



*Government Degree College Dharampur,
District Solan Himachal Pradesh*



**PROSPECTUS
CUM
HANDBOOK OF INFORMATION 2024-25**

A Co-Educational Institution Affiliated to Himachal Pradesh University Shimla-5

Phone:- 01792-264300

website: - gcdharampursolan.edu.in

WELCOME



I extend a cordial welcome to all the students who have chosen to be a part of Government Degree College Dharampur, (Solan). The college has been providing quality education in two undergraduate programs -B. A. and B. Com. for the last 10 years. Our institution is dedicated for delivering the best to our students, through our experienced faculty and staff. We are committed to enhancing students' skills, fostering leadership qualities and instilling values of social work. We aim to achieve this through various activities like career counseling, communicative skill development, debates, and guest lecturers organized by our well established NSS, Clubs and Societies. The college is currently in its early stages of growth, and the new college campus is located at Kasauli Hills at Mandodhar surrounded by lush green pine trees and expected to be completed in a very short period.

The college has well experienced and highly qualified faculty members who are actively involved in disseminating knowledge and skills to the students. They also enrich their own knowledge by actively participating in National and International Seminars, conferences, training courses, working as Resource Persons and presenting/publishing papers.

Education plays a key role in the overall development of the society. I consider it as an honor and pleasure to work with the faculty members and staff who work hard to help our students to achieve excellence and become a successful individual. I am confident that our competent and committed faculty and staff will enhance the learning experience of our students in all the complexities of their academic discipline.

"Success comes to those who work hard and stays with those who don't rest on past laurels."

I offer you my blessing and best wishes for your bright future.

A handwritten signature in blue ink, appearing to be 'Rajinder Kashyap', written over a faint yellow circular stamp.

Dr. Rajinder Kashyap
Principal

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Vision

The college is committed to creating and sustaining the conditions that enable all students to embark on an extraordinary educational journey that is intellectually, socially, and personally transformative. It also aims to empower students, many of whom come from rural, marginalized, and underprivileged backgrounds, to become better individuals and make a positive impact on society. The college strives to provide quality education to enable students to confront the world's challenges with courage and confidence.

Mission

To promote an environment of learning in the college campus so that the students can develop their interpersonal skills.

To embrace creativity and encourage innovation among students.

To provide an amiable atmosphere for critical thinking and effective communication skills.

To inculcate the feelings of harmony, cooperation, care, respect and punctuality to be a good citizen.

To inculcate good value system to face the challenges of the continuously changing world.

To encourage students to participate in co-curricular activities for their overall personality development so that they can become active social worker.

To empower students to take ownership and responsibility for their present and future learning by developing their academic and technological skill.

About College

Government Degree College, Dharampur, Solan, was established on June 11, 2014. The college is located in the heart of the Dharampur town in the campus of Block Elementary Education office building. The new campus, situated at the hill top of Mandodhar surrounded by Pine trees was inaugurated on March 1, 2024 by the Hon'ble Chief Minister of Himachal Pradesh. The college is likely to be shifted to the new campus from the academic session 2024-2025.

The college is affiliated with Himachal Pradesh University, Shimla and offers quality education in Arts and Commerce streams at the undergraduate level under RUSA (CBCS) system. It is a co-educational institution which has a team of well qualified, dynamic, committed and experienced teachers.

Although the college is small yet we are known for our academic excellence and intellectual vigour. The college is equipped with all modern teaching facilities including a well equipped computer lab, language lab, well stocked library, smart classrooms, water coolers with aqua guards, solar system, well lighted and ventilated classrooms. The college also publishes a magazine called "Prayas" every year, providing a platform for students with a flair for creative writing. Additionally, college encourages student's participation by organizing sports, cultural, co-curricular and extra co-curricular activities.

The college's website, gcdharampursolan.edu.in, offers an insight into the college's functioning, and the campus is under CCTV coverage to provide a safe and protective environment to the students.

The College Provides:

(a) Career and Counseling Cell: The members of this cell time to time organize professional lecturers and workshops for the students, especially for final year students to give them exposure and prepare them to face the competitive world.

b) Internal Committee under Sexual Harassment/Women Empowerment Cell: In compliance with the directive of Hon'ble Supreme Court India, the college has established a women cell to redress grievances related to gender bias and any type of harassment.

c) Road Safety Club: The objective of this club is to create awareness among students and in the society about road safety rules while driving and walking on the road. College Road Safety Club organizes various activities such as poster making contest, Quiz contest, Declamation Contest and also organize student rallies to sensitize people in the surrounding areas.

d) **Sports Club and Cultural Committee:** These clubs are intended to nurture co-curricular skills among students so that they can showcase their talents in the various H.P. University Youth Festival Groups and inter-university sports events. Sports club and these committees organize college Annual Athletic Meet, various sports and cultural activities at regular interval in the college.

e) **Eco-Club:** The purpose of this club is to create awareness about Eco-System and the importance of clean and green environment. The club organizes programmes and activities to encourage students to plant trees and adopt eco-friendly healthy lifestyle.

f) **Red Ribbon Club:** This club aims to create awareness about HIV/AIDS, Health and nutrition awareness through Social services, paper presentation, poster making, quizzes and also arranges lecture/interaction session in collaboration with health department.

g) **Electoral Literacy Club (ELC):** This club provides platform to sensitize them on their electoral rights and familiarize them with the electoral process, registration as a new voter and voting process through online and off line mode. ELC with the coordination of Systematic voters education and electoral Process (SVEEP) organizes various activities throughout year in the college as per directions of higher authority.

h) **Unnat Bharat Abhiyaan:** Unnat Bharat Abhiyaan Programme inspired by the vision of transformational change in rural development, was started on 11th November, 2014 by MHRD. The cell aims to work and interact with the people of rural India for identifying developmental challenges and evolving appropriate solutions for accelerating sustainable growth.

i) **NAAC/IQAC:** National assessment Accreditation council/Internal Quality Assurance Cell is to help educational institutions to improve their teaching quality, working procedure and achieve learning outcomes. This cell takes necessary steps/ decisions to improve the standard of education by considering all stakeholders. It considers all the possible aspects that hold the power to bring positive impact of teaching – learning on the students as well as institution.

j). **NSS:** National Service Scheme (NSS) currently has one and half unit with the enrollment of 150 volunteers under the guidance of programme officers. Enrollment to NSS is made soon after the admission process is over.

k) Anti Drug Cell:

The purpose of this club is:

- To ensure drug free campus
- To educate the students about the ill effects of drugs and alcohol
- To educate and enable youth to reject illicit drugs.
- To motivate the students to actively participate in awareness programmes conducted by the cell.

l) Parent Teacher Association (PTA): A parent teacher association is constituted in every session as per the guidelines of the Dept. of Education and H.P Government. Regular PTA meetings are held to discuss issues related to the development and welfare of the students.

m) Old students Association (OSA): OSA provides a platform for all the alumni to interact and network, aiming to build a sense of belongingness among the alumni, the present students, staff and management with the common goal of all-round development.

n) College Magazine: “Prayaas”, the official college magazine, is published every year to provide a platform for the students to express their thoughts, opinions and ideas on social, political and literary issues.

o) Energy Club: This club, constituted under lifestyle for environment (LiFE) programme, provides information and awareness about judicious use and consumption of energy and natural resources.

p) Grievance Redressal Cell: This cell aims to address the academic and non-academic complaints of students and other stakeholders within a reasonable period of time as per required.

q) Research and Development Cell: This cell aims to promote quality education and research among the faculty members and students, enabling an amiable atmosphere for scientific development and monitors the research activities of the college.

r) National Cadet Corps (NCC): The College is looking for getting sanctions for NCC boys and girls unit in the session 2024-2025 for which the process of procuring sanction from the concern authorities have been initiated.

THE COLLEGE STAFF

TEACHING STAFF

Department of Economics

1. Dr. Anjana Sood

Department of Political Science

1. Dr. P.D. Kaushal

Department of History

1. Prof. Bhuvneshwari Kashyap

Department of Sociology

1. Dr. Jagdev Chand Sharma

Department of Commerce

1. Dr. Bavita Sharma
2. Prof. Himanshi Garg
3. Vacant

Department of English

1. Prof. Shilpa Kochhar
2. Vacant

Department of Mathematics

1. Dr. Sanjeev Kumar

Department of Hindi

Vacant

Department of Geography

1. Dr. Satish Kumar Negi

Department of Music

1. Dr. Gagandeep Garg

NON TEACHING STAFF

Supdt. G-II

Mr. Gopal Garg

Librarian/ Asstt. Librarian

Smt. Poonam Sharma

Sr. Asstt.

Ms. Meena Sharma

JOA (IT)

Mr. Vikrant

Peons cum Chowkidars

1. Mr. Mehar Chand
2. Ms. Malti Devi
3. Ms. Ram Pyari
4. Vacant
5. Vacant

Academic Calendar

Orientation of the students/ Principal's Address	22.07.2024
NSS Enrollment	w. e. f July
CSCA Formation	Date to be notified by H.P.U
Independence Day Celebration	15 th August, 2024
PTA Meeting	Second Saturday of September
Hindi Diwas	14 th September, 2024
NSS Day	24 th September, 2024
Functions of Subject Societies/ Clubs/Youth Festivals of HPU/Sports/ Inter College Sports and Important Days	As per University Calendar/ College
National Legal Literacy Day	9 th November, 2024
Diwali Break	29.10.2024 to 02.11.2024
Annual Athletic Meet	Last week of December
World AIDS Day	1 st December, 2024
Mid Term Examination	2 nd week of December
Winter Break	01.01.2025 to 04.02.2025
NSS Annual Camp	Last week of December
Road Safety Week	3 rd week of November
Annual Prize Distribution	2 nd week of March
International Women's Day	8 th March, 2025
Final/Annual Practical and Examination	01.04.2025 to 14.05.2025

Admission schedule for the session 2024-2025

1. **Submission of admission form for the session 2024-2025 will be from 03.06.2024 to 15.07.2024**
2. **Display of 1ST Merit List 16.07.2024 up to 1:00pm**
3. **Fee to be deposited 16.07.2024 to 19.07.2024**
4. **Display of 2nd Merit List 20.07.2024 up to 11:00 am**
5. **Fee to be deposited 20.07.2024 up to 5:00pm**
6. **Orientation of B.A/B.Com –I Year students 22.07.2024**
7. **Regular Teaching w.e.f. 23.07.2024**

Note: Admission to all programs of the college is online.

- The admission form, complete in all respect, along with copies of required documents to be uploaded, is to be submitted through the college website: gcdharampursolan.edu.in.
- Candidate failing to attend counseling or failing to deposit the Admission fee on the day of counseling will lose his/her claim on the seat and the seat will be provided to the next candidate standing in the merit list.
- Admission to IInd and IIIrd Year of the degree course will be done on roll on basis. Students can apply online from the college website and submit the print out of the admission form along with fee receipt in the office.

Steps to Create Academic Bank of Credit (ABC) ID

Note: To apply for admission, students must register for an ABC (Academic Bank of Credit) ID. Following are the steps to create an ABC ID:

Log in to DigiLocker. Student with digilocker account can create APAAR/ ABC ID

1. Look for the “Education” category, which includes the Academic Bank of Credit service.
2. Create your APAAR/ ABC ID by selecting your university and clicking on “Generate APAAR/ ABC ID”.
3. Accumulate credit.

Steps for Online Admission (for new students)

Step 1: Login to the college website gcdharampursolan.edu.in

Create your “**Username**” and “**Password**” and save it for future communication.

Step2: Login with your **username ID** and “**password**”.

Step3: Fill the application form and upload the required certificates/documents.

Step4: Submit the application form and pay the prospectus fees.

Step5: Check the merit list online/offline from the college website/notice board.

Step6: Once counseling is done, pay the fee online within due date using your username and password.

Documents required for Admission/Counseling

1. Documents required at the time of online admission/counseling for BA/B.Com 1st Year

- (a) Admission form.
- (b) Two Photographs.
- (c) Self-attested photocopy of **matriculation certificate**.
- (d) Self-attested photocopy of **10+2 certificate**. Internet copy is not valid.
- (e) **Character certificate** in original.
- (f) **School Leaving Certificate**.
- (g) Migration certificate for candidates who do not belong to H.P. Board/University.
- (h) Self-attested photocopy of ST/SC/OBC/Sports/Cultural/ Handicapped/IRDP/BPL Certificate for those seeking relaxation in age/marks/fee etc.
- (i) Self-attested photocopy of Himachali certificate (for girls only)
- (j) Aadhar number is compulsory and must be mentioned in the given column of the admission form.

2. **Documents required for admission to BA/B.Com. 2nd & 3rd year**

- a) Certificate of previous passed/ appeared examination.
- b) Self-attested photocopy of registration certificate.
- c) Admit card of recent exam if result is not declared/Fee slip.
- d) Character certificate in case of migrating candidate.

Admission Committees for session 2024-25

Arts Admission Committee for 1st Year:

- Dr. Satish Kumar Negi 9418000328
- Dr. Jagdev Chand Sharma 9459459350
- Prof. Shilpa Kochhar 9418278008

Arts Admission Committee for 2nd & 3rd Year:

- Dr. Bhuwleshwari (Convener) 98055-57756
- Dr. Gagandeep Garg 70182-96585

Commerce Admission Committee for 1st, 2nd & 3rd Year:

- Dr. Bavita Sharma 94595-37351
- Prof. Himanshi Garg 86290-06654
- Smt. Poonam Sharma 7508150005

Online Admission Monitoring Committee:

- Dr. P.D Kaushal 82192-68741
- Dr. Sanjeev Kumar 9882015036

Guidelines and process for admission to BA and B.Com

A student who has passed 10+2 examination or an equivalent course can seek admission in the first year of three-year degree course if he/she fulfils the eligibility conditions given below:

1. A candidate seeking admission to the B.A/B.Com Ist year must have passed 10+2 or an equivalent examination of a Board/University with five subjects including English as compulsory subject at senior Secondary (10+2) level.
2. Admission shall not be allowed in any case to the candidate with compartment at 10+2 level.
3. Admission given in the first year is provisional, subject to the confirmation by HP University. If the university cancels the admission of a candidate for whatever reason, the college will not be held responsible for it.
4. Admission of the candidate in the college will be on merit basis.
5. The students of national institute of open school (NIOS) who have passed all five subjects by securing requisite marks will be admitted.
6. **Arts** stream candidate seeking admission in B. Com-1st year must have passed Mathematics or Economics as an elective subject at 10+2 level.
7. The upper age limit for admission is 25 year for girls and 23 years for boy as on 1st July, 2024, age relaxation of 3 yrs is allowed for ST/SC candidates.
9. Cultural and sports seats will be filled strictly according to the merit in sports and cultural fields in B.A/B.Com Ist Year. Candidates who have achieved distinction at International, National and State levels and duly verified/certified by Government authorities will be given preference.
10. A student must appear in person on the day of counseling and carry all original documents for verifications. The dates of the verification will be verified as and when notified by the H.P. University/Government.

NOTE: The above guidelines/conditions may vary as per the latest notification by the H.P University.

Fee structure

Details of fee to be charged from the students during the session 2024-25

(a) Government Account Fee Annual charges Fees (In Rupees)

(I) Admission/Re-admission fee	25-00
(ii) Re-admission fee first time	100-00
(iii) Re-admission fee second time	200-00
(iv) Late admission fee	10-00

(b) Himachal Pradesh University Charges

(i) Continuation Fee (For 2 nd & 3 rd Year)	10-00
(ii) University Sports Fund	15-00
(iii) Youth Welfare Fund	15-00
(iv) Migration Fee	200.00
(v) Holiday Home Fund	1-00
(vi) University Development Fund	250-00

100.00 for IRDP & BPL Students (Onetime fee at initial stage as directed by HPU)

(c) College Annual Charges

I. Library Security (Refundable)	100.00
2. House Examination Fund	40-00
3. Medical Fund	06-00
4. Campus Development/beautification/ up keeping Fund	10-00
5. Book Replacement Fund	25-00
6. Furniture repair/ replacement Fund	10-00
7. Identity Card	10-00
8. Duplicate Identity Card	20-00
9. Magazine Fund	50-00
10. NCC Fund	10-00
II. Student Aid Fund	02-00
12. Cultural Activity Fund	20-00
13. Computer and internet facility	20-00

(d) College Monthly Charges

14. Tuition Fee (Not for bonafide H.P. girls)	50-00
15. Amalgamated fund	25-00
16. Sports fund	20-00
17. Building fund	10-00
18. Rovers and rangers	10-00
19. Red Cross Fund	40-00
20. Computer practical (Commerce, Music & Geography students)	15-00pm

(e) Absence and Other Fines

21. Absence fee (Per Period)	01-00
22. Absence fine (Per Practical)	03-00
23. Absence from House test (Per Paper)	10-00
24. Late Return of Library Books (Per day)	01-00

Note: Government has the right to revise the existing fee structure any time.

Total Fee

BACHELOR OF ARTS

Category	BA 1st Year	BA 1st Year with Music/ Geography	BA 2nd Year	BA 2nd Year with Music/ Geography	BA 3rd Year	BA 3rd Year with Music/ Geography
Boys & Non himachali girls	2529	2709	2189	2369	2189	2369
Boys, Girls (Non-Himachali) IRDP/BPL	2379	2559	2189	2369	2189	2369
Himachali girls	1929	2109	1589	1769	1589	1769
Himachali girls IRDP & BPL	1779	1959	1589	1969	1589	1769

BACHELOR OF COMMERCE

Category	B.Com1st Year	B.Com 2nd Year	B.Com 3rd Year
Boys & Non himachali girls	2709	2369	2189
Boys, Girls (Non- Himachali) IRDP/BPL	2559	2369	2189
Himachali girls	2109	1769	1589
Himachali girls IRDP & BPL	1959	1769	1589

For H.P. Bonafide Girls students, Tuition Fees Exempted.

Note: Two seats are reserved for single girl child on merit basis in addition to 120 seats. The candidate will have to submit a proof of her status as a single girl child issued by the competent authority.

Introduction to Choice Base Credit System (CBCS)

From the academic session 2016-2017, H.P University has adopted the UGC framework of curriculum under CBCS to ensure uniformity in the standards of higher education and to provide the students quality education at par with the rest of India. To bring uniformity in evaluation system, U.G.C has introduced the Cumulative Grade Point Average (CGPA) in the examination process and following are the guidelines:

1. It is an annual system.
2. A candidate has to choose one of the streams i.e. Arts or Commerce.
3. **Courses of subject are like-**
 - a) Core Courses
 - b) Elective courses - Discipline Specific Elective (DSE) Course
 - c) Ability Enhancement Courses (AEC) - Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Courses (SEC)
 - d) Generic Elective (GE)
4. All the courses have a specific title and a code. These codes and titles are required at the time of filling examination form. A wrong entry of the code can cause delay of result.
5. Each of these courses is awarded a fixed numbers of credits, which is either six or four. A student has to earn 132 credits in three years (44 in one year $44 \times 3 = 132$) to earn the degree of graduation.

Course Outline and Syllabus

Bachelor in Arts (BA I, II, III)

Sr. No.	Class	Courses-Core/Elective, Compulsory/Ability Enhancement, Skill Enhancement, Discipline Specific, Generic Elective		No. of Credits	Total	
1.	BA- I	DSC-1A DSC-1B DSC-2A DSC-2B	Core /Elective course	06 06 06 06	44	
		English Hindi		Compulsory Course		06 06
		AECC (English/Hindi) Environmental Studies		Ability enhancement		04 04
2.	BA- II	DSC-1C DSC-1D DSC-2C DSC-2D	Core /Elective course	06 06 06 06	44	
		English Hindi		Compulsory Course		06 06
		SEC-1 SEC-2		Skill enhancement		04 04
3.	BA- III	DSE-1A DSE-1B DSE-2A DSE-2B	Discipline Specific	06 06 06 06	44	
		SEC-3 SEC-4		Skill enhancement		04 04
		Generic -1 Generic -2		Generic Elective		06 06

Total Credits BA I, II, III = 132

- Bachelor in Commerce (B.Com I, II, III) Courses-Care/Elective**

Sr. No.	Class	Courses- Core/Elective, Compulsory/Ability Enhancement, Skill Enhancement, Discipline Specific, Generic Elective		No. of Credits	Total
1.	B.Com- I	B.C.1.1	Discipline Specific core	06	44
		B.C.1.2		06	
		B.C.1.3		06	
		B.C.1.4		06	
		English	Core Compulsory	06	
		Hindi		06	
		AECC (English/Hindi)	Ability enhancement	04	
		Env. Studies		04	
2.	B.Com- II	B.C.2.1	Discipline Specific core	06	44
		B.C.2.2		06	
		B.C.2.4		06	
		B.C.2.5		06	
		English	Compulsory Course	06	
		Hindi		06	
		B.C.2.3	Skill enhancement	04	
		B.C.2.6		04	
3.	B.Com- III	B.C.3.1	Discipline Specific	06	44
		B.C.3.2		06	
		B.C.3.5		06	
		B.C.3.6		06	
		B.C.3.3	Skill enhancement	04	
		B.C.3.7		04	
		(ECONA313)	Generic Elective	06	
		(ECONA314)		06	

- Total Credits for B.Com I, II, III is 132**

Number of seats with roster in B.A/B.Com- 1 year for session 2024-25.

S. No.	Subjects	No. of Seats
1.	English	80
2.	Hindi	80
3.	Political Science	80
4.	History	80
5.	Sociology	80
6.	Mathematics	80
7.	Economics	80
8.	Music (Vocal)	80
9.	Geography	80
10.	Commerce	80

Reservation of Seats in the Education institutions for admission in various Courses

(I) SC 15%, (II) ST 7.5%, (III) Sports (SP) 5%, (IV) EWS 10%

(V) Cultural (CUL) 5% (VI) Persons with Disability (PwD) 5%

120 POINT ROSTER

Sr. No. of Seat (s)	Category for which the seat(s) remarked	Sr. No of Seat (s)	Category for which the Seat(s) remarked	Sr. No of Seat (s)	Category for which the seat(s) remarked
1	PwD	41	ST	81	CUL
2		42	PwD	82	PwP
3		43		83	
4		44		84	
5		45		85	SC
6		46	SC	86	
7	SC	47		87	
8		48		88	
9		49		89	
10		50		90	
11		51		91	SC
12	SC	52	SC	92	
13	ST	53	ST	93	ST
14		54		94	
15		55		95	
16		56		96	
17		57		97	SC
18	SC	58		98	CUL
19	SP	59	SC	99	SP
20	CUL	60	SP	100	
21	PwD	61	CUL	101	PwD
22		62	PwD	102	
23		63		103	
24		64		104	
25		65	SC	105	
26	SC	66		106	SC
27	ST	67	ST	107	ST
28		68		108	
29		69		109	
30		70		110	
31		71		111	
32		72	SC	112	
33	SC	73		113	SC
34		74		114	
35		75		115	
36		76		116	
37		77		117	SP
38	CUL	78	SC	118	CUL
39	SC	79	SP	119	SC
40	SP	80	ST	120	ST

Fine, Penalties and Leave Rules for students

1. No student is supposed to be absent without getting his/her leave sanctioned by the course teacher or Principal.
2. Leave up to six days shall be sanctioned by the concerned subject teacher.
3. Leave more than Six days shall be sanctioned by the Principal. No leave will be granted during midterm examinations.
4. Students who are officially deputed to participate in sports and co-curricular activities of the HP University Youth Festival are treated on leave for the purpose of attendance, provided that prior permission has been sort from the Principal in this matter and its note has been made by the subject teacher in the attendance register.
5. Students are required to get prior leave sanctioned in case they have to be absent from the college. The leave application must be countersigned by parents or guardians. In case of long sick leave a medical certificate is to be attached.
6. The name of the student, who remains absent for ten days continuously from any class, shall be struck off from the college rolls. However, the Principal at his discretion and after the recommendation from teacher concerned may re-admit such student on the payment of the readmission fee (which will be Rs. 100/- for first time and Rs. 200/- for second time). Such students must get re-admitted within 15 days from the date on which his/her name is struck off.

Note: A candidate whose name is struck off three times will not be re-admitted in the college.

8. In case of loss of Identity Card, student will have to file an FIR in the Police Station and apply for issuance of duplicate Identity Card along with the copy of the FIR for which Rs. 20/- will be charged.
9. Students are required to pay their fee on notified dates. If a student fails to pay fee by the notified dates he/she will have to pay fee by the last day of the notified month.
10. The absentee fine is collected on the following basis. Absent for one period: Rs.1.00/- Absent for one practical: Rs.3.00/

Evaluation System (CCA), Mid-Term Tests and Practical

Evaluation system: As per H.P University guidelines, the marks scheme for all undergraduate courses in annual system for B.A/B.Com programme will be in the ratio of 70:30 i.e. theory part (annual examination) 70 marks and internal assessment (IA)/ Continuous Comprehensive Assessment (CCA) of 30 marks.

The 30% marks of CCA will be awarded by the concerned teacher on the basis of the following components:

Mid Term Examination & Class test =15 marks

Assignment= 10 marks

Classroom Attendance = 5 marks

Total = 30 marks

75% attendance in a course is compulsory as per H.P. University regulations. 5 marks of attendance will be awarded on the basis of following criteria:

>75% 80%	but	>80 85%	%but	> 85% 90%	but	>90% 95%	but	>95%	5 marks
1mark		2 marks		3 marks		4 marks			

Mid- Term Examinations: A mid- term test/examination in each course will be held in the month of December in the academic year. It is mandatory for every student to appear in the mid- term test/ examination and the marks obtained shall contribute to the total CCA.

As per university guidelines, the student has to obtain minimum 75% lecture attendance.

Important Note: In case a student fails to fulfill any of these conditions, he/she will not be allowed to appear in the final examinations.

Subject Combination (Arts for the Session 2024-25)

Sr. no	DSC-1	DSC-II	AECC	CE
1.	English	Economics, Geography, Mathematics, History, Sociology	English, EVS	English, Hindi
2.	Hindi	History, Political Science, Sociology, Music	English, EVS	English, Hindi
3.	Political Science	History, Sociology, Economics, Hindi, Music	English, EVS	English, Hindi
4.	History	Hindi, Political Science, English, Music, Geography, Mathematics	English, EVS	English, Hindi
5.	Sociology	Hindi, Political Science, Music, English	English, EVS	English, Hindi
6.	Mathematics	Economics, Geography, English, History.	English, EVS	English, Hindi
7.	Music	Sociology, History, Political Science, Hindi	English, EVS	English, Hindi
8.	Geography	Mathematics, Economics, English, History	English, EVS	English, Hindi
9.	Economics	Mathematics, Geography, Political Science, English.	English, EVS	English, Hindi

Subject Combination (Commerce) for the Session 2024-25

Sr. no	DSC-1	DSC-II	AECC	CE
1.	B. Com.	Financial Accounting, Business Organization and Management, Business Law, Business Statistics and Mathematics.	English, EVS	English, Hindi

Library

Library caters to the need of students through its two fold service i.e the reading room and the issuance of books. It has a fairly good collection of books and has different sections for text books and reference books. The library also subscribes to five newspapers, four magazines (including two specialized journals) on a regular basis. Students are encouraged to use the library during working hours on all working days.

The college is registered on NDLI (National Digital Library of India) which is virtual repository of online learning resources and it offers services such as textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media for the students through online mode.

Furthermore, the library's association with the INFLIBNET project is in progress. This will allow the members, teachers and students to access over 9,000 plus e-journals of national and international repute and more than 3135000 e-books.

Library rules:

1. Library cum Identity card will be issued by the librarian within the 15 days of admission and every student is required to obtain his/her library cum identity card. Every student of the college is also required to register himself/ herself as a member of the library.
2. Books are issued on the Library cum identity card, and the student must produce the card every time he/she visits the library.
3. Only two books are issued at a time for 14 days. The librarian has the right to recall the books at any time.
4. Reference books are not issued to the students.
 - i) In case of loss of a book, the student will have to replace the book or pay fine @20% extra in addition to the printed price of the book with the permission of the principal.
 - ii) The student is responsible for the book as soon as it is issued. In case a book is defaced/damaged in any way, the book is to be replaced by her/him.

Schedule/time for issuance of book will be conveyed through notice.

Scholarships

There are a number of scholarships for economically weaker and meritorious students available through various Govt. and Non- Govt. agencies.

1. Merit Scholarship (Kalpana Chawla scholarship)
2. SC/ST Scholarship (Post Matric Scholarship Scheme to SC & ST students)
3. OBC Scholarship (Post-Matric scholarship scheme to OBC students)
4. IRDP Scholarship (Dr. Ambedkar Post Matric scholarship scheme for the economically backward classes)

Note: The eligible students have to produce their income certificate at the time of applying for the scholarship for first time. (Notification No.EDN-H (10) B 2005-06 misc-dated 30 Jan. 2006) For further details contact the college office.

Students have to apply for scholarship through online mode from NSP portal and submit the hard copy in the office.

Annual Committees

1. College Advisory Committee

- Dr. Anjana Sood
- Dr.Satish Kumar Negi
- Dr. P.D.Kaushal
- Dr. Jagdev Chand Sharma
- Sh. Gopal Garg (Supdt.G-II)

2. College Bursar

- Dr. Anjana Sood

3. Anti- ragging and Discipline Committee

- Dr. Anjana Sood (Convenor)
- Dr. P.D.Kaushal
- Dr. Jagdev Chand Sharma
- Dr. Bavita Sharma
- Prof. Bhuneshwari
- Sh. Gopal Garg (Supdt. G-II)
- Smt. Meena Sharma (Sr. Asstt.)

4. IQAC/NAAC Committee

- **Dr. Rajinder Kumar Kashyap (Principal)- Chairperson**
- Prof. Rajesh Yadav Retd. Principal (External Member)
- Sh. Leela Dutt PTA President (External member)
- Dr. P.D. Kaushal (Co-ordinator)
- Dr. Jagdev Chand Sharma
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar
- Prof. Himanshi Garg
- Ms. Poonam Sharma (Assistant Librarian)
- Sh. Gopal Garg (Supdt. G-II)

5. Land and Building Affairs, College Development and Repair Committee

- **Dr. Satish Kumar Negi (Convener)**
- Dr. Sanjeev Kumar
- Dr. Gagandeep Garg
- Sh. Gopal Garg (Supdt. G-II)
- Sh. Mehar Chand (Peon)

6. Purchase Committee

- **Dr. Satish Kumar Negi (Convenor)**
- Dr. P.D.Kaushal
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar
- Sh. Gopal Garg (Supdt. G-II)

7. Prospectus, College Magazine

- **Dr. Anjana Sood (Convenor)**
- Dr. Sanjeev Kumar
- Prof. Shilpa Kochhar
- Smt. Meena Sharma (Sr. Asstt)

8. Time Table Committee

- **Dr. P.D.Kaushal (Convenor)**
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar

9. Guidance/Career Counselling and Placement Cell

- **Dr. Jagdev Chand Sharma (Convenor)**
- Prof. Shilpa Kochhar
- Prof. Himanshi Garg
- Two students from B.A-III
- Two students from B.Com-III

10. Internal Committee under Sexual Harassment/Women Empowerment Cell

- **Dr. Anjana Sood (Convenor)**
- Dr. Bavita Sharma
- Prof. Bhuwleshwari
- Prof. Himanshi Garg
- Smt. Meena Sharma (Sr. Asstt.)
- Ms. Malti Devi (Peon)

11. Grievances Redressal Cell (Matters Related to students' welfare)

- **Dr. Anjana Sood (Convenor)**
- Dr. P.D.Kaushal
- Dr. Jagdev Chand Sharma
- Mrs. Poonam Sharma
- Sh. Gopal Garg (Supdt. G-II)
- One student from B.A- III
- One student from B.Com-III

12. Cultural Activities Committees (Group-I To IV)

- **Dr. Bavita Sharma (Convenor)**
- Prof. Bhuwleshwari
- Prof. Shilpa Kochhar
- Dr. Gagandeep Garg
- Prof. Himanshi Garg
- Mrs. Poonam Sharma (Asstt. Librarian)

13. College NEP Committee/ABC/ SWAYAM Cell

- **Dr. Jagdev Chand Sharma (Coordinator)**
- Prof. Bhuwleshwari (Nodal Officer ABC)
- Prof. Himanshi Garg
- Sh. Gopal Garg (Supdt. G-II)

14. House Exam, University Result Discrepancy Committee/ Student Migration/ Roll Back/ Subject Change & Re-admission:

- **Dr. P.D.Kaushal (Convenor)**
- Dr. Sanjeev Kumar
- Sh. Vikrant (JOA)

15. Research & Development Cell

- **Dr. Anjana Sood (Convenor)**
- Dr. Jagdev Chand Sharma
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar
- Prof. Shilpa Kochhar

16. College Website Monitoring Committee

- **Dr.Satish Kumar Negi (Convenor)**
- Dr. P.D.Kaushal
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar

17. Campus Beautification & Cleanliness Committee and Decoration Committee

- **Dr. Bavita Sharma (Convenor)**
- Mrs. Poonam Sharma (Asstt. Librarian)
- Smt. Meena Sharma (Sr. Asstt.)
- Ms. Malti Devi (Peon)

18. Anti- Drug Cell/ Disaster management cell

- **Prof. Shilpa Kochhar (Convenor)**
- Dr. Gagandeep Garg
- Prof. Himanshi Garg
- Mrs. Poonam Sharma (Asstt. Librarian)
- Sh. Gopal Garg (Supdt. G-II)

19. RUSA/PM-USHA/UGC Cell and Electoral Literacy Club

- **Dr. P.D.Kaushal (Convenor)**
- Dr. Bavita Sharma
- Prof. Bhwneshwari
- Dr. Sanjeev Kumar
- Dr. Gagandeep Garg

20. Road Safety Club & Sports Club

- **Dr. P.D.Kaushal (Convenor)**
- Dr. Sanjeev Kumar
- Prof. Himanshi Garg
- Sh. Mehar Chand (Peon)

21. Unnat-Bharat Abhiyaan Cell/ Swachh Bharat Abhiyaan/ “Ek Bharat Shrestha” Ambedkar Cell/ Social Justice Empowerment Cell

- **Prof. Bhwneshwari (Convenor)**
- Dr. Gagandeep Garg
- Dr. Himanshi Garg

22. Alumini/OSA Committee

- **Dr.Satish Kumar Negi (Convenor)**
- Dr. Jagdev Chand Sharma
- Dr. Bavita Sharma
- Dr. Gagandeep Garg
- Smt. Meena Sharma (Sr. Asstt.)

23. PTA Secretary

- Prof. Shilpa Kochhar

24. AISHE Committee

- **Dr. Sanjeev Kumar (Nodal Officer for AISHE)**
- Sh. Vikrant (JOA)

25. NSS (Nodal Officer)

- Dr. Jagdev Chand Sharma (Boys)
- Prof. Bhwneshwari (Girls)

26. Red Ribbon Club/First Aid, Health and Hygeine & Sanitation Committee

- **Dr. Gagandeep Garg (Convenor)**
- Prof. Himanshi Garg
- Mrs. Poonam Sharma (Asstt. Librarian)

27. Eco Club/ Yuva Tourism Club/ Energy Club

- **Dr. Jagdev Chand Sharma (Convenor)**
- Prof. Himanshi Garg
- Mrs. Poonam Sharma (Asstt. Librarian)

28. IT Cell/ Cyber Safety Cell

- **Dr. Satish Kumar Negi (Convenor)**
- Dr. Bavita Sharma
- Dr. Sanjeev Kumar

29. Scholarship/ Fee Concession Committee

- **Dr. Satish Kumar Negi (Convenor)**
- Dr. Bavita Sharma
- Prof. Bhwneshwari
- Mrs. Poonam Sharma (Asstt. Librarian)

30. Bus Pass and Attestation Committee

- Dr. Bavita Sharma
- Prof. Bhwneshwari

31. Library Committee

- **Dr. Anjana Sood (Convenor)**
- Dr. Jagdev Chand Sharma
- Mrs. Poonam Sharma (Asstt. Librarian)

32. CSCA Committee

- **Dr.Satish Kumar Negi (Convenor)**
- Dr. P.D.Kaushal
- Sh. Mehar Chand (Peon)

33. College Building Fund Committee

- **Principal (Chairperson)**
- Pradhan Dharampur Panchayat
- XEN/SDO PWD (Civil Work)
- Dr.Satish Kumar Negi
- Sh. Gopal Garg (Supdt. G-II)
- CSCA President
- Funds Donor (if available)

34. RTI

- PIO Principal
- APIO Supdt.

35. Canteen Committee

- **Dr. P.D.Kaushal (Convenor)**
- Prof. Bhuwleshwari
- Sh. Gopal Garg (Supdt. G-II)
- Sh. Vikrant (JOA)

36. Press/ Photography Committee

- Prof. Shilpa Kochhar (**Convenor**)
- Dr. Gagandeep Garg

Discipline and Conduct

1. In the college premises every student must be in possession of his/her valid Identity Card & must carry it to college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
2. Students must maintain strict discipline and decorum in the college campus.
3. Students should be punctual in attending their classes.
4. Students are not allowed to attend classes other than their own, without the prior permission of the Principal.
5. Students are not permitted to bring any outsiders to the College Campus without prior permission of the Principal.
6. A student must attend all the tests, tutorials, practical and examinations conducted by the College.

7. Every student must complete all the academic work assigned to her/him by the respective teachers, such as the completion of Practical, Home Assignments, Projects etc., in time.
8. No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library. No student is permitted to miss the lectures and sit in the library or corridors.
9. Students are not allowed to go out of the College premises, in between the lecture periods or practical without the permission of the Class in charge Teacher / Principal.
10. Every student must always be modestly dressed and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of class as well as that of others.
11. **Use of mobile phone in the classroom during lecture and examination is strictly banned. If any student found guilty will be fined and strict action will be taken against him/her.**
12. Students are not allowed to organize picnics/ activities without prior permission of the Principal.
13. No student shall collect any money as contribution towards picnics, trips, educational tours; get together, study-notes, charity or any other activity without the prior permission of the College Principal.
14. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the College Principal.
15. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.
16. Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.
17. If a student remains absent without giving a leave application for sizable length of time, his/her name is liable to be removed from the College rolls.
18. Students who fail to maintain the condition of minimum attendance on account of illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters and fine will be imposed.
19. Absence of the student on valid grounds from lectures/ practical / tutorials / tests/ examinations must be communicated to the College Principal immediately

in writing with the necessary supporting documents viz. Medical certificate etc. through the respective class teacher.

20. Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/ Activity group, should submit the applications countersigned by the respective Teacher -in-charge before the commencement of such leave, failing which they will be treated as defaulters.
21. Parents of students are requested to kindly contact the Teacher-in-charge of class, Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress. .
22. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.
23. Outsiders should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
24. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/ destructive activities on the part of the students either in the class room or outside the class room in the College premises.
25. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.
26. All rules and regulations enforced and implemented by the college / U.G.C / University / Government from time to time will remain binding on students.
27. Any cost incurred by the college on account of communication owing to indiscipline/default of attendance / not appearing for mandatory internal examinations / viva / submission of assignments by students / any other matters pertaining to college administration related to students will be recovered from the concerned student.

Zero tolerance to Ragging

(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 a imprisonment for a term which may extend to three years or shall also be liable to the fine which may extend 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 any other college for a period of three years from the date of his dismissal from the college.

Anti Ragging Pledge

We, the Students, Scholars, Teaching and Administrative staff of this college firmly resolve to take a pledge today that we withstand united in making this College "Ragging Free" College and we will not involve in ragging either indeed, action and thought in our personal lives. We will promote fraternity and brotherhood with dignity to make this college a "Ragging Free" College.



DISCLAIMER

The prospectus cum handbook of information is published /provided on the college website for the purpose of information only. Although every effort has been made to provide reliable and accurate information, yet the college cannot be held morally and legally responsible for any error at any stage of compilation and printing. Various contents are subject to change as per notification, guidelines of H.P. University and Department of Higher Education, Government of H.P. the final authority of interpretation and judgment rests with the Principal and the Advisory Committee.