



### Introduction

Overlooking the bedazzling Dhauladhars in the backdrop and with the perennial Manooni Khad that ﬂows nearby, Government Degree College Matour presents a breathtaking view. Appropriately located on the Mandi-Pathankot and Dharamshala-Hoshiarpur National Highway, the college caters to the needs of Higher Education of the students coming from rural and urban areas in the vicinity. Since its inception, the college has witnessed an encouraging and a steady growth as far as the strength of the students in the college is concerned.

With the pious blessings of Maa Brajeshwari, Government Degree College came into existence with the announcement made by the then Hon'ble Chief Minister of Himachal Pradesh Late Sh. Virbhadra Singh on 2nd of February, 2017 in a public gathering at Matour. A notiﬁcation, on the opening of a new college at Matour was subsequently issued by The Government of Himachal Pradesh on 4th of May, 2017 vide letter No. EDN-A Ka(1)-32/2007-L. Government Degree College, Matour (Kangra) became fully operational from 16th of June, 2017 and the classes for the ﬁrst batch (Arts & Commerce Stream) started from 1st of July, 2017 under the new system of education i.e. CBCS (RUSA). Presently this college is affliated to Himachal Pradesh University Shimla (H.P)

The college boasts of having an experienced and energetic faculty that is committed towards the all round development of the students in the college. The quality of teaching is excellent and the teaching faculty of the college is well versed with the new technological advancements as well that have been introduced in the teaching-learning process. The college is cognizant of the fundamental principles of NEP-20 that has been introduced by the Govt. of India and which will be implemented in the state soon.

At present, the college is being run in the Commerce Block of GSSS, Matour. It is heartening to share the fact that the construction work of building for the college is almost at the ﬁnal stage.

**Motto of the College**

तमसो मा ो तग²मय

is a Sanskrit verse taken from the “Pavana Mantra” from the great

Brihadaranyaka Upanishad. The Pavana Mantra, also known as Pavamana Abhyaroha is a mantra that originated in ancient India from the key scripture of various schools of Hinduism, the Brihadaranyaka Upanishad.

It means to **lead me from darkness to light**. When the Vedas refer to darkness and light, they mean ignorance and knowledge, respectively. Ignorance, like darkness, conceals true understanding. And in the same way, as the only alternative for darkness is light, the only cure for ignorance is knowledge.

### Vision

We, at Government Degree College Matour endeavour to give the best and facilitate students with knowledge and skills in their respective streams, instil values, tap hidden potential, provide possibilities for students to venture into new vistas and thus mould them into future talents ready for any of the ﬁelds. To inculcate human values in our young minds is our top priority.

### Mission

With the best pool of teachers at Government Degree College Matour, the collective aim and mission is to strive in providing quality education for the students, foster critical thinking and free exchange of ideas, open inquiry, respect for mankind and a desire for lifelong learning to illuminate their minds by driving away ignorance, in keeping with the motto of the college,

## तमसो मा ो तग²मय

### Objectives

Disseminate education of the sublime order through value based holistic teaching and learning by harmonising conventional and innovative practices.

Provide a platform for students for realising their inherent talents and utilising them in the right direction.

Make them aware of the importance of hard work and teach them to respect basic values of gender parity. We tell them to be aware of the responsibilities we have towards Mother Nature.

The college prepares the students with the competencies needed to adjust themselves to the changing world scenario so that they are ready to avail numerous career opportunities.

### Staff

At present there are 06 members in the teaching faculty against the sanctioned strength of 07. The post of Hindi is lying vacant. There are 10 posts in the Oﬃce Staff. Out of 05 sanctioned posts of class IV employees 01 is lying vacant.

### TEACHING STAFF

1. **Faculty of Languages English**

### PRINCIPAL

Dr. Vinod K. Sharma

Prof. Shivani Datta

#### Hindi

Prof. Sudesh Kumari

#### Faculty of Social Sciences Political Science

Prof.Raj Lakshmi

#### Economics

Dr. Neetu Sinha

#### History

Prof. Ajay Kumar

**Faculty of Commerce**

D r. A j a y S i n g h K a t o c h

Prof. Dinesh Jamwal

### Non-Teaching Staff

#### Library Staff

Ms. Puja Saraswati (Assistant Librarian)

#### Ministerial Staff

* 1. Ms. Simmi Kumari (Oﬃce Superintendent)
  2. Ms. Usha Kumari (Clerk)
  3. Senior Assistant (Vacant)
  4. Mr. Arvind Bains (JOA IT)

#### Class-IV

* 1. Smt. Kiran Bala (Peon-cum-Chowkidar)
  2. Smt. Salochna Devi (Peon-cum-Chowkidar)
  3. Smt. Sureshna Devi (Peon-cum-Chowkidar)
  4. Smt. Kushla Devi (Peon-cum-Chowkidar)
  5. Smt. Shrestha Devi (Peon-cum-Chowkidar)

### ADMISSION CUM COUNSELLING COMMITTEES

**(Venue : Staff-Room) Timings: 10:00-02:00 p.m.**

**Admission Guidance & Counselling Committee**

**Prof. Shivani Datta (Arts) Dr. Ajay Singh Katoch (Commerce)**

**Admission Committee (Arts) Room No. 2**

1. Prof. Shivani Datta (Convenor)
2. Prof. Ajay Kumar
3. Prof. Sudesh Kumari

**Admission Committee (Commerce) Room No. 3**

1. Dr. Ajay Singh Katoch (Convenor)
2. Prof. Dinesh Jamwal
3. Dr. Neetu Sinha

**Distribution of Prospectus: (Outside Staff Room) Fee Collection Counter:** College Oﬃce

### ADMINISTRATIVE & CO-CURRICULAR ASSIGNMENTS

#### College Advisory Council

1. Dr.Ajay Singh katoch (Convenor)
2. Prof. Dinesh Jamwal

c. Prof. Shivani Datta

d. Prof. Ajay Kumar

e. Dr. Neetu Sinha

#### Time Table Committee

a. Prof.Dinesh Jamwal (Convenor)

b. Prof. Ajay Kumar

#### House Examination Committee

1. Prof. Dinesh Jamwal (Convenor)
2. Prof.Ajay Kumar

#### Scholarship and Student-Aid Fund Committee

1. Prof. Ajay Kumar(Convenor)

b. Prof.Sudesh Kumari

c. Sh. Arvind Bains

#### College Property Incharge

1. Prof.Dinesh Jamwal (Convenor)

b. Mr. Ajay Kumar

#### Construction/Repair/ Renovation Committee

1. Prof. Ajay Kumar (Convenor)
2. Prof. Sudesh Kumari

#### Bus Pass Attestation Committee

1. Mr. Ajay Kumar (Arts)
2. Prof.Dinesh Jamwal (Commerce)

#### Tutors

1. Mr. Ajay Kumar (Political Science & Hindi)
2. Prof. Shivani Datta (Economics, English & History)

#### Dr. Ajay Singh Katoch (Senior Tutor : Commerce)

#### Grievance Redressal Cell (Women and Employees)

|  |  |
| --- | --- |
| a. Prof. Shivani Datta(Assistant Professor) | 9418315032 |
| b. Prof. Sudesh Kumari (Assistant Professor) | 9418122544 |
| c. Ms. Simmi Kumari (Oﬃce Superintendent) | 9816126596 |
| d. Ms. Sangita Gautam (Advocate) | 9418054456 |
| e. Ms. Puja Saraswati (Assistant Librarian)- Women Cell | 9459032854 |
| f. Ms. Kushala (Peon) Employees Cell |  |

**Anti-Ragging Committee**

**a.** Dr. Ajay Singh Katoch (Convenor)

1. Prof. Dinesh Jamwal 9418184660
2. Prof. Sudesh Kumari 8626874232
3. Prof. Ajay Kumar 8219263545
4. Dr. Neetu Sinha 8988263059

#### CBCS (RUSA) Exam Related Committee

1. Prof. Dinesh Jamwal (Convenor)
2. Prof. Sudesh Kumari

#### Purchase Committee

1. Prof. Shivani Datta (Convenor)
2. Prof. Ajay Kumar
3. Prof. Sudesh Kumari

#### Special Counselling Cell for Girls

1. Prof. Shivani Datta(Convenor)
2. Ms. Puja Saraswati

#### Discipline Committee

1. Dr. Ajay Singh Katoch (Convenor)
2. Prof. Ajay Kumar
3. Dr. Neetu Sinha

#### UGC Affairs/IQASC

1. Dr. Ajay Singh Katoch (Convenor)
2. Prof. Shivani Datta
3. Prof. Ajay Kumar
4. Dr. Neetu Sinha

#### Press & Media

a. Prof. Sudesh Kumari (Convenor)

b. Ms. Puja Saraswati

#### Seating Arrangemet Committee

1. Dr. Neetu Sinha (Convenor)
2. Sh. Arvind Bains

#### Career Guidance & Counselling Cell

1. Prof. Dinesh Jamwal(Convenor)
2. Prof. Shivani Datta

#### Campus Beautiﬁcation

1. Prof. Sudesh Kumari (Convenor)
2. Prof. Raj Lakshmi
3. Ms. Puja Saraswati

#### CSCA Advisory

1. Dr.Ajay Singh Katoch (Convenor)
2. Prof. Dinesh Jamwal
3. Prof. Shivani Datta
4. Prof. Ajay kumar

#### College Prospectus Committee

1. Dr.Ajay Singh Katoch (Convenor)
2. Prof. Dinesh Jamwal
3. Prof. Shivani Dattta

#### Building Fund Committee

1. Dr.Vinod K. Sharma (Principal)
2. Junior Engineer PWD (Member)
3. Dr. Pardeep Makkar Member (Donor)
4. Pradhan,Gram Panchayat Matour (Member)
5. President PTA (Member)
6. Dr. Parvesh Gill (Senior Teacher) (Member)
7. President CSCA (Member)

#### Library Committee

* 1. Prof. Ajay Kumar
  2. Dr. Neetu Sinha
  3. Ms. Puja Saraswati(Assistant Librarian)

#### Sports Committee

1. Prof. Dinesh Jamwal (Convenor)
2. Prof. Ajay Kumar
3. Dr. Neetu Sinha

#### Repair, Maintainance,Electricity and Water Committee

1. Dr. Neetu Sinha (Convenor)
2. Prof. Raj Laksmi
3. Mr. Arvind Bains

#### College Bursar

Prof. Dinesh Jamwal

#### PTA Secretary

Dr. Neetu Sinha

#### AISHE Nodal Oﬃcer

Prof. Dinesh Jamwal

#### GeM Commitee

#### Dr. Ajay Katoch (Convenor)

#### Prof. Dinesh Jamwal

#### Prof. Ajay Kumar

**Cultural Committee**

### CO-CURRICULAR ACTIVITIES

(Dance, Drama, One-Act Play, Mime, Painting, Poster-Making, Cartooning, Rangoli, Collage, Quiz, Debate, Declamation…)

Prof. Shivani Datta

Dr. Neetu Sinha

Ms. Puja Sarswati

#### Editors: College Magazine (Brajeshwari)

Prof. Dinesh Jamwal Chief Editor & Commerce Section

Prof. Shivani Datta English Section

Prof. Ajay Kumar Pahari Section

Prof. Sudesh Kumari Hindi Section

Dr. Neetu Sinha Planning Forum

#### Societies & Clubs

1. **Commerce Society** Dr.Ajay Singh Katoch Prof.Dinesh Jamwal

#### Tagore Literary Society

Prof. Shivani Datta

Prof. Sudesh Kumari

#### Social Sciences Society

Mr. Ajay Kumar

Dr. Neetu Sinha

#### Disaster Management Club

Prof. Ajay Kumar(Convenor)

Prof. Sudesh Kumari

#### Red Ribbon Club

Prof. Shivani Datta (Convenor)

Prof. Raj Lakshmi

#### Eco Club

Prof. Dinesh Jamwal (Convenor)

Prof. Sudesh Kumari

#### Rovers & Rangers

Mr. Ajay Kumar

Prof. Sudesh Kumari

#### Electoral Literacy Club

Prof.Raj Lakshmi(Convenor)

Ms. Puja Saraswati

**i. Road Safety Club**

Prof. Shivani Datta (Convenor)

Prof. Raj Lakshmi

#### J. Cyber Crime Awareness and Security Cell

Prof. Dinesh Jamwal (Convenor)

Mr. Ajay Kumar

#### K. Anti-Drug Abuse Cell

Dr. Neetu Sinha (Convenor)

Prof. Raj Lakshmi

### RULES OF ADMISSION AND MIGRATION

1. Admission will be strictly on fulﬁllment of eligibility conditions.
2. Any gap in the academic career of an applicant must be supported by documentary evidence.
3. Applicants who have passed Prabhakar are not eligible for admission.
4. Failed or Compartment candidates from other colleges will not be admitted.
5. Application form must be ﬁlled properly, complete in all respects and submitted along with the following documents:
   1. Original Character Certiﬁcate from the institution last attended. In case of gap, an

aﬃdavit from Tehsildar for gap year must be produced and character certiﬁcate should be issued either by Village Pradhan or Gazetted Oﬃcer. The validity of a Character Certiﬁcate is six months only.

* 1. Attested Copy of detailed marks card of the previous examination last attended i.e. +2.
  2. Attested copy of Matriculation Examination / date of birth certiﬁcate.
  3. Three Passport size photographs (one pasted on Bio-Data Card, one pasted on the admission form and one to be used for library card later) and one stamp size photograph for laminated Identity Card.
  4. A passport size photograph of the parents/guardian to be aﬃxed on PTA membership

form. (Guardian means only blood relation but not a student of this college). Only parents can be the members/oﬃce bearers of PTA Executive.

* 1. Documentary proof must be attached for SC/ST/Physically Challenged, Sports Person

or Cultural activities.

* 1. Himachali Girl Students seeking admission in any class must bring an attested copy of

H.P. Bonaﬁde Certiﬁcate to avail themselves of fee-concession (Tuition Fee only).

* 1. Candidates coming from School of Education Boards / Universities other than HP Board of School Education/ SPU Mandi must produce migration certiﬁcate in original.
  2. Copy of Photo Voter Care ID (if any)

1. A student must produce original certiﬁcates at the time of admission.
2. Students seeking exemption from tuition fee for disability must attach an attested copy of 40% disability certiﬁcate.
3. Admission of a student is liable to be cancelled if he/she furnishes incomplete / wrong /

false information or in case of concealment of facts. Disciplinary action will also be taken against such candidates.

1. Notwithstanding eligibility for admission, the Principal can refuse admission if the

conduct of a student has not been upto the mark during past years.

1. The Principal reserves the right to disallow or cancel any admission.
2. Rules for admission are subject to change as per the SPU/HPU notiﬁcations from time to time.
3. Initially, all admissions will be provisional (i.e. subject to the approval of Sardar Patel University)
4. A student can migrate from one college to another only after completing one year and within 10 days of starting of next year in accordance with the rules laid down by the Sardar Patel University. However, students migrating from other colleges must obtain the approval of the concerned Admission Committee.
5. Students who migrate either from this college to any other or vice-versa must ensure

that the college name is changed on university online rolls with the RUSA co-ordinator and concerned clerk.

1. Inter-Institutional migration (i.e. from one college to another as well as from a college to

ICDEOL and vice-versa) of students will be allowed when no-objection is obtained from both the relieving and receiving institutions, duly signed by both the Principals/Director to ascertain that the Core I /Core II subjects being studied by the students are available in the receiving institution. The credits and grades earned will be carried over.

### ELIGIBILITY FOR ADMISSION

1. Students who have passed in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent by the various bodies approved by the H.P.U Shimla.

Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com. programme.

* 1. Provided that the candidates who have passed Mathematics as one of the subjects at

10+2 level are eligible to take the B.Com programme.

1. An applicant must not be more than 23 years (25 years for girls) of age as on 1.07.2024 and must have not been born earlier than 01.07.2001. In case of Scheduled Caste / Scheduled Tribe, student’s relaxation in age upto three years is allowed as per rules.
2. The Vice Chancellor HPU may, in exceptional cases/Circumstances, (to be recorded in

writing), give relaxation in age upto a maximum of six months to any candidate. All such cases of age relaxation of upto six months may be granted admission provisionally by the Principal and consolidated list - of all such cases will be sent for approval of the Vice- Chancellor by 31st October of every academic year.

1. An applicant failing in all subjects or having a compartment in 10+2 will not be admitted.
2. The admission will be on the basis of merit, as the seats are limited in all faculties.
3. The reservation of seats will be according to the Sardar Patel University “120 points” roster given ahead.

### PROCEDURE OF ADMISSION

1. Students are advised to consult the Guidance Committee of teachers to choose subjects, in case of any apprehensions.
2. The student will ﬁrst appear before the Admission Committee after ﬁlling up the admission

and other forms attached with the prospectus.

1. After the forms are processed and signed by the concerned Admission Committee, the student will take admission from the Principal. Thereafter, the student will be directed to go to the Fee-Counter to deposit his/her dues and other funds where he/she will be issued a receipt for fee, PTA fund and his/her Roll No. Later on, the student’s Library cum Identity card will be issued from the college oﬃce on the production of receipt and passport size photograph which has to be attested by the concerned tutors, Senior Tutor, Librarian and Principal.

### RESERVATION OF SEATS

Our institution follows the reservation policy of H.P. Government and HPU Shimla University in admissions.

### CHOICE BASED CREDIT SYSTEM (CBCS)

#### SESSION 2024-25 for B.A.I/B.Com.I

**RULES FOR ADMISSION IN FIRST YEAR OF BACHELOR'S DEGREE COURSE**

Admission to the ﬁrst year of bachelor's degree (B.A.I/B.Sc.I/B.Com.I) will be according to the choice based credit system. The main feature of the choice based credit system (CBCS) is to make Undergraduate courses student centric rather than system centric or teacher centric. For achieving these objectives the CBCS strives to create a holistic syllabus. Thus, in addition to focusing on a discipline through core papers in the general curriculum, elective papers have been introduced that will provide students the freedom to choose the allied/applied/broad areas of their discipline. Further, in keeping with the vision of the Government, special emphasis has been given to ability enhancement and skill development of students through elective courses under these domains which every student is required to study. However, in keeping with the spirit of CBCS the students will have complete freedom to choose these courses from a pool suggested by the UGC/ University. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. These courses can be evaluated following the grading system. This will beneﬁt the students to move across institutions both within India and across countries. In order to bring uniformity in the evaluation system the computation of the Cumulative Grade Point Average (CGPA) is based on a student's performance in examinations as per the UGC formulated guidelines.

#### Courses in Programme under CBCS

1. B.A. (Arts / Humanities / Languages)
   1. Language Group: English, Hindi.
   2. Social Science / Humanities Group: Economics, Political Science, History
2. B.Com. : Commerce.

#### COURSES IN PROGRAMMES

The UG(CBCS) programme in the college aﬃliated to the HPU will comprise the following categories of courses:

1. Core Courses
2. Elective Courses
3. Ability and Skill Enhancement Courses

**Core Course**: A course which should compulsorily be studied by a student as a core requirement is termed as Core Course. Number of Core Papers for a General Programme in Arts (B.A.) & Commerce (B.Com.) will be 12 Core Courses each. Besides, there will be 2 papers each of English and Hindi/MIL in B.A./B.Com) as Compulsory Courses .The course designed for papers under this category aims to cover the basics that a student is expected to imbibe in that particular discipline.

1. **Elective Course**: Generally a course which can be chosen from a pool of courses and which may be very speciﬁc or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some discipline/subject/domain or nurtures the candidate's proﬁciency/skill is called an Elective Course.
   1. **Discipline Speciﬁc Elective (DSE)Course:** (2 each for regular courses):Elective courses offered under the main discipline/subject of study are referred to as Discipline Speciﬁc Elective.
   2. **Generic Elective (GE) Course**: ( 2 courses each for B.A./B.Com. regular courses): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Speciﬁc Elective papers.
2. **Ability Enhancement Compulsory Courses (AECCs)**: “AECC” courses are the courses based upon the content that leads to Knowledge enhancement. These are: Environmental Science, English Communication/Hindi Communication/MIL Communication. These are mandatory for all disciplines.
3. **Skill Enhancement Courses (SEC):** ( 4 for regular courses): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value-based and/or skill based knowledge and should contain both theory and lab/hands- on/training/ﬁeld work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
4. **An Undergraduate Degree** in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 compulsory core papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Speciﬁc Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Electives papers.

Note:- *The Above courses and programmes for first year students are as per CBCS(Choice based credit system).These are subject to change in future if HP Government and HPU Shimla issue notification regarding the implementation of NEP- 2020 from academic year 2024-25.*

### Instructional Template for Facilitating Implementation of Choice Based Credit System (CBCS) Annual Pattern Undergraduate Courses

**Scheme for Choice Based Credit System in B.A/B.Com**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Core Course (12) | Ability Enhanceme nt Compulsor y Courses (AECC 2) | Skill Enhancement Courses (4) | Discipline Speciﬁc Elective (4) | General Elective |
| 1st Year | English1=6 credit Hindi2=6 DSC1A=6 DSC1B=6 DSC2A=6 DSC2B=6 | Env. Studies=4 Hindi or English=4 | NIL | NIL | NIL |
|  | Total Credits=44 |  |  |  |  |
| 2nd Year | English2=6 |  | SEC1=4 | NIL | NIL |
|  | Hindi2=6 | SEC2=4 |  |  |
|  | DSC1C=6 |  |  |  |
|  | DSC1D=6 |  |  |  |
|  | DSC2C=6 |  |  |  |
|  | DSC2D=6 |  |  |  |
|  | Total |  |  |  |
|  | Credits=44 |  |  |  |
| 3rd Year | NIL  Total Credits=44 | NIL | SEC3=4 SEC4=4 | DSE1A=6 DSE1B=6 DSE2A=6 DSE2B=6 | GE1=6 GE2=6 |
| Total Credits in Degree Course (B.A/B.Com)= 44X3=132 (As per UGC and RUSA norms) | | | | | |

**Note:** Credits Spilt of Theory and Practical Subjects Theory = 5 Theory = 4 Tutorial

Tutorial = 1 Practical=2

### LIST OF COURSES

**FACULTY OF ARTS, COMMERCE (1st YEAR)**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/D SE or DSC /GE-I or GE-II) |
| B.Com | Financial Accounting  Business Organisation & Management Business Law  Business Statistics & Mathematics | BC 1.1  BC 1.2  BC 1.3  BC 1.4 | DSC DSC DSC DSC |
| Economics | Principles of Microeconomics-I Principles of Microeconomics-II | ECON A101  ECON A102 | DSC  DSC |
| English | English-I Core ENGLISH  English Literature- 1 (Essays, Stories & Poems)  English Literature- 2 (Poems, Short Stories & Essays)  English (Writing Skills) | ENG CE 101  ENGDSC 102 ENG DSC103  ENGAECC104 | CC DSC  DSC  AECC |
| Hindi | fganh lkfgR; dk bfrgkl e/;dkyhu fganh dfork iz;kstuewyd fganh | HIND102 HIND103  HIND101 | DSC DSC  CC |
| History | History of India from The Earliest times upto 300 CE  History of India from 300 to 1206 | HIST(A)101  HIST(A)102 | DSC  DSC |
| Political Science | Introduction to Political Theory  Indian Government and Politics | POLS101  POLS102 | DSC  DSC |

### FACULTY OF ARTS, COMMERCE (2nd YEAR)

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/D SE or DSC /GE-I or GE-II) |
| **B.Com** | 1. Company Law 2. Income Tax Law and Practice 3. Computer Application in Business 4. Corporate Accounting 5. Cost Accounting 6. E-Commerce | BC2.1 BC2.2 BC2.3 BC2.4 BC2.5 BC2.6 | DSC DSC SEC DSC DSC SEC |
| **Economics** | 1. Principles of Macroeconomics-I 2. Principles of Macroeconomics-II (One out of the following) 3. Statistical Method-I 4. Economics of Rural Development (One out of the following 5. Statistical Methods-II 6. Demography | ECONA201 | DSC |
|  | ECONA202 | DSC |
|  | ECONA203 | SEC |
|  | ECONA204 | SEC |
|  | ECONA205 | SEC |
|  | ECONA206 | SEC |
| **English** | 1. English-2 Core English 2. British Literature 3. Literary Cross Currents 4. AEEC/SEC-1: Creative Writing Book and Media Reviews 5. AEEC/SEC-2, (Translation studies and Principles of Translation | ENGCE-201 ENGDSC-202 ENGDSC-203 ENGAEEC-SEC2 04 ENGAEEC- SEC205 | CC DSC DSC  AEEC/SEC AEEC/SEC |
| **Hindi** | vfuok;Z fganh ^jpuk iqat\* vk/kqfud fganh dfork  fganh x|% lkfgR; dk;kZy;h fganh vuqokn foKku | HIND 201  HIND 202  HIND 203  HIND 204  HIND 206 | CC DSC DSC  SEC SEC |
| **History** | 1. History of India from 1206-1707 2. History of India from 1707-1950 3. Historical Tourism: Theory and Practice 4. An Introduction to Archeology | HIST203 HIST204 HIST217 HIST215 | DSC DSC SEC SEC |
| **Political Science** | 1. Comparative Govt. & Politics 2. Introduction to International Relations 3. Legislative Support 4. Public opinion and survey Research | POLS201 POLS202 POLS203 POLS204 | DSC DSC SEC SEC |

**FACULTY OF ARTS, COMMERCE (3rd YEAR)**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Subject Title | Course Code | Course Type (CC/AECC/SEC/ DSE or DSC /GE-I or GE-II) |
| B.Com | 1. Corporate Governance & Auditing 2. Fundamentals of Financial Management 3. Management Accounting 4. International Business 5. Entrepreneurship 6. Personal Selling & Salesmanship 7. Economy of Himachal Pradesh 8. Indian Economy | BC 3.2A BC 3.1C BC 3.5C BC 3.6A BC 3.3  BC 3.7 ECONA313 ECONA314 | DSE DSE DSE DSE SEC SEC GE GE |
| Economics | 1. Public Finance 2. Money and Banking 3. Development Economics 4. International Economics 5. Indian Economy 6. Economic History of India 1857-1947 7. Indian Economy 8. Economy of Himachal Pradesh Indian Economy | ECONA310 ECONA311 ECONA305 ECONA306 ECONA301 ECONA302 ECONA314 ECONA313 | SEC SEC DSE DSE DSE DSE GE GE |
| English | 1. Soft Skills 2. Academic Writing and Composition 3. Technical writing 4. Business Communication 5. Literature from Himachal 6. Contemporary India: Women and Empowerment | ENG 303  ENG 304  ENG 301  ENG 302  ENG 305  ENG 306 | DSE DSE  AEEC/ SEC AEEC/ SEC GE  GE |
| Hindi | jax vkys[k ,oa jaxeap yksd lkfgR;  lekpkj ladyu vkSj ys[ku | HIND 301  HIND 305  HIND 304 | SEC  SEC DSE |
|  | Nk;koknksÙkj fganh dfork | HIND 306 | DSE |
|  | vk/kqfud Hkkjrh; lkfgR;  loZukRed ys[ku ds fofo/k {ks= | HIND 307  HIND 308 | GE GE |
| History | 1. Modern and contemporary world History-I 1871-1919 2. Modern and contemporary world History-II 1919-1992 3. History of Himachal Pradesh 1815-1972 4. Socio Religious reform movements in India (19th and 20th centuries) 5. Indian History and culture 6. Introduction to Indian Art | HIST305 | DSE |
|  | HIST307 | DSE |
|  | HIST312 | GE |
|  | HIST310 | GE |
|  | HIST317 | SEC |
|  | HIST319 | SEC |
| Political Science | 1. Themes in Comp. Pol. Theory 2. Democracy & Governance 3. Democratic Awareness with Legal Literacy 4. Conﬂict & Peace building 5. Society, Economy, Politics in H.P 6. Human Rights & Gender Environment | POLS301 POLS302 POLS303 POLS304 POLS305 POLS306 | DSE DSE SEC SEC GE GE |

### STUDENT'S COURSE WISE CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) AND EVALUATION

All courses (Core, DSE, AECC & SEC) involve an evaluation system of students that has the following two components:

1. **Continuous Comprehensive Assessment** (CCA) accounting for 30% of the ﬁnal grade that a student gets in a course; and
2. **Annual Examination** accounting for the remaining 70% of the ﬁnal grade that the student gets in a course.

**Note**: A student will have to pass both the components i.e. CCA and TEE separately to become eligible to be declared successful in a course. The pass percentage is 40%.

1. **CONTINUOUS COMPREHENSIVE ASSESSMENT**: This would have the following components:
2. **Classroom Attendance** : Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals.

A student having less than 75% attendance will not be allowed to appear in the annual Examination.

Those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.

Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certiﬁcate from a Government Hospital.

The exemption from 75% attendance will be given to those participating in prescribed co curricular activities (e.g. NCC, NSS, Youth Festivals, Sports, etc.) to the extent of 25% (making the necessary attendance as 50% in the annual examination cases). However, the claim for this exemption should be supported by an authenticated certiﬁcate from the concerned college authorities.

Candidates who are getting the exemptions, except for those getting exemptions for co curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

1. **Classroom Attendance Incentive**: Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to percent attendance) will be awarded CCA marks as follows (out of 5):-

i) 75% to 79% - 1 mark ii) 80% to 84% - 2 marks iii) 85% to 89% - 3marks iv) 90% to 95% - 4 marks v) 95% above - 5 marks

#### House Examination

There will be one House Examination, to be conducted when approx. 2/3 of the syllabus has been covered. This examination will be for 15 marks and will be conducted by the college in consultation with the teachers. In laboratory courses (having only practical (P) component), the students will be tested on the basis of laboratory exercises given by the course teacher concerned. Rest of the procedure will remain the same as above. The remaining 10 marks of the CCA will be awarded on the basis of seminar / assignment / term paper etc. that the course teacher might give to the students.

### ANNUAL EXAMINATION

The remaining 70% of the ﬁnal grade of the student in a course will be on the basis of an annual examination that will be for three hours duration and will be covering the whole syllabus of the course.

**Note :** i) Only those students will be allowed to appear in the annual examination who have been successful in the CCA( Internal Assessment)

* 1. A candidate who does not pass the annual examination in any course(s) (or due to some reason is not able to appear in this examination, other conditions being fulﬁlled, and so is considered as 'Fail', shall be permitted to appear in such failed course(s) in the subsequent supplementary/annual examination as per the instructions issued by H.P University Shimla time to time.
  2. The registration for the annual examination will be done at the time of the enrolment for the course at the beginning of the session. The fee for the annual examination will also be collected at that time as decided by the university from time to time.
  3. A student, who fulﬁlls all the requirements for appearing in annual examination, is unable to appear in the examination or to complete it on account of his/her own serious illness, accident, or on account of the death of near relative (mother, father, brother and sister), or the dates of state or national level examinations falls on dates of the annual examination may be allowed to appear in the annual examination in the next academic year. Permission to sit in the examination will be permitted by the college Principal on the production of a valid certiﬁcate/document from the competent authority. The college will send the name of the student to the Registration and Migration Cell for information.

### FEES/FUNDS/FINES

1. (a) Every student must pay his/her dues on the dates notiﬁed from time to time.
   1. A student will have to pay complete dues for the academic year 2024-25 in two installments. First installment of dues will be deposited as per the schedule notified by government at the time of admission while second installment is to be deposited in the month of December 2024. PTA fund of rupees 400/- and rupees 200/- will be charged separately with first and second installment of dues.
   2. Failure to pay dues on the due date will entail a ﬁne of Re. 1/- per day.
   3. In case of non-payment of dues in advance, the name of the student will be struck off from the college rolls at the end of that month.
   4. Registration fee will not be charged from a student migrating from another college if he/she is already registered with HP University. Other dues will be charged accordingly as per rules.
2. The name of the student will be struck off from the rolls of the college if he/she remains absent without leave continuously for 6 days in any class/subject (Theory/Practical).

#### In case the name of the student is struck off, re-admission is permissible within the ﬁrst 10 days with a ﬁrst re-admission fee of Rs 100/- on a prescribed proforma. If a student fails to seek readmission within the ﬁrst 10 days, then his/her name will be struck-off second time and he/she should seek readmission upto 15 days, on payment of Rs. 200/- as second readmission fee on the personal presence of parent/guardian. After 15 days from the time his/her name is struck off there shall be no readmission in any case.

1. Every student will have to procure a No Dues Certiﬁcate from the Library, Rangers & Rovers, Sports, College, Fee Clerk etc. if he/she wants to leave the college.
2. The Principal can expel a student from the College if he/she is found guilty of misconduct

/indiscipline /ragging.

1. The security deposit will lapse if a student does not apply for refund of security within one year of leaving the college.
2. The ﬁne for absence has to be paid along with dues, while the ﬁne imposed otherwise has to be deposited by the date announced in the college oﬃce/fee counter.
3. Contribution towards PTA funds Rs. 600/- per student (to be paid in two installment of rupees 400/- and rupees 200/- respectively.)
4. No tuition fee is charged from the Bonaﬁde Himachali girls students, subject to production of

H.P. Bonaﬁde Certiﬁcate at the time of admission.

### DETAILS OF FEE / FUNDS STRUCTURE FOR B.A. / B.COM

**Note: The rates of fees/ funds are subject to change as per the instructions of H.P. Govt./ Sardar Patel University from time to time. Errors & omissions, if any, in this chart are subject to correction.**

|  |  |  |  |
| --- | --- | --- | --- |
| Admission Fee (Yearly) | 25.00 | Amalgamated Fund (Per Month) | 25 |
| Continuation Fee (For 2nd & 3rd Year) | 10.00 | Sports Fund (Per Month) | 20 |
| Tuition Fees (Per Month) | 50.00 | Building Fund (Per Month) | 10 |
| Library Security (Refundable) | 100.00 | Scouts & Guide (Per Month) | 5 |
| House Examination (Yearly) | 80 |  |  |
| Health Fund (Yearly) | 6 | Campus Development(Yearly) | 10.00 |
| Book Replacement(Yearly) | 25.00 | Duplicate Identity Card | 20.00 |
| Furniture Repair(Yearly) | 10.00 | Commerce Practical(Yearly) | 180  per paper |
| Identity Card(Yearly) | 10.00 | Magazine Fund(Yearly) | 50.00 |
| Youth Welfare Fund(Yearly) | 15.00 | N.C.C. (Yearly) | 10.00 |
|  |  | Student Aid Fund(Yearly) | 2.00 |
| University Sports Fee | 15.00 | Cultural Activity Fund(Yearly) | 20.00 |
| University Holidays Home Fee | 1.00 | Computer & Internet Facility(Yearly) | 20.00 |
|  |  |  |  |
|  |  |  |  |
| University Development Fund   1. BPL/IRDP 100.00 2. Other 250.00   (For 1st Year only) | |  |  |

### FEE STRUCTURE (2024-25)

**B.Com-1st Year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOYS** | | | | **GIRLS** | | | |
| Category | **Fees** | **PTA** | **Total** | Category | **Fees** | **PTA** | **Total** |
| General | **2155/-** | **500/-** | **2655/-** | General | **1555/-** | **500/-** | **2055/-** |
| IRDP | **2005/-** | **500/-** | **2505/-** | IRDP | **1405/-** | **500/-** | **1905/-** |

### B.A.-1st Year

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOYS** | | | | **GIRLS** | | | |
| Category | **Fees** | **PTA** | **Total** | Category | **Fees** | **PTA** | **Total** |
| General | **1975/-** | **500/-** | **2475/-** | General | **1375/-** | **500/-** | **1875/-** |
| IRDP | **1825/-** | **500/-** | **2325/-** | IRDP | **1225/-** | **500/-** | **1725/-** |

**B.Com-2nd Year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOYS** | | | | **GIRLS** | | | |
| Category | **Fees** | **PTA** | **Total** | Category | **Fees** | **PTA** | **Total** |
| General | **2425/-** | **500/-** | **2925/-** | General | **1825-** | **500/-** | **2325/-** |
| IRDP | **2425/-** | **500/-** | **2925/-** | IRDP | **1825/-** | **500/-** | **2325/-** |

### B.A.-2nd/ 3rd Year and B.COM 3rd Year

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOYS** | | | | **GIRLS** | | | |
| Category | **Fees** | **PTA** | **Total** | Category | **Fees** | **PTA** | **Total** |
| General | **1885/-** | **500/-** | **2385-** | General | **1285/-** | **500/-** | **1785/-** |
| IRDP | **1885/-** | **500/-** | **2385/-** | IRDP | **1285/-** | **500/-** | **1785/-** |

**FINE**

1. Absence for one period Re. 1/-
2. Absence from a practical Rs. 3/-
3. Absence from House Examination Rs. 10/- per paper.
4. Late deposit of Library Books Re. 1/- per day.
5. Mobile Fine: Rs. 100/-

### NOTE:

1. The fee/fund structure is as approved by the Govt. / University and is subject to changes as per notiﬁcation issued by Govt. / University from time to time.
2. An amount of rupees **600/**- will be charged as **PTA fund** for the year 2024-25.
3. Fees once paid will not be refunded.
4. Students having more than 40% disability are also exempted from tuition fees.
5. With reference to the letter of HPU Shimla, RME section dated 28-11-2019, the Registration Fee of Rs 200/- (HPBoSE)/ Rs. 400/- (other Boards) will have to be deposited online by the candidate on the university portal at the time of registration.

### LEAVE RULES

#### General Rules

* 1. A student can proceed on leave with prior permission. For this he/she should ﬁll in the leave forms to be supplied to the student@Rs. 5/- per booklet at the time of admission.
  2. A tutor can recommend leave upto 6 days; for longer duration i.e. upto 10 days, a student must get the application signed by the Senior Tutor. In case a Senior Tutor is on leave, the application may be signed by the Tutor-in Chief/ Principal.
  3. Leave during House Examination can only be sanctioned by the Principal.
  4. Long leave for sickness must be accompanied by a medical certiﬁcate.

#### Duty Leave Rules

Participation by the students in Sports/Cultural/NSS/NCC/Co-Curricular activities, Inter College / University Competitions shall be considered as duty leave for the period of respective competition(s). Duty Leave, however, shall only be allowed if recommended by the concerned activity In-charge, prior to the proceeding of the event.

### SCHOLARSHIPS AND AWARDS

The College offers various scholarships and awards to the students regulated by the detailed rules available in the college oﬃce. Application for these scholarships/awards should be submitted in the College oﬃce after the recommendation of the concerned tutor. The application for any of the scholarships will be accepted only if the candidate attaches a copy of Aadhar Card and photocopy of the bank a/c passbook with IFSC Code. The college offers various scholarships. They are as under:

1. Post Matric Scholarship to OBC
2. Post Matric Scholarship to ST
3. IRDP
4. Dr. Ambedkar Post Matric Scholarship for Economically Backward Students
5. Kalpana Chawala Chatrvriti Yojna

and many other State & Centre Sponsored Scholarship schemes as per the eligibility of the students, and as notiﬁed by the Government from time to time..

Besides, the college also offers 3 Sponsored Scholarships by local residents/ clubs/ unions, alongwith 2 sponsored out of PTA Fund (started w.e.f. 2019-20) for outstanding students and those who have excelled academically and belong to economically weaker sections of the society.

### ANNUAL PRIZE DISTRIBUTION FUNCTION

Prize distribution is one of the most important functions of an educational institution. It marks the end of the academic session. It is held every year to acknowledge and appreciate the exceptional and outstanding performance of the students. The students achieving distinction in the House Exams, University Exams or those excelling in cultural, sports or other co-curricular activities are awarded in the Annual Prize Distribution Function.

### TUTORIAL GROUPS

Tutorial groups are formed for the convenience of students to approach their respective teachers to get their problems solved. The students can discuss their academic or management related problems with concerned teachers during the meeting of the tutorial groups once every month. The students will also get their I-Cards and leave slips signed by their tutors.

### RED RIBBON CLUB

In order to increase awareness among students and the public regarding AIDS, HIV and Blood Donation, the college has a Red Ribbon Club. The club organizes an on-campus interaction programme and conducts certain activities/ lectures in association with the government departments and various NGOs of the area to educate and sensitize the college youth. Any student can get registered as a volunteer of this club.

### COLLEGE MAGAZINE - Brajeshwari

The college magazine is named *Brajeshwari*. A magazine reﬂects the identity of the educational institution through the writings of its students and teachers as well. It is an integral part of the education system. *Brajeshwari* plays a very important role as it channels the budding talented writers and helps in encouraging their writing skills by appraisal which inspires and motivates them to read and write much more. Moreover, it helps them to improve their reading and writing skills to a great extent. It even helps them in providing possible opportunities to improve their creative and imaginary writings. The magazine is edited by the Chief Editor and has four sections; each section is edited by a member of the staff and assisted by a student editor.

### CAREER COUNSELING & GUIDANCE CELL

The Career Counseling and Guidance Cell in the college has been formulated to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the Colleges vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information. Keeping in mind the career of

students, the college runs a dynamic and vibrant Career Counseling & Guidance Cell. The students are made aware of various career opportunities available to them. They are also advised about the preparation for various competitive examinations. In order to enhance communication skills and soft skills of the students, various activities are organized to make students conﬁdent enough to face interviews/group discussions.

### CULTURAL/CO-CURRICULAR ACTIVITIES

The college provides opportunities to students to take part in cultural and co-curricular activities such as Music (Vocal), Music (Instrumental), Debate & Declamation, Drama, Skit, Mime, Collage, Poster-making, Rangoli, Quiz, etc. A number of inter and intra college activities are organized the year around in which students harness and showcase their talents. Prize winners of HPU Youth Festival get the certiﬁcates which carry an additional weightage at the time of admission to higher classes.

### CLUBS & SOCIETIES

Students studying in the college can become a member of any of the clubs/societies of their interest. The college has the following clubs/ societies:

#### NSS (NATIONAL SERVICE SCHEME) Environment & Disaster Management Club

**Tagore Literary Society Mountaineering, Hiking & Trekking Club**

#### Commerce Society Red Ribbon Club, ECO Club

**Rovers & Rangers Social Sciences Society**

**Road Safety Club Anti-Drug Abuse**

**Cyber Security and Awareness Cell Electoral Literacy Club**

### PARENT TEACHER ASSOCIATION (PTA)

PTA plays a very vital role in the development and smooth functioning of the institution. There is a Parent Teacher Association which plans and undertakes developmental work in the college. The association is run by the Executive Committee which takes all decisions. The parents/ guardians of the students contribute towards the PTA fund at the time of admission.

### CSCA

The College Students Central Association provides students an opportunity to develop leadership by organizing and carrying out college activities. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student body. It is elected as per the norms and directions of H.P. University. The CSCA extends helping hand to the college administration in the smooth functioning of all activities. It follows the recommendations of the Lyngdoh Committee.

### ROVERS & RANGERS

The college started the Rovers & Rangers wing from 2021-22. Rovers & Rangers is a worldwide association of well disciplined volunteers. It has two wings, one for boys (Rovers) and one for girls (Rangers). The students are trained to serve community, society and humanity. The purpose of starting this wing in the college is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of the local, national and international communities.

### CONDUCT AND DISCIPLINE

The college gives importance to discipline as it ensures growth and development of students. The Principal can impose ﬁne, suspension or even rustication on any student who is found indulging in such misconduct as is listed below:

1. a. Any act of ragging on the campus in or around the hostel will be severely dealt with. Ragging implies physical or mental-torture to another student or a group of students. Any student found associated with such nefarious activities will be held guilty of gross misconduct. Remember ”Ragging is a cognizable offence.”
2. Anybody found guilty of writing obscene language on the blackboard, walls or furniture of the college.
3. Aimlessly loitering in the verandas, raising noise or attempting to disturb classes.
4. Smoking or consumption of alcohol/drugs etc. in the college hostel/ campus is strictly prohibited.
5. Bringing unwanted outsiders to the campus or sitting unnecessarily or within campus.
6. Playing in college premises without the permission of the Principal.
7. Pasting posters on the walls or notices on the Notice Board without the Principal's prior permission.
8. Mobile phones are strictly banned on the college campus. Anybody found using mobiles shall be ﬁned minimum of Rs. 100/-
9. Students who intend to participate in sports or other curricular activities/educational tours must produce written permission from his/her parents/guardians.
10. Every student must always carry with him/her duly completed identity card which is issued to him/ her at the time of admission. He /She must produce the identity card whenever demanded by any teacher or the Principal.
11. Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.

### ANTI RAGGING/DISCIPLINE RULES

In order to have zero tolerance to ragging and its total elimination from the educational institutions. The Hon'ble Supreme Court of India vide its orders date 4th May, 2007 and 11th Feb., 2009 has directed as hereunder :-

1. Ragging is strictly prohibited in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justiﬁable harsh.
3. Punishment for ragging includes :
   1. Imprisonment/ﬁne or both.
   2. Expulsion from the institution, suspension from the institution or classes for a limited period and ﬁne with a public apology.
   3. Withholding scholarships or other beneﬁts.
   4. Debarring from representation in events.
   5. Withholding of result.
   6. Suspension or expulsion from the hostel or mess and the like.
4. In the hostels, the entry of seniors and outsiders shall be prohibited before and after speciﬁed hours of the day except under the authority of the person in charge (warden of hostel superintendent).
5. If the individuals committing or abetting ragging are not identiﬁed collective punishment shall be resorted to.
6. Character/migration certiﬁcate(s) issued by the institution shall have an entry apart from that of general conduct and behaviour to the effect whether the student who had participated in particular was published for ragging.
7. In case the applicant for admission is found to have indulged in ragging/indiscipline in the past or if it is noticed later that he has indulged in ragging, admission shall be refused to him/her or he/she shall be expelled from the institution forthwith.

### Code of Conducts for Students

1. Every student must always carry with him/her a duly completed identity card and he/she must produce it whenever demanded by any teacher or the Security Guard.
2. Every student must attend at least 75% lectures both in theory and practical separately failing which he/she will be debarred from appearing in university examination.
3. Internal Assessment will be awarded on the basis of House Examinations & Attendance and Assigenment and will be included in the Annual result.It is mandatory to score at least 35% marks in Internal Assessment and ESE and aggregate of atleast 40% in a particular course to pass.
4. Any student representing the college in sports/cultural/NCC/NSS/Co-curricular activities must inform the concerned subject teachers.
5. It is for the information of students that ragging is not only a social evil but a punishable crime also.
6. There is a complete restriction on bringing unwanted outsiders to the college campus.

Cell/Mobile phone is strictly banned in the college campus.

1. Students must help the college administration in keeping the college campus clean and beautiful by making use of dustbins installed in the campus.
2. Students must not cause any damage to the college property. In case any damage is noticed, it will be recovered from the students.
3. Use of Chewing - Gum, Gutka or any tobacco products in college campus is strictly prohibited.
4. Spitting in public places is strictly prohibited.
5. Impersonation during roll call or exams is an offence and shall be dealt very strictly.
6. Students coming with their own vehicles should posses a valid driving license and are not allowed to park their vehicles inside the campus. Violators will be dealt very strictly.
7. Students must abide by all the rules and regulations set by college from time to time.
8. Participation of students in any kind of demonstration/protest is strictly prohibited in the campus.
9. It is mandatory for all the students to follow SOP’s related to COVID-19 and all other advisory issued from time to time.

**Institutional Calendar (2024-25**) \*

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Particulars** | **Period** |
| 1 | Submission of Admission form | 03-06-2024 to 15-07-2024 |
| 2 | Pre-admission counseling of students | 03-06-2024 to 15-06-2024 |
| 3 | Display of First Merit List (UG 1st Year student) | 16-07-2024 upto 01:00 P.M |
| 4 | Fee to be deposited | 16-07-2024 to 19-07-2024 |
| 5 | Display of 2nd Merit List | 20-07-2024 upto 5:00 P.M |
| 6 | Fee to be deposited | 13-07-2024 to 14-07-2024 |
| 7 | Orientation of 1 st Year Students | 22-07-2024 |
| 8 | Admission of UG 2nd year & Final Year students on Roll on Basis | 06-06-2024 to 15-07-2024 |
| 9 | Fee to be deposited | 06-06-2024 to 19-07-2024 |
| 10 | Post admission counselling | 20-07-2024 to 22-07-2024 |
| 11 | Regular Teaching Work | 23-07-2024 onwards |
| 12 | Independence Day | 15-08-2024 |
| 13 | Teacher’s Day | 05-09-2024 |
| 14 | Hindi Diwas | 14-09-2024 |
| 15 | PTA Election | September 2024 |
| 16 | CSCA Formation | As notified by University |
| 17 | CSCA Oath taking Ceremony | Date to be notified later |
| 18 | CSCA Cultural Function “Sambodhan | November 2024 |
| 19 | Gandhi Jayanti | 02-10-2024 |
| 20 | Diwali break | 29-10-2024 to 02-11-2024 = 05 days |
| 21 | Constitution Day | 26-11-2024 |
| 22 | World AIDS Day | 01-12-2024 |
| 23 | Filling of Registration form and University Examination forms | Date to be notified by University |
| 24 | Mid Term Examination | December 2024 |
| 25 | Winter Vacation | 01-01-2025 to 04-02-2025 = 35 days |
| 26 | Annual Athletic Meet | December 2024 |
| 27 | International Women’s Day | 07-03-2025 |
| 28 | Annual Prize Distribution Function | March 2024 |
| 29 | Annual Exam | 01-04-2025 to 14-05-2024 |
| 30 | Summer Vacation | 18-05-2025 to 11-06-2025 |

\* Above dates are Tentative (Subject to changes)



