

PROSPECTUS

cum

Handbook of Information:2025-26



EST-1994



Last date for submission of application form 21st July 2025

(www.gcghumarwin.org.in)

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

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

(FOR ADMISSION THROUGH ENTRANCE TEST conducted by HPU Shimla)

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

Pictorial Glimpses of 2024-2025



FROM PRINCIPAL'S DESK

"Education is not the learning of facts but the training of the mind to think" - Albert Einstein

Dear Students,

It gives me immense pleasure to welcome you all in the Swami Vivekanand Govt. College Ghumarwin. The college was established in the year 1994. That time it was the most modern college of Himachal Pradesh having separate departmental rooms adorned by small departmental libraries. As the time passed by the college grew in style and stature, transforming the educational environment of the area. The college has the privilege to cater the needs of district Bilaspur and the adjoining areas of district Mandi and Hamirpur.



The college is proud to run the PG Courses in Physics, Mathematics, Chemistry, Botany , Zoology, English ,Commerce and political science. Besides, the college is privileged to run vocational courses such as B.Voc. and BBA, BCA and PGDCA under the HEIS. The society is playing a pivotal role in imparting educational courses having tremendous job prospects. We believe in providing education seeped in inclusive growth of students. We leave no stone unturned in creating a knowledge rich society having inclusivity its main plank. The college exhibits wonderful results in sports and cultural activities too.

Our hard working teachers always try hard in keeping themselves updated. They organize debates, group discussions, mock interviews, workshops, symposia, seminars sports and cultural activities. Our non teaching staff members are always on their toes to help the student community. The college society invites professionals from industry and the eminent personalities from different walks of life to keep our students updated in this dynamic ever evolving world.

I welcome all the new students to this beautiful institution and get transformed in a better way.

Dr. Rakesh Rana

Principal

SVG 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 2025-26)

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 deposit 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. The regular classes (online/offline) of the admitted candidates will be started as per the directions of Higher Authorities.
10. 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. Reena Sharma
Assistant Professor
M. A., M. Phil



2
Dr. Chanchal Kumar
Assistant Professor
M.A., B. Ed., M. Phil., Ph. D.

3

VACANT

4

VACANT

HINDI



1
Dr. Manorma Chauhan
Assistant Professor
M.A., M. Phil, Ph. D., NET, SET



2
Mrs. Kavita Devi
Assistant Professor
M. A., M. Phil, NET



1
Dr. Anjna Kumari
Assistant Professor
M.A., B. Ed., M.Phil. (Gold Medal),
Ph.D, NET/JRF, SLET

2

VACANT

FACULTY OF SOCIAL SCIENCES

ECONOMICS



1
Mr. Vinod Kumar
Associate Professor
M. A., B. Ed.



2
Dr. Pushpender Thakur
Assistant Professor
M.A., M.Phil, Ph. D., UGC-NET



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



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



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

VACANT



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

FACULTY OF SOCIAL SCIENCES

MUSIC

1

VACANT

2

VACANT



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



2

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



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



1
Dr. Anju
Assistant Professor
MPed (Gold Medallist),
MPhil, PhD, UGC-NET+ JRF



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



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



1
Dr. Arun Kumar
Assistant Professor
MBA, Ph. D. (Tourism &
Hospitality), NET, SET

FACULTY OF COLLEGE

FACULTY OF SCIENCES



MATHEMATICS

1
Dr. Vikram Singh Kapil
Associate Professor
M. Sc., NET, Ph. D.



2
Mr. Vivek Kumar
Assistant Professor
M. Sc., M. Phil., B. Ed.



3
Mr. Anil Kumar
Assistant Professor
M. Sc., CSIR_JRF (NET), SET



4
Mr. Lalit Sharma
Assistant Professor
M. Sc., NET, SET

5

VACANT



ZOOLOGY

1
Mrs. Jyoti Barwal
Assistant Professor
M. Sc., B. Ed., M. Phil. (NET), GATE

2

VACANT

3

VACANT

FACULTY OF SCIENCES



BOTANY

1
Dr. Mahinder Kumar
Associate Professor
M. Sc., Ph. D.



2
Dr. Jeevesh Nadda
Assistant Professor
M. Sc., B.Ed., M. Phil., Ph. D.
SLET, GATE



3
Dr. Lipika Sharma
Assistant Professor
M.Sc., M. Phil, Ph. D.



CHEMISTRY

1
Dr. Suryakant
Associate Professor
M. Sc., Ph. D.



2
Mr. Ripan
Assistant Professor
M. Sc., CSIR-JRF



3
Dr. Atul Gupta
Assistant Professor
M. Sc., NET (CSIR-JRF),
SLET, GATE, Ph. D.



4
Dr. Manish Kumar
Assistant Professor
M. Sc., Ph. D.



PHYSICS

1
Mr. Avneesh Sharma
Assistant Professor
M.Sc. (Hons), NET

FACULTY OF SCIENCES



PHYSICS

2
Mr. Shakti Singh
Assistant Professor
M.Sc., M. Phil.



3
Dr. Rakesh Sharma
Assistant Professor
M. Sc., M. Phil., Ph. D.
CSIR-NET



4
Ms. Jyotsana Sharma
Assistant Professor
M.Sc., NET



5
Dr. Hansa Chauhan
Assistant Professor
M.Sc., M. Phil, Ph. D.



COMPUTER SCIENCE

1
Mr. Rajeev Sharma
Assistant Professor
M.C.A., NET, GATE



FACULTY OF COMMERCE

1
Mr. Pritam Lal
Associate Professor
M. Com., M. Phil NET



2
Dr. Basu Dev Garg
Assistant Professor
M. Com., MBA, M. Phil,
Ph. D., NET, SLET



3
Ms. Kumari Poonam
Assistant Professor
M. Com., M. Phil, B. Ed., (NET, SET)

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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

Prof. Pritam Lal (Convener) 94181-12881

MEMBERS:

Prof. Bachan Singh	94180-45720
Dr. Mahinder Kumar	94182-02629
Prof. Anil Jamwal	94183-23350
Prof. Vinod Kumar	94184-75140
Dr. Manorma Devi	70184-40243
Dr. Anjna Kumari	98171-52369
Sh. Rakesh Sharma (Grade-I Supdt.)	86270-33667
Sh. Varun Chandel (JOA I.T.)	88949-79392

LIBRARY STAFF

- | | | |
|----|-----------|------------------|
| 1. | Librarian | Smt. Nirmla Devi |
|----|-----------|------------------|

OFFICE STAFF

- | | | |
|-----|---------------------|----------------|
| 1. | Sh.Rakesh K. Sharma | Suptd Grade 1 |
| 2 . | Sh. Rajeev Patial | Sr.Assistant |
| 3. | Sh. Varun Chandel | JOA IT |
| 4 . | Smt.Raj Kumari | Tabla Vadak |
| 5 . | Sh.Dharm Pal | Peon/Chowkidar |
| 6 . | Smt. Santosh Kumari | Peon |
| 7 . | Smt.Jamna Devi | Peon |
| 8. | Smt.Meera Devi | Peon |
| 9. | Sh. Rajesh Kumar | Peon |
| 10. | Smt. Veena Devi | Peon |
| 11. | Sh. Jitender Gautam | Peon |
| 12. | Smt. Vandana Kumari | Peon |

LABORATORY STAFF

- | | | |
|----|-------------------|-----|
| 1. | Sh. Kuldeep Kumar | SLA |
| 2. | Sh. Om Prakash | JLA |
| 3. | Smt.Raj Kumari | LA |
| 4. | Sh. Sunil Kumar | LA |

OFFICE STAFF (PTA)

- | | | |
|----|------------------|---------------|
| 1. | Sh. Rakesh Kumar | Lab Attendant |
| 2. | Sh. Nand Lal | Sweeper |

ADMISSIONS SCHEDULE FOR SESSION 2025-26

A. Admission Schedule:

Starting of submission of online application forms:	10/07/2025
Last date for submission of online application forms:	21/07/2025, Up till 5 PM
Display of list for counselling:	23/07/2025, Up till 5 PM
Verification of documents / counselling of students:	25 and 26 July 2025 (10 AM to 3 PM)
Display of 1st Merit List :	28/07/2025, Up till 5 PM
Online Fee deposition for 1st Merit List:	29 and 30 July 2025, Up till 5 PM
Display of 2nd Merit List:	31/07/2025, Up till 5 PM
Online fee deposition for 2nd Merit List:	1st and 2nd August 2025, Up till 5 PM
Regular Teaching :	4th August 2025 onward

B. Admission Criteria

1. Admission will be done on the basis of marks obtained in the entrance examinations conducted by HP University Shimla for the session 2025-26.
2. The number of applicants will be called 3 times of the total allotted seats for the purpose of counseling.
3. It will be the responsibility of the candidate to produce the result of the qualifying examination on the date of the counseling. In case he/she anticipates that the result may not be declared by the date of the counseling, it should be obtained confidentially from the University and produced at the time of the counseling.
4. 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 were found eligible at the time of counseling.
5. 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.
6. The reservation for various categories will be provided as per the university/ H.P. govt rules.

Fee Structure of various classes for the Session 2025-26

Sr. No.	Name of the Fund	M.Com, M.A- English, Political Science		Master of Science - 1st Semester Maths, Physics , Zoology , Botany, Chemistry					
		Boys	Girls	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 2025-26 also.

7. The Government of Himachal Pradesh, Department of Education vide letter NO. Shiksha-11(1)2-1189 dated 2-8-1995 received from the Registrar's Office vide letter No. 4-41/93-HPU(Genl)dated 16th September, 1995has exempted tuition fee for girls for admissions to various courses.
 - 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.
 - The fee to be paid online.
 - The annual charges for both the semesters in a year will be payable at the time of admission.
8. 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 the 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 Room rent per seat @ Rs.30.00 per month	10.00 p.a 360.00 p.a
College Dues	Hostel Maintenance Fund Utensil charges Hostel Identity Cards	600.00 p.a 5.00 p.a 10.00 p.a
	Common Room Fund Attendant Fee Establishment Charges Electricity charges Water charges Sweeper charges Depreciation Charges Hostel Security {Refundable} Furniture Security {Refundable} Mess Advance Refundable/Adjustable Total <u>Mess Charges Extra</u>	120.00 p.a 300.00 p.a 120.00 p.a 2400.00 p.a 120.00 p.a 360.00 p.a 600.00 p.a 500.00 100.00 500.00 6105.00

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 CWPNo. 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 cutoff limit.

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

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 = 34 seats
Department of Mathematics	40 + 1 Single Girl Child + 4 EWS = 44 seats
Department of Physics	40 +1 Single Girl Child + 4 EWS = 44 seats

b) M.Sc (LIFE SCIENCES):

Department of Botany	30 + 1 Single Girl Child + 3 EWS = 34 seats
Department of Zoology	30+ 1 Single Girl Child + 3 EWS = 34 seats

Eligibility: 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.

c. M.A. English

Number of Seats: 30 +1Single Girl Child + 3 EWS = 34 seats

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.

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.

d. M.A. Political Science

Number of Seats: 30+ 1 Single Girl Child + 3 EWS = 34 seats

Eligibility : 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.

e. Master of Commerce (M.Com.)

Number of Seats: 30 + 1 Single Girl Child + 3 EWS = 34 Seats

Eligibility: 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.

(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, 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.

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 of 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 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.

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 2025-26

S.N.	Date & Month	Name of Activity	To be organized by	In collaboration with
July 2025				
1	22 nd July	Orientation of newly admitted students	Respective departments	
2	26 th July	Kargil Vijay Diwas	NCC	
August 2025				
3	15 th August	Independence Day celebration	NCC/ NSS/R & R	
4	19 th August	Spot Photography/ Caption Photography	Co-Curricular committee	JMC & EVS
5	22 nd August	1 Day Sensitization workshop	Red Ribbon Club	DAPO
6	In the month of August	Plantation Camp	NCC/NSS/ R & R	
7	Last week of August	Talent Hunt	Cultural Committee	Co-curricular committee
September 2025				
8	5 th September	Teacher's Day	Literary Club	Faculty of sciences/Arts/Commerce
9	1 st week of September	Quiz Competition	Red Ribbon Club	Botany/ Zoology/ GCC
10	13 th September	Hindi Diwas	Hindi/Sanskrit Department	Literary Club
11	16 th September	World Ozone Day	Eco Club	All faculties of Science, Geography, EVS
12	24 th September	NSS Day	NSS Unit	
13	27 th September	Vishwa Partyan Diwas	TTM Department	Tour and Excursion Committee
October 2025				
14	2 nd / 3 rd week of October	Seminar	Red Ribbon Club	HPSACS
15	11 th October	National Girl Child Day	R & R/ Women Cell	
16	13 th October	International natural disaster reduction day	Eco Club	NSS/ NCC/ R & R
17	2 nd / 3 rd week of October	Rangoli and Mehendi Competition	Co- Curricular committee	Culture Committee
November 2025				
18	11 th November	National Education Day	Department of Education	Literary Club
19	14 th November	Children Day	NSS	NCC, R & R
20	November (1 st Week)	Lecture on career opportunities in various fields	Career guidance and counselling cell	District Employment officer
21	November (2 nd Week)	Motivational lecture on bank inking services	Commerce Society	
22	November (3 rd Week)	Essay Competition on social inequality	Social science club/ society	
23	15 th November	National Journalism Day	JMC department	Press Committee
24	26 th November	Constitution Day	Department of Political Science and Public Administration	
25	4 th Week of November	Blood Donation Camp	NCC	NSS, R & R, Road Safety Club, Red Ribbon Club

December 2025 (Note : The activity schedule for the month of December is tentative subject to the mid term examination schedule.)				
26	1 st December	Activities related to world AIDS day	Red Ribbon Club	Botany, Zoology, GCC
27	2 nd December	National pollution control day	R & R/ Eco Club	EVS
28	5 th December	Wildlife conservation Day	Science Society	Zoology, Chemistry, Botany, and EVS
29	10 th December	Manvadhikar Diwas	Social Science club / society	Public Admin, Pol. Sci Department.
30	16 th December	Vijay Diwas	NCC	NSS , R & R
31	22 nd December	Celebrations on the eve of Mathematics Day (22 nd December)	Mathematics Department	
32	Last Week of December	Annual Athletic Meet	Physical Education Department	All Staff Members
January 2026				
33	1 st / 2 nd week of January	Educational Tour (Final Year students)	Tour and Excursion committee	
34	3 rd / 4 th week of January	NSS Special Camp	NSS Unit	
February 2026				
35	2 nd week of February	Internet security Day	BCA Department	Computer Science Department
36	13 th February	World Radio Day	JMC Department	Press Committee
37	2 nd / 3 rd week of February	CSCA function cum annual cultural day	Culture Committee	Co- curricular committee, All staff members
38	28 th February	Science Day	Science Society	All science faculties
39	2 nd / 3 rd week of February	Group Discussion / RRC Talks	Red Ribbon Club	GCC
40	4 th week of February	Motivational lecture for competitive examinations	Career counselling and guidance cell	
March 2026				
41	7 th March	International Women's Day	GCC/ Women Cell	All Staff Members
42	21 st March	World Water Day	Eco Club/ EVS	Science Dept, Geography Dept.
43	2 nd / 3 rd week of March	Annual Prize Distribution Function		

Pictorial Glimpses of 2025-26





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