



Govt.College Barotiwala

Distt. Solan (H.P.)-174103

PROSPECTUS-CUM- HANDBOOK Of INFORMATION
(2023-24)

Co-Educational: Arts& Commerce



Office Phone no. : 01792- 255025

Email: principalgcbarotiwala@gmail.com

Welcome Message from Principal



It gives me immense pleasure to extend the heartiest welcome to our students seeking admission in new sessions 2023-24.

The college is embarked in its journey to provide best kind higher education in B. A. B.Com. streams/ to students of the area since 2015, and in its short tumultuous tenure it has achieved great heights and accomplished splendid feats of excellence in various curricular and extracurricular spheres of academics sports and culture for physical mental and intellectual development of the students in true spirit of the education

The college boasts of high quality dedicated, motivated, committed and determined faculty which is best in their field of study and learning from whom you will attain knowledge, understanding and wisdom of highest order in your chosen area or study.

Taking admission in college is giant first step for attaining success in life for which you need to think hard and work smart and remain ever vigilant to attain life goal through. It's Important to know fully well that education is not end in itself but means to end. Its preparation for life to play your role well, and shoulder responsibilities to self-family and society and become conscientious citizens of nation, become bearer and custodian of nations rich culture and tradition. It's about becoming new you by better self-consciousness and awareness.

Students seeking admission in the college during this session 2023-24 are especially blessed since college shifted to its magnificent new campus recently that provides more facilitating environment and better ambience for various activities and will be morale booster uplift spirits and confidence, invigorating, inspiring propelling them to greater heights of excellence in various spheres.

The college prospectus contains wealth of information and serves useful reference guide on various aspects of college working and will answer most of the questions and clear confusions .It details rules and regulations systems and procedures that students need to abide by. Moreover it is a window providing a glimpse of the activities of the college that students will have opportunity to engage in the pursuit of educational goals

GOVT. COLLEGE BAROTIWALA, DISTT. SOLAN (H.P.)
COLLEGE FRATERNITY

PRINCIPAL: Mr. Rajinder Kumar Sharma (M.A., M.Phil., Diploma in Statistics)
Mob. No. 9465223114

TEACHING FACULTY

Dept. of Economics	Mrs. Raj kumari (M.A., M. Phil.) Mob. No. 8351087505
Dept. of English	Dr. Sunita Goyal (M.A.,M.Phil., NET, SET, Ph.D) Mob. No. 9418614744 Dr. Anupama S Pathak, (B.Ed., BJMC, M.A., M.Phil., MMC, Ph.D) Mob No 9463455206 Prof. Pallavi Chauhan (M.A., M.Phil.) Mob No. 9418993174 Prof. Gunjan Hazri (M.A., M.Phil. NET) Mob. No.8894871692
Dept. of Geography	Dr. Shalini Dharmani (MA ,M.phil, ph.d , NET)
Dept. of Hindi	Dr. Tripta Kumari (M.A.,M.Phil, Ph.D) Mob.No.9818031037
Dept. of History	Prof. Krishna Prakash (M.A.,M.Phil.,NET, SET) Mob. No. 9459409870
Dept. of Political Science	Prof. Visheshar Lal (M.A., NET, SET) Mob. No.9459381991
Dept. of Commerce	Dr. Ina Rani (M.Com, M.Phil. (Gold Medalist), NET, SET, Ph.D) Mob. No. 9816915442 Dr. Isha Dhiman (M.Com, NET, Ph.D) Mob. No. 9805502004
Dept. of Music (Instrumental)	Dr. Niti Gupta (M.A., M.Phil., NET, Ph.D) Mob. No. 7807256900
Tablavadak	Vacant
Librarian	Mrs. Kamlesh Kumari Mob. No.9418330455

NON-TEACHING STAFF

Supdt. (Grade-II)	Mrs. Shally Mahajan Mob.No. 9418132325
Senior Assistant (One Post)	Vacant
Jr. Office Assistant	Mr. Naveen Singh Mob. No. 7888393189
Clerk (Two Posts)	One Vacant
CLASS-IV	Mrs. Soma Devi (Peon)
	Mrs.Urmila Devi (Peon cum Chowkidar)
	Mrs. Shanti Devi (Peon)
	Mrs. Lajo Devi (Peon)
	Sh. Ravinder Kumar (Chowkidar) Mob. No. 9816329636

COLLEGE COMMITTEES
COLLEGE COMMITTEE (SESSION 2023-24)

Admission Coordinators / Scrutiny Committee

Ms. Raj Kumari Chandel
Dr. Sunita Goyal
Dr. Anupama S Pathak

Online Admissions Prospectus & Session 2022-23

Dr Anupama S Pathak
Ms. Pallavi Chauhan
Mr. Visheshar Lal
Dr Ina Rani
Dr Niti Gupta
Mr. Naveen Singh (JOA)

Admission, Arts

Dr Tripta Sharma
Ms. Krishna Prakash
Ms Pallavi Chauhan
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Niti Gupta

Admission, Commerce

Dr. Isha Dhiman
Dr. Ina Rani
Ms. Gunjan Hazri

Advisory Committee

Ms Raj Kumari Chandel
Dr. Sunita Goyal
Dr. Anupama S Pathak
Dr. Tripta Sharma
Ms. Krishna Prakash
Dr. Shalini Dharmani
Dr. Isha Dhiman

Bursar :

Dr. Isha Dhiman

NSS Programme Officer

Dr. Niti Gupta

Rangers Leader

Dr. Isha Dhiman

Rovers Leader

Mr. Visheshar Lal

Academic and Students Affairs

IQAC

Principal (Chairperson)
Dr Sunita Goyal
Dr. Anupama S Pathak
Ms Krishna Prakash
Mr. Visheshar Lal
Ms. Gunjan Hazri
Ms Kamlesh Kumari (Librarian)
Ms. Shally Mahajan (Supdt G-II)
Outside nominees

Committee for Documentation related to various demands of the college and further perusal related

Dr. Tripta Sharma
Ms. Pallavi Chauhan,
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Ina Rani
Dr. Niti Gupta

Bus Pass Assistance

Ms. Raj Kumari Chandel
Ms. Kamlesh Kumari (Librarian)

Discipline Committee

Dr. Anupama S Pathak
Ms. Pallavi Chauhan
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Isha Dhiman
Dr. Niti Gupta
Ms. Gunjan Hazri
Ms Kamlesh Kumari (Librarian)
CSCA President & Team

Time Table

Dr. Tripta Sharma (Arts, Languages)
Dr. Ina Rani & Dr Isha Dhiman (Commerce)
Dr. Niti Gupta

Scholarship Assistance

Mr. Visheshar Lal
Dr. Isha Dhiman
Dr. Ina Rani

Eco Club

Dr. Sunita Goyal
Dr. Anupama S Pathak
Dr. Tripta Sharma
Ms. Krishna Prakash
Ms. Pallavi Chauhan
Dr. Shalini Dharmani
Mr. Visheshar Lal

Anti-Ragging Committee

Dr. Anupama Pathak
Dr. Tripta Sharma
Dr. Shalini Dharmani
Ms. Pallavi Chauhan
Dr. Isha Dhiman
Dr. Niti Gupta
Ms. Gunjan Hazri

College Magazine Committee (2023-24)

Dr. Anupama S Pathak (Chief Editor)
Ms. Pallavi Chauhan (Editor English Section)
Dr. Tripta Sharma (Editor Hindi Section)
Dr. Shalini Dharmani (Pahari Section)
Dr. Ina Rani (Photo Section)
Dr. Isha Dhiman (Commerce and Planning)
Mr. Visheshar Lal (Chronicle Section)
Ms. Gunjan Hazri (Photo Editor)

Anti-Drugs Club/Drug Prevention Squad

Dr. Tripta Sharma
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Isha Dhiman
Dr. Niti Gupta
Ms. Gunjan Hazri
CSCA President & Team Students

Sports Committee (Men Sports)

Ms. Pallavi Chauhan
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Niti Gupta
Ms. Gunjan Hazri

Sports Committee (Women sports)

Dr. Anupama S Pathak
Dr. Tripta Sharma
Ms. Krishna Prakash
Dr. Isha Dhiman
Dr. Ina Rani

Committee for Prevention of Discrimination

Dr. Sunita Goyal

Dr. Niti Gupta
Mr. Visheshar Lal
Dr. Isha Dhiman

Red Ribbon Club

Ms. Raj Kumari Chandel
Dr. Tripta Sharma

Committee for Prevention of Sexual Harassment against Women

Principal, Chairperson
Ms. Raj Kumari Chandel
Dr. Sunita Goyal
Dr. Anupama S Pathak
Dr. Tripta Sharma
Ms. Krishna Prakash
Ms. Pallavi Chauhan
Dr. Shalini Dharmani
Dr. Isha Dhiman
Ms. Gunjan Hazri
Ms. Kamlesh Kumari (Librarian)
Mrs. Soma Devi & Mrs Urmila Devi
CSCA President & Team of Girls from different communities
Outside nominees

Non Civil Works Committee

Note : This committee would also be incharge of all works for Campus Maintenance & Upkeep using the relevant funds, as required
Dr. Tripta Sharma
Ms. Krishna Prakash
Dr. Shalini Dharmani
Mr. Visheshar Lal
Dr. Niti Gupta
Ms. Kamlesh Kumari (Librarian)
Ms. Shally Mahajan, (Supdt G-II)
Mr Naveen Singh, JOA (IT)

Internal Examination Conduct Committee

Dr. Anupama S Pathak
Ms. Krishna Prakash
Dr. Ina Rani

Educational Tours

Ms. Pallavi Chauhan
Mr. Visheshar Lal

Purchase Committee

<p>Dr. Anupama S Pathak Dr. Ina Rani CSCA President & Team Students Volunteers</p> <p>CSCA Election Conduct Committee Dr. Anupama S Pathak Ms. Krishna Prakash Dr. Shalini Dharmani Dr. Isha Dhiman Dr. Ina Rani Dr. Niti Gupta</p> <p>Career Counseling Guidance and Placement Cell Ms. Pallavi Chauhan Dr. Ina Rani Dr. Niti Gupta Ms. Gunjan Hazri Outside nominee</p> <p>Result Compilation Committee Mr Visheshar Lal Dr. Isha Dhiman Dr. Ina Rani Ms. Gunjan Hazri Mr. Naveen Singh, JOA (IT)</p> <p>Library Committee Dr. Tripta Sharma Ms. Krishna Prakash Ms. Pallavi Chauhan Dr. Shalini Dharmani Mr.Visheshar Lal Ms. Kamlesh Kumari (Librarian)</p> <p>Computer & Internet Facility Dr. Anupama S Pathak Ms. Pallavi Chauhan Dr. Ina Rani Dr. Niti Gupta Ms. Gunjan Hazri Ms. Kamlesh Kumari (Librarian) Mr. Naveen Singh, JOA (IT)</p>	<p>Dr. Anupama S Pathak Ms. Krishna Prakash (Property Incharge) Ms. Pallavi Chauhan Dr. Shalini Dharmani Mr. Visheshar Lal Dr. Ina Rani Ms. Kamlesh Kumari (Librarian) Mrs. Shally Mahajan (Office Supdt G-II) Sh.Naveen Singh JOA(IT)</p> <p>First Aid & Red Cross Ms. Raj Kumari Chandel Ms. Kamlesh Kumari (Librarian) Dr. Niti Gupta</p> <p>Campus Beautification & Cleanliness and maintenance Ms. Krishna Prakash Ms. Pallavi Chauhan Dr. Ina Rani Mr. Visheshar Lal Dr. Niti Gupta Ms. Gunjan Hazri</p> <p>Land and new Building related Dr. Tripta Sharma Ms. Krishna Prakash Dr. Shalini Dharmani Mr. Visheshar Lal Dr. Niti Gupta Ms. Shally Mahajan (Supdt. G-II) Mr. Naveen Singh, JOA (IT)</p> <p>Thought for the Day & College Notice Boards Update Dr. Isha Dhiman Dr. Niti Gupta Ms. Gunjan Hazri</p> <p>AISHE Dr Niti Gupta</p>
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Subject Societies

The Subject teacher will be the President of the Subject Society and he/she will select two students as Vice president and Secretary for organizing the subject related activities for the academic session.

The New Pattern of CBCS – UGC (RUSA): Implemented since Academic Session 2016-17.

हिमाचल प्रदेश विश्वविद्यालय की शैक्षणिक शाखा की नस्ति संख्या 2-1/2012 हि.प्र.वि.शै.द्ध दिनांक 4 जून, 2016 की अधिसूचना के अनुसार कार्यकारिणी परिषद के अधिष्ठाता समिति की सिफारिशों पर विश्वविद्यालय अनुदान आयोग द्वारा स्नातक स्तर पर सी.बी.सी.एस. प्रणाली के लिए जारी/ निर्धारित नवीनतम पाठ्यक्रम को सत्र 2016-17 से लागू करने को स्वीकृति प्रदान की।

RUSA in New CBCS Template of UGC from Academic Session 2016-2017

Choice based credit system was adopted by Himachal Pradesh University, Shimla in its affiliated colleges since 2013 but w.e.f. the academic session 2016-2017 it was updated as per UGC guidelines(CBCS New System).

विश्वविद्यालय अनुदान आयोग द्वारा स्नातक स्तर पर सी.बी.सी.एस. प्रणाली के लिए जारी/ निर्धारित नवीनतम पाठ्यक्रमको निम्नलिखित प्रकार से परिभाषित किया गया है-

Type of Courses under UGC New CBCS System:

DSC: (Discipline Specific Core Course) - A Course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

DSE: (Discipline Specific Elective Course)-Elective courses offered under the main discipline/ subject of study is referred to as Discipline Specific Elective.

Ability Enhancement Courses(AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (**AECC**) and Skill Enhancement Courses (**SEC**). "AECC" Courses are the courses based upon the content that leads to knowledge enhancement; (i) Environmental Science and (ii) English/Hindi/MIL Communication. These are mandatory for all disciplines.

SEC: (Skill Enhancement Course) - courses are value-based and /or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

Generic Elective (GE) Course: 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.

Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. The credits also determine the volume of course contents and delivery of programme such as lectures, tutorials, practicals, assignments etc. class lecture/Tutorials of one hour duration, practical work and laboratory of two hour duration will constitute one credit.

Student's Course-wise Continuous Comprehensive Assessment (CCA) and Evaluation

All courses that are undertaken by a student involve an evaluation system that has the following two components.

- 1) **Continuous Comprehensive Assessment (CCA):** As per scheme of evaluation 30% of the final grade that the student gets in a course is through Internal Assessment.
- 2) **Term-End Examination (TES):** The remaining 70% of the final grade that the student gets in a course constitutes of Term End Examination.
- 3) **Continuous Comprehensive Assessment (CCA):** This would have the following components:
- 4) **Classroom Attendance (5 marks):** Each student will have to attend a minimum of 75% Lectures/Tutorial/Practical. A student having less than 75% attendance will not be allowed to appear in the Annual Examination. Those having greater than 75% attendance (for those participating in co-curricular activities e.g. NSS, NCC, Sports, Youth Festival, RRC etc. 25% will be added to percent attendance) will be awarded CCA marks as follows:- 75% to 79%= 1 marks, 80%to 84% =2 marks, 85%to 89%=3 marks, 90% to 94%=4, 95% and above=5 marks.
- 5) **Mid-Term Test:** There will be one mid-term test for 15 Marks after completion of at least 75% of syllabi of all courses opted by the student.
- 6) **Seminar/Assignment/Term Paper:** The remaining 10 Marks of the CCA will be awarded based on seminar/assignment/term paper, etc. that the teacher would give to students in respective disciplines.
- 7) **Term-End/Annual Examination:** The remaining 70% of the final grade of the student in a course will be on the basis of Term-End/Annual Examination that will be of three hours duration and will be covering the whole syllabus of the course.
- 8) **NOTE :** Only those students will be allowed to appear in the Term-End/Annual Examination who have been successful in the CCA.

ADMISSION DETAILS

Courses Offered in the College:

The College offers UG Degree Studies in B.A. (Pass Course) in Seven Subjects in the Faculty of Arts (Humanities) and UG Degree Studies in B.Com (Pass Course) in the stream of Commerce. From the academic session 2018-19 this CBCS –UGC (RUSA) pattern has become Annual in structure and form. 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.

Duration (Time Frame) (स्नातक डिग्री हेतु निर्धारित समय)

The UG (CBCS) programme for a regular student shall be for a minimum period of three years and a maximum of five years from the date of admission of the candidate.

स्नातक डिग्री का प्रारूप और 132 क्रेडिट :

यू.जी.सी.द्वारा स्नातक स्तर पर लागू सी.बी.सी.एस. प्रणाली में जब विद्यार्थी DSC-I, DSC-II, COMPULSORY COURSES, AECC, SEC, DSE, और GE के निर्धारित विषयों को उत्तीर्ण करते हुए, 132 क्रेडिट अर्जित करेगा तभी उसे कला/वाणिज्य संकाय की डिग्री हि.प्र. विश्वविद्यालय द्वारा प्रदान की जाएगी। विद्यार्थी, RUSA in New CBCS Template of UGC के स्वरूप को आत्मसात/समझने हेतु निम्नलिखित दोनों तालिकाओं का ध्यानपूर्वक अध्ययन करें।

Scheme of courses for the award of Bachelors' Degree in Arts and Commerce under UGC guidelines (new CBCS system from 2016-2017).

courses	Courses to be Studied not less than 3 years and not more than 5 years	Number of Credit awarded to each course
Compulsory courses (Core)	4 courses	6 i.e. 6x4=24
DSC-1 main subject	4 courses	6 i.e. 6x4=24
DSC-2(any other subject offered by the college)	4 courses	6 i.e. 6x4=24
AECC	2courses (English/Hindi, MIL/communication and EVS)	4 i.e. 4x2=08
Skill enhancement courses	4 courses (related to main subject)	4 i.e. 4x4 =16
DSE-1 main subject	2 courses	6 i.e. 6x2=12
DSE-2 second subject	2 courses	6 i.e. 6x2 =12
Generic elective (inter-disciplinary)	2 courses	6 i.e. 6x2 =12
Total Credits	24 courses	132 credits

PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM INB.A./B.Com

Year	CORE COURSE (12)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Courses (SEC) (4)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
I	English-1= 6-Credit Skt./Hindi-1= 6-Credit	Env. Studies-=4 Credits Hindi/English/Skt. (One out of three)= 4 Credits 8 Credits	Nil	Nil	Nil
	DSC- 1A= 6-Credit DSC- 1B= 6-Credit DSC- 2A= 6-Credit DSC- 2B= 6-Credit 36 Credits Total Credits= 44				
II	English-2= 6-Credit Skt./Hindi-2= 6-Credit	Nil	SEC -1 = 4 Credits SEC -2 = 4 Credits 8 Credits	Nil	Nil
	DSC- 1C= 6-Credit DSC- 1D= 6-Credit DSC- 2C= 6-Credit DSC- 2D= 6-Credit 36 Credits Total Credits= 44				
III	Nil	Nil	SEC -3 = 4 Credits SEC -4 = 4 Credits 8 Credits	DSE-1A=6-Credit DSE-1B=6-Credit DSE-2A=6-Credit DSE-2 B=6-Credit 24 Credits	GE-1 =6 Credits GE-2 =6 Credits 12 Credits
Total Credits in Degree Course		B.A./B.Com=44x3=132			

The New Pattern of CBCS – UGC (RUSA) Annual Pattern: Implemented since 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 13th June, 2018 and 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 26th 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 the 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.

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

Important Guidelines / Pattern / Scheme of Papers for B.A.1st Year Students (Session 2023-24 Batch)

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

DSC-I/DSC-II
Hindi, English, Economics, History, Political Science, Geography, Music (I)

The college offers the following combination:

	DSC I	DSC II
1.	Hindi	- History, Political Science, Geography & Music (I)
2.	English	- Economics, History, Political Science, Geography & Music (I)
3.	Economics	- English, Hindi, History, Political Science, Geography
4.	History	- English, Hindi, Political Science, Geography & Music (I)
5.	Political Science	- English, History, Economics, Geography & Music (I)
6.	Music (I)	- English, Hindi, History & Political Science
7.	Geography	- English, Hindi, History, Economics & Political Science

नोट: हिंदी और अंग्रेजी, Geography और Music (I) विषयों का अध्ययन DSC-I और DSC-II के रूप में एक साथ नहीं किया जा सकता है।

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 Second Year onwards. No change in DSC Courses/Subjects is permissible at a later stage.

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.

(B) The Students of B.A. 1st Year will also have to study **One AECC Language Course/Paper** from the two Language papers(English/Hindi), whereas **Environment Science** will be a **Compulsory AECC Course/Paper** for all.

Subject Structure of B.A. 1st (Session 2023-24)

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Generic Elective (GE)
B.A. 1st Pass Course	English-1 Hindi-1 DSC-1A DSC-1B DSC-2A DSC-2B Total 6x6= 36Credits	English/Hindi Environment Science Total 2x4= 08 Credits (Total Credits= 44)	NIL	NIL	NIL

Commerce Stream: B.Com (Pass Course)

Important Guidelines / Pattern of Papers for B.Com Students Enrolled in Academic Sessions 2023-24

The students of B.Com 1st Year will study the different courses/papers as per the approved pattern of the Department of Commerce.

The students of B.Com 1stYear will have to study **Two Compulsory Language Papers**: One of English and the other one of Hindi in addition to the Papers/Courses of Commerce.

The Commerce Stream Students of B.Com 1st Year will also have to study **One AECC Language Course/Paper** from the two Language papers (English or Hindi) & **Environment Science** will be a **Compulsory Course/Paper for all**.

ELIGIBILITY CRITERIA AND CONDITIONS:

- 1 AGE:** A Candidate should not be more than 23 years of age (for Boys) and not of more than 25 years of age (in case of Girls) as on **01 July, 2021**. However, for SC/ ST candidates a relaxation of three years in age is allowed.
- 2** 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 to Vice- Chancellor for necessary approval.

3 Relaxation in upper age limit is also available to physically disabled candidates.

ACADEMIC QUALIFICATION: A candidate/ student who has passed the Senior Secondary (12th) Examination (Academic Stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent thereto by various bodies of the University will be eligible to apply for admission in 1st Year of B.A./ B.Com under CBCS-UGC (RUSA). The admission will, however, be determined on the basis of merit.

Admission to B.A. 1st Year:

(A) Candidate seeking admission in **B.A. 1st year** must have secured 33 percent in marks at 12th level or equivalent examination (**Clear Cut Pass**).

(B) The candidate who have passed or cleared all the five subjects including English from N.O.S is eligible to take admission in B.A.1st year.

(C) Further a student taking admission in **B.A. 1st year with Mathematics** as one of the subject should have secured either 45% marks in aggregate or 45% in Mathematics at 10+2 level.

Admission to B.Com 1st Year:

(A) Candidate seeking admission in **B.Com. 1st Year** must have secured 45 percent marks in 10+2 in aggregate with Math/ Economics as one of the compulsory subject at 10+2 level or 45 percent marks in aggregate for student from relevant vocational stream.

(B) The minimum percentage is 40 percent for those students who have passed 10+2 under Commerce group or

(C) In case of girl students, the minimum percentage is 33 percent at 10+2 level.

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 University and the College will hold no responsibility in case the University does not approve the admission of a student for any reason.

Important Guidelines/Pattern/Scheme of Papers for B.A. 2nd Year Students

(A) The students seeking roll-on admission in B.A.2nd Year will study the **two same DSC Subjects**- that they had already opted for at the time of their admission in the 1st Year. Each of these papers will be of 06 Credit Weightage.

(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.2nd Year will also have to study **Two SEC (Skill Enhancement Courses/Papers)** of 04 Credit Weightage each. However, these **SEC Papers will remain the same as were opted by the student as his/her DSC-1 subject during his admission in B.A. 1st 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 2nd Year onwards.

Subject Structure of B.A. 2nd

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Generic Elective (GE)
B.A. 2nd Pass Course	English-II Hindi-II DSC-1C DSC-1D DSC-2C DSC-2D Total 6x6= 36 Credits	NIL (Total Credits= 44)	SEC-1 SEC-II Total 2x4=08 Credits	NIL	NIL

Important Guidelines/Pattern/Scheme of Papers for B.A. 3rd Year Students

- (A)** The students seeking roll-on admission in B.A.3rd Year will study the **two DSE Subjects-** (DSE-1A, DSE-1B, DSE-2A and DSE-2B-Elective courses offered under the main discipline/ subject of study is referred to as Discipline Specific Elective). Each of these papers will be of 06 Credit Weightage.
- (B)** In addition to the two DSE Subjects each student will have to study **Two GE (Generic Elective) Subjects**, i.e., other than the two **Discipline Specific Courses** already taken by the student/an unrelated discipline/subject of 06 Credit Weightage each.
- (C)** The students of B.A.3rd Year will also have to study **Two SEC (Skill Enhancement Courses/Papers)** of 04 Credit Weightage each. However, these **SEC Papers will remain the same as were opted by the student as his/her DSC-1 subject during his admission in B.A. 1st Year.**

Subject Structure of B.A. 3rd

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Generic Elective (GE)
B.A. 3rd Pass Course	NIL	NIL (Total Credits= 44)	SEC -3 = 4 Credits SEC -4 = 4 Credits 8 Credits	DSE-1A= 6-Credit DSE-1B= 6-Credit DSE-2A= 6-Credit DSE-2B= 6-Credit 24 Credits	GE-1 =6 Credits GE-2 =6 Credits 12 Credits

Commerce Stream: B.Com (Pass Course)

Important Guidelines / Pattern of Papers for B.Com Students Enrolled in Academic Session 2023-24

The students of B.Com 2nd & 3rd Year will study the different courses/papers as per the approved pattern of the Department of Commerce.

The students of B.Com 2nd Year will have to study **Two Compulsory Language Papers**: One of English and the other one of Hindi in addition to the Papers/Courses of Commerce.

Roll-On Admission for Annual System Students:

In case of (Annual System) students enrolled in the session, the Roll-On system will not be applied in Toto. 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.

Application form must be complete in all respects along with following documents:-

- A) Character certificates and School Leaving Certificate from the Institution last attended and Migration Certificate in Original (only for those candidates who have passed +2 from other than HP Board of School Education). Candidates who have passed last examination in private capacity must produce character

certificate from gazetted officer/ Pradhan of their Panchayat/Municipal Councillor. Character certificate should not be more than six months old.

- B) Board/University certificates: Copies of the certificates of the various examinations passed (Matric onwards) are to be submitted. Originals must be presented for verification and attestation.
- C) Attested copy of matriculation examination certificate in support of date of birth. Certificate of Equivalence from HP Board, if +2 has been passed from other Boards.
- D) Two passport size photographs of the candidate.
- E) SC/ST/OBC/IRDP candidates must attach photocopies of the relevant certificates.
- F) Certificate of Bonafide Himachali for girl students: Only Bonafide girl students are eligible for exemption from tuition fee.
- G) Candidates with gap year(s) will have to submit an affidavit duly attested by Magistrate stating facts/ reasons for discontinuation of studies during gap year(s).
- H) A student must produce original documents at the time of admission.
- I) Rules of admission are subject to change as per HPU notification from time to time.
- J) Admission of a candidate is liable to be cancelled if he/she furnishes incomplete/ false information or in case of concealment of facts. Disciplinary action will be taken against such candidate.
- K) Students seeking exemption from tuition fee on the ground of special ability must attach the certificate issued by the medical board.
- L) Only those candidates who have passed all the five papers including English from National Open School are eligible.
- M) Student who fails in all compulsory and elective subjects or fails twice in the same class shall not be re-admitted in the same class.
- N) The students who have passed Prabhakar without passing 12th are NOT eligible for regular admission to any course in the college.
- O) Relaxation of 5 % in the minimum eligibility will be given to SC/ST candidates for admission to B.A/B.Com.
- P) Fresh entrants will be required to apply for University registration. Matric and 12th certificate must be enclosed with the Registration Application.
- Q) Principal of the college reserves the right to disallow or cancel the admission.

Candidates ineligible for admission:

- A) A candidate having compartment in any subject at 12th level.
- B) A candidate who has been expelled or rusticated from any other institution.
- C) Initially all the admission will be provisional (i.e., subject to approval by HPU).

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, Handicap, 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:

ROSTER FOR ADMISSION

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

SCHOLARSHIP AND FEE CONCESSION

A number of Government- sponsored scholarship schemes are available to the eligible and deserving students. Information regarding the dates and eligibility conditions are notified on the Notice Board from time to time. Students are guided

about the online application process by the teachers who constitute the Scholarship Committee. The application should be supported by the relevant documents. Only pass students of the previous class are eligible to apply for any kind of scholarship.

PARENT-TEACHERS ASSOCIATION (PTA)

To encourage community participation in education, Parents-Teachers Association has been established. It helps in better coordination and interaction between parents and teachers for improvement in academic standards and infrastructural facilities. Parents, guardians (who are in blood relation of the students), teachers and head of the institution are members of this association. Parents are advised to attend the meeting of the General House scheduled for August/September so that they may make meaningful contribution to the development of the college.

IDENTITY CARD

Soon after the admission to the college, the office will issue an Identity Card to each student. It is mandatory for students to keep their Identity Card with them when they are in the college, and it will have to be produced when asked for by any member of the staff. The Identity Card is an important document and should be kept with care. A fine of Rs. 20 will be charged for issuing a duplicate Identity Card.

COLLEGE MAGAZINE

The college brings out its annual magazine entitled "PRAYAAS" from the very first year of its existence. Four issues of this magazine have already been published, so far. The College magazine offers a platform to the budding writers to express the creativity and we strongly believe that our magazine will help our students realize their full creative potential. Students are encouraged to write original compositions for the magazine so that it serves its avowed purpose.

LEAVE RULES

1. It is compulsory for all students to get their leaves sanctioned before proceeding on leave for whatever reason.
2. For first three days, leave will be sanctioned by the teacher concerned. Leave for longer duration will be sanctioned by the Principal.
3. Maximum leave during the academic session will not exceed more than 10 days.
4. If a student remains absent for 10 days continuously without leave, his/her name will be struck off the college rolls.
5. Re-admission fee @Rs.100/- and 200/- will be charged for re-admission for the first and second time respectively. Thereafter no re-admission will be allowed except in exceptional circumstances.

MIGRATION

Migration from one affiliated college to another affiliated college is governed by H.P. University rules. A student who wishes to migrate to this college should take

prior approval of the Principal and must submit the following documents at the time of admission:

- (i) Lecture attendance certificate duly countersigned by the principal of the college last attended.
- (ii) Character certificate in original from the college last attended.
- (iii) Statement of marks obtained in Minor Test conducted by the previous college.

After migration has been sanctioned and notified by the University, the student must join the new college within the period stipulated by the university, failing which the sanction of migration will lapse.

Calendar of Activities for 2023-24

Start of regular teaching work	18 July onwards
General orientation for students	15-17 July 2023
International Youth Day	12 August 2023
Independence Day of India	15 August 2023
National Sports Day (Birth anniversary of Hockey legend Major Dhyan Chand)	29 August 2023
Teachers' Day Celebration	05 September, 2023
World Literacy Day	08 September 2023
General House & PTA Formation	September, 2023 (tentative)
Debate/Declamation Contest	September, 2023 (tentative)
Filling in of Scholarship forms	September/October, 2023 (tentative)
CSCA Election	As per University schedule
Hindi Diwas Celebration	14 September 2023
Mahatma Gandhi's Birthday (International Day of Non-Violence)	02 October 2023
UN International Day for National Disaster Reduction	13 October 2023
Rastriya Ekta Diwas (In memory of Sardar Patel and National Integration Day (In memory of Smt. Indra Gandhi)	31 October 2023
Children's Day in India (Pt. Jawaharlal Nehru's Birthday)	14 November 2023
World Aids Day	01 December 2023
Human Right Day	10 December 2023

Month wise Important Days & Dates to be celebrated in the College during Academic Session 2023-24

COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA)

To encourage student's participation in maintaining proper academic atmosphere, in organizing various co-curricular activities, and to promote opportunities for the development of character, leadership and discipline, the Student's Central Association is constituted every year. Elections are conducted for the posts of four office bearers and class representatives as per the schedule announced by H.P. University every year. Elections to the CSCA are governed by the rules and regulations prescribed by H.P. University, Shimla from time to time. Other members of CSCA are nominated by the Principal in accordance with the CSCA Constitution.

GENERAL REGULATIONS AND STANDARDS OF CONDUCT

Discipline is the backbone of any educational institution and our college lays special emphasis on the maintenance of discipline and decorum in and outside the classrooms. Students need to observe the following rules and regulations:

- 1 Every student of the college is subject to, and must submit to, the discipline of the college and University, and must abide by the rules and regulation of the college.
- 2 Non-observance of the rules and customs, or breach of college discipline, can result in the termination/expulsion of a student from college rolls.
- 3 All students of the college shall behave courteously with each other, teaching and non-teaching staff of the college. A serious view will be taken of any form of discourtesy.
- 4 In order to create favorable academic atmosphere in the college, students should maintain silence while moving in the college campus. Movement from one classroom to another should be orderly.
- 5 Students should regularly carry with them their identity cards. They may be required to produce their cards at any time during the college hours.
- 6 All students must come to the college in neat, clean and decent dress and also give special attention to personal cleanliness and hygiene.

DETAILS OF FEES AND FUNDS FOR THE SESSION 2023-24

Annual Charges	Rs.
Admission Fee	25
Univ. Continuation Fee (BA/B.COM 2 nd & 3 rd YEAR)	10
Univ. Sports Fee	15
Youth Welfare Fund	15
Holiday Home Fund	01
Library Security (only for 1 st Year) Refundable	100
Magazine Fund	50
Identity Card Fund	10
Duplicate Identity Card	20
Medical Fund	06
Red Cross Fund	40
NCC Fund	10
Student Aid Fund	2
Furniture Repair/Replacement Fund	10
Campus Development/ Beautification Up-keep Fund	10
Book Replacement Fund	25
PTA Fund	500
Migration Fee (Inter College)	300
Migration Fee (Inter Univ.)	400
University Development Fund (1 st Year only)	250
University Development Fund (IRDP/BPL)(1 st Year only)	100
Computer & Internet Facility Fund	20

Half Year Fees	Rs.
Tuition Fee (Only for Boys & Non- Himachali Girls)	300
House Examination Fee	40
Amalgamated Fund	150
Building Fund	60
Cultural Activities Fund	10
Sports Fund	120
Practical Fee (Wherever applicable)	90
Rovers & Rangers Fund	30
Late Admission Fee Rs.@10/-per day	

Note:

Re-Admission Fee

First time: Rs.100/-

Second time: Rs.200/-

Absence and other Fines

Absence fine per period =Rs.1/-

Absence from Practical per practical=3/-

Absence from House Test per Paper=10/-

Late return of Library book per day=1/-

Note: Tuition fee from the following students will not be charged:

- 1. Girls students (Only for Himachali Girls)**
- 2. Amongst real brothers/sisters, one will be exempted.**
- 3. Especially disabled with Physical disability above 40%.**

Note: The fee and funds notified above are subject to change as per the latest HPU/H.P. Govt. notifications.

ZERO TOLERANCE TO RAGGING

Ragging is a criminal offence. It is strictly banned by the Supreme Court Orders. Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or by 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 abets such an action shall also be guilty of such ragging. Ragging is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged to initiate legal action & also expel the guilty student (s) from the college. On a written complaint from the newcomers, those ground indulging in ragging will be handed over to the police.

Any student found involved in ragging in any form whatsoever will be punished appropriately which may include:

1. Imprisonment, fine or both.
2. Suspension from the classes.
3. Fine with public apology.
4. Withholding scholarship or other benefits.
5. Debarring from representation in events.
6. Suspension and expulsion from college.
7. Legal proceeding under criminal law shall be initiated.

रैगिंग / छात्रोत्पीड़न

मानसिक अथवा शारीरिक रूप से किसी व्यक्ति अथवा समूह द्वारा किसी भी छात्र/छात्रा का उत्पीड़न 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 छात्रोत्पीड़न, महाविद्यालय अथवा उनकी ओर से आने वाले रास्ते पर पूर्ण रूप से वर्जित है। रैगिंग एक दंडनीय अपराध है। अगर कोई विद्यार्थी उत्पीड़न 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।

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

Prof. Rajinder Kumar Sharma, Principal Mob. : 9465223114

CONTACT NOS. OF ANTI-RAGGING COMMITTEE:

Dr. Hemraj Rana -9418043100

Dr. Tripta Sharma -9418031037

Prof. Pallavi Chauhan -9418993174

Dr. Ina Rani -9816915442

National Anti-Ragging Helpline no. 1800-180-5522 (24x7 Toll Free)

E-mail: The Anti-Ragging Helpline at : helpline@antiragging.in