, GE- Generic Elective, CC-Core Compulsory

### Faculty of Humanities & Social Science and Commerce (Second Year)

Subject	Subject Title	Course Code	Course Type (CC/AECC/ SEC/DSE or DSC /GE-I or GE-II)
B.Com	1. Company Law 2. Income Tax Law and Practice. 3. Computer Application in Business 4. Corporate Accounting 5. Cost Accounting 6. E-Commerce	BC2.1 BC2.2 BC2.3 BC2.4 BC2.5 BC2.6	DSC DSC SEC DSC DSC SEC/GE

Economics	<ol style="list-style-type: none"> <li>Principles of Macro Economics-I</li> <li>Principles of Macro Economics-II (One out of the following)</li> <li>Statistical Method-I.</li> <li>Economics of Rural Development (One out of the following)</li> <li>Statistical Methods-II</li> <li>Demography</li> </ol>	<p>ECONA201 ECONA202</p> <p>ECONA203 ECONA204</p> <p>ECONA205 ECONA206</p>	<p>DSC DSC</p> <p>SEC SEC</p> <p>SEC SEC</p>
English	<ol style="list-style-type: none"> <li>English-2 Core English</li> <li>British Literature</li> <li>Literary Cross Currents</li> <li>AEEC/SEC-1: Creative Writing Book and Media Reviews</li> <li>AEEC/SEC-2, (translation studies and principals of translation)</li> </ol>	<p>ENGCE-201 ENGDSC-202 ENGDSC-203 ENGAEEC/SEC2 04 ENGAEEC- SEC205</p>	<p>DSC DSC DSC AEEC/SEC AEEC/SEC</p>
Geography	<ol style="list-style-type: none"> <li>Human Geography</li> <li>Environmental Geography</li> <li>Regional Planning and development</li> <li>Remote Sensing &amp; GPS</li> </ol>	<p>GEOGP201CC GEOGP202CC GEOGP203SEC GEOGP204 SEC</p>	<p>DSC DSC SEC SEC</p>
Hindi	<ol style="list-style-type: none"> <li>रचना पूज</li> <li>आधुनिक हिन्दी कविता</li> <li>हिन्दी गद्य साहित्य</li> <li>कार्यालयी हिन्दी</li> <li>आनुवाद विज्ञान</li> </ol>	<p>HIND 201 HIND 202 HIND 203 HIND 204 HIND 206</p>	<p>MIL DSC DSC SEC SEC</p>
History	<ol style="list-style-type: none"> <li>History of India from 1206-1707</li> <li>History of India from 1707-1950</li> <li>Historical Tourism: Theory and Practice</li> <li>Indian History and Culture</li> </ol>	<p>HIST103 HIST104 HIST117 HIST119</p>	<p>DSC DSC SEC SEC</p>
MUSIC	<ol style="list-style-type: none"> <li>Ancient Granthas&amp; Contributions.</li> <li>Practical(Stage Performance)</li> <li>Medieval Granthas&amp; Contributions.</li> <li>Practical Viva-Voce</li> <li>Practical (Value based course)</li> <li>Practical (Value based course)</li> </ol>	<p>MUSA201 TH MUSA202PR MUSA203TH MUSA204PR MUSA205PR MUSA206PR</p>	<p>DSC DSC SEC SEC SEC SEC</p>
Philosophy	<ol style="list-style-type: none"> <li>Indian Philosophy- 2</li> <li>Indian Philosophy- 3</li> <li>Introduction to logic</li> <li>Ethics-1</li> </ol>	<p>PHIL-A-203CC PHIL-A-204CC PHIL-A-205SEC PHIL-A-206SEC</p>	<p>DSC DSC SEC SEC</p>
Phy. Educ	<ol style="list-style-type: none"> <li>Human Anatomy &amp; Physiology</li> <li>Sports Psychology</li> <li>Sports, Medicine, Physiotherapy&amp; Rehabilitation</li> <li>Sports Trainings</li> </ol>	<p>PED201TH PED202TH PED203TH  PED204TH</p>	<p>DSC DSC SEC SEC</p>
Pol.Science	<ol style="list-style-type: none"> <li>Comparative Govt. &amp; Politics</li> <li>Introduction to International Relations</li> <li>Legislative Support</li> <li>Public opinion and survey Research</li> </ol>	<p>POLS201 POLS202 POLS203 POLS204</p>	<p>DSC DSC SEC SEC</p>
Pub Ad	<ol style="list-style-type: none"> <li>Administrative Thinkers</li> <li>Development Administration</li> <li>Computer Application&amp; Office Management</li> <li>Human Resources &amp; Logistic management</li> </ol>	<p>PUBA-201A PUBA-202A PUBA203A  PUBA204A</p>	<p>DSC DSC SEC SEC</p>

Sanskrit	<ol style="list-style-type: none"> <li>1. <u>संस्कृत नाटक</u></li> <li>2. <u>संस्कृत व्याकरण</u></li> <li>3. <u>आयुर्वेद के मूल सिद्धान्त</u></li> <li>4. <u>संस्कृत छन्द एवं गायन</u></li> </ol>	SKT-DSC-201 SKT-DSC-202 SKT-AEEC-205 SKT-AEEC-206	DSC DSC SEC SEC
Sociology	<ol style="list-style-type: none"> <li>1. Sociological Theories</li> <li>2. Method of Sociological Enquiry</li> <li>3. Techniques of Social Research</li> <li>4. Sociology of Environment</li> </ol>	SOCL-A201 SOCL-A202 SOCL-A203 SOCL-A204	DSC DSC SEC SEC
Journalism	<ol style="list-style-type: none"> <li>1. Introduction to Advertising and Public Relations</li> <li>2. New Media Communication</li> <li>3. Reporting, Editing and Feature Writing</li> <li>4. Skills for New Media</li> </ol>	BJMCPAC201  BJMCPAC202 BJMCPAS203P BJMCPAS204P	DSC  DSC SEC SEC

### Faculty of Humanities & Social Science and Commerce (Third Year)

Subject	Subject Title	Course Code	Course Type (CC/AEEC/SEC/ DSE or DSC /GE- I or GE-II)
B.Com	<ol style="list-style-type: none"> <li>1. Fundamentals of Financial Management</li> <li>2. GST</li> <li>3. Entrepreneurship</li> <li>4. Management Accounting</li> <li>5. International Business</li> <li>5. Personal Selling &amp; Salesmanship</li> <li>7. Economy of Himachal Pradesh</li> <li>8. Indian Economy</li> </ol>	BC 3.1 (c) BC 3.2 (b) BC 3.3 BC 3.5 (c) BC 3.6 (a) BC 3.7 ECONA313 ECONA 314	DSE DSE SEC DSE DSE SEC GE 1 GE 2
Economics	<ol style="list-style-type: none"> <li>1. Public Finance</li> <li>2. Money and Banking</li> <li>3. Development Economics</li> <li>4. International Economics</li> <li>5. Indian Economy</li> <li>6. Economic History of India 1857-1947</li> <li>7. Indian Economy</li> <li>8. Economy of Himachal Pradesh Indian Economy</li> </ol>	ECONA310 ECONA311 ECONA305 ECONA306 ECONA301 ECONA302 ECONA314 ECONA313	SEC SEC DSE DSE DSE DSE GE GE
English	<ol style="list-style-type: none"> <li>1. Soft Skills</li> <li>2. Academic Writing and Composition</li> <li>3. Technical writing</li> <li>4. Business Communication</li> <li>5. Literature from Himachal</li> <li>6. Contemporary India: Women and Empowerment</li> </ol>	ENG 303 ENG 304 ENG 301 ENG 302 ENG 305 ENG 306	DSE DSE AEEC/ SEC AEEC/ SEC GE GE
Geography	<ol style="list-style-type: none"> <li>1. Geography of India</li> <li>2. Economic Geography</li> <li>3. Disaster management</li> <li>4. Geography of Tourism</li> <li>5. Field Techniques &amp; survey-based project report practical</li> <li>6. Geographic Information System</li> <li>7. Disaster Risk Reduction</li> <li>8. Sustainability &amp; Development</li> </ol>	GEOGP303 GEOGP303 GEOGP304 GEOGP304 GEOGP302  GEOGP301 GEOGP305 GEOGP306	DSE DSE DSE DSE SEC  SEC GE GE
Hindi	<ol style="list-style-type: none"> <li>1. <u>रंग आलेख एवं रंगमंच अथवा भाषा कम्प्यूटिंग</u></li> <li>2. <u>समाचार संकलन और लेखन</u></li> <li>3. <u>लोक साहित्य-</u></li> <li>4. <u>छायावादोत्तर हिंदी कविता</u></li> </ol>	HIND 301 HIND 304 HIND 305 HIND 306	SEC SEC DSE DSE

History	1. Modern and contemporary world History- I 1871-1919	HIST305	DSE
	2. Modern and contemporary world History- II 1919-1992	HIST307	DSE
	3. History of Himachal Pradesh 1815-1972	HIST312	GE
	4. Socio Religious reform movements in India (19 <sup>th</sup> and 20 <sup>th</sup> centuries)	HIST310	GE
	5. Indian History and culture	HIST317	SEC
	6. Introduction to Indian Art	HIST319	SEC
Music	1. Value based & Practical Oriented Course for Hindustani Music (Vocal/Inst)-III	MUSA301TH	SEC
	2. Value based & Practical Oriented Course for Hindustani Music (Vocal/Inst)-IV	MUSA302PR	SEC
	3. Theory of Indian Music and study of Ancient Granth & Ragas (Vocal/Inst)	MUSA303TH	DSE
	4. Theory of Indian Music and Ghrana Tradition (Vocal/Inst)	MUSA305TH	DSE
	5. Theory of Indian Music (Vocal/Inst)	MUSA307TH	GE
	6. Practical (Vocal/Inst)	MUSA308PR	GE
Philosophy	1. Western philosophy- 1	PHIL-A-309	DSE
	2. Western Philosophy-2	PHIL-A-310	DSE
	3. Ethics- 2	PHIL-A-307	SEC
	4. Applied Bio-Ethics	PHIL-A-308	SEC
	5. Bhagvat Gita	PHIL-A-311	GE
Phy. Edu.	1. Specialization in Volley Ball	PED301PR	SEC
	2. Specialization in FootBall	PED302PR	SEC
	3. Specialization in Kabaddi	PED303PR	SEC
	4. Specialization in Athletics	PED304PR	SEC
	5. Recreation	PED305TH	DSE
	6. Methods of Teaching in Physical Education	PED307TH	DSE
	7. Officiating and Coaching	PED308TH	DSE
	8. Health Education and Nutrition	PED309TH	GE
	9. Yoga	PED310TH	GE
Pol.Science	1. Themes in Comp. Pol. Theory	POLS301	DSE
	2. Democracy & Government	POLS302	DSE
	3. Democratic Awareness with legal literacy	POLS303	SEC
	4. Conflict & Peace building	POLS304	SEC
	5. Society, Economy, Politics in H.P	POLS305	GE
	6. Human rights & Gender Environment	POLS306	GE
Pub Ad	1. Leadership Style and Conflict Management	PUBA301A	SEC
	2. Stress & Time management	PUBA302A	SEC
	3. Local Government in India	PUBA303A	DSE
	4. Contemporary Issues & concerns in Indian Administration	PUBA304A	DSE
	5. Public Policy & Administration in India	PUBA305A	DSE
	6. Financial Administration	PUBA306A	DSE
	7. Constitutional and Administrative Aspects of Himachal Pradesh	PUBA307A	GE
	8. Disaster Management	PUBA308A	GE
	9. E- Governance	PUBA309A	GE

Sanskrit	<ol style="list-style-type: none"> <li>व्यक्तित्व विकास का भारतीय दृष्टिकोण</li> <li>साहित्यिक समालोचना</li> <li>पातञ्जल योगसूत्र</li> <li>भाषा विज्ञान के मूलभूत सिद्धान्त</li> <li>भारतीय रंगशाला</li> <li>भारतीय वास्तुशास्त्र</li> </ol>	SKT-DSE- 301 SKT-DSE- 302 SKT-DSE- 303 SKT-DSE- 304  SKT-AEEC/ SEC-305 SKT-AEEC/SEC-306	DSE DSE GE GE  SEC SEC
Sociology	<ol style="list-style-type: none"> <li>Social Demography</li> <li>Theory and Practice of Development</li> <li>Marriage, family &amp; Kinship</li> <li>Social Stratification</li> <li>Economy and Society</li> </ol>	SOCL-A-301 SOCL-A-302 SOCL-A-304 SOCL-A-305 SOCL-A-308	SEC SEC DSE DSE GE
Journalism	<ol style="list-style-type: none"> <li>Community and Traditional Media</li> <li>Introduction to Photojournalism</li> <li>Communication Skills</li> <li>Film Appreciation Skill</li> </ol>	BJMCPAD301 BJMCPAD302P BJMCPAS303P BJMCPAS304	DSE DSE SEC SEC

\* DSC- Discipline Specific Core Courses, DSE- Discipline Specific Elective, SEC- Skill Enhancement Course, GE- Generic Elective

### ADMISSION PROCESS FOR 1<sup>ST</sup> YEAR

- The candidate seeking admission to 1<sup>st</sup> year has to apply on the prescribed form available online on <http://www.gcsanjauli.edu.in>
- 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.
- The candidates can approach the **College Guidance and Counselling Committee** in case they find any difficulty in filling up of the admission form during the college hours.
- The merit lists will be displayed as per schedule mentioned in the prospectus.
- 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.

### DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

- Matriculation certificate for Date of Birth.
- 10+2 marks sheet.
- H.P. Domicile certificate for girl students (for exemption in tuition fee).
- Minimum 40% disability certificate and category certificate in case of students seeking admission against these seats.
- 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 but not older than 6 months from the day of submission of admission form.
- For seat against the 'single girl child category' an Affidavit proclaiming the same from the parents is to be submitted with the admission form.
- 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.
- Affidavits should be provided wherever applicable.
- Certificate of SC/ ST from Magistrate Class-1 (Authorised Signatory) should be provided by those seeking relaxation in age/ marks.
- 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.



## College Fee and Fund

<b>Annual Charges</b>	<b>(Rs.)</b>	<b>Monthly Charges</b>	<b>(Rs.)</b>
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/-
University Continuation Fee (from 2 <sup>nd</sup> & 3 <sup>rd</sup> year students)	10/-	Sports Fund	20/-
University Migration Fee	50/-	<b>Science Practical Fund</b>	
House Examination Fund	80/-	Physics	20/-
Library Security (Refundable)	100/-	Chemistry	20/-
Student Aid Fund	2/-	Botany	20/-
College Magazine	50/-	Zoology	20/-
Health Red Cross Fund	6/-	<b>Arts Practical Fund</b>	
NCC	10/-	Geography	15/-
Book Replacement Fund	25/-	Psychology	15/-
Furniture Repair	10/-	Music	15/-
Identity Card	20/-	Physical Education	15/-
Cultural Activity	20/-	Journalism	15/-
Computer and Internet Facility	20/-	Practical fee from B. Com. 1 <sup>st</sup> and 2 <sup>nd</sup> year students	15/-
Campus Beautification & Dev. Fund	10/-		
University Development Fund (only from first year students) <b>for General students</b>	250/-	<b>Re-admission Fee</b>	
		First time	100/-
		Second time	200/-
University Development Fund (only from first year students) <b>for BPL/ IRDP students</b>	100/-	Late Admission Fee	10/-
		Duplicate Identity Card	20/-
<b>Absence and Other Funds (On Daily Basis)</b>			
Late payment of dues	1/-	Absence fine per period	1/-
Absence from practical, per practical	3/-	Absence from house test, per paper	10/-
Late return of Library book per day	1/-		

*(Note: Original Fee receipt will be required at the time of refund)  
Himachali bonafide girls are exempted from tuition fee. (Certificate required)*

**PTA Fee Rs 700/- per annum for 1<sup>st</sup> and 2<sup>nd</sup> year students**

**PTA and OSA subscription Rs 800/- per annum for 3<sup>rd</sup> year students**

**Other charges (Skill component) per semester for B. Voc**

- (i) Skill Component practical I ₹ 240/-
- (ii) Skill Component practical II ₹ 240/-
- (iii) Assessment/ Certification Fee charged by sector skill council ₹800/- (Per Sem)

## **BACHELOR OF VOCATIONAL EDUCATION PROGRAMME (B.Voc.)**

### **COURSE OF STUDY**

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

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

### **ABOUT THE BACHELOR OF VOCATION EDUCATION (B.Voc.) DEGREE PROGRAMME**

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

### **OBJECTIVES**

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

### **COURSE STRUCTURE**

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

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

NSQF	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/ Awards
<b>1</b>	<b>18</b>	<b>12</b>	<b>30</b>	<b>One Sem.</b>	<b>Certificate</b>
<b>2</b>	<b>36</b>	<b>24</b>	<b>60</b>	<b>Two Sem.</b>	<b>Diploma</b>
<b>3</b>	<b>72</b>	<b>48</b>	<b>120</b>	<b>Four Sem.</b>	<b>Advance Diploma</b>
<b>4</b>	<b>108</b>	<b>72</b>	<b>180</b>	<b>Six Sem.</b>	<b>B.Voc. Degree</b>

### **Multiple Entry and Exit Options:**

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

### **INTERNSHIP PROGRAMME:**

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

### **ELIGIBILITY CONDITIONS**

- Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.
- The eligibility criteria for admission to the B. Voc. Degree programme shall be 10+2 in all streams from a recognized board;10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 55% marks in aggregate, OR any examination of a University/Board/College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 55% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of Center of Excellence.
- Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DD No. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.
- Maximum age limit for admission to B. Voc courses is 23 years for generalcategory, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice-Chancellor may permit age relaxation as per norms.
- Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.
- Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 50% marks in aggregate at 10+2 level.
- Compartment students shall not be allowed admission in the B.Voc. programmes.

- A candidate cannot pursue two full time undergraduate courses simultaneously.
- The University reserves the right to cancel any admission at any stage.
- In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.
- All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

### **MODE OF SELECTION**

- Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on merit basis in the qualifying examination (10+2 etc.).
- There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF
- Category 1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF
- Category 2: Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.
- Category 3: Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

### **Note:**

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

### **MEDIUM OF INSTRUCTION**

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

### **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.

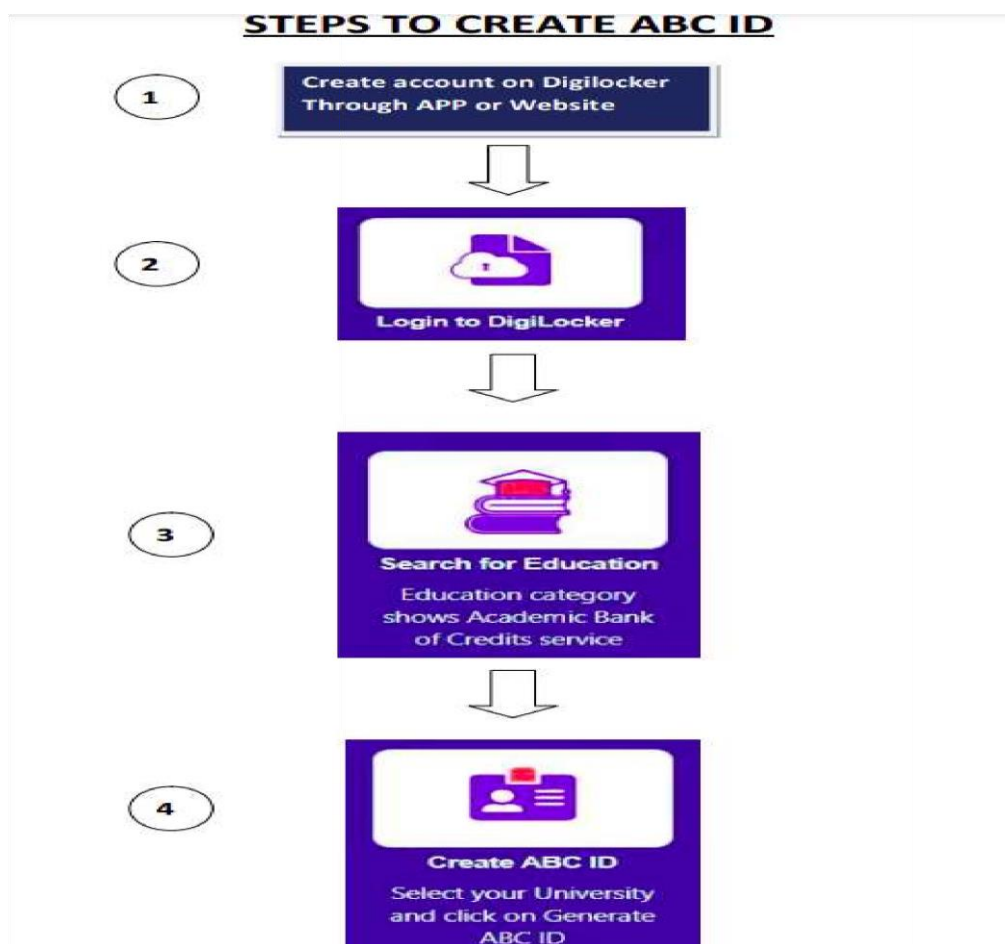
However, the validity of credits is subject to change depending on the type of courses or disciplines.

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](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](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 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](mailto: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. DBT Star College Scheme

DBT Star College Scheme grant has a multi-sectorial approach that supports college and universities offering undergraduate education to improve science teaching across the country. The college received approval for the scheme funding grant in January 2023 to promote effective teaching methods and expose students to unique experiences in experimental science. The participating departments include Botany, Chemistry, Computer Science, Physics, Mathematics and Zoology.

## 8. 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. The students access these e-resources in the 30 computers provided in the Digital Library. 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.*

## 9. 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.*

## 10. 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.

## 11. College Students Central Association (CSCA)

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

## 12. 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

Kalpna Chawala Chattervriti Yojana	Himachal Pradesh Education Department	Between September And December
Mukhiya 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 Persons with 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 NEPTTEL 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**

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

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 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.

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. 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.**

<b>Annual Charges</b>		<b>Monthly Charges</b>	
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 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 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 2024-25

**DS:** Dr. Naresh Verma      **DSW:** Mr. Deepak Kaprate      **Bursar:** Dr. Madan Shandil

<b>Dean Science</b> : Mrs. Bharti Sharma <b>Dean Arts</b> : Mrs. Himani Saxena <b>Dean Commerce</b> : Dr. Rajender Singh <b>IQAC Coordinator:</b> Mr. Vikram Bhardwaj	<b>BBA Coordinator</b> : Dr. Naresh Verma <b>BCA Coordinator</b> : Mrs. Bharti Sharma <b>PGDCA Coordinator:</b> Mr. Deepak Kaprate <b>B.Voc Nodal Officer</b> : Dr. Minakshi Sharma
<b>DBT Star College Scheme Co-ordinator:</b> Dr. Kirti Singha	

### Committee(s) for Online Admission

Committee	Convener	Members
<b>Overall Online Admission Monitoring Committee</b>	Dr. Naresh Verma	1. Mr. Deepak Kaprate 2. Mrs. Himani Saxena 3. Mrs. Bharti Sharma 4. Dr. Madan Shandil 5. Mr. Surinder Chauhan 6. Mr. Muneet Lakhnupal
<b>Faculty of Arts (BA I)</b>	Mr. Vikram Bhardwaj	1. Mr. Vishal Rangta 2. Mr. Prashant Thakur 3. Dr. Ravinder Kumar 4. Mr. Chander Verma 5. Dr. Om Prakash 6. Dr. Purnima Thapar 7. Mr. Khyal Chand 8. Dr. Adarsh Sharma 9. Mr. Abhishek Thakur 10. Dr. Bavita Thakur 11. Dr. Satish Sharma 12. Sh. Sandesh Kumar 13. Mr. Akshay Azad 14. Mrs. Kreety Thakur 15. Mr. Lakhbeer Singh
<b>Faculty of Arts (BA II)</b>	Dr. Shiwani Khatri	1. Dr. Harsh Vardhan S. Khimta 2. Dr. Pooja Chauhan 3. Mrs. Anupama Chaudhary 4. Dr. Ram Lal Bhardwaj 5. Mrs. Hem Lata Sharma 6. Dr. Dinesh Kumari Negi
<b>Faculty of Arts (BA III)</b>	Dr. Rakesh Sharma	1. Dr. Vinod Kumar 2. Mrs. Mona Sharma 3. Dr. Poonam Chandel 4. Dr. Poonama Verma 5. Mr. Arun Kumar
<b>B.Sc. 1<sup>st</sup> Year (Physical Science)</b>	Mr. Anuj Sharma	1. Dr. Girish Kapoor 2. Mr. Yogesh Sood 3. Mrs. Rita Chandel 4. Dr. Anjana Sharma 5. Dr. Shikha Chandel
<b>B.Sc. 1<sup>st</sup> Year (Life Science)</b>	Dr. Minakshi Sharma	1. Mrs. Deepti Gupta 2. Dr. Shweta Sharma 3. Dr. Susheel Sharma 4. Mr. Shubham Choudhary 5. Dr. Sarla Thakur

<b>B.Sc. 2<sup>nd</sup> &amp; 3<sup>rd</sup> Year Committee</b>	Dr. Kirti Singha	1. Dr. Shalu Chauhan 2. Dr. Poonam Sharma 3. Mr. Surinder Chauhan
<b>Commerce 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> Year</b>	Mr. Rajinder Singh	1. Mr. Anupam Verma 2. Dr. Reena Thakur
<b>B.Voc. 1<sup>st</sup>, 3<sup>rd</sup>, &amp; 5<sup>th</sup> Semester Committee</b>	Mr. Pankaj Verma	1. Mrs. Surbhi Sharma 2. Mr. Umesh Singh Rana 3. Mrs. Uma Kanwar 4. Mr. Suraj Jamalata 5. Mrs. Pinky

### **Annual Committees for Session 2024-25**

<b>S.No.</b>	<b>Committee</b>	<b>Convener</b>	<b>Members</b>
1	<b>Advisory Committee</b>	Dr. Naresh Verma	1. Mr. Deepak Kaprate 2. Mrs. Himani Saxena 3. Mrs. Bharti Sharma 4. Dr. Madan Shandil 5. Mr. Vikram Bhardwaj 6. Dr. Rakesh Sharma 7. Dr. Minakshi Sharma 8. Dr. Shiwani Khatri 9. Mr. Anil Kumar
2	<b>IQAC/ RUSA Cell</b>	Mr. Vikram Bhardwaj	1. Dr. Pooja Dulta 2. Mr. Anuj Sharma 3. Dr. Kirti Singha 4. Mrs. Mona Sharma 5. Dr. Poonama Verma 6. Mr. Khyal Chand 7. Mr. Anupam Verma 8. Mr. Shubham Choudhary 9. Mr. Akshay Azad 10. Mrs. Priyanka Chauhan
3	<b>SC/ST/OBC/Religious minorities Redressal and Development Cell</b>	Dr. Madan Shandil	1. Dr. Vinod Kumar 2. Dr. Rajinder Singh 3. Dr. Dinesh Kumari Negi 4. Mr. Shubham Chaudhary 5. Dr. Reena Thakur 6. Dr. Adarsh Sharma
4	<b>Students' Redressal (Academic) &amp; Welfare Committee</b>	Dr. Minakshi Sharma	1. Dr. Shalu Chauhan 2. Dr. Girish Kapoor 3. Mrs. Mona Sharma 4. Dr. Rajinder Singh 5. Dr. Sushil Sharma 6. Mr. Arun Kumar 7. Dr. Adarsh Sharma 8. Dr. Sarla Thakur
5	<b>General Purchase Committee</b>	Dr. Naresh Verma	1. Mrs. Bharti Sharma 2. Mr. Vishal Rangta 3. Dr. Rajender Singh 4. Dr. Ram Lal Bhardwaj 5. Dr. Sushil Sharma 6. Dr. Purnima Thapar 7. Dr. Satish Sharma



6	<b>Prospectus Committee</b>	Dr. Rakesh Sharma	<ol style="list-style-type: none"> <li>1. Dr. Shiwani Khatri</li> <li>2. Mr. Vishal Rangta</li> <li>3. Mrs. Mona Sharma</li> <li>4. Dr. Poonama Verma</li> <li>5. Mr. Anupam Verma</li> <li>6. Mr. Khyal Chand</li> <li>7. Mr. Pankaj Verma</li> </ol>
7	<b>General Discipline &amp; Anti-Ragging Committee</b>	Dr. Naresh Verma	<ol style="list-style-type: none"> <li>1. Mr. Deepak Kaprate</li> <li>2. Mrs. Himani saxena</li> <li>3. Dr. Madan Shandil</li> <li>4. Mr. Vikram Bhardwaj</li> <li>5. Dr. Rakesh Sharma</li> <li>6. Dr. Vinod Kumar</li> <li>7. Mr. Vishal Rangta</li> <li>8. Dr. Harsh Vardhan S. Khimta</li> <li>9. Mrs. Anupama Chaudhery</li> <li>10. Mrs. Rita Chandel</li> <li>11. Dr. Girish Kapoor</li> <li>12. Sh. Prashant Thakur</li> <li>13. Dr. Ravinder Kumar</li> <li>14. Mr. Surinder Chauhan</li> <li>15. Mr. Chander Verma</li> <li>16. Mr. Abhishek Thakur</li> <li>17. Dr. Om Prakash</li> <li>18. Mr. Shubham Choudhary</li> <li>19. Dr. Satish Sharma</li> <li>20. Mr. Sandesh Kalta</li> <li>21. Mr. Lakhbeer Singh</li> <li>22. Mrs. Kreety Thakur</li> </ol>
8	<b>Stage Compering Committee</b>	Mrs. Himani Saxena	<ol style="list-style-type: none"> <li>1. Dr. Pooja Dulta</li> <li>2. Dr. Harsh Vardhan S.Khimta</li> <li>3. Mrs. Hem Lata Sharma</li> <li>4. Mrs. Mona Sharma</li> <li>5. Dr. Bavita Thakur</li> <li>6. Dr. Shikha Chandel</li> </ol>
9	<b>Scholarship Committee</b>	Mr. Vikram Bhardwaj	<ol style="list-style-type: none"> <li>1. Dr. Girish Kapoor</li> <li>2. Dr. Ram Lal Bhardwaj</li> <li>3. Dr. Yogesh Sood</li> <li>4. Mr. Surinder Chauhan</li> <li>5. Dr. Poonam Sharma</li> <li>6. Mr. Khyal Chand</li> <li>7. Mr. Sandesh Kalta</li> <li>8. Dr. Adarsh Sharma</li> <li>9. Ms. Reena Thakur</li> <li>10. Mr. Akshay Azad</li> <li>11. Mr. Lakhbeer</li> </ol>
10	<b>AISHE</b>	Mr. Surinder Chauhan	<ol style="list-style-type: none"> <li>1. Mr. Khyal Chand</li> <li>2. Mr. Akshay Azad</li> <li>3. Mr. Muneet Lakhanpal</li> <li>4. Mr. Rohit</li> </ol>

11	<b>House Examination Committee</b>	Dr. Rakesh Sharma	<ol style="list-style-type: none"> <li>1. Mr. Vishal Rangta</li> <li>2. Dr. Vinod Sharma</li> <li>3. Dr. Pooja Chauhan</li> <li>4. Ms. Anupama Chaudhary</li> <li>5. Dr. Ram Lal Bhardwaj</li> <li>6. Mr. Yogesh Sood</li> <li>7. Mr. Chander Verma</li> <li>8. Dr. Poonama Verma</li> <li>9. Mr. Khyal Chand</li> <li>10. Mr. Anupam Verma</li> <li>11. Dr. Purnima Thapar</li> <li>12. Mr. Arun Kumar</li> </ol>
12	<b>Campus Development, Beautification &amp; Sanitization Committee</b>	Mrs. Deepti Gupta	<ol style="list-style-type: none"> <li>1. Dr. Shweta Sharma</li> <li>2. Mrs. Rita Chandel</li> <li>3. Dr. Anjana Sharma</li> <li>4. Dr. Poonam Sharma</li> <li>5. Dr. Sushil Sharma</li> <li>6. Mr. Lakhbeer</li> <li>7. Dr. Shikha Chandel</li> <li>8. Dr. Sarla Thakur</li> </ol>
13	<b>Internal Complaint(s) Committee</b>	Mrs. Himani Saxena	<ol style="list-style-type: none"> <li>1. Dr. Minakshi Sharma</li> <li>2. Mr. Anuj Sharma</li> <li>3. Dr. Shalu Chauhan</li> <li>4. Dr. Anjana Sharma</li> <li>5. Dr. Poonam Sharma</li> <li>6. Dr. Poonama Verma</li> <li>7. Dr. Om Prakash Kaul</li> <li>8. Dr. Reena Thakur</li> <li>9. Smt. Kanta Devi</li> </ol>
14	<b>Building Fund &amp; Maintenance Committee</b>	Dr. Naresh Verma	<ol style="list-style-type: none"> <li>1. Mrs. Bharti Sharma</li> <li>2. Mr. Vishal Rangta</li> <li>3. Dr. Kirti Singha</li> <li>4. Dr. Ram Lal Bhardwaj</li> <li>5. Dr. Rajender Singh</li> <li>6. Dr. Satish Sharma</li> <li>7. Mr. Anil Kumar</li> <li>8. Mr. Amar Sharma</li> </ol>
15	<b>UGC Compliance Committee / NEP</b>	Mr. Vikram Bhardwaj	<ol style="list-style-type: none"> <li>1. Dr. Harsh Vardhan S. Khimta</li> <li>2. Dr. Pooja Dulta</li> <li>3. Dr. Kriti Singha</li> <li>4. Mr. Anuj Sharma</li> <li>5. Dr. Poonama Verma</li> <li>6. Mr. Khyal Chand</li> <li>7. Dr. Sushil Sharma</li> <li>8. Mr. Anupam Verma</li> <li>9. Dr. Purnima Thapar</li> <li>10. Mr. Anil Thakur</li> </ol>
16	<b>Timetable Committee</b>	Dr. Rakesh Sharma	<ol style="list-style-type: none"> <li>1. Dr. Shiwani Khatri</li> <li>2. Dr. Pooja Dulta</li> <li>3. Dr. Kirti Singha</li> <li>4. Dr. Ram Lal Bhardwaj</li> <li>5. Mr. Girish Kapoor</li> </ol>

			6. Mr. Rajinder Singh 7. Dr. Poonama Verma 8. Mr. Anupam Verma 9. Mr. Shubham Chaudhary 10. Mr. Muneet Lakhnupal
17	<b>Canteen Committee</b>	Dr. Vinod Kumar	1. Dr. Kirti Singha 2. Dr. Girish Kapoor 3. Mrs. Hem Lata Sharma 4. Mr. Prashant Thakur 5. Dr. Ravinder Chauhan 6. Dr. Anjana Sharma 7. Mr. Abhishek Thakur 8. Dr. Om Prakash 9. Mrs. Kreety Thakur
18	<b>Library Committee</b>	Dr. Shiwani Khatri	1. Dr. Harsh Vardhan S. Khimta 2. Mrs. Deepti Gupta 3. Mr. Anuj Sharma 4. Dr. Girish Kapoor 5. Dr. Dinesh Kumar Negi 6. Dr. Poonam Chandel 7. Dr. Bavita Thakur 8. Dr. Om Prakash 9. Mr. Shubham Choudhary 10. Mr. Arun Kumar 11. Mr. Akshay Azad 12. Dr. Shikha Chandel 13. Dr. Sarla Thakur
19	<b>Career Counselling, Guidance &amp; Placement Cell</b>	Dr. Naresh Verma (Nodal Officer)	<b>1. HOD's of all Departments</b>
20	<b>Committee for Add-on Courses</b>	Mr. Yogesh Sood	1. Mr. Anupam Verma 2. Mr. Abhishek Thakur 3. Mr. Shubham Choudhary 4. Mr. Lakhbeer Singh 5. Dr. Shikha Chandel
21	<b>Hostel Committee</b>	Dr. Madan Shandil	1. Dr. Vinod Kumar 2. Mrs. Deepti Gupta 3. Ms. Rita Chandel 4. Mrs. Hem Lata Sharma 5. Mr. Prashant Thakur 6. Mr. Surinder Chauhan 7. Dr. Ravinder Kumar 8. Dr. Dinesh Kumari Negi 9. Dr. Chander Verma 10. Dr. Om Prakash 11. Dr. Sushil Sharma 12. Dr. Aadarsh Sharma 13. Mr. Akshay 14. Mr. Lakhbeer 15. Mr. Anil Kumar (Supdt.) 16. Mr. Amar Sharma 17. Mr. Lajpat Sharma

22	<b>Bus Pass &amp; Attestation Committee</b>	Mr. Vishal Rangta	<ol style="list-style-type: none"> <li>1. Dr. Shalu Chauhan</li> <li>2. Mrs. Rita Chandel</li> <li>3. Mrs. Hem Lata Sharma</li> <li>4. Dr. Rajinder Singh</li> <li>5. Dr. Ravinder Kumar</li> <li>6. Dr. Poonam Chandel</li> <li>7. Dr. Dinesh Kumari Negi</li> <li>8. Dr. Anjana Sharma</li> <li>9. Mr. Chander Verma</li> <li>10. Mr. Khyal Chand</li> <li>11. Dr. Sushil Sharma</li> <li>12. Mr. Arun Kumar</li> <li>13. Dr. Reena Thakur</li> <li>14. Dr. Satish Sharma</li> </ol>
23	<b>Women Cell (Harassment, Grievances &amp; Redressal)</b>	Mrs. Bharti Sharma	<ol style="list-style-type: none"> <li>1. Dr. Minakshi Sharma</li> <li>2. Dr. Deepti Gupta</li> <li>3. Mr. Anuj Sharma</li> <li>4. Mrs. Anupama Chaudhary</li> <li>5. Dr. Poonam Sharma</li> <li>6. Dr. Purnima Thapar</li> <li>7. Dr. Adarsh Sharma</li> <li>8. Mrs. Kreety Thakur</li> </ol>
24	<b>Anti-drug Squad &amp; Anti-cybercrime committee</b>	Dr. Girish Kapoor	<ol style="list-style-type: none"> <li>1. Mr. Surinder Chauhan</li> <li>2. Dr. Ravinder Kumar</li> <li>3. Dr. Sushil Sharma</li> <li>4. Dr. Reena Thakur</li> <li>5. Mr. Sandesh Kumar</li> <li>6. Dr. Adarsh Sharma</li> <li>7. Dr. Shikha Chandel</li> <li>8. Dr. Sarla Thakur</li> </ol>
25	<b>CSCA Elections</b>	Mr. Deepak Kaprate	<ol style="list-style-type: none"> <li>1. Mrs. Bharti Sharma</li> <li>2. Dr. Madan Shandil</li> <li>3. Dr. Vinod Kumar</li> <li>4. Mr. Yogesh Sood</li> <li>5. Dr. Girish Kapoor</li> <li>6. Dr. Surinder Chauhan</li> <li>7. Mr. Chander Verma</li> <li>8. Dr. Reena Thakur</li> <li>9. Mr. Sandesh Kumar</li> <li>10. Dr. Satish Sharma</li> </ol>
26	<b>Research &amp; Incubation Cell</b>	Dr. Minakshi Sharma	<ol style="list-style-type: none"> <li>1. Dr. Kirti Singha</li> <li>2. Dr. Shalu Chauhan</li> <li>3. Dr. Shweta Sharma</li> <li>4. Mrs. Mona Sharma</li> <li>5. Dr. Bavita Thakur</li> <li>6. Dr. Sushil Sharma</li> <li>7. Dr. Purnima Thapar</li> <li>8. Mr. Akshay Azad</li> </ol>

27	<b>DBT Star College Scheme Committee</b>	Dr. Kirti Singha	<ol style="list-style-type: none"> <li>1. Mr. Anuj Sharma</li> <li>2. Mrs. Deepti Gupta</li> <li>3. Dr. Shalu Chauhan</li> <li>4. Mr. Yogesh Sood</li> <li>5. Dr. Shweta Sharma</li> <li>6. Mrs. Rita Chandel</li> <li>7. Dr. Girish Kapoor</li> <li>8. Mr. Surinder Chauhan</li> <li>9. Dr. Anjana Sharma</li> <li>10. Dr. Poonam Sharma</li> <li>11. Dr. Sushil Sharma</li> <li>12. Mr. Shubham Chaudhary</li> <li>13. Mr. Lakhbeer Singh</li> <li>14. Dr. Shikha Chandel</li> <li>15. Dr. Sarla Thakur</li> </ol>
28	<b>Annual Report Writing Committee</b>	Dr. Shiwani Khatri	<ol style="list-style-type: none"> <li>1. Dr. Harsh Vardhan S. Khimta</li> <li>2. Dr. Dinesh Kumari Negi</li> <li>3. Dr. Bavita Thakur</li> </ol>
29	<b>Estate Committee</b>	Dr. Minakshi Sharma	<ol style="list-style-type: none"> <li>1. Dr. Kirti Singha</li> <li>2. Dr. Rajender Singh</li> <li>3. Dr. Anjana Sharma</li> <li>4. Mr. Chander Verma</li> <li>5. Mr. Abhishek Thakur</li> <li>6. Dr. Sushil Sharma</li> <li>7. Dr. Reena Thakur</li> <li>8. Mr. Anil Thakur</li> </ol>
30	<b>College Magazine Committee</b>	Editor-in-Chief English Section Chronicle Section Hindi Section Sanskrit Section Planning Forum Pahari Section Science Section Commerce Section Computer Section	<p>Mr. Deepak Kaprate Mrs. Anupama Choudhary Dr. Harsh Vardhan S. Khimta Dr. Bavita Thakur Dr. Rakesh Sharma Dr. Ram Lal Thakur Mr. Arun Kumar Dr. Minakshi Sharma Dr. Rajender Singh Mr. Surinder Chauhan</p>
31	<b>Press &amp; Photography Committee</b>	Mrs. Hem Lata Sharma	<ol style="list-style-type: none"> <li>1. Dr. Bavita Thakur</li> <li>2. Mr. Arun Kumar</li> <li>3. Mr. Sandesh Kalta</li> <li>4. Mr. Lakhbeer Singh</li> </ol>
32	<b>Sports &amp; Cultural Committee</b>	Dr. Vinod Kumar	<ol style="list-style-type: none"> <li>1. Dr. Om Prakash</li> <li>2. Dr. Satish Sharma</li> <li>3. Mr. Surinder Chauhan</li> <li>4. Dr. Bavita Thakur</li> <li>5. Mr. Lakhbeer Singh</li> <li>6. Mr. Akshay Azad</li> <li>7. Mrs. Kreety Thakur</li> <li>8. Mr. Muneet Lakhnupal</li> </ol>
33	<b>Counselling Cell</b>	Dr. Shiwani Khatri	<ol style="list-style-type: none"> <li>1. Ms. Anupama Chaudhary</li> <li>2. Mr. Akshay Azad</li> <li>3. Mrs. Kreety Thakur</li> </ol>

34	<b>Red-Cross &amp; First-Aid Committee</b>	Ms. Anupama Chaudhary	<ol style="list-style-type: none"> <li>1. Dr. Shweta Sharma</li> <li>2. Dr. Ravinder Kumar</li> <li>3. Dr. Poonam Chandel</li> <li>4. Dr. Poonam Sharma</li> <li>5. Dr. Reena Thakur</li> <li>6. Mrs. Kreety Thakur</li> </ol>
35	<b>Educational Tour &amp; Excursion Committee</b>	Mrs. Himani Saxena	<ol style="list-style-type: none"> <li>1. Dr. Shalu Chauhan</li> <li>2. Dr. Shweta Sharma</li> <li>3. Mr. Chander Verma</li> <li>4. Mr. Abhishek Thakur</li> <li>5. Mr. Sandesh Kumar</li> <li>6. Mrs. Kreety Thakur</li> </ol>
36	<b>Disaster Management Committee</b>	Mrs. Mona Sharma	<ol style="list-style-type: none"> <li>1. Mr. Khyal Chand</li> <li>2. Mr. Abhishek Thakur</li> <li>3. Mr. Shubham Chaudhary</li> <li>4. Dr. Purnima Thapar</li> <li>5. Mr. Sandesh Kumar</li> <li>6. Dr. Satish Sharma</li> </ol>
37	<b>Reception Committee</b>	Dr. Naresh Verma	<ol style="list-style-type: none"> <li>1. Mr. Deepak Keprate</li> <li>2. Mrs. Himani Saxena</li> <li>3. Mrs. Bharti Sharma</li> <li>4. Dr. Madan Shandil</li> <li>5. Mr. Vikram Bhardwaj</li> <li>6. Dr. Rakesh Sharma</li> <li>7. Dr. Minakshi Sharma</li> <li>8. Dr. Shiwani Khatri</li> <li>9. Mr. Anil Kumar</li> </ol>
38	<b>Invitation Committee</b>	Dr. Madan Shandil	<ol style="list-style-type: none"> <li>1. Mr. Anuj Sharma</li> <li>2. Mr. Yogesh sood</li> <li>3. Dr. Ram Lal Bhardhwaj</li> <li>4. Sh. Prashant Thakur</li> <li>5. Dr. Chander Verma</li> <li>6. Dr. Om Prakash</li> <li>7. Dr. Purnima Thapar</li> <li>8. Dr. Satish Sharma</li> </ol>
39	<b>Stage Decoration &amp; Seating Committee</b>	Dr. Shweta Sharma	<ol style="list-style-type: none"> <li>1. Ms. Rita Chandel</li> <li>2. Dr. Anjana Sharma</li> <li>3. Mr. Abhishek Thakur</li> <li>4. Dr. Om Prakash</li> <li>5. Mr. Sandesh Kumar</li> <li>6. Dr. Adarsh Sharma</li> <li>7. Dr. Satish Sharma</li> <li>8. Mrs. Kreety Thakur</li> <li>9. Dr. Sarla Thakur</li> <li>10. Mr. Muneet Lakhnpal</li> <li>11. Mrs. Pratiksha Chauhan</li> <li>12. Mrs. Priyanka Chauhan</li> <li>13. Mrs. Sheetal Chauhan</li> </ol>

40	<b>Refreshment Committee</b>	Dr. Harsh Vardhan Singh Khimta	<ol style="list-style-type: none"> <li>1. Dr. Shalu Chauhan</li> <li>2. Mrs. Anupama Chaudhary</li> <li>3. Dr. Shweta Sharma</li> <li>4. Ms. Reeta Chandel</li> <li>5. Sh. Pranshant Thakur</li> <li>6. Dr. Ravinder Kumar</li> <li>7. Dr. Poonam Chandel</li> <li>8. Dr. Dinesh Kumari Negi</li> <li>9. Dr. Anjana Sharma</li> <li>10. Dr. Poonama Verma</li> <li>11. Dr. Poonam Sharma</li> <li>12. Mr. Abhishek Thakur</li> <li>13. Dr. Bavita Thakur</li> <li>14. Mr. Shubham Chaudhery</li> <li>15. Dr. Reena Thakur</li> <li>16. Dr. Adarsh Sharma</li> <li>17. Dr. Satish Sharma</li> <li>18. Mr. Akshay</li> <li>19. Mrs. Kreety Thakur</li> <li>20. Dr. Shikha Chandel</li> <li>21. Dr. Sarla Thakur</li> <li>22. Mr. Pankaj Verma</li> <li>23. Miss. Sakshi</li> <li>24. Dr. Razal Panta</li> <li>25. Miss. Sungandha Pal</li> <li>26. Miss. Komal Sharma</li> </ol>
41	<b>Youth Festival Committee (Group I)</b>	Dr. Shiwani Khatri	<ol style="list-style-type: none"> <li>1. Dr. Pooja Dulta</li> <li>2. Mrs. Deepti Gupta</li> <li>3. Dr. Kirti Singha</li> <li>4. Mrs. Anupama Choudhary</li> <li>5. Dr. Dinesh Kumari Negi</li> <li>6. Mr. Abhishek Thakur</li> <li>7. Mr. Anupam</li> <li>8. Mr. Lakhbeer</li> </ol>
42	<b>Group II (Music)</b>	Dr. Vinod Kumar	<ol style="list-style-type: none"> <li>1. Mrs. Mona Sharma</li> <li>2. Dr. Poonam Sharma</li> <li>3. Dr. Om Prakash</li> <li>4. Dr. Shikha Chandel</li> <li>5. Mrs. Surbhi Sharma</li> </ol>
43	<b>Group III (Dance)</b>	Dr. Poonam Chandel	<ol style="list-style-type: none"> <li>1. Dr. Om Prakash</li> <li>2. Dr. Bavita Thakur</li> <li>3. Mr. Arun Kumar</li> <li>4. Mr. Akshay</li> <li>5. Dr. Sarla Thakur</li> <li>6. Mr. Umesh Rana</li> <li>7. Mrs. Uma Kanwar</li> </ol>
44	<b>Group IV (Theatre)</b>	Mr. Vishal Rangta	<ol style="list-style-type: none"> <li>1. Dr. Harsh Vardhan Khimta</li> <li>2. Mr. Yogesh Sood</li> <li>3. Mrs. Hem Lata Sharma</li> <li>4. Dr. Rajinder Singh</li> <li>5. Dr. Purnima Thapar</li> <li>6. Dr. Shikha Chandel</li> </ol>

	<b>Group IV (Theatre)</b>		7. Mr. Suraj Jamalta 8. Mr. Pankaj Verma 9. Mrs. Pinky
45	<b>IPR Cell</b>	Dr. Minakshi Sharma	1. Mrs. Deepti Gupta 2. Dr. Shweta Sharma 3. Dr. Shushil Sharma 4. Dr. Shikha Chandel 5. Dr. Sarla Thakur
46	<b>Disability Cell</b>	Dr. Minakshi Sharma	1. Dr. Ram Lal Bhardhwaj 2. Dr. Purnima Thaper 3. Dr. Adarsh Sharma 4. Mr. Arun Kumar 5. Smt. Sunita Thakur 6. Mr. Mukul Jishtu
47	<b>Sahitya Parishad</b>	Dr. Rakesh Sharma	1. Dr. Pooja Chauhan 2. Mrs. Hem Lata Sharma 3. Dr. Bavita Thakur 4. Mr. Arun Kumar
48	<b>Theatre &amp; Stage Club</b>	Mrs. Himani Saxena	1. Mr. Vishal Rangta 2. Dr. Harsh Vardhan Khimta 3. Mrs. Hem Lata Sharma 4. Dr. Shikha Chandel
49	<b>Book Club</b>	Mr. Deepak Kaprate	1. Dr. Vishal Rangta 2. Ms. Anupama Chaudhary
50	<b>Photography Club</b>	Dr. Shalu Chauhan	1. Mr. Shubham Chaudhary 2. Mr. Lakhbeer Singh
51	<b>Film Readers Club</b>	Dr. Ram Lal Bhardhwaj	1. Mr. Sandesh Kumar 2. Mr. Aksay Azad
52	<b>Social Outreach Club/ (जिजीविषा Cell)</b>	Sh. Prashant Thakur	1. Dr. Ravinder Kumar 2. Dr. Poonam Chandel 3. Mr. Anupam Verma
53	<b>Red-Ribbon Club</b>	Dr Anjana Sharma	1. Dr. Dinesh Kumari Negi 2. Dr. Poonma Verma 3. Mr. Khyal Chand 4. Mr. Akshay Azad 5. Dr. Shikha Chandel 6. Dr. Sarla Thakur
54	<b>Nature/Eco-Club</b>	Mrs. Deepti Gupta	1. Mrs. Mona Sharma 2. Dr. Sushil Sharma 3. Dr. Sarla Thakur
55	<b>Young Speakers' Club</b>	Mr. Chander Verma	1. Mr. Abhishek Thakur 2. Mr. Arun Kumar 3. Mrs. Kreety Thakur
56	<b>Adventure Club</b>	Dr. Anuj Sharma	1. Mr. Yogesh Sood 2. Dr. Khyal Chand 3. Mr. Sandesh Kumar
57	<b>Road Safety Club</b>	Dr. Madan Lal Shandil	1. Mr. Prashant Thakur 2. Dr. Poonam Chandel 3. Dr. Purnima Thapar 4. Mr. Anupam Verma 5. Dr. Reena Thakur 6. Dr. Adarsh Sharma



58	<b>Rotract Club</b>	Ms. Rita Chandel	1. Dr. Mona Sharma 2. Dr. Poonam Chandel 3. Mr. Lakhbeer Singh
59	<b>Art Club</b>	Dr. Shiwani Khatri	1. Dr. Rajender Singh 2. Dr. Poonama Verma 3. Mr. Mukul Jhishtu
60	<b>Sports Club</b>	Dr. Satish Sharma	1. Mr. Akshay Azad 2. Mr. Lakhveer Singh 3. Mr. Muneet Lakhanpal 4. Ms. Vidhushi
61	<b>Rovers &amp; Rangers</b>	Mr. Prashant Thakur	Dr. Poonam Chandel
62	<b>NSS</b>	Dr. Pooja Chauhan	Mr. Anupam Verma
63	<b>NCC</b>	Mr. Vikram Bhardwaj	

## Annual Calendar 2024-25

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

## 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  
HELPLINE NO.  
1800-180-180-5522**

### HelpLine No.

Dr. Naresh Verma	94180-04141
Mr. Deepak Keprate	94182-32123
Mrs. Himani Saxena	93188-17003
Dr. Madan Shandil	94187-54700
Mr. Vikram Bhardwaj	94590-00727
Dr. Rakesh Sharma	94184-93376
Mr. Vishal Rangta	82191-01301



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.