



**GOVT. DEGREE COLLEGE DIGGAL, DIST. SOLAN (HP)-173218**  
**PROSPECTUS - CUM- HANDBOOK OF INFORMATION (2024-2025)**

*Co-Educational :Arts & Commerce*



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**Sh. Yash Pal  
Peon**

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## Government Degree College Diggal : An Overview

This College was notified by the State Government vide notification No. EDN-A-KHA (1)-1/2014 in January 2014 to promote and uplift the standard of Higher Education in the remote and rural pocket of district Solan. The institution became functional in June 2014 and imparts UG level education in eight subjects in Arts (Humanities) stream. The college was further academically enriched in June 2015 with the addition of Commerce Stream. Nurtured in the lap of lower Shivalik Hills, the College has a picturesque location, salubrious climate and a sound academic ambience.

### राजकीय महाविद्यालय दिग्गल: एक अवलोकन

जिला सोलन के दूरस्थ एवं ग्रामीण क्षेत्र में उच्चतर शिक्षा के स्तर में सुधार एवं उत्थान हेतु राज्य सरकार की अधिसूचना क्रम संख्या EDN-A-KHA(1)-1/2014 के अंतर्गत जनवरी 2014 में राजकीय महाविद्यालय दिग्गल का आरंभ किया गया। जून 2014 में यह संस्थान व्यवहारिक रूप में आया तथा यहाँ स्नातक स्तर पर शिक्षा प्रदान करने हेतु मानविकी वर्ग में आठ विषयों की कक्षाएँ कार्यान्वित हैं। जून 2015 में वाणिज्य विषय जुड़ जाने से महाविद्यालय शैक्षणिक रूप से समृद्ध हुआ। यह महाविद्यालय शिवालिक की निचली पहाड़ियों में स्थित है तथा यहाँ का शैक्षणिक माहौल अति सुरम्य एवं स्वास्थ्यप्रद है।

### ADMISSION DETAILS

#### Courses offered in the College:

The College offers UG ( B.A.) Course in Eight Subjects in the Faculty of Arts (Humanities) and UG (B.Com) course in the stream of Commerce, as per the CBCS-UGC(RUSA). From the academic session 2016-17 the Himachal Pradesh University has adopted this new pattern of education for higher studies i.e., CBCS-UGC (RUSA). This pattern of education was in the academic session 2017-18 and was adhered in the academic session 2018-19. However, from the academic session 2018-19 this CBCS-UGC(RUSA) pattern has become annual in structure and form. This Annual Pattern will be followed in the session 2024-25. Any further changes in this Annual Pattern of CBCS-UGC(RUSA) will be executed as per the directions and future notifications issued by the department of Higher Education, in consonance with the State Government.

#### प्रवेश विवरण

#### महाविद्यालय में प्रस्तावित पाठ्यक्रम:-

महाविद्यालय में स्नातक स्तर पर CBCS(UGC) के अंतर्गत पारित पाठ्यक्रम में, कला संकाय(मानविकी) में आठ विषय तथा वाणिज्य स्नातक(B.Com.) वाणिज्य संकाय में प्रस्तावित किए गए हैं। शिक्षा का यह नया स्वरूप CBCS(RUSA) अकादमिक स्तर 2016-17 में हिमाचल प्रदेश विश्वविद्यालय द्वारा अपनाया गया तथा 2017-18 और आगे भी इसी स्वरूप का अनुसरण किया गया। नई वार्षिक प्रणाली अकादमिक सत्र 2018-19 से आरंभ हुई तथा 2024-25 में भी यही प्रणाली लागू रहेगी। हिमाचल प्रदेश उच्चतर शिक्षा विभाग तथा हिमाचल सरकार के दिशा-निर्देशों तथा अधिसूचनाओं के अंतर्गत यह वार्षिक प्रणाली आने वाले सभी सत्रों में लागू रहेगी तथा किसी भी प्रकार का संशोधन समय-समय पर सूचित किया जाएगा।

**Note: I) The students of B.A./B.Com 1<sup>st</sup> year have to register on digilocker/ABC portal after they have registered themselves with the University (HPU)**

**II) If the New Education Policy is implemented for the students of 1<sup>st</sup> year students will be informed as per the new University notification.**

## Admission Schedule

- i. Submission of Admission forms for the session 2024-25:- 03.06.2024 to 15.07.2024
- ii. Display of First Merit List:- 16.07.2024 at 1.00 PM
- iii. Fee to be Deposited: 16.07.2024 to 19.07.2024
- iv. Display of second merit list: 20.07.2024 at 11:00 AM
- v. Fee to be deposited: 20.07.2024 up to 5.00 PM
- vi. Admission timings: 10.00 AM to 2.00PM
- vii. Orientation of 1<sup>st</sup> year students: 22.07.2024
- viii. Admission of UG 2<sup>nd</sup> and 3<sup>rd</sup> Year on Roll on Basis : 06.06.2024-15.07.2024
- ix. Fee to be Deposited: 06.06.2024 to 19.07.2024
- x. Post admission Counselling: 20.07.2024 & 22.07.2024
- xi. Regular teaching work for all the classes: w.e.f. 23.07.2024

### **The New Pattern of CBCS – UGC (RUSA) Annual Pattern: Implemented w.e.f. the Academic Session 2018-2019**

The Annual Pattern of CBCS-UGC (RUSA) was adopted for the UG Classes w.e.f. the Academic Session 2018-19 vide directions issued from the o/o the Secretary of Higher Education (HP) on dated 13<sup>th</sup> June, 2018 which were further duly endorsed from the Office of Registrar (Academic Branch) HP University, Shimla vide letter No.-7-1/2004-HPU(Acad) on dated 26<sup>th</sup> July, 2018. In course of executing this change of pattern (from Semester to Annual System) the following parameters came into force for the Annual System:

- The minimum passing marks will be 40% in Aggregate. However, 35% each in Internal Assessment and Final Examinations will be compulsory.
- A candidate failing in either one or two subjects/papers will be given compartment in that subject/papers and will be eligible for promotion to the next class. He/She will appear in the subject/papers in which he/she got the compartment. He/She will have two chances (one at the supplementary stage and one at the annual stage), available to him/her to clear his/her compartment in subjects/papers. He/she will not be awarded the degree until he/she clears all his/her courses within five years from the date of his/her admission to a particular course.
- **A candidate failing in three or more subjects /papers will be treated as FAIL in that year and has to repeat the entire year.**
- The successful candidates will be classified on the combined results of Part-I, II & III Examinations as per the following parameters :  
First Division: 60% marks or more in the Aggregate  
Second Division: 50% marks but less than 60%  
Third Division: Less than 50% marks in the Aggregate.
- **Re-evaluation** :Re-evaluation shall be applicable as per provisions of HP University Ordinance for the Annual System.
- The students shall be required to complete the degree within five years.
- Final/Annual Examinations shall be held in the month of March/April every year and the Supplementary Examinations shall be held in the month of September/October every year.

अधिक एवं नवीनतम जानकारीयों/संशोधनों के लिए हिमाचल प्रदेश सरकार के उच्चशिक्षा विभाग, हिमाचल प्रदेश विश्वविद्यालय शिमला और विश्वविद्यालय अनुदान आयोग की निम्नलिखित वेबसाईट पर लॉगइन किया जा सकता है:

- i. [www.hpuniv.gov.in](http://www.hpuniv.gov.in)
- ii. [www.hpuniv.in](http://www.hpuniv.in)
- iii. [www.hpuniv.hp.gov.in](http://www.hpuniv.hp.gov.in)
- iv. [www.ugc.ac.in](http://www.ugc.ac.in)
- v. [www.educationhp.org](http://www.educationhp.org)
- vi. [www.exams.hpushimla.in](http://www.exams.hpushimla.in)

### National Cadet Corps (NCC):

NCC Directorate Pb, Har & HP vide their letter No. 7701/Re-org/Sm/P&C dt. 30 Dec. 2020 approved NCC troop with cadet strength of 36 SD (Boys) and 18 SW (Girls) in Govt. Degree College Diggall.

### National Service Scheme (NSS)

NSS Himachal Pradesh University, Shimla (NAAC Accredited "A" grade University) O/o Programme Coordinator, NSS vide their letter No.1/2009-(Allot)/NSS/HPU:-998 on dated 3<sup>rd</sup> January, 2023, allotted NSS half unit with volunteers strength of 50 in Govt. Degree College, Diggall.

**ARTS (HUMANITIES) STREAM: B.A.( Pass Course)**

### **ARTS (HUMANITIES) STREAM: B.A.(Pass Course) Important Guidelines / Pattern / Scheme of Papers for B.A.I<sup>st</sup> Year Students (Session 2024-25 Batch)**

(a) The Students seeking **Fresh Admission in B.A. 1<sup>st</sup> Year** will choose **Two Discipline Specific Core (DSC) Subjects** (Each of 06 Credit Weightage) of their choice from the table given below:

Sr. No.	DSC-I	DSC-II
1.	Hindi	Political Science or Sociology or Music ( I ) or Maths
2.	English	Economics or Maths or Sociology or History
3.	Economics	Maths or Political Science or English or Music(I)
4.	History	Political Science or Sociology or Maths or English
5.	Maths	Economics or History or Hindi or English
6.	Music (I)	Sociology or Economics or Hindi or Political Science
7.	Political Science	Economics or Hindi or Music ( I ) or History
8.	Sociology	History or Hindi or Music (I) or English

**Note:** Students are directed to choose their DSC subjects carefully since the first DSC subject chosen by them will ipso-facto become their SEC Course/Subject from 2nd Year onward. No change in DSC Courses/Subjects is permissible at a later stage.

(b) In addition to the two DSC subjects each student will have to study **Two Compulsory (Core/Language) Subjects**, i.e, **English** and **Hindi** of 06 Credit weightage each.

(c) The students of B.A. 1<sup>st</sup> Year will also have to study **One AECC Language Course/Paper** from the two language papers(English/Hindi) given below, whereas **Environment Science** will be a **Compulsory AECC Course/Paper** for all :

Sr.No.	Compulsory Subject	Course Code	Year of Study	Nature of Course
1	English(Writing Skills)	ENG AECC 104	1 <sup>st</sup> Year	AECC-2
2	Environment Science	ENVS2AECC02	1 <sup>st</sup> Year	AECC
3	Hindi(हिंदी भाषा और संप्रेषण)	HIND104	1 <sup>st</sup> Year	AECC

## Subject Structure of B.A.I (Session2024-25)

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	General Elective (GE)
<b>B.A.I Pass Course</b>	English-1 Hindi-1 DSC-1A DSC-1B DSC-2A DSC-2B <b>Total 6x6= 36Credits</b>	English/Hindi Environment Science <b>Total 2x4= 08 Credits</b>	NIL	NIL	NIL

### Important Guidelines / Pattern / Scheme of Papers for B.A.II<sup>nd</sup> Year Students (Session2024-25)

- The students seeking roll-on admission in B.A.II<sup>nd</sup> Year will study the **two same DSC Subjects** that they had already opted for at the time of their admission in the I<sup>st</sup> Year. Each of these papers will be of 06 Credits.
- In addition to the two DSC Subjects each student will have to study **Two Compulsory (Core/Language) Subjects**, i.e, **English** and **Hindi** of 06 Credit weightage each.
- The students of B.A.II<sup>nd</sup> Year will also have to study **two SEC (Skill Enhancement Courses/Papers)** of 04 Credit Weightage each. However, this **SEC Subject will remain the one/same as was opted by the student as his/her DSC-1 subject during his admission to B.A.Ist Year.**

**NOTE:** *The students will opt for two DSC subjects (in the first year/at the time of seeking Admission in the Course) out of which their first DSC subject will be considered as their SEC Course - which they will study from 2<sup>nd</sup> Year onwards.*

### Roll-On Admission for Annual System Students (2024-25)

In case of (Annual System) students enrolled in the session 2021-22 and 2022-23 the Roll-on system will not apply into. These students will go to the successive class conditionally. At the time of declaration of the University result if they are not declared Passed/Qualified as per the University norms and are **placed under compartment in three or more subjects**, then all such candidates **will be treated FAIL in that Year** and will consequently have to attend the previous class only. Thus, the students can seek provisional Roll-on admission to the successive year and can study in the successive class without waiting for the University result, but their continuity in that class will be **purely provisional and conditional**, subject to the outcome of their Annual/Final University Result.

#### Important Note:

However, the students can download the college prospectus and fill the admission forms as per the procedure. Thereafter, the Admission Form is to be produced before the Admission Committee and Scrutiny Committee and then finally be approved by the Principal of the college. After seeking approval of the Principal the candidates will deposit the fee and funds within the stipulated time. **On declaration of the University result all the enrolled students (passed, failed or compartment) will go through the regularization of their admission as per HPU norms.**

## Subject Structure of B.A.II (Session 2024-25)

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	General Elective (GE)
<b>B.A.II Pass Course</b>	English-II Hindi-II DSC-1C DSC-1D DSC-2C DSC-2D <b>Total 6x6= 36 Credits</b>	<b>NIL</b>	SEC-1 SEC-II <b>Total 2x4=08 Credits</b>	<b>NIL</b>	<b>NIL</b>

### Important Guidelines/Pattern/Scheme of Papers for B.A.III

- The Students seeking roll-on admission to B.A.III Year will have to study **Two DSE Subjects**, i.e, **DSE-I and DSE-II (Discipline Specific Electives)**, based on their two DSC subjects. Whereby the two DSC Subjects opted by the students at the time of their admission to the B.A. Course in the first year will continue to remain the two DSE Subjects for them in the final year.
- The **Students of III year** will also continue to study **two SEC Course** that they had initiated from B.A.II year of their course onwards.
- In addition to the aforementioned three subjects the students will study two paper of **Generic Elective GE-I and GE-II**.

**Note :** (Generic Elective Course) The Generic Elective in the final year *required to be offered by the student will be other than the two Discipline Specific Courses offered by the student.*

### Subject Structure of B.A.III Year (Session 2024-25)

Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	General Elective (GE)
<b>NIL</b>	<b>NIL</b>	SEC-III Total 1x4=04 Credits SEC-1V Total 1x4=04 Credits	DSE-1A DSE-2A Total 2x6=12 DSE-1B DSE-2B Total 2x6=12	GE-1 Total 1x6=06 GE-II Total 1x6=06

*\*The students of B.Com 1<sup>st</sup> Year will have to study **two compulsory language papers**: English and Hindi. The details of these papers /courses are as under:*

Sr.No.	Compulsory Subject	Course Code	Year of Study	Nature of Course
1	English-1	ENG CE 101	1 <sup>st</sup> Year	Compulsory/Core
2	प्रयोजनमूलक हिंदी	HIND101	1 <sup>st</sup> Year	MIL-I/HINDI-I Core

*\*The students of B.Com 1<sup>st</sup> Year will also have to study **One AECC Language Course/Paper** from the two language papers (English or Hindi) given below & **Environment Science** will be a **Compulsory Course/Paper for all**:*



Sr.No.	Compulsory Subject	Course Code	Year of Study	Nature of Course
1	English(Writing Skills)	ENG AECC 104	1 <sup>st</sup> Year	AECC-2
2	Environment Science	ENVS2AECC02	1 <sup>st</sup> Year	AECC
3	हिंदी भाषा और संप्रेषण	HIND104	1 <sup>st</sup> Year	AECC

**\*These AECC (Ability Enhancement Compulsory Course) courses, i.e, English/Hindi/MIL Communication and Environment Science will be of 04 Credit Weightage each and these AECC subjects will be finalized by the college Admission Committee at the time of admission.**

**Migration:** Inter-institutional Migration (either from one college to another or from a college to ICDEOL and vice- versa) of students will be allowed as per HPU norms and will accrue only after obtaining **No- Objection Certificate from both the Relieving and Receiving Institutions.**

**Re-Appear (2<sup>nd</sup> & 3<sup>rd</sup> Year):** If a student, who fulfils all the requirements for appearing in a Yearly 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 due to the clash of dates of State or National level examinations falls on dates of the semester exams may be allowed to appear in the Yearly exam in the next Academic Year when examination for that year is due. Permission to sit in the examination will be granted by college Principal/Director on the production of a valid certificate/document from the competent authority. The college will send the names of the students to the Registration and Migration Cell for information.

### **Eligibility Criteria and Conditions:**

- (i) **AGE:** A candidate should not be more than 23 years of age (for Boys) and not of more than 25 years of age (for Girls) as on **01 July, 2024**. However, for SC/ ST candidates a relaxation of three years in age is allowed.
- (ii) The Vice-Chancellor of H.P.U. may in exceptional cases/circumstances, to be recorded in writing, give relaxation in age up to a maximum of six months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by the Principal and a consolidated list of all such cases will be sent for the approval of the Vice- Chancellor, HP University Shimla for every academic year.
- (iii) Relaxation in upper age limit is also available to.

### **Admission to B.A.1<sup>st</sup> Year:**

- (a) Candidate seeking admission to **B.A. 1<sup>st</sup> year** must have secured 33 percent marks at 10+2 level or equivalent examination (**Clear Cut Pass**).
- (b) The candidate who has passed or cleared all the five subjects including English from N.O.S is eligible to take admission in B.A.1<sup>st</sup> year.(c) Further a student taking admission to B.A. 1<sup>st</sup> year with Mathematics as one of the subjects should have secured either 45% marks in aggregate or 45% in Mathematics at 10+2 level.

## Admission to B.Com 1<sup>st</sup>Year:

- (a) Candidate seeking admission in **B.Com. 1<sup>st</sup>Year** must have secured 45 percent marks in 10+2 in aggregate with Maths/ Economics as one of the compulsory subjects at 10+2 level or 45 percent marks in aggregate for students from relevant vocational stream.
- (b) The minimum percentage is 40 percent for those students who have passed 10+2 under Commerce group
- (c) In case of girl student, the minimum percentage is 33 percent at 10+2 level. (Clear cut Pass)

**Important: A Student placed under compartment in 10+2 class will not be eligible for admission in B.A./B.Com courses under CBCS- UGC (RUSA)- Annual System.**

**Note:** All admissions are provisional unless regularised by the HP University and the college will assume no responsibility in case the HP University for any reason whatsoever does not approve the admission of a student.

## Admission Procedure:

**STEP-I:** Every candidate seeking admission shall apply for admission on the prescribed Admission Form that is available in the college prospectus. The Admission Form should be filled legibly by each candidate in his or her own handwriting.

**STEP-II :** A candidate seeking admission should personally appear before the concerned Admission Committee along with the required original and certified documents and he/she must also be accompanied by Parents/Guardian at the time of admission.

**STEP-III :** After the approval of the Admission Form by the Admission Committee it would be forwarded to the Scrutiny Committee and finally the admission to the college would be granted on merit- basis and on the recommendation of the Principal. The Principal, however, reserves the right to disallow or cancel any admission if the conduct of the student has not been up to the mark during previous years.

**STEP-IV :** If the admission of the candidate is approved / recommended by the Principal, the candidate shall have to deposit the fee/ dues as per the instructions displayed on the college notice board. The number of seats is maximum 80 in each DSC subject and these seats will be filled on the **Basis of Merit** in each of the DSC subjects respectively. The students are advised to deposit their fee and funds within time after consulting the merit list that would be displayed on the college notice board.

**STEP-V:** After depositing the fee the candidate will seek the enrolment of the college as a regular student. The admission will however remain **PURELY PROVISIONAL** in nature unless it is approved by HP University.

## Documents Required for Admission:

The candidates must submit/produce the following documents along with legibly and completely filled up Admission Form:

- i. Original Certificates (along with their photocopies) Matric onwards.
- ii. Three passport size photographs.
- iii. Original Character Certificate issued by the institution last attended (for new admissions /fresh candidates only)
- iv. An Affidavit issued by a Competent Authority in case of gap.
- v. Category Certificate for SC/ST/Specially Abled students.
- vi. Sports and Cultural Certificates (if seeking admission under the Sports/ Cultural Quota).

- vii. Board equivalence Certificate for the candidates who have passed 10+2 from other Board/University than the H.P.Board. (HPBOSE). All such candidates (except H.P.Board candidates) will also have to produce original Migration Certificate from Board/ University from which they have passed the previous (last) examination.
- viii. Private students seeking admission to the College for the first time should submit recent Character Certificate issued by a Gazetted Officer/MLA/Pradhan of M.C./Panchayat. (which shall be valid for sixmonths)
- ix. Certificate of Bonafide Himachali (For girls students who belong to Himachal). Only girl students who are Bonafide Himachali are eligible for exemption of tuition fees.
- x. Copy of theAadhar Card.
- xi. Copy of the Pass Book of BankAccount.

**Note:** Submission of false information of any kind for the purpose of admission is a serious offence. Any such act will be viewed seriously and penal proceedings can be initiated against such candidates/ such offenders. The admission of such candidates shall also stand cancelled instantaneously.

**Reservation of Seats:** Admission to UG courses shall be open to all persons irrespective of race, creed, caste or class subject to the conditions laid down in the Roster issued/notified by the H.P.U.

**Point-1** The candidates seeking admission under any category or quota mentioned in the Roster, i.e., SC, ST, Specially abled, Sports or cultural, will have to produce the original certificate, issued by a Competent Authority, of his/ her category or quota at the time of admission to get the benefit of reservation.

**Point-2** The reservation roster issued/ notified by the HPU:

SPECIALLY ABLED	CULTURAL	SPORTS	SC	ST	EWS
03%	05%	05%	15%	7.5%	10%

#### Roster system (H.P.University Shimla)

120 point roster for reservation to various categories shall be followed while determining the merit list for admission in each core subject:

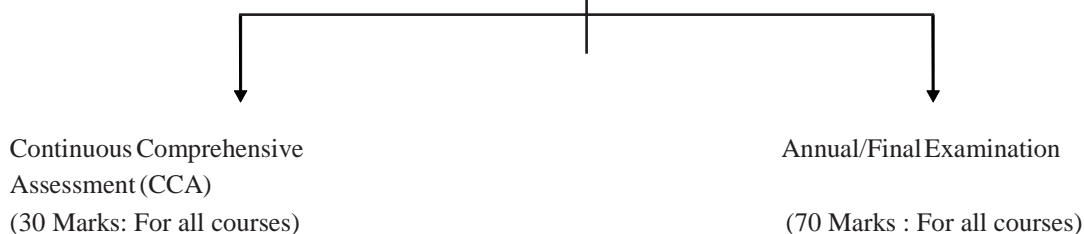
1	11	21	31	41ST	51	61CUL	71	81CUL	91SC	101	111
2	12SC	22	32	42	52SC	62	72SC	82	92	102	112
3	13ST	23	33SC	43	53 ST	63	73	83	93ST	103	113SC
4	14	24	34PWD	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65SC	75	85SC	95	105	115
6	16	26SC	36	46SC	56	66PWD	76	86	96	106SC	116
7SC	17	27ST	37	47	57	67ST	77	87	97SC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

> SC-Schedule Caste (15%) = 18 Seats > ST-Schedule Tribe (7% %) = 9 Seats > CUL-Cultural (5%) = 6 Seats > SP-Sports Person (5%) = 6 Seats > PwD-Persons with Disability (3%) = 3 Seats > One seat over & above is reserved for Single Girl Child (only child of parents, that too a girl). For seeking admission against this seat parents will have to submit an affidavit in support their claim.

## STUDENT EVALUATION SYSTEM

### UNDER-CBCS-UGC-(RUSA)-Annual System ( 2024-25) :

The Student Evaluation System under CBCS of RUSA (Annual System) has been divided into two components:



### Continuous Comprehensive Assessment (CCA):

It includes : (i) **Class Room Attendance** (05 Marks): A student must attend a minimum of 75% lectures/ tutorials failing which he/ she will not be eligible for appearing in the End Semester Examination of HPU

(ii) **Mid Term Test** (MTT) and a **Class Test** [10+05 = 15 Marks]

Mid –Term Test will be of 10 marks and the Class Test will be of 05 Marks for the students (in each Academic Year)

(iii) **Seminars/Assignments/Presentation/Tests and Tutorials** (10 Marks)

The above mentioned activities will be conducted by the teachers on regular basis during the Academic Year and the students will be awarded/grade according to their performance in these class-room activities.

### ANNUAL EXAMINATION: (70 MARKS)

It refers to the examination conducted by the HPU at the end of the Academic Year. The Annual Examination will be based on the whole syllabus and will be of 03 hour duration.

**NOTE :** (i) *Only those students will be allowed to appear in the Annual Examination who have pass marks in CCA.*

(ii) *HPU may from time to time revise and amend (change) the regulations and curriculum after due approval of different bodies and authorities of the HP University.*

### GENERAL GUIDELINES FOR STUDENTS:

(i) *Change of Subject* : The students/ applicants are advised to be very careful while selecting and filling their DSC subjects and SEC subjects. These subjects once opted will not be changed under any circumstances. The DSC-1 subject opted by the student at the time of admission in the first year will remain his/her SEC subject from 1<sup>st</sup> to 3<sup>rd</sup> year.

(ii) *Re-Admission* : The name of the student who remains absent from any class for 10 continuous days, without proper leave, shall be struck-off from the college- rolls. However, the Principal, in his/her discretion, may re- admit such student on payment of the re-admission fee along with fine. The re- admission should be taken within four days of the name being struck- off failing which he/she will not be eligible for admission. Any student whose name is struck- off for the second time in a session will not be eligible for re- admission except in exceptional circumstances.

(iii) *Leave Rules* : Students applying for leave shall get their application recommended /approved from the concerned Subject Teacher. Leave up to a period of 6 days will be sanctioned by the concerned Teacher and leave for more than 6 days will be sanctioned by the Principal. Absence without leave would entail absence ne at the following rates:

(a) Absence per Period = Rupee 1/period



(b) Absence from MTT-I/MTT-II exams = Rs.50/paper

(iv) **Notice Board and Identity Card** : Every student is advised to carry his/her college identity card while coming to the institution. It is also advisable to read the notices pasted/affixed on the college Notice Board on regular basis to keep upto date information about the college activities.

(v) **Discipline**: Discipline is the key of student life and the institution expects high standards of orderliness from its pupil/subjects. The following activities will be considered as violation of the college discipline and may result in fine, expulsion or rustication, depending on the gravity of the offence:

- (I) Indulging in acts of Ragging and Eve-teasing.
- (II) Making noise, disturbing classes and using mobiles within the college campus.
- (III) Damaging college furniture/ property and writing on walls, furniture and blackboards.
- (IV) Bringing outsiders to the college campus without any justifiable cause.
- (V) Any student found smoking or consuming other tobacco products in the college premises will be dealt sternly with.

**Note:** A student found guilty of misconduct shall not be eligible for prizes, scholarships, fee- concession or membership of the CSCA (College Student Central Association), Sports Council or other important bodies of the College.

**PARENT- TEACHER ASSOCIATION (The PTA Body) :**

Since 2014, the college has framed a PTA for co-ordinated efforts of Parents and College Administration and for the betterment of the institution thereof. Fresh PTA will be constituted in the month of August 2021 as per the PTA norms laid down by the Education Department of H.P. Government. The Annual PTA fee for the session 2023-24 shall finally be decided after by PTA General House.

## **Academic Calendar 2024-25**

Annexure-'A'

**Admission/Vacation/Examination schedule in respect of Govt. Private/GIA Degree Colleges/Govt. Sanskrit Colleges affiliated to HPU/SPU for the year 2024-25**

Sr. No.	Particulars	Period	Days
	Submission of admission forms for the session 2024-25	03.06.2024 to 15.07.2024	34 days
	Pre-admission counseling of students	03.06.2024 to 15.06.2024	
	Display of 1 <sup>st</sup> Merit list (UG 1 <sup>st</sup> year student)	16.07.2024 upto 01:00PM	
	Fee to be deposited	16.07.2024 to 19.07.2024	03 days
	Display of 2 <sup>nd</sup> Merit List	20.07.2024 up to 11:00AM	
	Fee to be deposited	20.07.2024 upto 5:00 PM	01 day
	Orientation of 1 <sup>st</sup> Year Students	22.07.2024	01 day
	Admission of UG 2 <sup>nd</sup> year & final year students on Roll On Basis	06.06.2024 to 15.07.2024	31 days
	Fee to be deposited	06.06.2024 to 19.07.2024	35 days
	Post admission counselling	20.07.2024, 22.07.2024	02 days
	Regular Teaching	23.07.2024 to 28.10.2024	79 days
		04.11.2024 to 31.12.2024	48 days
		05.02.2025 to 29.03.2025	45 days
		Remedial Classes beyond normal teaching hours (atleast 54 hours)	09 days
	<b>Total Teaching Days</b>		<b>181 days</b>
<b>Vacation Schedule</b>			
	Summer Vacation	18.06.2024 to 12.07.2024	25 days
	Diwali Break	29.10.2024 to 02.11.2024	05 days
	Winter Vacation	01.01.2025 to 04.02.2025	35 days
	<b>Total Vacation Period</b>		<b>65 days</b>
	Examinations	01.04.2025 to 14.05.2025	44 days
	Evaluation of answer scripts	10.04.2025 to 17.05.2025	38 days
	<b>Results of all UG Classes</b>	Upto 30.06.2025	

**Note:- Results of all Under Graduate Classes of Academic Year 2024-25 should be declared on or before 31<sup>st</sup> July 2024 positively. Result of re-evaluation should be declared up to 7<sup>th</sup> September 2024. Supplementary Exams for the Academic Year 2023-24 may be conducted in September 2024 and result of the same be declared by October, 2024.**

**FEE and FUNDS**

## DETAIL OF FEE STRUCTURE FOR UNDER GRADUATE CLASSES

SR. No.	Name of Fund	Amount Rs	Periodicity
1.	Admission fee	25-00	Annual
2	Re-Admission Fee first time	100-00	
3	Re-Admission Fee second time	200-00	
4	Late Admission Fee	10-00	Per day
5.	TuitionFee(Rs50/-[permonthonlyforboys)	600-00	Annual
6	Registration Fee	200-00	One Time
7	Continuation fee (for roll on Admissions)	10-00	
8	<b>HPU Migration Fee AS per HPU Norms</b>	<b>50-00</b>	
9	<b>HP Youth Welfare Fund</b>	<b>15-00</b>	<b>Annual</b>
10	<b>HPU SPORTS Fee</b>	<b>15-00</b>	<b>Annual</b>
11	<b>HPU Holiday Home fee</b>	<b>1-00</b>	<b>Annual</b>
12	<b>UNIVERSITY Development Fund</b>	<b>250-00*</b>	<b>Annual</b>
13	<b>CSCA Fund</b>	<b>10-00</b>	<b>Annual</b>
14	<b>Red CROSS Fund</b>	<b>40-00</b>	<b>Annual</b>
15	Sports Fund	240-00	<b>Annual</b>
16	Building Fund	120-00	<b>Annual</b>
17	Amalgamated Fund	300-00	<b>Annual</b>
18	Rovers & Rangers Fund	60-00	<b>Annual</b>
19	Book Replacement	25-00	Annual
20	House Exam fees	25-00	Annual
21	College Magazine	50-00	Annual
22	Identity Card	10-00	Annual
23	Medical Fund	06-00	Annual
24	Student Aid Fund	02-00	Annual
25	Campus DevelopmentFund	10-00	Annual
26	Furniture Replacement	10-00	Annual
27	Cultural Activities	20-00	Annual
28	Computer/Internet Facility	20-00	Annual
29	Library Security(Refundable)	100-00	Annual
30	Music/Commerce/ Maths (Practical Fee)	180-00	<b>Annual</b>
31	NCC Fund	10-00	Annual
32	NSS Fund	10-00	Annual

PTA Fund will be charged @500/- from all the students. If a student has a brother/sister in the same insitution PTA Fund will be charged from only one of the sibling.

\*250/- for IRDP/ BPL(University Development Fund)

**Note:**The fee and fund structure given above is subject to change as per the directions/ guidelines issued by the competent authorities from time to time.

## Administrative Committees for the Academic Session 2024-25

- (I) **CSCA Committee:**  
 Dr. Het Ram(Convenor)  
 Dr. Sandeep Sharma  
 Dr. Sudrshna Sharma  
 Mr. Dharmender Kumar  
 Dr Sunita Sharma
- (II) **Prospectus Committee/Management Cell:**  
 Mr. Dharmender Kumar (Convenor)  
 Dr. Sunita Sharma  
 Dr. Naresh Kumar  
 Dr. Milanpreet
- (III) **Time Table Committee:**  
 Dr. Sandeep Sharma (Convenor)  
 Dr. Sudrshna Sharma  
 Dr. Naresh Kumar
- (IV) **RUSA/ NAAC/University Affairs/ UGC /Examination Cell**  
 Dr. Sandeep Sharma(Co-ordinator)  
 Dr. Sunita Sharma  
 Dr. Naresh Kumar  
 Ms. Mamta Sharma  
 Dr.. Milanpreet  
 Ms. Reenu Sharma  
 Mr. Rahul  
 Mr. Puran Thakur (Office Supdt.)
- (V) **College Property Committee:**  
 Dr. Het Ram  
 Dr. Sandeep Sharma  
 Dr. Sudershna Sharma  
 Mr. Rahul  
 Mr. Puran Thakur (Office Supdt.)  
 Mr. Dev Raj (Clerk)
- (VI) **Anti-Ragging/ Discipline Committee:**  
 Dr. Het Ram(Convener)  
 Dr. Sandeep Sharma  
 Mr. Dharmender Kumar  
 Dr. Sunita Sharma  
 Dr. Naresh Kumar  
 Mr. Puran Thakur (Office Supdt.)
- (VII) **Women Grievances Committee:**  
 Dr. Sudarshana Sharma(Chairperson)  
 Dr. Sunita Sharma  
 Ms. Mamta Sharma  
 Dr. Milanpreet  
 Ms. Reenu Sharma  
 Ms. Anjana Devi (Asstt. Librarian)
- (VIII) **Purchase Committee:-**  
 Dr. Het Ram(Convener)  
 Dr. Sudershna Sharma  
 Mr. Dharmender Kumar  
 Ms. Mamta Sharma  
 Mr. Rahul  
 Mr. Puran Thakur (Office Supdt.)

**(IX) College Magazine Committee:**

Dr. Het Ram (Chief Editor)  
 Dr. Sandeep Sharma (English Section)  
 Dr. Dharmender Kumar (Pahari Section)  
 Dr. Sunita Sharma (Hindi Section)  
 Ms. Reenu Sharma (Planning Section)

**(X) Computer/ Electric Appliances Committee:**

Dr. Sunita Sharma (Convener)  
 Dr. Naresh Kumar  
 Ms. Mamta Sharma  
 Mr. Rahul

**(XI) Red-Ribbon**

Dr. Sunita Sharma (Convener)  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma  
 Mr. Rahul

**(XII) Eco Club**

Dr. Sunita Sharma (Convener)  
 Ms. Reenu Sharma  
 Mr. Rahul

**(XIII) Scholarship and Financial-Aid Committee:**

Dr. Het Ram (Convener)  
 Dr. Sudersha Sharma  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma  
 Mr. Rahul

**(XIV) Attestation and Bus Pass Committee:**

All the staff members (Teaching)

**(XIV) College Advisory Committee:**

Dr. Het Ram (Convener)  
 Dr. Sandeep Sharma  
 Mr. Dharmender Kumar  
 Mr. Puran Thakur (Office Supdt.)

**(XV) Career Counselling and Placement Cell:**

Dr. Harpreet Kaur (Head of CC & PC)  
 Dr. Het Ram (Deputy Head)  
 Dr. Sandeep Sharma (Rusa Co-ordinator)  
 Dr. Sudrshna Sharma  
 Dr. Naresh Kumar

**(XVI) Cultural Activities Committee:**

Dr. Het Ram (Convener)  
 Dr. Sunita Sharma  
 Ms. Mamta Sharma  
 Mr. Rahul

**(XVII) Educational Tour/Picnic/Excursion Committee:**

Dr. Sunita Sharma (Convener)  
 Dr. Naresh Kumar  
 Ms. Mamta Sharma  
 Mr. Rahul



**(XVIII) Sports Club:**

Mr. Dharmender Kumar(Convenor)  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma  
 Mr. Rahul  
 Mr. Puran Thakur (Office Supdt.)

**(XIX) Road Safety Club**

Mr. Dharmender Kumar (Convenor)  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma  
 Mr. Rahul

**(XX) College Bursar**

Mr. Naresh Kumar

**(XXI) Anti Drug Club/ Drug Prevention Committee**

Dr. Milanpreet  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma

**(XXII) AISHE Incharge**

Mr. Naresh Kumar

**(XXIII) NCC Incharge**

Dr. Naresh Kumar

**(XXIV) NSS Incharge**

Dr. Milanpreet

**(XXV) Redressal of Grievances of students**

Dr. Sudersna Sharma  
 Dr. Sunita Sharma  
 Ms. Mamta Sharma  
 Mr. Rahul

**(XXVI) ADMISSION COMMITTEE (Session-2024-25)****(For B.A.I,II & III Year Boys and Girls (For online Admission))**

Mr. Dharmender Kumar (Convenor)  
 Dr. Sunita Sharma  
 Ms. Mamta Sharma  
 Ms. Reenu Sharma

**(For B.Com.I, II & III Year Boys and Girls (For online Admission))**

Dr. Naresh Kumar (Convenor)  
 Dr. Milanpreet  
 Mr. Rahul

**(XXII) SCRUTINY COMMITTEE: For All Classes (BA/B.Com)**

- i. Dr. Het Ram(Convenor)
- ii. Dr. Sandeep Sharma
- iii. Dr. Sudershna Sharma

**(XXIII) House Examination Committee**

- i. Dr. Sunita Sharma (Convenor)
- ii. Dr. Naresh Kumar
- iii. Ms. Mamta Sharma
- iv. Ms. Reenu Sharma

### Glimpse of Various activities







Non-Teaching Staff Photo With Principal

**Use of Mobile Phones is not allowed in the College Campus**

**Use of Tobacco products and Alcohol is Prohibited in the College Campus.**

Price  
50/.

**Notification & Warning**

**रैगिंग/छात्रोत्पीडन**

**RAGGING IS A CRIME**

मानसिक अथवा शारीरिक रूप से किसी व्यक्ति अथवा समूह द्वारा किसी भी छात्र/छात्रा का उत्पीडन जिससे विद्यार्थी के मन में यह भय उत्पन्न हो जाए कि वह अपना अध्ययन उपयुक्त वातावरण में नहीं कर सकता, रैगिंग कहलाता है। किसी भी प्रकार का छात्रोत्पीडन, महाविद्यालय अथवा उनकी ओर से आने वाले रास्ते पर पूर्ण रूप से वर्जित है। रैगिंग एक दंडनीय अपराध है। अगर कोई विद्यार्थी उत्पीडन में संलिप्त पाया गया तो जांच-पड़ताल के उपरांत उसे यथोचित दंड दिया जाएगा , जिसमें महाविद्यालय से निष्कासन , 50000 रूपए तक जुर्माना और तीन वर्ष तक की कैद सम्मिलित है।

छात्राओं से छेड़छाड़ करना अपराध है। दोषी को तुरंत पुलिस के सुपुर्द किया जाएगा।











