

# We Have Zero Tolerance To

- Ragging.
- Crime against Women.
- Alcohol, Smoking, Chewing Tobacco, Ghutka etc.
- Misconduct, Hooliganism.
- Possession or use of fire arms or any lethal weapon.
- Possession or use of hallucinogenic drugs in the campus.
- Possession or use of alcoholic beverage of delinquency under the influence of alcohol.
- Use of cell phones other than specified zone in the campus.
- Bringing of Outsiders in the Premises.

Students found accused of such act by the way of indulging inside or outside the college premises shall be liable to punishment as per the guidelines given by UGC in the light of Hon'ble Supreme Court Directions. The possible punishment shall be anyone or the combination of the following :-

- Suspension from attending classes and academic privileges.
- Suspension/withdrawing of Scholarship and other financial benefits.
- Debarring from appearing in examination and other evaluation process.
- debarring from representing the institution in any intra-college/inter-college/inter-university/international meet, tournament, youth festival etc.
- Suspension and rustication from the college.
- Cancellation of Admission.
- Special Fine depending upon the gravity of the offence
- Collective Punishment: When the persons committing or abetting the crime of Ragging are not identified, the institution shall resort to collective punishment.

Note : The cases pertaining to the Ragging will be reported to the police and will be dealt as per Himachal Pradesh Education Institution (Prohibition of Ragging) Act 2009 according to which Ragging has been declared as a 'Cognizable and Non-bailable Offence'. Any student convicted of Ragging related offence will be punished with the imprisonment of upto 3 years or fine of Rs.50,000 or both.

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# ANNUAL CALENDAR 2024-25

## Admission Schedule 2024-25

UG Classes B.A./B.Com.  
1st, 2nd Year & 3rd Year

Submission of Admission Form	:	03-06-2024 to 15-07-2024
Pre-Admission Counseling of Students	:	03-06-2024 to 15-07-2024
Display of 1st Merit List	:	16-07-2024 Upto 1:00pm
Fee Deposit	:	16-07-2024 to 19-07-2024
Display of Second Merit List	:	20-07-2024 Upto 11:00am
& Fee Deposit	:	20-07-2024 Upto 5:00pm
Orientation of 1st Year Students	:	22-07-2024
Admission of UG 2nd & Final Year	:	06-06-2024 to 15-07-2024
Students on Roll on Basis	:	
Fee to be deposited	:	06-06-2024 to 19-07-2024
Post Admission Counseling	:	20-07-2024 to 22-07-2024
Regular teaching	:	23-07-2024 to 28-10-2024
(1st, 2nd Year & 3rd Year)		04-11-2024 to 31-12-2024
		05-02-2024 to 29-03-2025
		(Remedial Classes beyond normal teaching hours (At least 54hrs)
Mid Term Exam/House Exam	:	(As notified by College)
Annual Examination	:	(As notified by H.P. University)
Practical and Theory Exams	:	(As notified by H.P. University)
Vacation Schedule	:	Summer Vacations
		(18-06-2024 to 12-07-2024)
		Diwali Break
		(29-10-2024 to 02-11-2024)
		Winter Vacations
		(01-01-2025 to 04-02-2025)

Note: There is no provision of admission as per university ordinance after 30th June of every year and as per Hon'ble High Court Decision.  
No Admission will be given after the Schedule. Enrollment of Students (NSS/Rovers & Rangers/Clubs/Societies) upto 5th Sept. 2022

## Activities and Functions(Tentative)

Environment Day	:	05-06-2024
PTA General House	:	2nd Saturday of Sept. 2024
Hindi Diwas	:	14-09-2024
NSS Day	:	24-09-2024
Annual Cultural Function	:	As Notified by the College
Aids Day	:	01-12-2024
Annual Athletic Meet	:	Dec. 2024
NSS Special Camp	:	Last Week of Jan 2025

Note:- Above Schedule & Dates are tentative and subject to change/amendment. Any Change  
Will be Notified by the college Administration from time to time.

# ADMINISTRATIVE ASSIGNMENT :- 2024-25

## **Sale of Prospectus (Fee Counter)**

1. Sh. Dinesh Kumar (Peon)
2. Sh. Sharma Singh (Peon)

## **Overall Incharge Admissions**

1. Dr. Jagdish Chauhan

## **Screening Committee Commerce Faculty**

1. Prof. T.S. Chauhan

## **Arts Faculty (NSS Room)**

1. Dr. Dipali S Bhandari

## **B.A. 1/2nd/3rd Year (Smart Class Room No. 1)**

1. Prof. Kanta Chauhan (Convenor)
2. Prof. Swati Chauhan
3. Prof. Susheel Tomar

## **B.Com. 1st, 2nd & 3rd Year**

1. Prof. T.S. Chauhan
2. Smt. Sonam Kumari

## **College Advisory Committee**

1. Dr. Jagdish Chauhan
2. Prof. T.S. Chauhan
3. Dr. Dipali S Bhandari
4. Prof. Kanta Chauhan
5. Prof. Swati Chauhan
6. Sh. Chintamani (Office Supdt.)

## **CSCA Advisory Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Dr. Dipali S Bhandari
3. Prof. Susheel Tomar
4. Sh. Namit Kapoor (JOA)

## **Local Purchase Committee**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Kanta Chauhan
3. Prof. Swati Chauhan
4. Sh. Chintamani (Office Supdt.)
5. HOD of Concerned Purchase

## **Prospectus Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Prof. Swati Chauhan

## **Library Affairs Committee**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Swati Chauhan
3. Smt. Anjana Kumari

## **Time Table Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Dr. Dipali S Bhandari

## **Sports Affair Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Prof. Swati Chauhan
3. Prof. Susheel Tomar
4. Sh. Namit Kapoor (JOA)

## **First Aid Committee**

1. Dr. Dipali S Bhandari (Convenor)
2. Smt. Anjana Kumari

## **Cultural & Youth Festival Committee**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Kanta Chauhan
3. Prof. Swati Chauhan
4. Prof. Susheel Tomar
5. Sh. Namit Kapoor

## **Canteen Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Prof. Swati Chauhan
3. Sh. Namit Kapoor

## **Mid-Term/House Examination Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Prof. Kanta Chauhan (Dy. Controller)
3. Smt. Sonam Kumari

## **Building & Furniture Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Dr. Dipali S Bhandari
3. Prof. Kanta Chauhan
4. Smt. Anjana Kumari (Librarian)
5. Sh. Chintamani (Office Supdt.)

## **College Magazine Committee**

1. Dr. Dipali S Bhandari (Chief Editor)  
(Editor English Section)
2. Prof. Kanta Chauhan  
(Editor Hindi Section)
3. Prof. T.S. Chauhan  
(Editor Planning & Commerce Section)
4. Prof. Susheel Tomar  
(Editor Pahari Section)



**Scholarship & Fee Concession Committee**

1. Prof. Susheel Tomar (Convenor)
2. Smt. Anjana Kumari
3. Smt. Sonam Kumari

**Book Bank Committee**

1. Smt. Anjana Kumari (Convenor)
2. Prof. Swati Chauhan
3. Smt. Sonam

**Electricity Committee**

1. Prof. Susheel Tomar (Convenor)
2. Sh. Namit Kapoor
3. Smt. Sonam
4. Sh. Sharma Singh (Class-IV)

**Campus Beautification & Cleanliness Monitoring Committee**

1. Prof. Kanta Chauhan (Convenor)
2. Prof. Susheel Tomar
3. Smt. Sonam Kumari

**Water Maintenance Committee**

1. Prof. Susheel Tomar (Convenor)
2. Sh. Namit Kapoor
3. Sh. Sharma Singh (Class-IV)

**University Forma Attestation Committee**

1. Prof. Kanta Chauhan
2. Prof. Swati Chauhan
3. Prof. Susheel Tomar

**Grievances Committee To Prevent Gender & Caste Discrimination**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Swati Chauhan

**Discipline & Anti Ragging Cell**

1. Prof. Kanta Chauhan (Convenor)
2. Prof. Swati Chauhan
3. Prof. Susheel Tomar
4. Smt. Anjana Kumari
5. Sh. Namit Kapoor
6. Sh. Dinesh Kumar (Class-IV)
7. Sh. Sharma Singh (Class-IV)

**Discipline Action Taken Committee**

1. Prof. T.S. Chauhan (Convenor)
2. Dr. Dipali S Bhandari
3. Prof. Kanta Chauhan
4. Prof. Swati Chauhan
5. President : College CSCA

**Career Guidance Cell**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Swati Chauhan

**Anit Drug Cell**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Swati Chauhan
3. Prof. Susheel Tomar
4. Sh. Dinesh Kumar (Class-IV)

**Woman Grievances Redressal Cell**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Kanta Chauhan
3. Prof. Swati Chauhan
4. Sh. Namit Kapoor
5. President CSCA
6. Female Teacher Member From PTA Office Bearer

**National Service Scheme**

1. Prof. Kanta Chauhan (Programme Officer)

**Red. Ribbon Club**

1. Prof. Susheel Tomar (Convenor)

**Eco Club**

1. Prof. Susheel Tomar (Convenor)
2. Smt. Anjana Kumari

**Literacy Society**

1. Dr. Dipali S Bhandari (Convenor)
2. Prof. Kanta Chauhan

**Social Science Society**

1. Prof. Swati Chauhan (Convenor)
2. Prof. Susheel Tomar

**Committee Society**

1. Prof. T.S. Chauhan (Convenor)

**Red Cross Society**

1. Prof. Swati Chauhan (Convenor)
2. Smt. Anjana Kuamri

**Road Safety Club**

1. Prof. Swati Chauhan (Convenor)
2. Sh. Namit Kapoor
3. Sh. Sharma Singh (Class-IV)

**College Bursur**

1. Prof. T. S. Chauhan

**IQAC**

- Coordinator :- Dr. Diwali S. Bhandari
1. Member : Prof. Swati Chauhan
  2. Member : Prof. Susheel Tomar
  3. Member : Sh. Namit Kapoor
  4. Member : PTA President
  5. Member : CSCA President
  6. External Member(Industries) :  
Sh. Gyan Singh Chauhan (G.M. Industries)
  7. External Member (Social Services) :  
Sh. Chatter Singh Chauhan
  8. External Member (Academician) :  
Sh. Ram Lal Tomar (Rtd. Professor)

**NAAC/PMUSHA**

1. Dr. Dipali S. Bhandari
2. Prof. T.S. Chauhan
3. Prof. Swati Chauhan
4. Prof. Susheel Tomar
5. Sh. Namit Kapoor

# ADMISSION RULES & ELIGIBILITY CONDITIONS

The Minimum qualification prescribed for admission to the courses and examination leading to the degree course of the university shall be in accordance with the first ordinance of HP University 1973 (clause 1.4 Chapter-1) Any student who is seeking admission in the college in any Faculty / Course has to fulfill the following eligibility condition/Rules (clause 3.3A of Chapter III Vol.1) of the Ordinance of HP University.

स्नातक पाठ्य क्रम एवं परीक्षा में प्रवेश पाने के लिए न्यूनतम योग्यता हि.प्र. विश्वविद्यालय के प्रथम अध्यादेश 1973 (उपधारा 1.4 अध्याय 1) में निर्धारित योग्यता के अनुसार होगी। कोई भी छात्र जो महाविद्यालय के किसी भी संकाय/पाठ्यक्रम में प्रवेश पाना चाहता है उसे हि.प्र. विश्वविद्यालय के अध्यादेश (उपधारा 3.3ए अध्याय III खण्ड 1) के अनुसार निम्नलिखित पात्रता शर्त/नियम को पूरा करना होगा।

## A. Academic Qualification BA-I-(Pass Course)

To be eligible for seeking admission to B.A.-1 (Pass Course) the candidate should have passed:  
स्नातक पाठ्यक्रम में प्रवेश हेतु विद्यार्थी को निम्नलिखित परीक्षा में किसी एक में उत्तीर्ण होना आवश्यक है।

- (I) 10+2 examination or an equivalent examination from any recognized Board/university established by law in India with 4 written subjects (Including English) with at least 33% marks.  
भारत के किसी भी मान्यता प्राप्त बोर्ड/विश्वविद्यालय से न्यूनतम 33% अंकों के साथ 10+2 अथवा समकक्ष परीक्षा अंग्रेजी सहित चार विषयों में उत्तीर्ण।

OR

- (II) Intermediate examination of Indian University/Board or any examination recognised equivalent thereto (pass in four subjects, one language and three other elective) with at least 33% marks.  
किसी भी मान्यता प्राप्त बोर्ड/विश्वविद्यालय से न्यूनतम 33 अंकों के साथ इंटरमीडिएट (मध्यवर्ती) परीक्षा किसी एक भाषा सहित चार विषयों में उत्तीर्ण।
- (III) For admission to BA-I with mathematics, either 45% marks in aggregate (with maths) or 45% in mathematics at 10+2 level, is eligible for admission to BA-1.  
गणित के साथ पाठ्यक्रम के लिए 10+2 में गणित विषय में 45% अंक अथवा गणित विषय के साथ 45% कुल अंक।

## B.Com-I (Pass Course)

To be eligible for seeking admission to B.com-I (pass course) the candidate should have passed:

- (I) 10+2 examination (commerce stream) with minimum 40% are eligible for admission in 1st year of the course.  
10+2 में वाणिज्य विषय के साथ न्यूनतम 40% कुल अंक।

OR

- (II) A student who has passed +2 or equivalent exams other than commerce stream in four written subjects (including English) with Economics or Mathematics as compulsory subject at +2 level with 45% marks is eligible for admission in 1st year of the course.  
जिन विद्यार्थियों ने 10+2 अथवा समकक्ष परीक्षा वाणिज्य विषय के साथ नहीं उत्तीर्ण की है, ऐसे विद्यार्थी 10+2 में न्यूनतम 45% कुल अंकों के साथ उत्तीर्ण होने चाहिए, लेकिन इन विद्यार्थियों को अपनी 10+2 परीक्षा अंग्रेजी विषय के साथ अर्थशास्त्र अथवा गणित विषय के साथ उत्तीर्ण होना भी अनिवार्य है।
- (III) For girl candidate the eligibility is pass percentage i.e. 33%  
छात्राओं के लिए उपरोक्त शर्तों के अतिरिक्त न्यूनतम उत्तीर्ण प्रतिशत 33% है।

Remarks :-

While determining percentage of marks for eligibility, rounding off of fraction of 0.5 or above to the next full unit is permissible. A relaxation of 5% is available to SC/ST candidates for admission to B.Sc./B.Com 1st year.

पात्रता निर्धारित करने के लिए अंक प्रतिशतता निर्धारित करते समय 0.5 या इससे ऊपर के अंक के अंश को सम्पूर्ण इकाई माना जायेगा। अनुसूचित जाति व जनजाति के विद्यार्थियों के लिए बी.कॉम व बी.एस.सी. में प्रवेश पात्रता में 5% की छूट है।

**Important Note :-**

At any stage, if any student is found to claim his/her basic eligibility qualification from take or unrecognized Board/University, his/her admission shall stand automatically cancelled. The College shall not be responsible for cancellation such admissions.

**B. Age Limit**

For Admission to the 1st year of any course a student must not be more than 23 years (25 years for girls) of age as on 1st July 2024 e.g. the applicant should not be born earlier than 01-07-2000 in case of boys and 01-07-1998 in case of girls. However, in r/o SC and ST Students, a relaxation of 3 years is given.

The Vice-Chancellor of HPU Shimla has the power to permit age relaxation up to a maximum of 6 months. All such cases will be granted age relaxation provisionally up to six months by the Principal and a consolidated list of such cases will be sent for approval of the Vice-Chancellor by 31st October of every Academic Year. A candidate who has availed age relaxation at the time of first admission shall be eligible for the same in the subsequent classes also.

किसी भी पाठ्यक्रम में प्रवेश के लिए अधिकतम आयु सीमा 01 जुलाई 2024 को छात्रवर्ग के लिए 23 वर्ष (छात्रा वर्ग के लिए 25 वर्ष) से अधिक नहीं होनी चाहिए। अर्थात् छात्रों के सन्दर्भ में जन्मतिथि 01/07/2001 तथा छात्राओं के सन्दर्भ में जन्मतिथि 01/07/1999 से पहले की नहीं होनी चाहिए। यद्यपि अनुसूचित जाति व जनजाति के छात्र/छात्राओं को आयु सीमा में 3 वर्ष की छूट है। 6 महीने की अधिकतम आयु सीमा प्रदान करने की छूट की शक्ति उप कुलपति हि.प्र. विश्वविद्यालय को प्राप्त है। ऐसे सभी विद्यार्थियों को 6 महीने के लिए प्राचार्य द्वारा अस्थायी प्रवेश दिया जाएगा। ऐसे विद्यार्थियों की समेकित सूची प्रत्येक शैक्षणिक वर्ष के 31 अक्टूबर तक हि.प्र. विश्वविद्यालय के उपकुलपति के अमोदन के लिए भेजी जाएगी। जिस विद्यार्थी ने प्रथम प्रवेश के लिए आयु छूट का लाभ उठाया है वह अगली कक्षाओं में भी आयु छूट के लिए पात्र होगा।

# MIGRATION RULES

Migration from other colleges to this college and vice versa is governed by HP University rules. A migration certificate can be issued only if the student is registered with the HP University. A migrating student must submit following information:

1. Lecture attendance statement in r/o all optional & compulsory subjects.
2. Statement of marks obtained in the House Examination in the previous college.
3. Character certificate from the Principal of the College last attended.
4. The first college is entitled to receive the tuition fee for the month in which the University sanctions the migration.  
The Second college is not entitled to receive the tuition fee for that month or part thereof.
5. A Student disqualified by another University shall not be given admission during the period of disqualification.
6. The examination last appeared by the candidate and the result thereof will be recorded on the migration certificate.
7. Specific entry will be made on the migration certificate if the candidate has been disqualified and whether the certificate is being issued during the period of his/her disqualification.

## Choice Based Credit System (CBCS) for Undergraduate (UG) Courses: 2024-25 Academic Session

The Himachal Pradesh University Vide Letter No. 2-1/2012 fg-iz-fo('kS) dated 4 June 2016 has notified the acceptance of the latest course curriculum under Choice Based Credit system CBCS brought out by the University Grants Commission for implementation from the 2016-17 academic session. With effect from academic session 2018-19, the semester system in the under graduate classes has been replaced by the annual system without any change in the existing structure of Choice Based Credit System (CBCS) under Rashtriya Uchhatar Shiksha Abhiyan (RUSA).

### **Basic Outline of Choice Based Credit System**

1. **Core Courses (C)** : 12 courses for regular including 2 papers each for English and Hindi/MIL In B.A./B.Com.
2. **Elective Course** :
  - 2.1 Discipline Specific Elective (DSE) Course : 1 honors courses and 2 each for regular courses. Elective courses offered under the main discipline/Subject of Study is referred to as Discipline Specific Elective.
  - 2.2 Generic Elective (GE) Course : 4 for honours courses and 2 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. A core course offered in a discipline/Subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred as Generic Elective.
3. **Ability Enhancement Courses (AEC)** : The Ability Enhancement (AE) Courses may be of two kinds :
  - 3.1 Ability Enhancement Compulsory Courses (AECC) : AECC Courses are the courses based upon the content that leads to knowledge enhancement; I. Environment Science and II. English/Hindi/Mil Communication. These are mandatory for all disciplines.
  - 3.2 Skill Enhancement Courses (SEC) :

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. **Practical/Tutorials** : One each with every core and discipline/generic specific elective paper.

Annualised Outline of RUSA CBCS (UGC) System in B.A./B.Com. : 2024-25 Onwards					
Year	Core Courses (12)	AECC(02)	SEC (04)	DSE (04)	GEC (02)
<b>1st Year</b> (44 Credits)	DSC-1A:6 Credits DSC-1B:6 Credits DSC-2A:6 Credits DSC-2B:6 Credits Lang Core Eng-CC1:6 Credits Lang Core Skt/Hindi CC-1:6 Credits	AECC-1: 4 Credits Env. Studies:  AECC-2:4 Credits (English/Hindi/Skt)	Nil	Nil	Nil
<b>2nd Year</b> (44 Credits)	DSC-1C:6 Credits DSC-1D:6 Credits DSC-2C:6 Credits DSC-2D:6 Credits Lang Core Eng-CC2:6 Credits Lang Core Skt/Hindi CC-2:6 Credits	Nil	SEC-1:4 Credits (From DSC-1)  SEC-2:4 Credits (From DSC-1)	Nil	Nil
<b>3rd Year</b> (44 Credits)	Nil	Nil	SEC-3:4 Credits (From DSC-1)  SEC-4:4 Credits (From DSC-1)	DSC-1A:6 Credits DSC-1B:6 Credits DSC-2A:6 Credits DSC-2B:6 Credits	GEC-1:6 Credits (Interdisciplinary)  GEC-2:6 Credits (Interdisciplinary)
Total Credits 132	72	08	16	24	12

Note :-

- The definition of DSCs, AECCs, SECs, and GEC Courses shall remain the same as mentioned in the Semester System. Also the number of these courses to be studied during the three years shall remain the same.
- Minimum Pass Percentage is 40% in each course. Total Credits for Pass Course are 132 Credits and for Honours Course, the Total Credits are 148 Credits. Compartment in at most 2 Courses i.e. 25% of the total courses in a year.
- Total Number of Courses to be Studied during the Three Years :-  
 Core Courses (DSCs) : 12X6 Credits = 72 Credits  
 AECC+SEC : 06X4 Credits = 24 Credits  
 Science (DSEs Only) : 06X6 Credits = 36 Credits  
 BA/B Com (DSE + GEC) : (04 + 02) X6 Credits = 36 Credits  
 BSC Pass Course (72 + 24 + 36) = 132 Credits    BA/Bcom Pass Course (72+24+36)=132 Credits

# Basic Structure of Undergraduate CBCS (B.A./B.Com)

Course	Credits	
	Theory+Practical	Theory+Tutorial
<b>1. Core Courses</b> (12 Papers, 6 Credits Each ) = 72 Credits Discipline Specific Core (DSC) 1 = 04 Papers  Discipline Specific Core (DSC) 2 = 04 Papers Language Core (English) = 02 Papers Language Core (Hindi/MIL) = 02 Papers	$12 \times 6 = 72$  (Includes $12 \times 2 = 24$ Credits of Practical if any)	$12 \times 6 = 72$  (Includes $12 \times 1 = 12$ Credits of Tutorial)
<b>2. Elective Courses</b> (6 Papers, 6 Credits Each ) = 36 Credits Discipline Specific Elective (DSE) 1 = 02 Papers (From DSC-1) Discipline Specific Elective (DSE) 2 = 02 Papers (From DSC-2) Generic Elective (GEC) (Interdisciplinary) = 02 Papers	$6 \times 2 = 12$	$6 \times 2 = 12$
<b>3. Ability Enhancement Compulsory Course</b> (AECC, 02 Papers, 04 Credits Each) = 08 Credits Environment Science = 01 Paper English/Hindi/MIL = 01 Paper	$2 \times 4 = 08$	$2 \times 4 = 08$
<b>4. Skill Enhancement Courses (SEC)</b> (04 Papers, 04 Credits Each) = 16 Credits	$4 \times 4 = 16$	$4 \times 4 = 16$
<b>TOTAL CREDITS</b>	<b>132</b>	<b>132</b>

## PROGRAMMES

**B.A. (Arts/Humanities/Languages) :**

**Language Group :-**

English, Hindi

**Social Science / Humanities Group :-**

Economics, Political Science, History.

**B.Com (Commerce) :**

## B.A. (Arts/Humanities/Languages) Subject Combinations

DSC-1 DSC-2 (Permitted)  
(Any one of the following)

- History**  
Political Science  
Hindi  
English  
Economics
- Hindi**  
History  
Political Science
- Political Science**  
History  
Hindi  
English  
Economics

DSC-1 DSC-2 (Permitted)  
(Any one of the following)

- English**  
Economics  
History  
Political Science
- Economics**  
History  
English  
Political Science



## B.Com (Commerce)

First Year Course No.	Course Title	Third Year	
BC 1.1	Environmental Studies	BC 3.1	An one of the following :
BC 1.2	Financial Accounting		a. Human Resource Management
ENGL 101	Business Organization and management		b. Principles of Marketing
	101 English-1 Core English	BC 3.2	c. Fundamentals of Financial Management
	Language : English / Hindi / MIL		Any one of the following
BC 1.3	Business Law		a. Corporate Governance & Auditing
BC 1.4	Business Mathematics and Statistics	BC 3.3	b. Goods & Services Tax
Hindi 200	Hindi/Modern Indian Language	ECONA313	Entrepreneurship
Second Year		BC 3.5	Economy of H.P.
BC 2.1	Company Law		Any one of the following :
BC 2.2	Income Tax Law and Practice		a. Corporate Tax Planning
	English-II		b. Banking and Insurance
BC 2.3	Computer Applications in Business		c. Management Accounting
HIND400	Hindi-II	BC 3.6	d. Computerized Accounting
BC 2.4	Corporate Accounting		Any one of the following:
			a. International Business
BC 2.5	Cost Accounting		b. Office Management and Secretarial Practice
BC 2.6	E-Commerce		c. Fundamental of Investment
		BC 3.7	d. Consumer Protection
		ECONA314	Personal Selling & Salesmanship
			Indian Economy

## Students Course Wise Assessment and Evaluation

All Courses involve an evaluation system of students that has following two components :

सभी पाठ्यक्रम की एक निर्धारित मूल्यांकन पद्धति है जिसके निम्न दो भाग हैं।

**(a) Continuous Comprehensive Assessment (CCA)**

Accounting for 30% of the final grade that the student in a course, and

विद्यार्थियों द्वारा पाठ्यक्रम में अंतिम श्रेणी में प्राप्तांकों का 30 प्रतिशत तथा

**(b) Term End Examination**

Accounting for the remaining 70% of the final grade that the student gets in a course.

विद्यार्थी द्वारा चुने गए पाठ्यक्रम में अंतिम श्रेणी में शेष प्राप्तांक का 70 प्रतिशत।

Note : A student will have to pass both the components (i.e. CCA and TEE) separately with 40% Marks each to become eligible to be declared successful in a course.

पाठ्यक्रम को सफलतापूर्वक पूरा करने के लिए विद्यार्थियों को सी.सी.ए. एवं टी.ई.ई. दोनों ही संघटकों में 40 प्रतिशत अंकों के साथ अलग-2 उत्तीर्ण होना अनिवार्य है।

**CCA will comprise of :**

- MID Term (Minor Test) (मध्यावधि परीक्षा)  
MID Term Test will be conducted by the college
- Seminar / Assignment (संगोष्ठी/सत्रीय कार्य)
- Attendance Minimum requirement 75% (कक्षा उपस्थिति न्यूनतम सीमा 75 प्रतिशत)  
Maximum Marks-05 (अधिकतम अंक 5)

Note : There may be deviation in CBCS due to non-receipt of timely communication from the university. The college administration make every endeavor to help or guide the students from time to time.

## Year Wise Course Structure for CBCS B.A. & B.Com. Programmes (Old System)

Year	Courses to be studied	Credits	Credits for Semester
1st	AECC Hindi/Environment Studies Hindi core-1 DSC-1 (main subject) DSC-1 (other subject)  AECC English/Environment Studies English core-1 DSC-2 (main subject) DSC-2 (other subject)	4 6 6 6  4 6 6 6	44
2nd	SEC-1 (main subject) English/Hindi core-2 DSC-3 (main subject) DSC-3 (other subject)  SEC-2 (main subject) English/Hindi core-3 DSC-4 (main subject) DSC-4 (other subject)	4 6 6 6  4 6 6 6	44
3rd	SEC-3 (main subject) GEC-1 (any other subject) DSE-1A (main subject) DSE-2A (other subject)  SEC-4 (main subject) GEC-2 (any other subject) DSE-1B (main subject) DSE-2B (other subject)	4 6 6  4 6 6	44
	<b>Total Credits</b>		<b>132</b>

Note: Both Subjects (Subject-I & Subject-II) Chosen by the Student are the main Subjects and no Subject is major or minor under CBCS and a Student has the liberty to choose any course offered in the programme structure.



# SCHOLARSHIPS

A Number of Scholarships are available for the eligible and deserving students. Information regarding dates, eligibility conditions and procedure for applying for these scholarships will be notified on the college notice board from time to time. The students may apply online for these scholarships.

## State Sponsored Scholarship Schemes.

1. **RDP Scholarship Scheme :** The Students who belong to IRDP families may apply for this scholarship with required documents. A sum of Rs. 1200/- per annum is provided as financial assistance.
2. **Financial Assistance to the children of the armed Forces Personnel killed disabled during the different War/Operations:** Children of armed forces personnel killed/disabled in the different wars/operations are eligible for this assistance. Application proformas are available with District Sainik Welfare Board. A sum of Rs. 1200/- per annum is provided as financial assistance.
3. **Indira Gandhi Utkrisht Chhatravriti Yojna for post plus two student:**  
The Indira Gandhi Utkrisht Chhatravriti Yojna for meritorious students for the post plus two courses shall be awarded to 150 students @ Rs. 10,000/- p.a. per student purely on the basis of the merit and without any income ceiling. The Scholarship will also be awarded to ten toppers each from the merit list of 10+2 Arts, Science and Commerce, supplied by H.P. Board of School Education Dharamshala, provided they join any academic/professional stream. The scholarship will be renewed every year to the same number of students till they complete degree/course.
4. **Kalpna Chawla Chhatravriti Yojna :**  
This is state sponsored scheme started from the year 2012-13, Under this scheme the top 2000 meritorious girl students of 10+2 of all study groups i.e. Science, Arts and Commerce streams are awarded a scholarship of Rs.15000/- per student per annum based on passing ratio in each group as per the merit list supplied by HP Board of School Education, Dharamshala. The Scholarship will be renewed till the completion of Degree/Diploma/Certificate courses provided there is no failure.

## Centrally Sponsored Scholarship Schemes

5. **Post-Matriculation Scheme for SC/ST Students:** For students belonging to SC/ST category whose parents, annual income does not exceed Rs. 2,50,000/-
6. **Post-Matric Scholarship Scheme to OBC Students:** The students belonging to OBC category are entitled for this scholarship if the annual income of their parents is up to Rs. 1,00,000/-
7. **Maharishi Balmiki Chhatravriti Yojna :** The scholarship under this scheme is @ Rs.9000/- per year given to the Bonafide Himachali Girl Students belonging to Balmiki Families, engaged in unclean occupation. The concerned students must apply on prescribed proforma through their head of the school/college/institution along with balmiki certificate.
8. **Merit-cum means Scholarship for Students belonging to the Minority Community (Centrally Sponsored Scheme) :** The annual income of the parents/guardians of the beneficiaries should not exceed Rs. 2.5 Lakhs from all sources and the student should not have secured less than 55% marks or equivalent grade in the previous final examination.
9. **Post-Matric Scholarship Scheme Students belonging to Minority Community (Centrally Sponsored Scheme) :** The annual income of the parents/guardians of the beneficiaries should not exceed Rs.2 Lakh from all sources and the student should not have secured less than 50% marks or equivalent grade in the previous final examination. The students must have passed the examination from government/government-aided institutions.
10. **Post matric Scholarship for students with disabilities :** This scheme is available to students with disabilities who are covered under the person with disabilities (Equal opportunity, protection of rights and full participation) Act, 1995. Scholarship under the scheme will be the Ministry of Social Justice & Empowerment, Department of Disability Affairs. Government of India. Scholarship will be paid to the students whose parents/Guardians income from all sources does not exceed Rs. 2,50,000/- per annum.
11. **Scholarship for Children of Mine Workers:** The scheme is sponsored by the Ministry of Labour and

Employment Government of India. Either of the parents of the student should be a beedi worker or a mine worker (Iron Ore/Manganese Ore/Chrome Ore Mines, Limestone/Dolomite or Mica Mines or a cine worker) for six months at least, this would also include contract laborers. Total Income of both the parents of the students from all sources should not exceed 10,000 p.m. including all allowance. The scholarship under this scheme is Rs. 3000/-per year.

#### **Fee Concession**

**Half Fee Concession :** One of the two or more real brother/sister studying in the lower class in the college will be eligible for 50% exemption in tuition fee.

**Tuition Fee Concession :** Himachali Bonafide Girls and Physically Challenged with a disability of more than 40%

## **CODE OF DISCIPLINE AND ACTS OF INDISCIPLINE**

The students of the college and its surroundings including roads/approaches will be governed by the following disciplinary code :-

- Ragging(Zero Tolerance), "Ragging includes any type of physical and mental torture inflicted by an individual or group by words or conduct which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies from any mental disturbance or torture created thereby." Ragging in and around the college campus or on roads/approaches leading thereto is a serious crime and strictly prohibited by the Hon'ble Supreme Court of India. A student found indulged in ragging directly or indirectly will be immediately expelled from the college under Rule 22, 17(a), (b), (c) of HP University Ordinance. Further, he/she will be immediately handed over to the police.
- Carrying/Bearing of College Identity Card is mandatory for every student.
- Misbehaving with Teachers/other staff will attract strict disciplinary actions.
- Playing songs/music on mobile including earphones in the college campus is strictly prohibited and will invite disciplinary actions.
- Holding of any meeting in the campus without prior permission of the college administration is an act of indiscipline and will invite disciplinary actions.
- Don't park your two wheelers out of the parking area specified for the students.
- Roaming in corridors and talking outside the class rooms in vacant period is unacceptable and will invite disciplinary actions.
- Damage to college property including defacement of wall, pasting of posters, damage to furniture etc is an act of indiscipline.
- Smoking & use of Ghutka etc tobacco product in and around college campus will attract immediate disciplinary actions.
- Students will not loiter aimlessly around the campus/roads. Students will leave the campus and its surroundings immediately after the end of classes.
- Don't bring outsiders and miscreants in the college campus failing which disciplinary proceeding will be initiated against both the parties.

Any student violating any of the above Codes of Discipline will be strictly dealt with. The college administration has the power to take any disciplinary actions as per law which may lead to special fine, suspension, rustication of students and handing over to the police with proper intimation to his/her parents

The Principal & members of the staff have power to take disciplinary action against student indulging in acts of indiscipline which may lead to fine, suspension, rustication or expulsion.

प्राचार्य एवं स्टाफ के सदस्यों को अनुशासनहीनता के कृत्यों में लिप्त छात्रों के विरुद्ध अनुशासनात्मक कार्यवाही करने की शक्ति है। जिसके कारण उन पर जुर्माना, निलम्बन व निष्कासन की सजा हो सकती है।

#### **Ragging**

"Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or conduct which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abet such an action shall also be guilty of such ragging.

Ragging in and around the college/hostel campus or on roads/ approaches leading there to is strictly prohibited. If any student is found indulging in ragging, directly or indirectly, the college authorities shall be obliged under rule 22, 17 (a), (b) & (c) of HP. University to expel the guilty student (s) from the college/hostel.

रैगिंग में किसी भी व्यक्ति या समूह द्वारा शब्द या आचरण से किसी प्रकार के शारीरिक या मानसिक यातना का सामना करना पड़ता है जो व्यक्ति के दिमाग में एक भय पैदा करता है कि वह अपनी पढ़ाई को किसी मानसिक अशांति या अत्याचार के कारण पूरी नहीं कर सकता। ऐसा कोई भी व्यक्ति जो इस प्रकार के कार्यों को प्रत्यक्ष या अप्रत्यक्ष रूप में बढ़ावा देता है या संलिप्त होता है, रैगिंग का दोषी करार दिया जायेगा। महाविद्यालय परिसर में या उसके आस पास के रास्तों या सड़कों पर रैगिंग एक गम्भीर अपराध है और भारत के माननीय सर्वोच्च न्यायालय द्वारा सख्ती से पूर्णरूपेण निषिद्ध है। प्रत्यक्ष या अप्रत्यक्ष रूप से रैगिंग में संलिप्त छात्र/छात्रा को हि.प्र. विश्वविद्यालय अध्यादेश के नियम 22, 17 (ए), (बी), (सी) के तहत तुरन्त महाविद्यालय से निष्कासित कर दिया जायेगा तथा साथ ही उसे तुरन्त पुलिस को सौंप दिया जायेगा।

## Some Do's Don'ts

**Do's**

- Be regular in attending classes.
- Keep the campus clean.
- Make proper use of the dustbins.
- Show respect to the faculty.
- Show your I-Card as and when asked.
- Maintain silence inside the campus.
- Walk quietly while going to classrooms.
- Park vehicles outside the college gate.
- Approach teachers in case of any difficulty during college hours.

**Don'ts**

- Don't loiter aimlessly.
- Don't play games in the campus.
- Don't talk outside the classrooms.
- Don't deface the college walls.
- Don't damage college property.
- Don't pluck flowers or damage plants.
- Don't trespass the college gate.
- Don't bring outsiders.
- Don't use mobile phones in the class.

## LIBRARY

The college has a spacious library which is well ventilated and well illuminated for readers and has good Quality books pertaining to various subjects.

Class	Days	Timings
B.A.	Monday, Tuesday, Wednesday	10 am to 3 pm
B.Com.	Thursday, Friday, Saturday	10 am to 3 pm

### A. Rules and Regulation & Loss of Books & Fine

Identity card and library card should be collected from the librarian as per the schedule notified by the librarian. A student must bring his/her library card to get the books issued in his/her name. Only two books are issued to a student at a time for a period of 14 days. Reference Books/Dictionaries/News Paper Periodicals will not be issued.

If the issued books are not returned by due date, a line at Rs. 1.00 per book per day will be charged. In case of loss of book. The student will have to replace the book with new one or pay actual price of the book plus 20% of the original prices as a fine amount.

Books returned in damaged condition will entail penalty as per rules. Failure to return the book or to pay the penalty imposed will entail the same procedure for recovery as in the case of recovery of Govt. property i.e. through the police or Deputy Commissioner.

पहचान पत्र व लाईब्रेरी कार्ड, पुस्तकालय अध्यक्ष द्वारा जारी समय सारिणी के अनुसार ही प्राप्त किये जाने चाहिए। प्रत्येक छात्र केवल अपने कार्ड पर ही पुस्तकें ले सकता है। एक छात्र को एक समय में केवल दो ही पुस्तकें 14 दिन की अवधि के लिए जारी की जा सकती हैं। सन्दर्भ पुस्तकें, शब्दकोष, समाचार पत्र व सामयिक पत्रिकाएं विद्यार्थियों को जारी नहीं की जायेगी। यदि जारी की गई पुस्तकों को निर्धारित तिथि में वापिस नहीं किया जाता तो इसके पश्चात प्रतिदिन प्रति पुस्तक पर एक रुपये प्रतिदिन जुर्माना लगाया जाएगा। पुस्तक के खो जाने पर विद्यार्थी को नई पुस्तक खरीद कर देनी होगी अथवा पुस्तक का वास्तविक मूल्य तथा मूल्य के साथ पुस्तक की कीमत का 20 प्रतिशत अतिरिक्त शुल्क जुर्माने के रूप में जमा करना होगा। क्षतिग्रस्त अवस्था में लौटाई गई पुस्तकों पर नियमानुसार जुर्माना लगाया जाएगा। पुस्तकों को वापिस न करना व जुर्माना अदा न करने पर छात्र पर वसूली के लिए पुलिस विभाग व जिलाधीश के माध्यम से वही नियम लागू होंगे जो सरकारी सम्पत्ति की वसूली के लिए लागू होते हैं।

## B. Loss of Library Card

Incase of loss of the library card, a duplicate card can be had at Rs. 50.00

## C. No. Dues Certificate & Refund of Library Security

All the issued books must be returned and library card be surrendered to the librarian before the annual examination. A No. Dues Certificate to this effect must be obtained from the librarian otherwise Admit card for Annual Exam will not be issued.

All the student can claim the refund of their library security within one year of leaving the college even if they leave the college without completing their course of study otherwise the security will stand lapsed.

वार्षिक व सत्रांत परीक्षा से पहले छात्रों को जारी की गई सभी पुस्तकों को पुस्तकालय में वापिस किया जाना अनिवार्य है। इस सन्दर्भ में छात्रों को पुस्तकालय अध्यक्ष से एक अदेय प्रमाण पत्र प्राप्त करना होगा अन्यथा छात्र को परीक्षा में बैठने के लिए परीक्षा प्रवेश पत्र जारी नहीं किया जायेगा। महाविद्यालय छोड़ने के पश्चात छात्र को एक वर्ष की अवधि के भीतर अपनी पुस्तकालय धरोहर राशि की वापसी का दावा करना होगा अन्यथा यह धरोहर राशि जब्त समझी जाएगी।

## Leave Rule

1. Students should get their leave application recommended by the teachers.
2. Leave up to 3 days will be sanctioned by the tutors.
3. Leave for more than three days will be sanctioned by the Principal
4. The Students will be marked absent during the leave period and the same will not be considered for calculating the lectures attended by him/her for determining his/her eligibility to appear in the University Examination, However in case leave is properly sanctioned, neither his/her name will be struck off from the rolls, nor any absence fine will be imposed.

1. विद्यार्थी को अपनी छुट्टी की अर्जी की संस्तुति/सिफारिश सम्बन्धित अध्यापक से करवानी होगी।
2. तीन दिन तक के अवकाश की स्वीकृति सम्बन्धित शिक्षक द्वारा दी जाएगी।
3. तीन दिन से अधिक के अवकाश स्वीकृति केवल प्राचार्य द्वारा ही दी जाएगी।
4. विश्वविद्यालय की वार्षिक अथवा सत्रांत परीक्षा की पात्रता को निर्धारित करने के लिए विद्यार्थियों की अवकाश अवधि को अनुपस्थिति अवधि माना जायेगा। यद्यपि उचित रूप से स्वीकृत अवकाश के सन्दर्भ में न तो विद्यार्थी का नाम काटा जाएगा तथा ना ही अवकाश अवधि का जुर्माना लगाया जाएगा।

## Re-Admission

1. The Student absent for 5 days continuously from any class without proper sanctioning of leave by the concerned authority/principal, his/her name automatically will be struck off from the rolls.
  2. Readmission will be entertained on payment of readmission fee of Rs. 100/- within 7 days. After duly permitted by the Principal. After the expiry of 7 days, the student shall have to bear readmission fee of 200/- In addition to it, the principal may impose special fine depending upon the gravity of his/her absence.
  3. A student whose name has been struck off for the second time in session from any class will be ineligible for readmission to the class, but in exceptional cases, the Principal may grant special permission using his discretionary powers if he/she deems so.
- 
1. उचित अवकाश की स्वीकृति के बिना किसी भी विद्यार्थी के कक्षा से लगातार पांच दिनों के लिए अनुपस्थिति रहने पर उसका नाम महाविद्यालय पंजिका से काट दिया जाएगा।
  2. विद्यार्थी 7 दिनों के भीतर मूल्य 100 रुपये शुल्क के साथ प्राचार्य की विधिवत स्वीकृति प्राप्त करना अनिवार्य होगी। इसके अतिरिक्त अनुपस्थिति की प्रवृत्ति व गम्भीरता के आधार पर प्राचार्य द्वारा एक विशेष जुर्माना भी लगाया जा सकता है।
  3. असाधारण परिस्थितियों के अतिरिक्त यदि किसी विद्यार्थी का एक सत्र अथवा वर्ष में दूसरी बार नाम कट जाता है तो वह विद्यार्थी पुनः प्रवेश के लिए पात्र नहीं होगा। यद्यपि असाधारण परिस्थितियों में प्राचार्य अपनी विवेकाधीन शक्तियों का प्रयोग करके उसे पुनः प्रवेश के लिए विशेष अनुमति दे सकते हैं।

**Co-Curricular and Extra-Curricular Activities.**

Education is a very broad term and goes beyond the training of one's mind for acquiring textual knowledge. It is associated with other activities in order to see multi dimensional development of overall personality of a man. The college provides opportunity to our students through many co-curricular and other activities that help them to develop into a sound body and mind. Keeping this in view we have societies like Social Science Society, Red Ribbon Club and ECO Club etc. Students are encouraged to join these societies as per their interest. Students can approach the In-charge of these societies.

**National Service Scheme (NSS)**

The College has half NSS unit. Enrollment in NSS is done in the beginning of the session in the month of August. Students have to apply as and when notified through notice board for enrollment in NSS.

**Rovers & Rangers**

The College has got one unit of Rovers and Rangers each. Basically it is voluntary non-political youth organization wherein students are trained to combat during natural disaster and other wise too. It helps its members to have all round development and become perfect responsible individual to the society, nation and the world at large.

**Mentor Cell**

The Students are encouraged to interact with their teachers regarding their problems which may be academic, non-academic or personal. Appropriate help and guidance is provided to cater the needs of students. It is also an essential and integral part of IQAC.

**College Students Central Association (CSCA)**

The College Student central association is formed every year as per the rules laid down by Himachal Pradesh University, Shimla From Time to time. Presently the selection for various post of this association is done through merit i.e. indirect selection mode.

**Parent Teacher Association (PTA)**

To encourage community participation in education, Parent Teacher Association (PTA) under section 2.33 to 2.33.7 of the HP Education code, 2001 has been established. It is a non-political body for better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities of the college.

The Election of the new executive committee of PTA General House is scheduled to be held on second Saturday of September 2024 at 11.00 A.M. . This is a request from the principal and the staff that the parents are invited to attend this meeting. No separate invitation will be sent in this regard.



## Consolidated Fee Structure for B.A., B.Com. Under CBSE (RUSA) for the year: 2024-25

Class	First Year			2nd Year			3rd Year		
	Himachali Girls	Non Himachali Girls	Boys	Himachali Girls	Non Himachali Girls	Boys	Himachali Girls	Non Himachali Girls	Boys
B.A.	1460	2060	2060	1120	1720	1720	1120	1720	1720
PTA	400	400	400	400	400	400	400	400	400
Total	1860	2460	2460	1520	2120	2120	1520	2120	2120
B.Com.	1640	2240	2240	1300	1900	1900	1300	1900	1900
PTA	400	400	400	400	400	400	400	400	400
Total	2040	2640	2640	1700	2300	2300	1700	2300	2300

**\*\*NOTE\*\*** :- Rs.90/- will be charged extra for practical subject if any (viz. Maths (Vith Sem), B.Com, Phy Edu. Music etc.) & Rs. 200/- will be charged as migration fee if students passed out SSC from other than Himachal Board.

## HEAD-WISE STRUCTURE OF FEE AND FUNDS: 2024-25

Sr. No.	Govt. Account Fee	
1.	Admission Fee	₹ 25/-
2.	Late Admission Fee	₹ 10/- Per Day
3.	Re-admission Fee (First Time)	₹ 100/-
4.	Readmission Fee (2nd /Last Time)	₹ 200/-
5.	Tuition fee	₹ 300/- Six Month
6.	Late Payment of Dues	₹ 1/- Per Day
7.	Library Security(Refundable)	₹ 100/-
	<b>College Annual Charges</b>	
8.	Computer Facility	₹ 20/-
9.	Health Fund	₹ 6/-
10.	Campus Development Fund	₹ 13/-
11.	Book Replacement Fund	₹ 25/-
12.	Furniture Repair/ Replacement Fund	₹ 10/-
13.	Identity card	₹ 10/-
14.	Magazine Fund	₹ 50/-
15.	N.C.C.	₹ 10/-
16.	Student Aid Fund	₹ 10/-
17.	Cultural Activity Fund	₹ 20/-
18.	Rover & Rangers(Scout Fund)	₹ 60/-
	<b>College Half Yearly Charges</b>	
19.	Amalgamated Fund	₹ 150/-
20.	Building Fund	₹ 60/-
21.	Youth Red Cross Fund	₹ 40/-
22.	Sports Fund	₹ 120/-
23.	House Exam Fund	₹ 40/-
	<b>University Fund</b>	
24.	Registration Fee(1st Year)	₹ 200/-
25.	Continuation Fee	₹ 10/-
26.	Migration Fee(students from other Uni./Board)	₹ 200/-
27.	Sports Fee	₹ 15/-
28.	Youth Welfare Fee	₹ 15/-
29.	Holiday Home Fee	₹ 01/-
30.	University Development Fund(General)One Time	₹ 250/-
31.	University Development Fund(BPL/IRDP)One Time	₹ 100/-
	<b>Fines</b>	
32.	Absence Find Per Period	₹ 01/-
33.	Absence From House Exam.	₹ 10/- Per Paper
34.	PTA Per Year	₹ 400/-

# Admission Procedure

Admission to 1st Year will be strictly on the basis of merit. The forms will be submitted by the students till 15th July 2024 and the respective Admission Committees will scrutinize and prepare the first merit list of candidates which will be displayed on the notice board on or before 15th July 2024 at 1:00 pm. The candidates appearing in first merit list are required to deposit their fee from 16th July 2024 to 19 July 2024, if fees not deposited their seats will be considered as vacant for second merit list. Thereafter, second merit list will be prepared and put on notice board on 20th July 2024 at 11:00 am and the candidates appearing in second merit are required their fee on 20th July upto 5:00 pm. and the candidates appearing in second merit list will be charged late fee @ Rs.10 per day till 22th July 2024. The maximum number of seats will be 60 in each DSC 1 subject.

## Checklist for Admission to 1st Year

- |  |                              |
|--|------------------------------|
| 1. Application Form  | 2. Acknowledgment Card       |
| 3. Matric Certificate (2 copies)   | 4. +2 Certificate (2 copies) |
| 5. 2 Stamp Size Photographs of student   |                              |
| 6. Original Character Certificate issued by the school   |                              |
| 7. If +2 is passed as a private candidate, in that case character certificate may be obtained from a gazetted officer/Panchayat Pradhan/ Municipal Councillor. |                              |
| 8. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the certificate from a competent authority must be enclosed.                          |                              |
| 9. Self-Declaration for gap year (s).  |                              |
| 10. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.  |                              |
| 11. Copy of Adhaar Card  |                              |
| 12. Those who have passed their eligibility exam from a Board/University other than Himachal Pradesh must submit original migration certificate.               |                              |
| 13. Photograph of Father/Mother/Guardian.  |                              |

## Checklist for Admission to 2nd Year and 3rd Year.

1. Application Form
2. 2 Stamp size Photographs of student
3. Bonafide Himachali Certificate must be attached by girl students to avail full fee concession.
4. Matric Certificate (1 copy)
5. +2 Certificate (2 Copies of 1st Year) (1 copy for 2nd Year)
6. Copy of Adhaar Card
7. Photocopy of the admit card of the last examination appeared (1st year or 2nd Year) consisting of no dues Certificate duly certified by the concerned departments and counter-signed by the Principal/authorised Faculty Deans.
8. Photograph of Father/Mother/Guardian.

NOTE :- \*Only stamp size photographs are permissible for all students.

\*All original certificate must be produced at the time of admission.