

PROSPECTUS

cum

Handbook of Information:2023-24



EST-1994



Last date for submission of application form 15th August 2023

(www.gcghumarwin.org.in)

SWAMI VIVEKANAND GOVT. COLLEGE GHUMARWIN
Bilaspur -174021 (H.P.)
(NAAC 'B' ACCREDITED)

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

(FOR ADMISSION THROUGH AN ENTRANCE TEST conducted by HPU Shimla)

MSc. (Physics, Botany, Zoology, Chemistry, Maths), MA (English, Political Science) and MCom.

FROM PRINCIPAL'S DESK

"Education is 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 within the Himachal Pradesh University. In this college, we are imparting higher education to the students coming from



different parts of District Bilaspur as well from other parts of State of Himachal Pradesh, which is a very substantial, potent and conscientious task. We all know that education plays critical role for the development of a nation. It is a fact that education is a dynamic process in which new-fangled thoughts are supplemented persistently to constrict the education in progressive approach. It is also realism that the nation is as strong as its education system. A developed country has strong and deep rooted education system where as the developing and its system that 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 for their extra-curricular interests. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual development. 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 run so many courses which endeavor to enrich the academic and extra-curricular standards of our students. Our teachers work hard throughout the year with the students to provide them high quality educational experience in the form of debates, group discussions, workshops, symposia, seminars and sports and cultural competitions. Eminent personalities are 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

FACULTY OF COLLEGE

FACULTY OF LANGUAGES

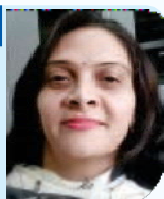
ENGLISH



1
Mrs. Neelam Sharma
Associate Professor
M. A., M. Phil.

2

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



3

VACANT

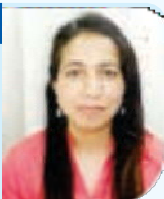
HINDI



1
Ms. Anju Sharma
Assistant Professor
M.A., B. Ed., M. Phil

2

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



SANSKRIT



1
Dr. Ripon Kumar
Assistant Professor
M. A., M. Phil., Ph. D. (NET)

2

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



FACULTY OF SOCIAL SCIENCES

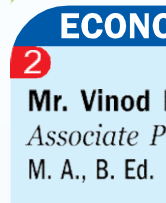
ECONOMICS



1
Dr. Mohinder Singh
Associate Professor
M. A., M. Phil, Ph. D.

FACULTY OF SOCIAL SCIENCES

ECONOMICS

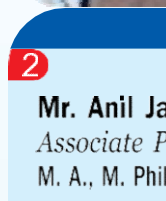


2
Mr. Vinod Kumar
Associate Professor
M. A., B. Ed.

GEOGRAPHY



1
Mr. Bachan Singh
Associate Professor
M. A., B. Ed. (SLET)

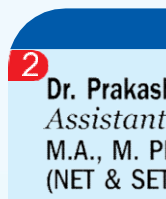


2
Mr. Anil Jamwal
Associate Professor
M. A., M. Phil.

PUBLIC ADMINISTRATION



1
Dr. Nittam Chandel
Associate Professor
M.A., M.B.A., Ph. D.



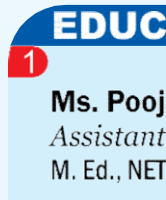
2
Dr. Prakash C. Gautam
Assistant Professor
M.A., M. Phil, Ph. D.
(NET & SET)

SOCIOLOGY



1
Mrs. Kiran Devi
Assistant Professor
B.A., M.A. (Gold Medal)
M. Phil, SLET, NET, JRF

EDUCATION



1
Ms. Pooja Devi
Assistant Professor
M. Ed., NET, SET

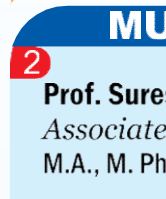
MUSIC



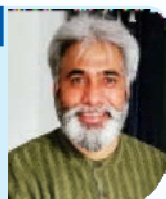
1
Dr. Jyoti Prabha
Associate Professor
M.A., M. Phil, Ph. D.

FACULTY OF SOCIAL SCIENCES

MUSIC



2
Prof. Suresh Sharma
Associate Professor
M.A., M. Phil



POLITICAL SCIENCE



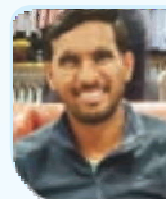
1
Mr. Sita Ram
Associate Professor
M.A., M.Ed., NET



2
Mr. Ramesh Chand
Assistant Professor
M.A., NET, SET

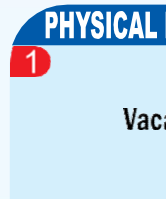


HISTORY



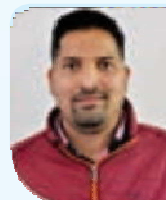
1
Mr. Rakesh Kumar
Assistant Professor
M.A., M.Phil., NET-JRF, SET

PHYSICAL EDUCATION



1
Vacant

ENVIRONMENTAL SCIENCE



1
Dr. Praveen Kumar
Assistant Professor
M.Sc., M. Phil, Ph. D., UGC-
NET, PGDESD, PGDGIS

JOURNALISM & MASS COMMUNICATION



1
Dr. Reeta Kumari
Assistant Professor
MJMC, Ph.D., NET, SLET

TOURISM & TRAVEL



1
Mr. Arun Kumar
Assistant Professor
MBA (Tourism &
Hospitality), NET, SET



FACULTY OF COLLEGE

FACULTY OF SCIENCES

MATHEMATICS



1

Mr. Vikram Kapil
Associate Professor
M. Sc., NET, Ph. D.

FACULTY OF SCIENCES

BOTANY



1

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

FACULTY OF SCIENCES

PHYSICS

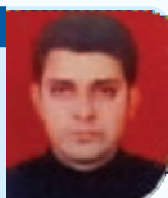


2

Mr. Shakti Singh
Assistant Professor
M.Sc., M. Phil.

2

Mr. Vivek Kumar
Assistant Professor
M. Sc., M.Phil, B.Ed



2

Dr. Jeevesh Nadda
Assistant Professor
M. Sc., M. Phil., Ph. D.



3

Dr. Rakesh Sharma
Assistant Professor
M. Sc., M. Phil., Ph. D.
CSIR-NET



3

Dr. Jai Chand Mehalwal
Assistant Professor
M.Sc., Ph. D.



CHEMISTRY

1

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



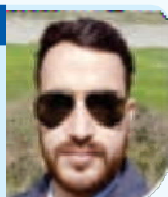
4

Ms. Jyotsana Sharma
Assistant Professor
M.Sc., NET



4

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



2

Dr. Atul Gupta
Assistant Professor
M. Sc., NET (CSIR-JRF),
SLET, GATE, Ph. D.



5

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



5

Mr. Lalit Sharma
Assistant Professor
M. Sc., NET, SET



3

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



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



4

Dr. Manish Kumar
Assistant Professor
M. Sc., Ph. D.



1

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



FACULTY OF COMMERCE

2

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



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



1

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



3

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



PHYSICS

Important Note

(Regarding Admission for the Session 2023-24)

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 College Prospectus/Handbook of Information.
3. The completed online form should be submitted on or before the date decided by the Institution.
4. After the approval of admission form by the Admission Committee of the college, the selected candidates will have to submit the Fees and other dues online within the specified dates, failing which your admission for that Program /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 are given in this prospectus, candidates are advised to act accordingly.
9. The regular classes of the admitted candidates will be started as per the directions of Higher Authorities.
10. List of forms to be downloaded:
 - Admission form (colored PP size photograph to be pasted on the form)
 - Library enrollment form
 - Undertaking by the parents/guardian
 - PTA enrolment form (to be filled by the candidate)
 - Authorization Certificate (if required)

PRINCIPAL
SVGC GHUMARWIN
DISTT. BILASPUR H.P-174021

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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 and was handed over in 1999. 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 also introduced in 2020. In the year 2020, NAAC team visited the college and the college is re-accredited as 'B Grade' institution. At present the college is spread over 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 for Sciences, Humanities and Commerce. 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-furnished laboratories in the Science faculty and also in the Departments of 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 very good results as compared to H.P.U. pass percentage 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.

DISCIPLINE / ANTI-RAGGING COMMITTEE

MEMBERS:

- | | |
|------------------------|--------------------|
| 1. Prof. Pritam Lal | <u>78767-21707</u> |
| 2. Prof. Bachan Singh | <u>82190-06646</u> |
| 3. Dr. Jyoti Prabha | <u>98050-65831</u> |
| 4. Prof. Suresh Sharma | <u>94180-26385</u> |
| 5. Prof. Sita Ram | <u>94180-52378</u> |
| 6. Prof. Neelam Sharma | <u>80917-58125</u> |
| 7. Prof. Shakti Singh | <u>70180-25312</u> |
| 8. Dr. Ripon (Skt) | <u>73823-60001</u> |

LIBRARY STAFF

1.	Librarian	Vacant
2.	Miss Reeta	Asstt.Librarian

OFFICE STAFF

1.	Sh.P.L.Sharma	Superintendent
2.	Sh. Pankaj Chauchan	Sr.Assistant
3.	Sh. Rajeev Patial	Jr.Assistant
4.	Sh.Jyoti Prasad	Jr.Assistant
5.	Smt.Raj Kumari	Tabla vadak
6.	Sh.Dharm Pal	Peon/Chowkidar
7.	Smt.Maya Devi	Peon
8.	Smt. Santosh Kumari	Peon
9.	Smt.Jamna Devi	Peon
10.	Smt.Meera Devi	Peon
11.	Sh.Hans Raj	Peon
12.	Vacant	Peon

LABORATORY STAFF

1.	Sh.Nanak Chand	Sr.Lect.Assistant
2.	Sh. Om Prakash	J.L.A.
3.	Smt.Raj Kumari	Lab. Assistant
4.	Sh. Sunil Kumar	LA
5.	S.L.A.	Vacant (1)
6.	J. L.A.	Vacant (1)
7.	L.A.	Vacant (1)

OFFICE STAFF (PTA)

1.	Sh. Rakesh Kumar	Lab Attendant
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ADMISSIONS SCHEDULE FOR SESSION 2023-2024

A. Admission Schedule:

Last date for submission of online application forms :	15/08/2023, Up till 5 PM
Display of list for counselling :	17/08/2023, Up till 5 PM
Verification of documents / counselling of students :	18 and 19 August 2023 (10 AM to 3 PM)
Display of 1st Merit List	19/08/2023, Up till 5 PM
Online Fee deposition for 1st Merit List:	21 and 22 August 2023, Up till 5 PM
Display of 2nd Merit List :	23/08/2023, Up till 5 PM
Online fee deposition for 2nd Merit List :	24 and 25 August 2023, Up till 5 PM

Note: The candidates who have appeared and qualified the Entrance Examinations conducted by HP University Shim.la will be entertained in the first counseling in this institution. If seats remain vacant, the directions/rules of HP University will be adopted.

B. Admission

1. The number of applicants will be called 3 times of the total allotted seats for the purpose of counselling.
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).
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.
5. Last date for admission against the vacant /vacated seats (if any) : will be notified later on

Fee Structure of various classes for the Session 2023-24

Sr. No.	Name of the Fund	M.A- English, Political Science, M.Com		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:- In case, the rates of fee and other dues are enhanced by the University, the same will be applicable for the session 2023-2024 also.

6. The Government of Himachal Pradesh, Department of Education vide letter NO. Shiksha-1 I(1)2-1189 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.

- The Registrar, H.P. University, Shimla vide letter/notification No. 4-16/2012 HPU(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.
- The Fees is to be paid online.
- The Annual charges for both the semesters in a year will be payable at the time of admission.

7. If a student chooses to withdraw from the program of study in which he/she is enrolled the refund of fees will be as per norms.

HOSTEL FEE and FUNDS

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

H.O. A/c	Fee and Funds	Amount to Be charged
Govt.FUND	Hostel Admission Fee	1000 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	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
	Mess Charges Extra	

INFORMATION REGARDING ADMISSION TO VARIOUS COURSES

1. 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.
2. The minimum eligibility for admission to Postgraduate courses will be 20-24 credits in the subject concerned in the Undergraduate degree.
3. 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.

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

a) M.Sc.(PHYSICAL SCIENCES)

Department of Chemistry	30 + 1 Single Girl Child + 3 EWS seats
Department of Mathematics	40 + 1 Single Girl Child + 4 EWS seats
Department of Physics	40 + 1 Single Girl Child + 4 EWS seats

b) M.Sc (LIFE SCIENCES):

Department of Botany	30 + 1 Single Girl Child + 3 EWS seats
Department of Zoology	30 + 1 Single Girl Child + 3 EWS seats

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.

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.

c. MA. English

Number of Seats: 30 + 1 Single Girl Child + 3 EWS seats

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./ Vashishta Shastri/ 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.

Reservation : Reservation for various categories will be provided as per the University/HP Govt. Rules.

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.

d. M.A. Political Science

Number of Seats: 30+ 1 Single Girl Child + 3 EWS seats

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.

e. Master of Commerce (M.Com.)

Number of Seats: 30 + 1 Single Girl Child + 3 EWS Seats

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.

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

Roster system is applied to UG and PG courses in the college. HP University 120 point reservation roster for admission to all courses is, hereby given below:-

1 PWD	26SC	51	76	101 PWD
2	27ST	52SC	77	102
3	28	53ST	78SC	103
4	29	54	79SP	104
5	30	55	80ST	105
6	31	56	81 CUL	106 SC
7SC	32	57	82(PWD)	107ST
8	33SC	58	83	108
9	34	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12 SC	37	62(PWD)	87	112
13 ST	38CUL	63	88	113
14	39SC	64	89	114 SC
15	40SP	65SC	90	115
16	41ST	66	91SC	116
17	42(PWD)	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100HC	
PWD-5%	CUL-5%	SP 5%	SC 15%	ST 7.5%
6	6	6	18	9

STUDENTS CENTRAL ASSOCIATION FOR THE INSTITUTION :

As per Ordinances of the HP University Shimla.

CONDUCT AND DISCIPLINE OF STUDENTS:

- A. 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, 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.

B. 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.

- C. 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.

Note: Notwithstanding anything contained in this Handbook the students will have to abide by the provisions of the H.P. University Act, Statutes, 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) In case, the name of student is struck off, re-admission is permissible, with a fine of Rs. 100.00 on the *recommend action of concerned teachers*.
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 an income group of Rs. 100,000. p.a. The concerned students are directed to obtain scholarship forms from the college office and submit those complete in all respects within the specified dates notified from time to time duly recommended by the tutor.

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 for about 200 students in its reading section.
- iii) Two books are issued for a period of 30 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 from 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 days, 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 other conditions such as those, 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 in 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 of 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 not passing examination in all subjects 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.

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 1st 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.

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. In this connection cuttings of 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 surging 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 from 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 behavior.
- 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.

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 information's 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 organized 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 to the Educational Tour-cum-Excursion Committee.
- f) No educational tour, excursion can be organized 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 remaining 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 jewelry 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".

COLLEGE ACTIVITY (TENTATIVE) CALENDER 2023-24

S. No.	Date & Month	Name of activity	To be organised by	In Collaboration with
1	August, 2023			
	1 st August 2023	Regular Teaching		
	15 th August, 2023	Independence day celebration	NCC, Rover & Rangers, NSS	
	22 nd August, 2023	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 2023			
	5 th September, 2023	Teacher's day	Literary club	
	1 st week of September, 2023	Quiz competition	Red ribbon club	Botany/Zoology/GCC
	14 th September, 2023	हिंदी दिवस	Hindi dept.	Literary club
	16 th September, 2023	World Ozone day	Eco club	All science departments, Geography dept.
	24 th September, 2023	NSS day	NSS unit	
	27 th September, 2023	विश्व पर्यटन दिवस	TTM dept.	Tour and excursion committee
3	October, 2023			
	2/3 week of October, 2023	Seminar	Red ribbon club	HPSACS
	11 October, 2023	National girl child day	Rover & Rangers	
	13 th October, 2023	International natural disaster reduction day	Eco club	NSS, NCC, R & Rs
	2/3 week of October, 2023	Rangoli and Mehendi competition	Co curricular committee	Cultural committee
4	November, 2023			
	11 th November, 2023	National Education day	Education dept.	Literary club
	14 th November, 2023	Children day	NSS unit	
	November, 2023	Lecture on career opportunities in various fields	Career, counseling and guidance cell	District employment officer
	November, 2023	Motivational lecture on banking services	Commerce society	
	November, 2023	Essay competition on social inequality	Social science club/society	
	17 th November, 2023	National Journalism day	J & MC dept.	Press committee
	26 th November, 2023	Constitution Day	Deptt. of Pol. Sc.	

5	December, 2023 (Note: the activity schedule for the month of December is tentative, subject to the midterm examination schedule)			
	1st December, 2023	World AIDS day/blood donation awareness camp	Red ribbon club	Botany/Zoology/Gender Champion Club
	2 nd December, 2023		Rover and rangers	Eco club
	5 th December, 2023	Wildlife conservation day National pollution control day	Science society	Zoology, Botany and Chemistry
	December, 2023	Spot photography/ caption photography	Co curricular committee	
	10 TH December, 2023	मानवाधिकार दिवस	Social science club/society	Pub. Admin Political Sci dept. ,
	6 TH December, 2023	विजय दिवस	NCC	NSS, R & Rs
	22 nd December, 2023	राष्ट्रीय गणित दिवस	Maths dept.	
6	January 2024			
	January, 2023	Educational Tour (for final year students)	Tour and excursion committee	
	,		NSS unit	
7	February, 2024			
	Second day of 2 nd week of February (7 th Feb.)	NSS special camp	BCA, BBA dept.	
	13 TH February, 2024	विश्व रेडियो दिवस सुरक्षित इंटरनेट दिवस	J & MC dept	Press committee
	2 nd week of February, 2024	Annual Athletic Meet	Physical Education dept.	All staff members (teaching/non-teaching)
	3 rd week of February, 2024	CSCA function cum Annual Cultural Day	Cultural committee	Co curricular committee, All staff members (teaching/non-teaching)
	28 th February, 2024	Science day	Science society	All science faculties
	2/3 week of February, 2024	Group discussion/RRC Talks	Red ribbon club	GCC
	4 th week of February, 2024	Motivational lecture for competitive examinations	Career , counseling and guidance cell	
8	March, 2024			
	8 th March, 2024	International Women's day	Gender Champion Club	All staff members
	22 nd March, 2024	World water day	Eco club	Science dept. , Geography dept
	2/3 rd week of March, 2024	Annual Prize Distribution Function		