

PROSPECTUS

cum

Handbook of Information: 2022-23



EST-1994



ADMISSION SCHEDULE

TO BE NOTIFIED ON THE COLLEGE WEBSITE

(www.gcghumarwin.org.in)

SWAMI VIVEKANAND GOVT. COLLEGE GHUMARWIN

Bilaspur -174021 (H.P.)

(NAAC 'B' ACCREDITED)

log in : www.gcghumarwin.ac.in
e-mail : gcghumarwin-hp@nic.in
e-mail : principalsvgc@gmail.com
Ph. & Fax : 01978-255551

(FOR ADMISSION THROUGH ENTRANCE TEST)

M.Sc. (Physics, Botany, Zoology, Chemistry, Maths), MA (English, Political Science) and M.Com.

(Last date of filling the on-line application form will be notified on college website)

Pictorial Glimpses of SVGC GHUMARWIN



FROM PRINCIPAL'S DESK

“Education is the most powerful weapon you can use to change the world”–Nelson Mandela

Dear Student! Welcome to Swami Vivekanand Govt. College Ghumarwin, an institution of academic excellence and achievement, which was established in 1994. It is amongst one of the finest colleges Himachal Pradesh. In this college, we are imparting higher education to the students coming from different parts of District Bilaspur as well from other parts of the State of Himachal Pradesh, which is a very substantial and conscientious task. We all know that education plays critical role for the development of a nation. A developed country has strong and deep rooted education system which makes the country great, strong and developed. I want that our students should be imparted an all round education so that they become multidimensional rather than uni-dimensional. In my view, acquiring information is no longer the main focus of education; instead the main aim of education is to build the powers of human mind and spirit. We believe in providing our students an environment, rich in knowledge and supportive. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual level. I feel proud to acknowledge the contribution of highly qualified, dynamic and multi-talented faculty, non teaching staff and also the students who have studied or are studying in this college. We have to continue to move ahead for producing and maintaining the best. We are running many courses which endeavor to enrich the academic and extra-curricular standards of our students. Our teachers work hard with the students to provide them high quality educational experience in the form of debates, group discussions, workshops, symposia, seminars, sports and cultural competitions. Eminent personalities are being invited from all walks of life to address our students and expose them to new ideas and thoughts. I welcome all the new students and assure that every effort will be put to meet their ambitions and desires.



Ramkrishan

Principal

Swami Vivekanand Govt. College Ghumarwin (H.P.)

“The purpose of education is to replace an empty mind with an open one” – Malcolm Forbes

Important Note

(Regarding Admission for the Session 2022-23)

1. The candidates have to apply online on the college website: www.gcghumarwin.ac.in
2. Before filling the admission form you are advised to read the information provided in the College Prospectus/Handbook of Information.
3. The complete online form should be submitted on or before the dates decided by the Institution/HP University Notifications.
4. After the approval of admission form by the Admission Committee the selected candidates will have to deposite the Fees and other dues online within the specified dates, failing which your admission for any Programme/Course will stand, cancelled.
5. The admission will be purely provisional, and will be cancelled at any stage, if the information submitted online is found incorrect.
6. The provisional admission will be finalized after the verification of the original documents/testimonials.
7. The College will follow the orders/Guidelines of Higher authorities for the process of admission.
8. Important dates regarding admission will be displayed on the college website; therefore the candidates are advised to check the college website regularly.
9. During the COVID-19 Pandemic the students have to follow the latest SOP's issued by the concerned authorities.
10. The regular classes (online/offline) of the admitted candidates will be started as per the directions of Higher Authorities.
11. List of forms to be downloaded :
 - i. Admission form (colored PP size photograph to be pasted on the form)
 - ii. Library enrollment form
 - iii. Undertaking by the parents/guardian
 - iv. PTA enrolment form (to be filled by the candidate)
 - v. Authorization Certificate (if required)

PRINCIPAL
SVGC GHUMARWIN
DISTT. BILASPUR H.P-174021

FACULTY OF COLLEGE

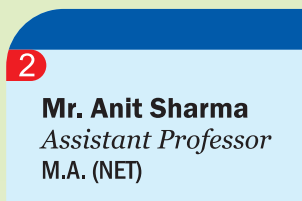
FACULTY OF LANGUAGES



ENGLISH

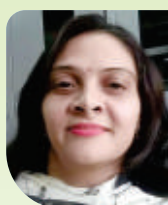
1

Mrs. Neelam Sharma
Associate Professor
M. A., M. Phil.



2

Mr. Anit Sharma
Assistant Professor
M.A. (NET)



3

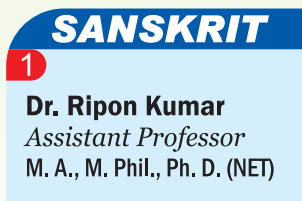
Mrs. Reena Sharma
Assistant Professor
M. A., M. Phil



HINDI

1

Miss Manorma Chauhan
Assistant Professor
M.A., M. Phil



1

Dr. Ripon Kumar
Assistant Professor
M. A., M. Phil., Ph. D. (NET)



2

SANSKRIT

Dr. Anjana
Assistant Professor
M.A., M.Phil. (Gold Medal), Ph.D



FACULTY OF SOCIAL SCIENCES

ECONOMICS

2

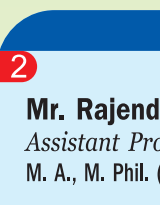
Dr. Naveen Bhardwaj
Assistant Professor
M. A. M. Phil., Ph. D.



GEOGRAPHY

1

Mr. Bachan Singh
Associate Professor
M. A., B. Ed. (SLET)



2

Mr. Rajender Kumar
Assistant Professor
M. A., M. Phil. (NET, SLET)



PUBLIC ADMINISTRATION

1

Dr. Prakash C. Gautam
Assistant Professor
M. A., M. Phil, Ph. D.
(NET & SET)

FACULTY OF SOCIAL SCIENCES

MUSIC

2

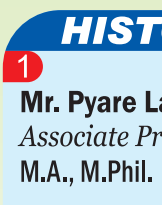
Prof. Suresh Sharma
Associate Professor
M.A., M. Phil



POLITICAL SCIENCE

1

Mr. Sita Ram
Associate Professor
M.A., M.Ed., NET



HISTORY

1

Mr. Pyare Lal Janewoo
Associate Professor
M.A., M.Phil.



PHYSICAL EDUCATION

1

Dr. Parveen Ranaut
Associate Professor
M.P.Ed., M.Phil., Ph. D.

JOURNALISM & MASS COMMUNICATION



1

Dr. Reeta Kumari
Assistant Professor
MJMC, Ph.D., NET, SLET

TOURISM & TRAVEL

1

Mr. Vikas Chandel
Assistant Professor
MTA, JRF-NET/SLET



FACULTY OF SCIENCES

FACULTY OF SOCIAL SCIENCES



ECONOMICS

1

Dr. Mohinder Singh
Associate Professor
M. A., M. Phil, Ph. D.



MUSIC

1

Dr. Jyoti Prabha
Associate Professor
M.A., M. Phil, Ph. D.



MATHEMATICS

1

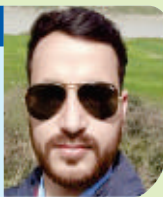
Mr. Sachin Monga
Assistant Professor
M. Sc., M. Phil

FACULTY OF COLLEGE

FACULTY OF SCIENCES

2

Mr. Anil Kumar
Assistant Professor
M. Sc., JRF



FACULTY OF SCIENCES

3

Mr. Parveen Sankhyan
Assistant Professor
M.Sc., M. Phil



FACULTY OF SCIENCES

4

Dr. Hansa Chauhan
Assistant Professor
M.Sc., M. Phil, Ph. D.



3

Vacant

CHEMISTRY

1

Dr. Suryakant
Associate Professor
M. Sc., Ph. D.



5

Vacant

4

Vacant

COMPUTER SCIENCE

1

Mr. Rajeev Sharma
Assistant Professor
M.C.A., NET, GATE



ZOOLOGY

1

Mr. Bovinder Chand
Assistant Professor
M. Sc., M. Phil, NET



3

Dr. Amit Kaura
Assistant Professor
M. Sc., M. Phil, Ph. D., NET



FACULTY OF COMMERCE

1

Mr. Pritam Lal
Associate Professor
M. Com., M. Phil NET



2

Dr. Shista Sharma
Assistant Professor
M. Sc., Ph. D., NET



4

Mr. Ripan
Assistant Professor
M. Sc., M. Phil, NET, SLET, GATE



2

Dr. Basu Dev Garg
Assistant Professor
M. Com., MBA, M. Phil,
Ph. D., NET, SLET



3

Mrs. Jyoti Barwal
Assistant Professor
M. Sc., B. Ed., M. Phil, (NET), GATE



PHYSICS

1

Mr. Avneesh Sharma
Assistant Professor
M.Sc. (Hons), NET



3

Miss Kumari Poonam
Assistant Professor
M. Com., M. Phil, B. Ed., (NET, SET)



BOTANY

1

Dr. Mahinder Kumar
Associate Professor
M. Sc., Ph. D.



2

Mr. Lavli Rana
Assistant Professor
M.Sc., SLET, GATE



2

Dr. Jaswant Singh Saini
Associate Professor
M. Sc., M. Phil, Ph. D., CSIR (NET)



3

Dr. Arun Kumar
Assistant Professor
M. Sc., M. Phil., Ph. D.



Sr.No.		Page
1.	The Institution	1
2.	Warning (Ragging)	2
3.	Office Staff	3
4.	Admission :-	4
5.	Fee Structure of various classes for the session 2022-23	5-6
6.	Hostel -Fees & Funds	6-7
7.	Information Regarding Admission to Various Courses	7-9
8.	Roster	10-11
9.	Post Graduate Courses	12-14
10.	M. Sc. Botany Syllabus	15
11.	M. Sc. Chemistry Syllabus	16-17
12.	M. Sc. Zoology	17
13.	Students Central Association for the Institution	18
14.	Fine and Penalties	19
15.	Scholarship/ Concessions	19
16.	College Library & its rules and Leave rules for students	19-20
17.	Annual Function, Rules for Awards/Prizes & Sports/Cultural/NCC/NSS	20-21
18.	Tutorial Group, Rovers & Rangers, NSS, NCC, College Magazine & Self Financing Courses	21
19.	Career Guidance Cell & Conduct and Discipline	21-22
20.	Community Participation, Notice Board, Educational Tours & Excursions, Hostel HOSTEL – Fees & Funds	22-23
21.	College Administrative Affairs Committees for Session 2022-23	24-28
22.	Students' Affairs Related Committees For Session 2022-23	29-31
23.	Admission Committees for the session 2022-23	32-33
24.	Standard Operating Procedure during COVID-19 Pandemic in the College	34
25.	Activities, Academic Session 2022-23	35
26.	College Activity (tentative) Calender 2022-23	36-37
27.	Undertaking by Parents/Guardian	38
28.	Certificate for Physically Handicapped Candidate	39
29.	Certificate of Caste/tribe/antyodya/irdp/ews	40
30.	Authorization Certificate	41



Swami Vivekanand Govt. College Ghumarwin (H.P.)

- An Introduction

Named after Swami Vivekanand, a great visionary, spiritual leader, the college was established with the notification of the state Govt. on July 1, 1994 for running arts faculty only. The majestic and well designed building of the college was built by the ACC. Science and Commerce faculties were started in 1998. The college is affiliated to H.P. University and was given due recognition under UGC section of 12(B) in 2008 and 2 (f) in 2009. Two new vocational courses BCA and PGDCA were started in 2009 under the self-financing scheme. In the year 2012, M.A. English was started. In the same year another vocational course B.B.A. was started under self financing scheme. Two more PG courses M.Sc. Physics and M.Sc. Mathematics were introduced in 2017, M.A. Political Science & M.Com. in 2019 and M. Sc. Chemistry, M. Sc. Botany and M. Sc. Zoology were introduced in 2020. B. Voc Courses were also introduced in the session 2021-22. In the year 2020, NAAC team visited the college and the college is re-accredited as 'B Grade' institution. The college is spread over in a 73.11 bighas of land. The entire campus of the college is under CCTV surveillance and is connected to Wi-Fi and Broadband Internet system.



The college is dedicated to the cause of learning by imparting education to inculcate a sense of responsibility & devotional service among the students. The college provides a blend of academic, cultural, sports and intellectual resources. It also brings to the students a dynamic environment for the overall development of their personalities, aspirations and talents. Today, the college is known as one among the finest institutions in the state. The college has registered a tremendous growth in enrolment. At present about three thousand students, coming from far-flung rural areas, are studying various UG and PG courses being run by this college.

The college has well-equipped laboratories catering to the needs of the students in science faculty and also in the Geography, Music and Computer Applications. It has a girls' hostel having a capacity to accommodate 91 girl students. It has its own well-furnished gymnasium, a boxing ring, Playground, Examination hall, as well as a well equipped conference Hall. The college has a well-stocked library.

Over the years, the college has shown consistently good results and every year students of this college get positions in the merit lists notified by H.P.

Vision of the college : Swami Vivekanand Government College Ghumarwin is proving to be a key factor for the economic and social transformation of the region. The college is committed for the holistic development of its students by making them academically excellent, professionally skilled, mentally strong and socially responsible citizens.

Mission of the college :

- ☞ To manifest the perfection by imparting a quality and character-building education.
- ☞ To enable students to face the challenges of life and meet out the needs of society.
- ☞ To harmonize the traditional values as well as embracing new values to keep pace with the progress of Science and Technology.
- ☞ To foster the values of healthy competition, mutual cooperation and social responsibility, students are motivated to participate in different co-curricular activities.
- ☞ The institution is committed to provide an environment, conducive to innovation and team spirit.
- ☞ The institution is dedicated to the cause of learning by imparting education that inculcates a sense of responsibility among the students.

RAGGING-A PUNISHABLE OFFENCE

If an individual or a group of students gives mental or Physical Torture to a new student because of which he/ she is afraid/unable to pursue his/ her studies in an academic atmosphere, it shall be treated as ragging.

Any student, found involved in ragging, will be punished appropriately and the punishment may include :

Expulsion from the College / University

Suspension from the classes

Fine with a Public Apology

Withholding Scholarships or other benefits.

Ban to represent the college in various sports / cultural events.

Suspension or expulsion from hostel or mess.

Legal proceedings under criminal law shall be initiated. Any person, who is found to contravene the provisions of subsection (I) of H.P. Education Institution (Prohibition of Ragging) ordinance, 2009 shall, on conviction, be punished with imprisonment for a term which may extend up to three years or fine which may extend up to fifty thousand rupees or both.

ANTI-RAGGING COMMITTEE

Prof. P. L. Janewoo **(Convener)** 98161 46515

MEMBERS :

Prof. Pritam Lal	9418212881	Prof. Bachan Singh	9418045720
Dr. Jyoti Prabha	9418024111	Dr. Praveen Ranout	8219111249
Prof. Sita Ram	8580761920	Prof. Neelam Sharma	9418197670
Sh. Jyoti Prashad (Clerk)	8699095156		

LIBRARY STAFF

- | | |
|--------------|--------|
| 1. Librarian | Vacant |
|--------------|--------|

OFFICE STAFF

- | | |
|------------------------|----------------|
| 1. Sh.P.L.Sharma | Superintendent |
| 2. Sh. Ram Pal | Jr. Assistant |
| 3. Sh. Jyoti Prasad | Jr. Assistant |
| 4. Smt. Raj Kumari | Tablavadak |
| 5. Sh. Dharm Pal | Peon/Chowkidar |
| 6. Smt. Santosh Kumari | Peon |
| 7. Smt. Jamna Devi | Peon |
| 8. Smt. Meera Devi | Peon |
| 9. Sh. Sunil Kumar | Peon/Chowkidar |
| 10. Sh. Rakesh Kumar | Peon |
| 11. Sh. Rajesh Kumar | Peon |

LABORATORY STAFF

- | | |
|--------------------|---------------------|
| 1. Sh. Vipin | Sr. Lect. Assistant |
| 2. Vacant | J.L.A. |
| 3. Smt. Raj Kumari | Lab. Assistant |
| 4. S.L.A. | Vacant (1) |
| 5. J. L. A. | Vacant (1) |
| 6. L.A. | Vacant (1) |

OFFICE STAFF (PTA)

- | | |
|---------------------|---------------|
| 1. Sh. Rakesh Kumar | Lab Attendant |
|---------------------|---------------|

**ADMISSIONS/ TEACHING/ EXAMINATION/ VACATION
SCHEDULE FOR SESSION 2022-2023****A. Admission Date :**

<p>Last date for receipt of online Admission form in respect of</p> <ol style="list-style-type: none">1. MA(English)2. MA(Pol. Science)3. M.Com.4. M.Sc. (Physics, Botany, Zoology, Chemistry, Maths) <p>Note: The candidates who have appeared and qualified the Entrance Examinations conducted by HP University Shimla will be entertained in the first counseling in this institution. If seats remain vacant, the directions/rules of HP University will be adopted.</p>	<p>(01-08-2022 to 15-08-2022)</p>
--	-----------------------------------

B. Admission

1. The candidates would be called for interview/admission/counseling in order of merit in the ratio of 1:3 times of the vacant seats.
 2. It will be the responsibility of the candidate to produce the result of the qualifying examination on the date of the interview/counseling. In case he/she anticipates that the result may not be declared by the date of the interviews/counseling, it should be obtained confidentially from the University and produced at the time of the interview/counseling.
 3. In case, some seats remain vacant or fall vacant subsequently, the same will be filled after calling the candidates in order of merit, only out of the list of the candidates who have been interviewed earlier and were eligible (having passed the qualifying examination on the date of interview). The names of such candidates will be displayed on the notice board/college website.
 4. The final eligibility of the candidate will be determined by the admission committee after verification of the original documents. In case of unavoidable reasons, the candidates who are not able to appear in person may depute an authorized person along with all the required original and Photostat documents for verification, failing which the merit of the candidate will stand cancelled.
- C. Last date for admission against the vacant / vacated seats (if any) : will be notified later on
- D. Admission with the permission of the Vice-Chancellor and the dead line for closing of admission even if seats remain vacant for all courses.will be notified later on
- 4.1 Fees and other dues: In case, the rates of fee and other dues are enhanced by the University, the same will be applicable for the session 2022-2023 also.**

Fee Structure of various classes for the session 2022-23

Sr. No.	Name of the Fund	M.A./ M. Com English, Political Science		Master of Science - 1st Semester					
		Boys	Girls	Maths		Physics		Zoology, Bot. Chem.	
				Boys	Girls	Boys	Girls	Boys	Girls
1	Government Fund								
	Admission Fee	25	25	25	25	25	25	25	25
	Tution Fee	300	---	300	---	300	---	300	---
	Total (1)	325	25	325	25	325	25	325	25
2	H.P.University Fund								
	Registration Fee	10	10	10	10	10	10	10	10
	Sports Fee	15	15	15	15	15	15	15	15
	Youth Welfare Fund	15	15	15	15	15	15	15	15
	Holiday Home Fund	1	1	1	1	1	1	1	1
	Univ. Dev. Fund (Rs. 100/0 for								
	IRDP/BPL Students	250	250	250	250	250	250	250	250
	Total (2)	291	291	291	291	291	291	291	291
3	College Fund								
	Campus Dev. Fund	10	10	10	10	10	10	10	10
	Cultural Activity Fund	20	20	20	20	20	20	20	20
	Furniture Repair Fund	10	10	10	10	10	10	10	10
	Magazine Fund	50	50	50	50	50	50	50	50
	Book Replacement Fund	25	25	25	25	25	25	25	25
	Medical Fund	6	6	6	6	6	6	6	6
	Identity Card Fund	10	10	10	10	10	10	10	10
	Amalgamated Fund (halfly)	150	150	150	150	150	150	150	150
	Building Fund (halfly)	60	60	60	60	60	60	60	60
	House Exam Fund	40	40	40	40	40	40	40	40
	Student Aid Fund	2	2	2	2	2	2	2	2
	N.C.C. Fund	10	10	10	10	10	10	10	10
	Library Security (Ref.)	100	100	100	100	100	100	100	100
	Ranger & Rover Fund (halfly)	30	30	30	30	30	30	30	30
	Sports Fund (halfly)	120	120	120	120	120	120	120	120
	Red Cross Fund	40	40	40	40	40	40	40	40
	Comp. & Internet Facility	20	20	20	20	20	20	20	20
	Total (3)	703	703	703	703	703	703	703	703
	Total (1+2+3)	1319	1019	1319	1019	1319	1019	1319	1019
4	Practical Fee					1240	1240	1240	1240
	Total (1+2+3+4)	1319	1019	1319	1019	2559	2259	2559	2259
5	PTA	200	200	200	200	200	200	200	200
	Total (1+2+3+4+5)	1519	1219	1519	1219	2759	2459	2759	2459

Note : For late deposition / payment of fee, a fine of Rs. 10.00 per day, subject to a maximum of Rs. 100.00 will be charged and thereafter the name of the defaulter will be struck off.

1. The Government of Himachal Pradesh, Department of Education vide letter NO. Shiksha-II(J)2-1/89 dated 2-8-1995 received from the Registrar's Office vide letter No. 4-41/93-HPU(Genl)dated 16th September, 1995 has exempted tuition fee for girls for admissions to various courses.
2. The Registrar, H.P. University, Shimla vide letter/notification No. 4-16/2012HPU(Acad.) dated 2.1.2013 has conveyed the decision of Executive Council of its meeting held on 17.9.2012 taken vide Any Other Item adopted the H.P. State Govt.'s Instructions/Rules that no tuition fee be charged from the students with 40% and above disability:

The student with special needs with more than 40% disability, admitted in any course of study running in the Institution will not be charged any fees.

3. The Fees is to be paid online.
4. The Annual charges for both the semesters in a year will be payable at the time of admission.
5. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five tier system for the refund of fees remitted by the student:

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is received in the College/ Department
1.	100%	15 days or more before the formally notified last date of admission
2.	90%	Less than 15 days before the formally notified last date of admission
3.	80%	15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days after formally notified last date of admission
5.	0%	More than 30 days after formally notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- a) In case of 1. In the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
- b) Fees shall be refunded by the HEI to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

HOSTEL FEE and FUNDS

H.O. A/c	Fee and Funds	Amount to Be charged
Govt. FUND	Hostel Admission Fee	10.00 p.a
	Room rent per seat @ Rs. 30.00 per month	360.00 p.a
College Dues	Hostel Maintenance Fund	600.00 p.a
	Utensil charges	5.00 p.a
	Hostel Identity Cards	10.00 p.a

Common Room Fund	20.00 p.a	
	Attendant Fee	300.00 p.a
	Establishment Charges	120.00 p.a
	Electricity charges	2400.00 p.a
	Water charges	120.00 p.a
	Sweeper charges	360.00 p.a
	Depreciation Charges	600.00 p.a
	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	100.00
	Mess Advance Refundable/Adjustable	500.00
	Total	6105
	Mess Charges Extra	

Note: If electricity bill would be more than the electricity charges collected, the extra amount will have to be shared by all Hostellers equally.

INFORMATION REGARDING ADMISSION TO VARIOUS COURSES

GENERAL:-

1. The subject and marks in qualifying examination as mentioned in the respective courses
2. The upper age limit 26 years for boys and 28 years for girls and 29 years in case of SC/ST candidates (both for boys and girls) as on 1st July of the concerned year. Note: Himachal Pradesh University has adopted the age relaxation upto a maximum of 5 years to persons with disabilities in admission to various courses vide UGC letter No. 6-1/2002(CPP-II)- Vol.III dated July, 2006 received from the Academic Branch vide Office letter No. 4-16/93- HPU(Acad) vol-IV dated 14th September, 2006.
3. The minimum eligibility for admission to Postgraduate courses will be 20-24 credits in the subject concerned in the Undergraduate degree.
4. In CWP No. 1992 of 2017 titled Archana Thakur Vs State of Himachal Pradesh and others the Hon'ble High court of Himachal Pradesh has directed that vacant reserved seats meant for SC and ST categories in educational institutes including Schools, Colleges and Universities, which remain unfilled after exhausting the list of available and eligible SC and ST candidates, should be thereafter offered and filled from the amongst eligible candidates from open category on the basis of merit. Hon'ble High Court further clarify that in case any cut off limit has been fixed, then only those candidates of open category should be admitted against the vacant seats, who have gained marks at par with the cut off limit.

Note: No request for change of category once opted/filled in the online /offline application form after last date of application notified by the University will be entertained under any circumstances.

1) INFORMATION REGARDING ADMISSION TO M.SC. (BOTANY/ ZOOLOGY/ PHYSICS / CHEMISTRY/ MATHEMATICS):

2) M.Sc. Course (FACULTY OF PHYSICAL SCIENCES)

Department of Chemistry	30 + 1 Single Girl Child
Department of Mathematics	40 + 1 Single Girl Child
Department of Physics	40 + 1 Single Girl Child

3) M.Sc Course (FACULTY OF LIFE SCIENCES):

Department of Botany	30 + 1 Single Girl Child
Department of Zoology	30 + 1 Single Girl Child

- 4) Eligibility:** A Bachelor's degree of a University established by law in India (with the subject of opting for M.A./M.Sc. as one of the subjects) with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

OR

A Bachelor's degree with II Division or with at least 45% marks (40% in case of SC/ST candidates) In aggregate in the subject concerned in three years of degree or Honours in the subject concerned. In case of Physics the candidate must have passed B.Sc. with Mathematics as an elective subject.

5. Basis of Admission:

The admission to these courses will be made strictly on the basis of marks obtained in the Entrance Test and shall be open to all, subject to the reservation approved by the University/State Govt. The merit will be determined on the basis of competitive examination.

The minimum qualifying marks for the Entrance Test will be 35% (in case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted) for calling the candidates for Interview/Admission.

6. DEPARTMENT OF ENGLISH Admission to M.A. English

- 1) Number of Seats: 30 + 1 Single Girl Child

2) Basis of Admission and Eligibility: The admission will be made strictly on the basis of marks obtained in Entrance Test. The test will be open to all with any graduate degree such as B.A./B.Sc./B.Com./B.Sc.(Agri.)/ B.Sc. (Home Science)/ B.Sc. Engg. / MBBS./ BAMS/ GAMS/ B.Pharm/ B.T. or B.Ed./ B.Lib.Sc./ B.L./ B.V.Sc./ B.E./ B.Tech./ VashishtaShastri/ BBA/BCA of University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

OR

A Bachelor's degree with at least Second division in aggregate or 45% marks in the subject or Honours in the subject of study for M.A. For SC./ST. candidates the eligibility will be 45% in aggregate or 40% marks in the

subject or Honours in the subject of study for M.A. The Entrance Test will be of 70 marks but the final merit will be determined out of hundred marks.

The minimum qualifying marks in the Entrance Test will be 35% to make the candidates eligible for interview/admission. In case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted.

- 3) **Reservation :** Reservation for various categories will be provided as per the University/HP Govt. Rules.
- 4) **Age Limit :** As per the HP University Rules applicable to other Master's Degree Programmes of the University. The forms will be filled up online. The fee deposited will not be refunded under any circumstances.

7. DEPARTMENT OF POLITICAL SCIENCE

Admission to M.A. Political Science

- 1) **Number of Seats:** 30 + 1 Single Girl Child
- 2) **Eligibility :** A Bachelor's Degree or equivalent with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree with at least 50% marks in aggregate (45% in case of SC.ST.) from a University established by law in India.

8. Master of Commerce (M.Com.)

- 1) **Number of Seats:** 30 + 1 Single Girl Child
- 2) **Eligibility:** With a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

B.Com/B.Com (Hons) Or Bachelor's degree in Business Administration or B.A. with Commerce or M.A./M.Sc. in Economics/Statistics/Mathematics. OR B.A./B.Sc. degree with Economics/Statistics/Mathematics.

OR

Degree of a foreign University which may be recognised as equivalent for the purpose by the Vice-Chancellor of the affiliating University with such conditions as he may impose regarding the additional courses of study, which the candidate would be required to pass to qualify for the degree.

- 3) **Basis of Admission :** The admission to the above courses will be made strictly on the basis of marks obtained in the entrance test. (The duration of the M.A. , M.Com. and M.Sc. courses will be two academic years spread over in four semesters).

ROSTER

Reservation of seats in the Educational Institutions for Admission in Various Courses

Vertical Reservation : (i) SC 22% (ii) ST 5% (iii) OBC 15% (iv) EWS 10%

Horizontal Reservation: (i) Ex-Man/Ward of Ex-Man = 15% (ii) PH = 5% (iii) WFF = 2% (iv) IRDP 15%

UR= Un Reserved, SC= Scheduled Caste, ST= Scheduled Tribe, OBC= Other Backward Classes, EWS= Economically Weaker Sections, IRDP =Integrated Rural Development Programme, PH = Physically Handicapped, WFF -Ward of Freedom Fighter, Ex-Man = Ex- Serviceman

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	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	UR -PH-1	42	OBC-6	83	UR PH -4	124	UR	165	UR
2	UR	43	UR	84	OBC -12	125	UR	166	UR
3	UR	44	UR	85	UR	126	UR	167	UR
4	UR	45	UR	86	UR - EX-MAN -13	127	UR	168	UR
5	SC-1	46	SC-10	87	SC -19	128	SC -28-IRDP -8	169	SC-37
6	UR	47	UR - EX-MAN -7	88	UR	129	OBC-19 -EX-MAN -19	170	EWS-17
7	UR-EX-MAN -1	48	UR	89	OBC -13	130	EWS -13	171	UR
8	OBC-1	49	OBC -7 PH-3	90	EWS-9	131	UR	172	OBC-25-EX-MAN -25
9	EWS-1	50	SC- 11	91	SC -20 -WFF-2	132	SC- 29	173	SC -38
10	SC-2	51	UR -WFF -1	92	UR	133	UR -EX- MAN -20	174	UR - EX-MAN -26
11	UR	52	UR	93	UR -PH -5	134	UR	175	UR
12	UR	53	EWS-5	94	UR - EX-MAN -14	135	OBC -20 -IRDP -9	176	UR
13	UR	54	UR - EX-MAN -8	95	OBC -14 IRDP -6	136	UR	177	OBC -26
14	SC-3 -EX-MAN-2	55	SC- 12	96	SC-21 IRDP -7	137	SC -30	178	SC -39
15	UR	56	OBC-8	97	EWS -10	138	EWS -14	179	EWS -18
16	UR	57	UR	98	ST -5	139	UR	180	ST -9 IRDP-12
17	OBC-2	58	UR	99	OBC -15	140	ST -7 -EX -MAN -21	181	UR - EX-MAN -27
18	EWS-2	59	EWS -6	100	SC -22 -EX-MAN -15	141	SC -31	182	SC-40
19	SC-4	60	SC-13 EX-MAN 9	101	UR - PH -6	142	OBC -21	183	UR -PH -9
20	ST-1	61	ST-3	102	UR	143	UR	184	OBC -27
21	UR - EX-MAN -3	62	UR	103	UR	144	UR	185	UR
22	OBC-3	63	OBC -9 IRDP -3	104	UR	145	UR	186	UR - EX-MAN -28
23	SC-5 PH- 2	64	SC -14 IRDP -4	105	SC -23	146	SC -32	187	SC -41
24	UR	65	UR	106	UR	147	UR -EX-MAN -22	188	UR
25	UR	66	UR	107	UR - EX-MAN -16	148	UR	189	OBC -28
26	UR	67	UR	108	OBC -16	149	OBC -22 PH -8	190	EWS -19
27	UR	68	UR	109	EWS-11	150	SC -33	191	SC -42 WFF -4
28	SC -6 IRDP- 1	69	SC-15	110	SC -24	151	UR - WFF -3	192	UR
29	OBC-4 EX-MAN-4	70	EWS-7	111	UR	152	UR	193	UR -PH -10
30	EWS -3	71	UR	112	UR	153	EWS- 15	194	UR - EX-MAN -29
31	UR	72	OBC-10-EX-MAN-10	113	UR	154	UR - EX-MAN -23	195	OBC -29 IRDP -13
32	SC-7	73	SC-16	114	SC -25 EX-MAN -17	155	SC -34	196	SC -43 -IRDP -14
33	UR - EX-MAN -5	74	UR - EX- MAN -11	115	UR	156	OBC -23	197	EWS -20
34	UR	75	UR	116	UR	157	UR	198	ST -10
35	OBC-5 IRDP -2	76	UR	117	OBC -17	158	UR	199	OBC -30
36	UR	77	OBC -11	118	EWS-12	159	EWS-16	200	SC- 44- EX-MAN -30
37	SC-8	78	SC-17	119	SC -23	160	SC-35 EX-MAN -24		
38	EWS-4	79	EWS-8	120	ST -6	161	ST -8		
39	UR	80	ST -4 IRDP -5	121	UR -EX-MAN -18	162	UR		
40	ST-2 EX-MAM -6	81	UR - EX- MAN -12	122	OBC -18	163	OBC -24 - IRDP -10		
41	SC -9	82	SC-18	123	SC -27 -PH -7	164	SC -36 -IRDP -11		

The seats under 200 Point Roster for Different Categories are as under :-						
Category	SC (22%)	ST(5%)	OBC(15%)	General	EWS(10%)	Total
Open	28	6	18	70	20	142
Ex-Man /WES	6	2	4	18	0	30
WFF	2	0	0	2	0	4
IRDP	6	2	6	0	0	14
PH	2	0	2	6	0	10
Total	44	10	30	96	20	200

Horizontal Reservation	EX-Serviceman	15%
	Ward of Freedom Fighter	2%
	IRDP	7%
	Physically Handicapped	5%

Post Graduate Courses

The college offers Post-graduate courses in the subjects of English, Political Science, Commerce, Physics, Chemistry, Botany, Zoology and Mathematics. In the courses of English, Political Science, Commerce, Botany, Chemistry, Zoology, there are 30 seats each where as in the subjects of Physics and Mathematics there are 40 seats each. Admission to these courses are done on the basis of marks obtained in entrance test conducted by HPU in the month of May.

Course structure for Post Graduate Degree Programme.

M.A. English

1st Semester

- I) History of English Literature from Chaucer to 1800.
- II) Poetry from Chaucer to Pope
- III) Shakespeare and his contemporaries
- IV) Nineteenth Century Fiction.

2nd Semester

- V) History of English Literature Nineteenth Century and Twentieth Century.
- VI) Romantic and Victorian Poetry
- VII) Modern Fiction
- VIII) Growth and structure of English Language.

3rd Semester

- IX) Literary Criticism from Aristotle to T.S. Eliot
- X) Modern British and American Poetry.
- XI) Modern British Drama
- XII) World Fiction or

4th Semester

- XIII) Contemporary Literary theory
- XIV) Modern European Drama or American Drama
- XV) Indian Writing in English
- XVI) Indian Writing in Translation.

M.A. Political Science

1st Semester

- Course-I: Western Political Thought: From Plato to Bodin
- Course-II: Government and politics in India
- Course-III: Comparative Politics
- Course-IV: International Politics (Theories, Approaches & Concepts)

2nd Semester

- Course-V: Western Political Thought: From Hobbes to Marx
- Course-VI: Recent Trends in Indian Politics.
- Course-VII: Comparative Politics and Political Analysis
- Course-VIII: Emerging World Order

3rd Semester

- Course-IX: Indian Political Thought OR Theories, Approaches and Concepts
- Course-X: Regional Politics in India
- Course-XI: Theories of Nationalism and processes of Nation Building
- Course-XII: India's foreign policy and Relations

4th Semester

- Course-XIII: Democratic Theory OR Modern Indian Political Thought
- Course-XIV: Politics in South Asia
- Course-XV: Society, Economy and politics in Himachal Pradesh

Course-XVI Public International Law OR
Marxism after Marx OR Political
Economy of Development

M.Com.

1st Semester

M.C 1.1 Management and Organizational
Behavior
M.C 1.2 Business Environment
M.C 1.3 Managerial Economics
M.C 1.4 Statistical Analysis for Decision
Making
M.C 1.5 Taxation Practices and
administration

2nd semester

M.C 2.1 Corporate Financial Accounting
M.C 2.2 Financial Management
M.C 2.3 Human Resource Management
M.C 2.4 Marketing Management
M.C 2.5 Financial Institutions and Markets

3rd semester

M.C 3. Computer Applications in Business
M.C 3.2 Advanced Cost Accounting
M.C 3.3 Corporate Legal Framework
M.C 3.4 Strategic Management
M.C 3.5 Research Methodology

4th Semester

M.C 4.1 Advanced Financial Management
M.C 4.2 Security Analysis and Portfolio
Management
M.C 4.3 Project Planning and Control
M.C 4.4 Accounting for Managerial Decisions
M.C 4.5 E-Commerce
M.C 4.6 Project-Report and Viva-voce

M. Sc. (Mathematics)

Ist Semester

M 101 Real Analysis-1
M 102 Advanced Algebra-I

M 103 Ordinary Differential Equations.
M 104 Operations Research-1
M 105 Fluid Dynamics

2nd Semester

M 201 Real Analysis-II
M 202 Advanced Algebra-II
M 203 Partial Differential Equations
M 204 Classical Mechanics
M 205 Solid Mechanics

3rd Semester

M 301 Complex Analysis-I
M 302 Topology
M 303 Analytic Number Theory
M 304 Operation Research-II
M 305 Mathematical Statistics

4th Semester

M 401 Complex Analysis-II
M 402 Functional Analysis
M 403 Advanced Discrete Mathematics
M 404 Differential Geometry
M 405 Magneto Fluid Dynamics

M. Sc. Physics.

Semester-I

Course-PHYMS-101 Mathematical Physics
Course-PHYMS-102 Classical Mechanics
Course-PHYMS-103 Electronics-I
Course-PHYMS-104 Computational Methods in
Physics
Course-PHYMS-105 Laboratory

Semester-II

Course-PHYMS-201 Quantum Mechanics-I
Course-PHYMS-202 Condensed Matter Physics
Course-PHYMS-203 Statistical Physics
Course-PHYMS-204 Electrodynamics
Course-PHYMS-205 Laboratory

Semester-III

Course-PHYMS-301 Quantum Mechanics-II

Course-PHYMS-302 Material Science
 Course-PHYMS-303 Nuclear Physics
 Course-PHYMS-304 High Energy Physics
 Course-PHYMS-305 Laboratory

Semester-IV

Course-PHYMS-401 Electronics-II
 Course-PHYMS-402 Elective Papers one of the following

- a) Advanced High Energy Physics
- b) Nuclear & Particle Astrophysics
- c) Advanced Quantum Mechanics

Course-PHYMS-403 Elective Papers one of the following

- a) Nano Physics
- b) Macroscopic Physics
- c) Advanced Computational Physics

Course-PHYMS-404 Elective Papers one of the following

- a) Advanced Nuclear Physics
- b) Nuclear Technology
- c) Opto-Electronics

Course-PHYMS-405 Project

Semester-I

Course-PHYMS-I01 Mathematical Physics
 Course- PHYMS-I02 Classical Mechanics
 Course- PHYMS-I03 Electronics- I
 Course- PHYMS-I04 Computational Methods in Physics
 Course- PHYMS-I05 Laboratory

Additional Optional Course I-PHYMS-I06
 Computer Application in Physics Nodal Center based

Semester-II

Course- PHYMS-201 Quantum Mechanics-1
 Course- PHYMS-202 Condensed Matter Physics
 Course- PHYMS-203 Statistical Physics
 Course- PHYMS-204 Electrodynamics
 Course- PHYMS-205 Laboratory

Additional Optional Course-II - PHYMS-206
 Computer Application in Physics Nodal Center based

Semester-III

Course- PHYMS-301 Quantum Mechanics-II
 Course- PHYMS-302 Material Science
 Course- PHYMS-303 Nuclear Physics
 Course- PHYMS-304 High Energy Physics
 Course- PHYMS-305 Laboratory

Semester-IV

Course- PHYMS-401 Electronics -II
 Course- PHYMS-402 Elective Papers one of the following

- i) PHYMS-402 (a) Advanced High Energy Physics
- ii) PHYMS-402 (b) Nuclear & Particle Astrophysics
- iii) PHYMS-402 (c) Advanced Quantum Mechanics

Course- PHYMS-403 Elective Papers one of the following

- i) PHYMS-403 (a) Nano Physics
- ii) PHYMS-403 (b) Mesoscopic Physics
- iii) PHYMS-403 (c) Advanced Computational Physics

Course- PHYMS-404 Elective Papers one of the following

- i) PHYMS-404 (a) Advanced Nuclear Physics
- ii) PHYMS-404 (b) Nuclear Technology
- iii) PHYMS-404 (c) Opto - Electronics

Course- PHYMS-405 Project

M. Sc. Botany

Semester I		Marks: 400
Course No.	Title of Course	Marks
I	Biology And Diversity of Algae And Fungi	60
II	Biology And Diversity of Microbes and Plant Pathogens	60
III	Biology And Diversity of Bryophytes and Pteridophytes	60
IV	Plant Resource Utilization and Breeding	60
	Practical I-iv (20 Marks Each)	80
	Internal Assessment (15 Marks Each)	60
	Attendance (5 Marks Each)	20
	Total	400
Semester II		Marks: 400
Course No.	Title of Course	Marks
V	Cell And Molecular Biology (Common Course)	60
VI	Biostatistics & Computer Applications (common Course)	60
VII	Biology And Diversity Of Gymnosperms	60
VIII	Biology And Diversity Of Angiosperms I	60
	Practical V-vii (20 Marks Each)	80
	Internal Assessment (15 Marks Each)	60
	Attendance (5 Marks Each)	20
	Total	400
Semester III		Marks: 400
Course No.	Title of Course	Marks
IX	Cytogenetics And Evolution (common Course)	60
X	Immunology And Biotechnology (common Course)	60
XI	Biology And Diversity Of Angiosperms II	60
XII	Plant Physiology	60
	Practical IX-xii (20 Marks Each)	80
	Internal Assessment (15 Marks Each)	60
	Attendance (5 Marks Each)	20
	Total	400
Semester IV		Marks: 300
Course No.	Title of Course	Marks
XIII	Biochemistry (common Course)	60
XIV	Ecology (common Course)	60
XV	Special Paper	60
	Practical XIII-xv (20 Marks Each)	60
	Internal Assessment (15 Marks Each)	45
	Attendance (5 Marks Each)	15
	Total	300
	Grand Total:	1500

Special Papers: 1. Advanced Topics in Mycology 2. Advanced Topics in Applied Microbiology 3. Advanced Topics in Plant Pathology 4. Wood Sciences, Forest Biodiversity and Plant Resources 5. Biodiversity, Bioprospecting, Ethnobotany and Sustainable Utilization of plant resources. 6. Plant Reproduction, Tissue Culture and Horticultural Sciences 7. Advanced Plant Physiology and Biochemistry.

M. Sc. Chemistry Syllabus**Pass %age in M. Sc. Chemistry = 40%**

- a) In Theory - 40% (32/80)
 b) In I. A. - 40% (08/20)
 c) In Practical - 40% (20/50)

Split of 20 Marks IA

- 5 Marks Attendance in theory and Practical Classes
 15 Marks Class test of short questions/objective type

SEMESTER-I			
Course No.	Title	Max. Marks Theory	Internal Assessment
Course-I	Inorganic Chemistry	80	20
Course-II	Organic Chemistry	80	20
Course-III	Physical Chemistry	80	20
Course-IV	Mathematics for Chemists and Applications of computer in Chemistry	80	20
SEMESTER-II			
Course-V	Inorganic Chemistry	80	20
Course-VI	Organic Chemistry	80	20
Course-VII	Physical Chemistry	80	20
Course-VIII	Chemistry of Life and Enviromental Chemistry	80	20
Course-IX	(Practical I and II Semesters Common to all)		
	Inorganic Chemistry-A	50	
	Organic Chemistry-B	50	
	Physical Chemistry-C	50	
SEMESTER-III			
Course-X	Inorganic Chemistry	80	20
Course-XI	Organic Chemistry	80	20
Course-XII	Physical Chemistry	80	20
Course-XIII	(Special Paper-I) Any one of the following:	80	20
	Inorganic Chemistry-A		
	Organic Chemistry-B		
	Physical Chemistry-C		
Course-XIV	(Practical Common to all)		
	Inorganic Chemistry-A	50	
	Organic Chemistry-B	50	
	Physical Chemistry-C	50	
SEMESTER-IV			
(A - Inorganic Chemistry specialization)			
Course-XV A	(Special Paper-II) Advanced Organometallics	80	20
Course-XVI A	(Special Paper-III) Modern Techniques of Chemical Analysis	80	20
Course-XVII A	(Special Paper-IV) Inorganic Spectroscopy	80	20
Course-XVIII A	(Special Paper-V) Bio-Inorganic Chemistry	80	20

SEMESTER-IV

(B - Organic Chemistry specialization)

Course-XV B	(Special Paper-II) Synthetic Strategy	80	20
Course-XVI B	(Special Paper-III) Natural products	80	20
Course-XVII B	(Special Paper-IV) Medicinal Chemistry	80	20
Course-XVIII B	(Special Paper-V) Polymer Chemistry	80	20

SEMESTER-IV

(C - Physical Chemistry specialization)

Course-XV C	(Special Paper-II) Advanced Quantum Chemistry	80	20
Course-XVI C	(Special Paper-III) Solid State Chemistry	80	20
Course-XVII C	(Special Paper-IV) Biophysical Chemistry	80	20
Course-XVIII C	(Special Paper-V) Chemistry of Macromolecules	80	20

Practicals

Course-XIX A	Inorganic Chemistry Practicals	75
Course-XIX B	Organic Chemistry Practicals	75
Course-XIX C	Physical Chemistry Practicals	75
Course-XX	(SEMINARS For all three specializations)	25

M. Sc. Zoology

First Semester

Course No. Title of the Course

I	Biosystematics & Taxonomy
II	Structure and Functions of Invertebrates
III	Insect diversity&Physiology
IV	Biology of Parasites

Second Semester

V	Cell and Molecular Biology(CommonCourse)
VI	Biostatistics and Computer Applications (common course)
VII	VII Comparative Anatomy of Vertebrates
VIII	Developmental Biology

Third Semester

IX	Cytogenetics & Evolution(CommonCourse)
X	Immunology and Biotechnology(Common Course)
XI	Applied Zoology
XII	General Physiology

Fourth Semester

XIIIB	Iochemistry (Common Course)
XIV	Ecology (Common Course)
XV	Special Paper

Special Paper: 1. Molecular and Human Genetics 2. Biochemistry 3. Parasitology 4. Entomology 5. Molecular Physiology (A candidate shall be required to opt one specialization)

STUDENTS CENTRAL ASSOCIATION FOR THE INSTITUTION :

As per Ordinances of the HP University Shimla.

12. CONDUCT AND DISCIPLINE OF STUDENTS:

12.1 A student involved in the violation of any of the rules or regulations of the Institution or in any way involved in any act of indiscipline may be placed on conduct probation by the Head of the Institution.

A student placed on conduct probation shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition during the period of his Conduct Probation and shall also remain suspended from any office that he may be holding in any student organisation. If a student, who has been on conduct probation on two previous occasions, commits an act of indiscipline, he shall be expelled from the Institution.

Note : “Students found to have been involved in the act of ragging will be dealt with as per provision of Statute 23-A and recommendations of the Committee constituted by the Hon’ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan’s Committee Report)”.

1. Ragging means and includes any type of physical or mental torture, done by any individual or group either through words or conduct, which creates an apprehension in the mind of a person. As such he/she is prevented from pursuing his/her studies in an atmosphere free from fear or physical/psychological torture. Any person who aids or abets such an action shall be guilty of ragging.
2. There shall be no ragging in and outside the teaching departments of the College or the hostel and also on roads / approaches leading to College / Hostel.
3. The Head of the College, at the commencement of each session when new admission taken place, shall have a written undertaking from every student (old or new) to the following effect:-
“I have gone through the rules and regulations regarding ragging and discipline of the University/College/Institution and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of the rustication/expulsion from the University / College / Institution.”
4. If a Candidate is found indulging in ragging directly or indirectly, the competent authority, after enquiry, if satisfied, shall expel the guilty student(s) from the Institution.

12.2 Rustication and Expulsion of Students:

Rustication shall mean loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of expulsion from the College or Institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may with permission of the Head of the College or Institution rejoin the class in the same College or Institution after the time of rustication in the following academic year.

12.3 A student who is expelled from a College or Institution shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next academic year and shall not thereafter be re-admitted to the same or any other College or Institution without the prior sanction of the concerned authority. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the College or Institution to the effect that the student has been given adequate and reasonable opportunity to explain his position before the order was passed, shall accompany the report.

13. GENERAL: Notwithstanding anything contained in this Handbook the students will have to abide by the provisions of the H.P. University Act, Statues, Ordinances, Rules and Regulation as may be framed and amended from time to time.

FINES AND PENALTIES

1. a) Failure to pay dues on due date will entail a fine of Rs. 1 per day.
- b) In case a student does not deposit his/her dues in advance his/her name will be struck off from the roll at the end of the month.
- c) The name of the student shall also be struck off from the roll of the college, if he/she remains absent without leave for **Continuous 10 days or more.**
- d) *If the name of a student is struck off, he/she must be accompanied by his/her parent or guardian at the time of re-admission.*
- e) Re-admission is permissible, with a fine of Rs. 100.00 on the **recommendation of concerned teachers, If the name of a student is struck off.**
- f) If the name of a student is struck off for the second time, he/she will have to pay a fine **Rs.200** Students will not be admitted if his/her name is struck off for the third time.
- g) Once name is struck off, the student must readmit himself/herself within seven days. After that he/she will have to pay **a fine of Rs.10/- per day** at the time of re-admission.
- h) The Principal can expel a student from the college if he/she is found guilty of misconduct.
- i) Every student will have to procure No-dues certificate from college Library/ concerned Science department/ N.S.S/ N.C.C / Sports /College Canteen etc. if he/ she wants to leave the college.
- j) The security deposit will lapse if a student does not apply for refund of security within **one year of his/her leaving the college.**
2. Other fines will be as given below

i) Absence for one period	Rs. 1/-
ii) Absence per practical	Rs. 3/-
iii) Absence in House Exam.	Rs 20/- per paper
iv) Delay in returning books	Rs 1/- per day per volume
3. **Students are advised to preserve fee receipts, etc. issued by the college for future use. In case a fee receipt is lost, photocopy of the same can be obtained from the fee clerk on payment of Rs. 20/-(Rs. Twenty only.)**

Note: The above rates are subject to change by H.P. Govt. from time to time.

SCHOLARSHIPS/ CONCESSIONS

The College offers the following Scholarships and Concessions.

1. Maharshi Balmiki Chhatravritti Yojna- for girls belonging to Balmiki families.
 2. Indira Gandhi Utkrisht Chhatravritti Yojna, Merit Scholarship.
 3. IRDP Scholarship.
 4. Scholarship to the children of Armed forces personnel killed/disabled during different wars.
 5. Post matric scholarship to SC/ST/OBC students
 6. National merit scholarship with in income group of Rs. 100,000. p.a. The concerned students are directed to obtain scholarship forms the college office and submit those complete in all respects with in the specified dates notified from time to time duly recommended by the tutor.
- Detail available on : nsp.gov.in

COLLEGE LIBRARY: ITS RULES & FACILITIES

- i) The college library has more than 12500 books. The library subscribes 25 magazines, 18 Hindi / English Newspapers, Daily & Weekly, 20 printed journals and 38000 E- Journals as well as 91,000 E-books for its users.
- ii) The library has a sitting capacity of 200 students in its reading section.
- iii) Two books are issued for a period of 15 days only, Fine @ Rs.1.00 per day per book will be charged from the defaulters. Books can be re-issued for a short period if it is in great demand by the users.
- iv) In case a book/books is / are lost/ damaged / torn by the user, he/she will have to replace the same of latest edition or pay actual cost with 20% extra of the same.
- v) Reference books/newspapers/journals /magazines will not be issued in any case but the same can be consulted with in library premises with the written permission of the Librarian.
- vi) The Identity cum library card is a legal document and must be preserved carefully. The same will be issued to the students form the library immediately after their admission in the college. In case it is lost, student should return the book/books borrowed in the library and

submit a written request to the librarian about/for loss and getting duplicate card. An amount of Rs.20/- shall be payable for issued of duplicate "Identity cum library card."

- vii) Every user who enters the library shall sign the register in token of his/her acceptance to adhere to the rules of the library.
- viii) All belongings except purses and notebooks shall not be allowed to be carried with the readers beyond the issue counter. These shall be kept/deposited at the property counter.
- ix) A security amount of Rs. 100.00 (Refundable) is taken from the every student at the time of first admission in the college.
- x) The college library has a well stocked Book Bank from where any student can get a book issued for the whole session on nominal fee by depositing refundable security for a particular book. For details contact Librarian
- xi) The reader shall keep silence within the library premises.

LEAVE RULES FOR STUDENTS

- i) A student can proceed on leave with prior permission from the Principal but the application **should be signed by the parent/guardian of the student** and duly recommended by the tutor.
- ii) A tutor/class teacher can sanction leave upto 3 days while a leave application upto 7 days is to be sanctioned by the Chief Tutor/Vice Principal. Leave for more than 7 days is to be sanctioned by the Principal only.
- iii) **The application must be got sanctioned by the applicant himself/herself and he/she must ensure that the concerned subject teachers have noted down the leave. Application being brought for sanction not by the applicant himself/herself but by some other student will not be considered.**
- iv) Leave on account of illness, if it is for more than three day, must be accompanied by a medical certificate/ Registration Slip.
- v) Student may proceed on any kind of leave but he/she must deposit his/her fees/fines

on the appropriate day. Otherwise his/ her admission will stand cancelled. Similarly, he/she is also required to return the books on the fixed day.

- vi) Students, who go for participation in various inter-college games or other competitions will have to get their leave sanctioned & noted by the concerned subject teachers before their departure for the participation.
- vii) Leave during House Examinations will be sanctioned by the Principal after the recommendation of the concerned subject teachers in special cases only.

ANNUAL PRIZE-DISTRIBUTION

Prize Distribution Function is held every year in the month of March and various prizes such as academic, sports and cultural are awarded to the students in order to encourage them. Students standing first and second in aggregate and in the subjects are felicitated subject to the fulfilment of certain conditions. Who are claiming first or second prizes in aggregate must not have less than 50% marks in aggregate and those, who are claiming prizes for standing first or second in the subjects must have at least 50% marks in the concerned subject and must have passed all the subjects. In case the number of students in a subject is less than 10, there will be only first prize. Similarly for college level competition in Sport/NSS and all other extra curricular activities excluding academics if the number to teams / students is less than 5, no prize is awarded.

RULES FOR AWARD OF PRIZES ACADEMICS

- ★ First and second prize to students of undergraduate classes standing I and II in the subjects respectively in the College in HPU Annual/House Examination
- ★ Students not securing 50% marks in the aggregate or in the subject concerned and fails in any subject of study shall not be considered for the prizes
- ★ College Roll of Honour will be awarded to a student securing a position in HPU merit list.

SPORTS / CULTURAL/NCC/NSS

- ★ First, second and third prize to students securing I, II and III position respectively in National/Inter-Zonal/inter Varsity/ HP University/HP State sports/ Cultural events.

- ★ First and second prize to students securing I and II position respectively in the college sports cultural events.
- ★ Prizes to NCC students for participation in RD parade, selection in National/ Directorate level camp/State RD position in shooting, best-turnout and selection as Best Cadet.
- ★ Prizes to NSS students for selection as Best Volunteer and Group Leader.
- ★ "College Colour" to students for their outstanding performance in National/State/HPU sports of cultural or NCC or NSS events.

TUTORIAL/MENTOR GROUPS

Tutorial groups are formed as soon as a new academic session begins. In the tutorial classes students discuss their academic problems face to face with their teachers, Those, who do not attend the tutorial classes are fined.

ROVERS AND RANGERS

One unit of Rovers (Male Section) and one unit of Rangers (Female Section) have been sanctioned by Bharat Scouts and Guides H.P for the college. Scouting and Guiding educate an individual through various social activities/programmes and competitions which are mainly based on community development.

NATIONAL SERVICE SCHEME

The college has two units of N.S.S. The enrolment is made by the Programme Officers All interested students have to apply to join N.S.S

NATIONAL CADET CORPS (NCC)

The College has one NCC wing attached with IHPBN Solan. This is a three year course and enrollment is done only in the Ist year by the PI staff deputed by the Unit. There are total 54 vacancies. 33% are for girls.

COLLEGE MAGAZINE

A college magazine, in its true form, mirrors a profile of the college. The college brings out the yearly issue of its magazine named "**PARIJAT**". The students may submit their articles with in the specified date for inclusion in the magazine.

B. Voc

Bachelor of Vocational course was also introduced during the Academic year 2021-22. to provide career oriented education and opportunities.

SELF FINANCING COURSES

The college is also running Bachelor of Computer Applications (BCA), Bachelor of Business Administration (BBA) & Postgraduate Diploma in Computer Application (PGDCA) under self-financing Scheme. A separate prospectus is available for these courses in the college. HEIS is running these courses in the college.

CAREER GUIDANCE AND COUNSELING CELL

A Career Guidance and Counseling cell has been established in the college to guide and counsel students regarding their career. Advertisements for different posts/training programmes from various newspapers are displayed for students' benefits. A separate cell has been set up in the college library to guide as well as provide career-oriented information to the students.

CONDUCT AND DISCIPLINE

A student is defined as one who devotes his time in the pursuit of knowledge by engaging in fruitful studies. This is only possible if students help the college staff in building up a conducive and healthy environment in the college. For maintaining discipline in the college campus, the Principal can impose fine, suspension or expulsion of any student who is found indulging in such misconduct as listed below.

- a) i) **Ragging is banned in the institution and any act of ragging in the campus will be severely dealt with. Ragging implies harassment/physical or mental torture to another student by a student or a group of students. Any student found associated in such notorious activities will be guilty of gross misconduct and can cause his/her expulsion form the college. Further, legal proceedings under criminal law shall be initiated and any person who is proved to be indulged in the ragging shall on conviction be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or with both.**
- ii) Anybody found guilty of writing obscenities/dirty words on black boards, wall or furniture.
- iii) Aimlessly loitering in the corridors, raising noise there or attempting to disturb classes.
- iv) Smoking or taking drugs/alcohol/chewing paan/chewing gum/ gutka & spitting inside the college building [A fine of Rs.

- 100/- (minimum) will be imposed for the offence.]
- v) Use of Mobile Phones inside the college building is strictly prohibited as per H.P.Govt. Notification. (A fine of Rs.500/- minimum will be charged from the guilty student)
 - vi) To pluck flowers or damage plants. [A fine of Rs. 50/- (minimum)]
 - vii) Any attempt to damage the furniture, window panes or other property in the campus.
 - viii) To fiddle with the electric installations.
 - ix) To indulge in any rash/ unbecoming behaviour.
 - x) To use unfair means in the examinations.
 - xi) To bring outsiders to the college is strictly prohibited and attracts heavy fines, rustication and even expulsion.
 - xii) To paste notice, hand bills, pamphlets on notice boards without the prior permission of the Principal. Writing slogans and pasting handbills, pamphlets or notices on the walls of the college campus (including boundary walls) is strictly prohibited and may attract heavy fine, rustication or expulsion.
 - xiii) a) Students creating disturbance in corridors by shouting, exploding crackers or kicking doors of lecture rooms etc. will be fined amounting to rupees 500/-. A strict disciplinary action will be taken against the defaulters.
 - b) **Every student should carry his/her identity card which is issued to the students after admission. It should be shown/produced on demand.**
 - c) Students, who participate in sports or other extra-curricular activities/ educational tours must produce written permission from their parents/guardians.
 - d) Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.
 - e) Whenever the parents/guardians are requested to meet the Principal in connection with some problems regarding their wards, they should immediately come to the college.
 - f) Single use plastic and Junk Food are prohibited in campus.

COMMUNITY PARTICIPATION

Parent- Teachers' Association : Parent-

Teachers' Association has been formed in the college to assist the college authorities to undertake developmental activities and also to develop a rapport between the parents and the teachers for the smooth functioning of the college. The need of the hour is the constructive interaction between the parents and the teachers. Its objectives are :

- i) To arrange time to time discussion with the elderly persons of the society and to incorporate their suggestions for the improvement of the educational standards of the college.
- ii) To inform the parents/guardians about the performance of their wards from time to time and to make arrangements for them to meet the concerned faculty staff once in a quarter.

There will be a general body of P.T.A., of which the parents or guardians (only those who are blood relatives of student studying in the college) will be the members. The Principal of the college will be the patron of the body.

OLD STUDENTS' ASSOCIATION

Old students' Association has been constituted in the college to support the parent institution's goals and to strengthen the bond between alumni, the community and the parent institution.

NOTICE BOARD

All the students of the college must read the notice boards on regular basis to keep themselves aware of the latest developments in the college. A regular visit to the notice board will save the students from many problems. All important informations regarding day-to-day activities of the college are displayed regularly on the **Digital Notice Board**.

EDUCATIONAL TOURS, EXCURSIONS

The college allows various educational tours, excursions and picnics during the session. Interested students must keep the following points in their mind while joining any tour, picnic or excursion.

- a) Educational tours will be organised during holidays.
- b) Excursions will not be of more than three days.
- c) Any student interested to join excursion or educational tour must submit written consent of his/her parents (either father or mother) on a form to be supplied by the office, failing which he or she will not be permitted.
- d) No student can join a tour or excursion if any of

the subject teachers does not allow on account of his/her shortage of attendance.

- e) Interested students must submit the complete form in all respects to the Educational Tour-cum-Excursion Committee.
- f) No educational tour, excursion can be organised without accompanying any teacher or without the prior permission of the college administration.

HOSTEL

The college has girls hostel. Students seeking admission to the hostel must apply on the prescribed form available within the college prospectus. Those girl-students, who belong to SC and ST category are given preference in Hostel admission. The students of General category are given admission only if the rooms are left vacated after the admission process. The admission to the hostel will be open for ten days after the last date of admission. A student suffering from an infectious disease will not be allowed to stay in the hostel.

Rules:

- ✧ Residents are expected to conduct themselves with dignity and decorum at all times in the hostel,
- ✧ Residents are required to observe perfect silence in the reading rooms. They should not disturb other residents by making a noise.
- ✧ In case of non-payment of dues or remain

absent without leave or violation of any hostel rules by a resident, Warden may get her room locked or opened for possession without any liability whatsoever.

- ✧ Residents should lock their rooms whenever they go out. The responsibility for any loss of goods, money jewellery or any other items will be that of the occupant of the room.
- ✧ Boarders are expected to keep their surroundings neat and clean and make proper use of dustbins.
- ✧ The Hostel warden appoints a hostel Prefect who looks after the discipline and daily attendance of the girls.
- ✧ No inmate is allowed to use electric appliances in the room.
- ✧ Entry of outsiders in the hostel is strictly prohibited.
- ✧ Use of drugs or intoxicants, smoking and ragging in the hostel are offences which can result in the eviction of the offender from the hostel.
- ✧ Pets are not allowed in the hostel
- ✧ No boarder is allowed to proceed to her native place without prior permission of the Hostel warden
- ✧ On leaving / vacating the hostel the boarder shall have to procure a "No Dues Certificate".

HOSTEL FEES AND FUNDS

H.O. A/c. Govt.	Fee and Funds	Amount to be charged
	Hostel Admission Fee	10.00 p.a
Fund	Room rent per seat @ Rs. 30.00 per month	360.00 p.a
College	Hostel Maintenance Fund	600.00 p.a
	Utensil Charges	5.00 p.a
Dues	Hostel Identity Cards	10.00 p.a
	Common Room Fund	120.00 p.a
	Attendant Fee	300.00 p.a
	Establishment Charges	120.00 p.a
	Electricity Charges	2400.00 p.a
	Water Charges	120.00 p.a
	Sweeper Charges	360.00 p.a
	Depreciation Charges	600.00 p.a
	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	100.00
	Mess Advance (Refundable/ Adjustable)	500.00
	Total	6105.00
	Mess Charges Extra	

Note : If electricity bill would be more than the electricity charges collected , the extra amount will have to be shared by all Hostellers equally

College Administrative Affairs Committees for the Session 2022-23

S.N.	Name of Committee	Members	Convener
1	College Advisory /CSCA Advisory committee	Prof. P.L. Janewo Prof. Prittam Lal Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Ranaut Prof. Suresh Sharma Prof. Sita Ram Prof. Neelam Sharma Dr. Mahender Bhatia President /CSCA Office Bearers	Convener
2	Hostel Advisory Committee	Prof. Jyoti Prabha Dr. Surya Kant Prof. Manorma Prof. Jyoti Barwal Prof. Reeta Kumari (Warden) Dr. Hansa Prof. Reena (Eng.) Mrs. Anu Sharma CSCA Office Bearer (Girl Students)	Chief Warden
3	AISHE In charge	Prof. Ripan Kumar (Chem.)	
4	Bursar	Prof. Prittam Lal	
5	Campus Development, Cleanliness & beautification Committee	Prof. Mahender Bhatia Prof. Parveen Sankhyan Prof. Reena (Eng.) Prof. Kiran CSCA President Sh. Kuldeep Singh (Mali)	Convener
6	IQAC Coordinator	Prof. Ram Krishan (Principal) Prof. Bovinder Katoch	Chairperson Coordinator- cum-Member Secretary
7	RUSA Coordinator	Dr. Surya Kant	Convener
8	UGC NAAC Cell	Prof. Naveen Bhardwaj Dr. Reeta Kumari Dr. Reena Devi Dr. Shista Sh. Rampal (Sr.Asstt.)	
9	Research Development Committee	Dr. Bovinder Katoch Dr. Jaswant Singh Saini Dr. Arun Kumar (Physics) Dr. Ripon Kumar (SKT) Prof. Poonma Prof. Amarpaul (BCA) Prof. Naresh Kumar (BBA)	Convener
10	Scholarship Monitoring Committee Scholarship Committee	Sh. Ram Krishan (Principal) Dr. Jaswant Singh Saini Prof. Avneesh Sharma SC/ST Fresh	Convener Members

		Prof. Praveen Sankhyan SC/ST Renewal Prof. Lavli Rana IRDP Renewal Prof. Naveen Bhardwaj IRDP Fresh Prof. Manorma Devi Post Matric OBC Renewal Prof. Kiran Kumari Post Matric OBC Fresh Prof. Sachin Monga Dr. Ambedkar (EBC) Fresh Prof. Vasudev Garg Dr. Ambedkar (EBC) Renewal Dr. Ripon Kumar (Skt) Kalpna Chawla Renewal Dr. Rajeev Kumar Kalpna Chawla Fresh	
11	House Exam Committee	Prof. Bachan Singh Prof. Anit Sharma Dr. Amit Kumar Prof. Anil Kumar	Convener
12	Time Table Committee	Dr. Surya Kant Dr. Sachin Monga Prof. Rajender Kumar Dr. Basudev Garg Prof. Rajeev Kumar	Convener
13	College Estate Committee	Dr. Mohinder Singh Thakur Dr. P.C. Gautam Prof. Avneesh Kumar Prof. Reena Sharma Sh. Jyoti Prashad (Clerk)	Convener
14	College Building Fund Committee	Prof. Ram Krishan Prof. P.L. Janewoo Pradhan Gram Panchayat Patta (PTA President) (CSCA President) Asst. Eng. PWD Ghumarwin Col. Jaswant Singh V.P.O. Kalol	Chairman Member Secretary Member Member Member Member
15	College Sanitization Committee during COVID -19 Pandemic	Prof. Ripon Kumar (Skt) Prof. Vikas Chandel Sh. Rakesh Kumar (Peon)	Convener
16	College Property Maintenance Committee: Civil work Maintenance and Furniture repair, Electricity Maintenance, Water supply	Dr. Praveen Ranaout Sh. Jyoti Prashad (Clerk) Electricity: Prof. Avneesh Sharma Prof. Ripan Kumar Prof. Manorama Water Supply: Prof. P.C. Gautam Prof. Rakesh Sharma Prof. Poonama Civil Work Repair: Prof. Sarwan Kumar Prof. Sachin Monga Prof. Anjana (Skt)	Coordinator Convener Convener Convener

17	Purchase committee through (RUSA)	Principal (PAO) Dr. Suryakant HOD Concerned Department Sr. Asstt. (Buyer) Store In charge	
18	Purchase Committee (Store & GEM)	Prof. Sita Ram Dr. P.C. Gautam Prof. Anil Kumar Prof. Rajeev Kumar	Convener
19	Purchase Verification committee	Dr. Praveen Ranaut Dr. Jaswant Singh Saini Prof. Avneesh Kumar Prof. Lavli Rana Office supdt.	Convener
20	Legal Affairs Committee And RTI Committee	Sh. Ram Krishan Sh. Pritam Lal Sharma (Office Supdt.) Prof. Bachan Singh Prof. Suresh Sharma Prof. Sita Ram Prof. Naveen Bhardwaj Prof. Manorma Devi	PIO APIO
21	College Canteen Committee	Prof. Suresh Sharma Prof. Parveen Sankhyan Dr. P.C. Gautam Prof. Lavli Rana Dr. Reeta Kumari Sh. P.L. Sharma (Office supdt) CSCA President	Convener
22	College Magazine committee	Prof. Neelam Sharma Prof. Naveen Bhrdwaj Prof. Kiran Devi Prof. Manorma Devi Dr. Anjana Kumari (SKT) Prof. Reena Sharma Dr. Jyoti Barwal Prof. Basudev	Chief Editor Planning Forum Pahari Hindi Sanskrit English Science Commerce
23	Prospectus Committee	Prof. Sita Ram Prof. Anit Sharma (Eng) Prof. Ripon Kumar (Skt) Prof. Manorama (Hindi) Prof. Rajeev Kumar	Convener
24	College Website committee	Prof. Rajeev Kumar Prof. Vikas Chandel BCA Faculty Pritam Sharma (Office Supdt.) Sh. Rampal (Sr. Assistant)	Convener

25	Press/Publicity committee regarding college activities	Prof. Suresh Sharma Prof. Reeta Kumari Dr. Ripon (SKT)	Convener
26	Library Affairs committee	Prof. Parveen Sankhyan Prof. Rajender Kumar Prof. Basudev Garg Prof. Kiran Devi Prof. Jyoti Barwal Prof. Hansa Librarian CSCA President	Convener
27	House Allotment Committee	Prof. Bachan Singh Dr. Jyoti Prabha Prof. Sita Ram Prof. Rajender Kumar Office Supdt.	Convener
28	Anti Ragging Committee -cum- Discipline Committee of College Note: The cases of any type of indiscipline will be brought into the notice of discipline committee and the committee is authorized to take action accordingly, if the case is not resolved than the discipline committee will forward the case to college advisory committee for further decision.	Prof. P.L. Janewoo Prof. Pritam Lal Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Kumar Prof. Suresh Sharma Prof. Neelam Sharma	Convener
29	Anti Ragging Cum Discipline Squad Note: The anti ragging/discipline squads will vigilantly take rounds in their specified areas to maintain the discipline in and around the campus. The teams will also check the I-cards of the students and will keep an eye on the use of mobile, plastic or junk food.		
	Ground Floor	Dr. Mohinder Bhatia Dr. Surya Kant Prof. Parveen sankhyan Dr. Amit Kumar Prof. Anil Kumar	Convener
	1st Floor	Prof. Mohinder Singh Prof. Rajender Kumar Prof. Anit Kumar Prof. Hansa Devi Prof. Reena Sharma	Convener
	2nd Floor	Prof. Sita Ram Dr. Prakash Gautam Prof. Lavli Rana Dr. Ripon (Skt) Prof. Vikas Chandel Prof. Kiran Kumari	Convener

30	Task force /Anti Eve-teasing /Girls Grievance Redressal cell	Dr. Jyoti Prabha Prof. Neelam Sharma Prof. Manorama Dr. Anjana Kumari (SKT) Dr. Reeta Kumari Prof. Jyoti Barwal President CSCA Vice President CSCA Secretary CSCA Joint Secretary CSCA	Convener
31	Grievance Redressal Cell For Sexual Harassment of Women at Work Place.	Dr. Jyoti Prabha Prof. Neelam Sharma Prof. Hansa Prof. P.L. Janewoo Dr. Parveen Kumar Office Supdt. Mrs. Neelam Sharma (Retd. Principal) CSCA Office Bearer Girl students Santosh Kumari (Peon)	Convener (Male Member) (Male Member) (Co-opted member) (Male Member)

**Principal
SVGC Ghumar**

Students' Affairs Related Committees For Session 2022-23

S.N.	Name of Committee	Convener/Member	
1	Career Counselling & Placement Cell	Prof. Rajender Kumar Prof. Anit Sharma Prof. Ripan Kumar (Chem.) Prof. K. Poonama Prof. Anil Kumar (Math) Prof. Vikas Chandel Prof. Kiran Kumari BBA/BCA/B.Voc. Faculty	Convener
2	Academic Affairs Committee (Admission, exam and Result)	Prof. Sarwan Kumar Prof. Ripan Kumar (Chemistry) Prof. Basudev Garg Dr. Reeta Kumari DA University	Convener
3	Attestation of University Forms	All HODs	
4	Bus Passes attestation Committee	All HODs	
5	Leave Sanctioning Authority for students	Principal – More than Six days Sr. Tutor (Prof. P.L. Janewoo) up to six daysHOD's (Concerned Deptt.) up to three days	Convener
6	Sports Committee	Dr. Parveen Ranaut Prof. Sawan Kumar Dr. Prakash Gautam Prof. Manorma Devi Prof. Anil (Math) Sh. Jyoti Prashad (Clerk)	
7	Cultural Activities Committee	Dr. Jyoti Prabha Prof. Suresh Sharma Prof. Manorma Devi Dr. Anjana Kumari (SKT) Dr. Ripon (SKT) Prof. Kiran Kumari Prof. Hansa Devi Smt. Raj Kumari (Tabla Vadak)	Convener
8	Extracurricular Activities Committee	Prof. Neelam Sharma Prof. Manorma Devi Dr. Anjana Kumari (SKT)	Convener

		Prof. Reeta Kumari Prof. Jyoti Barwal Prof. Hansa Prof. Poonama	
Clubs/Societies			
9	Coordinator of all Clubs & Societies : Literary Society	Prof. Suresh Sharma Prof. Anit Sharma Prof. Manorma Devi Dr. Ripon (Skt) Prof. Reena Sharma	Convener
	Social Sciences Society	Prof. Rajender Kumar Dr. Reeta Prof. Kiran Prof. Vikas Chandel	Convener
	Science Society	Prof. Sarwan Kumar Prof. Arun Kumar (Physics) Prof. Sachin Monga Dr. Shista Sharma Dr. Jyoti Barwal	Convener
	Commerce Society	Prof. Pritam Lal Prof. Basudev Garg Prof. Poonma	Convener
10	Tour and Excursion committee	Dr. Prakash Gautam Prof. Manorama Dr. Ripon (SKT) Dr. Reeta Prof. Kiran Prof. Vikas Chandel CSCS President	
11	Equal Opportunity Cell/ SC/ST/ OBC /Minority Cell	Dr. Jaswant Singh Saini Prof. Arun Kumar (Physics) Prof. Sachin Monga Prof. Kiran Prof. Poonama Sh.Ram Pal (Clerk)	Convener
12	Health awareness Club/ Anti Drug cell	Dr. Mahender Bhatia Prof. Lavli Rana Dr.Shista Sharma Prof. Amit Kumar (Chemistry) Prof. Hansa Devi	Convener

		Prof. Poonama CSCA office Bearers and Members	
13	Red Ribbon Club	Dr. Jaswant Singh Saini	Coordinator
14	Rover and Rangers	1. Prof. Poonama 2. Prof. Parveen Sankhyan	Unit Leaders
15	NSS	Prof. Vikas Chandel Prof. Kiran Kumari Kumari	Programme Officers
16	Srijan Club	Prof. Neelam Sharma	Coordinator
17	Gender Champion Club	Dr. Reeta Kumari	Coordinator
18	Yoga Centre In charge	Dr. Reeta Kumari	Coordinator
19	NCC	Prof. Bovinder Katoch	Unit Leader
20	ECO Club	Prof. Jyoti Barwal	Coordinator
21	Unnat Bharat Abhiyan	Dr. Anjana Kumari (SKT)	Nodal officer
22	Ek Bharat Shreshth Bharat	Prof. Kiran Kumari	Club Coordinator
23	Institutional Innovation Council (IIC)	Prof. Suresh Sharma	President
24	NIRF	Prof. Sarwan Kumar	Nodal Officer
25	Road Safety Club	Prof. Pritam Lal Prof. Rajender Kumar Prof. Vikas Chandel Prof. Anjna (Skt)	Nodal Officer
26.	Vivekanand Sahayata Samooh	Prof. P.L. Janewoo Prof. Suresh Sharma Prof. Praveen Sankhyan Prof. Rajender Sharma	Convener
27	Yuva Tourism Club	Prof. Rajender Sharma Prof. Anit Sharma Prof. Vikas Chandel B. Voc faculty (Hospitality)	Convener Member Secretary

**Principal
SVGC Ghumarwin**

ADMISSION COMMITTEES FOR THE SESSION 2022-23

The following Admission Committees have been constituted for the session 2022-23. The committees will function on each working day from 10:00 a.m to 2:00 p.m. in the respective rooms as shown below

Sr.No.	Subject (DSC-I)	Committee	Room No.
1.	English	Prof. Neelam Sharma Convener Prof. Anit Sharma Prof. Reena Sharma	207
2.	Hindi/Sanskrit /computer Science	Prof. Manorma Devi Convener Dr. Ripon Kumar	110
3.	History/Education	Prof. P. L. Janewoo Convener Prof. Ripan Kumar Prof. Rajeev Kumar,	309
4.	Mathematics	Prof. Sachin Monga Convener Prof. Anil Kumar Dr. Hansa Devi	211
5.	Chemistry	Dr. Suryakant Convener Prof. Sarwan Kumar Dr. Amit Kaura	106
6.	Physics	Prof. Avneesh Sharma Convener Prof. Lavli Rana Dr. Arun Kumar	208
7.	Botany	Dr. Mahender Bhatia Convener Dr. Jaswant Singh Saini Prof. Praveen Sankhyan	122
8.	Zoology	Prof. Bovinder Chand Convener Prof. Jyoti Barwal Dr. Shista Sharma	107
9.	Political Science/ TTM	Prof. Sita Ram Convener Prof. Vikas Chandel	209

10.	Public Admn.	Dr. Prakash Chand Gautam Convener Prof. Anjana Devi	313
11.	Geography	Prof. Bachan Singh Convener Prof. Rajender Sharma	213
12.	Economics	Dr. Mohinder Singh Convener Prof. Naveen Bhardwaj	215
13.	Music	Dr. Jyoti Prabha Convener Prof. Suresh Sharma	129
14.	Commerce	Prof. Pritam Lal Convener Dr. Basu Dev Garg Prof. Kumari Poonma	111
15.	Sociology JMC	Prof. Reeta Convener Prof. Kiran Devi	310
16.	Physical Education	Dr. Praveen Ranaut Convener Dr. Ripon Kumar	108
17.	Scrutiny Committee	Prof. P.L. Janewoo 103 Prof. Pritam Lal Dr. Mahinder Bhatia	

Standard Operating Procedure during COVID-19 Pandemic in the College

1. Full Sanitization of the campus Twice in a week.
2. No official/student/parents/General Public will not go towards IQC i.e Guest House, Principal Residence and Gym Hall till the IQC is functional.
3. Students/staff and college visitors will be allowed to enter the college only wearing mask/gloves. Anybody entered without mask will be liable action under relevant rules specified by MHRD/Govt. of HP/DC Bilaspur under NDMA.
4. Sanitization of Hands and washing of hands with soap at least for 20 seconds has to be practiced by one and all in the campus at specified places.
5. Physical/Social distancing has to be observed by everyone everywhere in the campus i.e. office, class, Lab., playground, exam Hall etc.
6. Thermal scanning of every entrant is mandatory at the gate.
7. Any person having symptoms like ordinary flu, cold, fever, sour throat and lacking of taste need not to come to college. He/She will inform the College Authority for any important work related to exam/admission or any other through mail.
8. All the staff members and students must also guide others regarding above mentioned SOP.
9. Sanitization of Books and Bag will be done when regular classes will take place.
10. Students are advised to wear full sleeves dress and proper shoes and should bring their belongings such as books, water bottle, lemon snacks etc. carry bag so that they may remain away from Corona infection.
11. Do not spit anywhere in the college campus.
12. Don't throw wrappers of eatables in the campus, put them in the Dust bin.
13. Keep care of proper Hygiene in the Wash rooms.

ACTIVITIES, ACADEMIC SESSION 2022-23**1. Admission Schedule:-**

- | | |
|--|--|
| a) Submission of Admission/Registration form (1st Year) | 10th July to 20th July, 2022 |
| b) Display of Merit List | 21st July, 2022 |
| c) Fee Deposit | 22nd July to 25th July, 2022 |
| d) Display of 2nd merit list | 26th July 2022 |
| f) Fee Deposit | 27th July to 28th July, 2022 |
| g) Roll on Admission (2nd Year & 3rd Year) | 10th July to 20th July, 2022 |
| h) Orientation of 1st year students | 29th July to 30th July, 2022 |
| | |
| 2. a) Regular teaching of I, II Year & III Year Starts w.e.f. | 1-08-2022 |
| b) Mid Term Examination | |
| | |
| 3. Last date of applications for N.S.S, Rovers & Rangers & NCC enrolment | 15-08-2022 |
| | |
| 4. Competitions of various Subject Societies | |
| | |
| 5. C.S.C.A. Elections | August 2019- dates to be notified by H.P.U |
| | |
| 6. C.S.C.A. Oath-taking Ceremony | After CSCA Elections |
| | |
| 7. P.T.A. General House (Election) | will be decided later on |
| | |
| 8. Last date for applications for various scholarships/fee concession | As per Govt. Schedule |
| | |
| 9. Payment of College Fees | At the time of admission |
| | |
| 11. Annual Examination I, II and III year | 15-04-2023 to 20-05-2023 |
| | |
| 12. Filling up of H.P.U. Examination Forms | (As per University schedule) |
| | |
| 13. Diwali Break | 20-10-2022 to 25-10-2022 (5 days) |
| | |
| 14. Winter Break | 01-01-2023 to 04-02-2023 |
| | |
| 15. Summer Vacation | 10-06-2022 to 04-07-22 |
| | |
| 16. Annual Function | 3rd week of March, 2023 |

COLLEGE ACTIVITY (TENTATIVE) CALENDER 2022-23

S. No.	Date & Month	Name of activity	To be organised by	In Collaboration with
1	August, 2022			
	1 st August 2022	Regular Teaching		
	15 th August, 2022	Independence day celebration	NCC, Rover & Rangers, NSS	
	22 nd August, 2022	One day sensitization workshop	Red Ribbon club	DAPO
	In the month of August	Plantation camp	NSS/NCC/R & R	
	Last Week of August	Talent hunt	Cultural committee	Co curricular committee
2	September 2022			
	5 th September, 2022		Literary club	
	1 ST week of September, 2022	Quiz competition	Red ribbon club	Botany/Zoology/GCC
	14 th Sepember, 2022	हिंदी दिवस	Hindi dept.	Literary club
	16 th Sepember, 2022	World Ozone day	Eco club	All science departments, Geography dept.
	24 th September, 2022	NSS day	NSS unit	
	27 th September, 2022	विश्व पर्यटन दिवस	TTM dept.	Tour and excursion committee
3	October, 2022			
	2/3 week of October, 2022	Seminar	Red ribbon club	HPSACS
	11 October, 2022	National girl child day	Rover & Rangers	
	13 th October, 2022	International natural disaster reduction day	Eco club	NSS,NCC,R & Rs
	2/3 week of October, 2022	Rangoli and Mehendi competition	Co curricular committee	Cultural committee
4	November, 2022			
	11 th November, 2022	National Education day	Education dept.	Literary club
	14 th November, 2022	Children day	NSS unit	
	November, 2022	Lecture on career opportunities in various fields	Career , counseling and guidance cell	District employment officer
	November, 2022	Motivational lecture on banking services	Commerce society	
	November, 2022	Essay competition on social inequality	Social science club/society	
	17 th November, 2022	National Journalism day	J & MC dept.	Press committee

5	December, 2022 (Note: the activity schedule for the month of December is tentative, subject to the midterm examination schedule)			
	1st December, 2022	World AIDS day/blood donation awareness camp	Red ribbon club	Botany/Zoology/Gender Champion Club
	2 nd December, 2022	National pollution control day	Rover and rangers	Eco club
	5 th December, 2022	Wildlife conservation day	Science society	Zoology, Botany and Chemistry
	December, 2022	Spot photography/ caption photography	Co curricular committee	
	10 TH December, 2022	मानवाधिकार दिवस	Social science club/society	Pub. Admin. , Political Sci dept.
	16 TH December, 2022	विजय दिवस	NCC	NSS, R & Rs
	22 nd December, 2022	राष्ट्रीय गणित दिवस	Maths dept.	
6	January, 2023			
	January, 2023	Educational Tour (for final year students)	Tour and excursion committee	
		NSS special camp	NSS unit	
7	February, 2023			
	Second day of 2 nd week of February (7 th Feb.)	सुरक्षित इंटरनेट दिवस	BCA, BBA dept.	
	13 TH February, 2023	विश्व रेडियो दिवस	J & MC dept.	Press committee
	2 nd week of February, 2023	Annual Athletic Meet	Physical Education dept.	All staff members (teaching/non-teaching)
	3 rd week of February, 2023	CSCA function cum Annual Cultural Day	Cultural committee	Co curricular committee, All staff members (teaching/non-teaching)
	28 th February, 2023	Science day	Science society	All science faculties
	2/3 week of February, 2023	Group discussion/RRC Talks	Red ribbon club	GCC
	4 th week of February, 2023	Motivational lecture for competitive examinations	Career , counseling and guidance cell	
8	March, 2023			
	8 th March, 2023	International Women's day	Gender Champion Club	All staff members
	22 nd March, 2023	World water day	Eco club	Science dept. , Geography dept.
	2/3 rd week of March, 2023	Annual Prize Distribution Function		

UNDERTAKING BY PARENTS/GUARDIAN

I, Mr./Mrs. (Full name of parent (father/mother)/Guardian of
..... (full name of the student to be admitted to S.V. Govt. College Ghumarwin), hereby
solemnly undertake that My son/daughter/ward will not indulge in any type of ragging or indiscipline in the
college campus/hostel/outside. In case of any such violation, disciplinary action should be followed as per
ordinance issued by H.P. Govt. and I will not interfere in any way in the action taken against my
son/daughter/ward.

Signature of Parent/Guardian

Name _____

Address _____

Tel. No./ Mob. No. _____

Certificate for Physically Handicapped Candidate

Dispatch No.....

Dated.....

(To be issued by Medical Authority of a Government Hospital)

1. Name of the Candidate.....
2. Father's Name.....
3. Permanent Address
-
-
4. Percentage of handicap in figures and words
5. Whether the candidate will otherwise be able to carry on studies.....
-
6. Name of the disease/cause of Handicap.....
7. Whether Handicap is Temporary or Permanent
8. Whether Handicap is progressive or non- progressive

Name of the Certifying Officer.....

Designation.....

Signature of Authorised

Medical Officer

CERTIFICATE OF CASTE/TRIBE/ANTYODYA/IRDP/EWS

(Required only from Scheduled Castes/Scheduled Tribes/Antyodya/IRDP/EWS Candidates)

Certified that Mr./Miss/Mrs..... son/daughter of
Shri..... of place..... an
applicant for admission to Himachal Pradesh University, Shimla belongs
to Scheduled Cast/Scheduled Tribes/ANTYODYA/IRDP according to the notification of the
government.

Date _____

Sign. of the Revenue officer Office Stamp

CERTIFICATE OF INCOME

(Only from those/whose Guardian's Income is less than Rs. 500/- per Month)

Certified that the annual income of Mr./Miss/Mrs.....
District.....State.....
from all sources is Rs.(in figure) (in words).....

**Seal with Date Sign.
of Revenue Officer**

AUTHORIZATION CERTIFICATE

I _____
S/o / D/o _____ will not be able to attend
counselling on dated _____ because of _____.
Hence, I hereby authorize Ms./Mr./Mrs. _____ to attend the
counselling on my behalf whose photograph (duly attested by the Gazetted
Officer) is affixed in the box and signature is attested below.

Affix recent
photograph of
authorized
person

Signature of the applicant

Signature of the authorized Person

Pictorial Glimpses of 2021-22





रैगिंग एक दण्डनीय अपराध

महाविद्यालय का कोई भी छात्र/छात्रा रैगिंग में संलिप्त पाया गया तो इसे दण्डनीय अपराध माना जाएगा। संलिप्त पाए जाने पर निम्नलिखित कार्यवाही की जा सकती है।

- महाविद्यालय से निष्कासन
- कक्षाओं से निलम्बन
- जुर्माना या लोक क्षमा याचना
- सरकार द्वारा प्रदत्त छात्रवृत्तियाँ या अन्य आर्थिक लाभ रोकना।
- महाविद्यालय में आयोजित गतिविधियों में भाग लेने से वंचित रखना।
- छात्रावास से निष्कासन या निलम्बन।
- कारावास, जुर्माना या दोनों।
- अपराधी कानून के अन्तर्गत कानूनी कार्यवाही आरम्भ किया जाना।

ANTI RAGGING HELPLINE

National : 24×7 Anti Ragging Helplines

1) Toll Free :1800-180-5522

2) E-mail : helpline@antiraging.net

E-mail : cm-hp@nic.in