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GOVERNMENT COLLEGE, BAROTIWALA

Government Degree College, Barotiwala came into existence through HP Govt. notification EDN-A-Kha(1)-1/2015 dated 29 May 2015. However, it became functional on 10 June 2015 with the beginning of the academic session 2015-16. The college is presently functioning within the campus of Govt .Senior Secondary School, Barotiwala. Suitable land for the new college campus for Government College, Barotiwala has been selected at Mauza Buranwala. After fulfilling all requisite formalities, the necessary FCA 1980 clearance and formal approval for the diversion of 2.72 hectares of identified forest land, in favour of the Department of Education, H.P, for the construction of the new building for Govt. College, Barotiwala, has been duly accorded, by the Govt. of India, Regional Office of the Ministry of Environment and Forests, Dehradun. Construction work for the new building, is in progress.

The College is affiliated to Himachal Pradesh University, Shimla. Presently, the college provides education in Arts and Commerce streams with the help of well qualified, experienced and committed teaching staff. The programmes are being run in accordance with H.P. University, Shimla guidelines and directions of the state Government.

Govt. College, Barotiwala welcomes all prospective students, seeking admission to the B.A. and B.Com courses of study. The College provides a stimulating academic environment and various opportunities for the overall development of the students. It aims to nurture and chisel the personality of the students and orient them to be competent to face the challenges, in the competitive world. Its prime objective is the holistic development of the students.

ADMISSION PROCEDURE

1. Buy a copy of the college Prospectus from the college office.
2. Fill the Admission Form legibly in your handwriting.
3. Bring your Father/Guardian along and present yourself before the admission committee and get its recommendation.
4. Present yourself before the Scrutiny Committee and get its approval.
5. Go to the Principal for the final approval.
6. Deposit fee on the prescribed date after your name appears in the merit list.

Admission Time : 10:30 a.m. to 02:00 p.m.

Annual Committees Academic session 2019-20

Admissions Scrutiny Committee

Mrs. Raj Kumari

Dr. Veenu Uppal

Admission, Arts

Dr. Vijay Kumar

Mrs. Krishna Prakash

Mr. Visheshar Lal

Dr. Vipin Thakur

Admission, Commerce

Mr. Sandeep Kumar

Dr. Ina Rani

Mrs. Sheetal Kumari

Dr. Shweta Rani

Anti Ragging Committee

Dr Vijay Kumar

Dr. Ina Rani

Dr. Vipin Thakur

Mrs. Sheetal Kumari

Academic and Students Affairs Monitoring

Dr. Veenu Uppal

Dr. Vijay Kumar

Dr. Ina Rani

Mrs. Sheetal Kumari

Bus Pass Assistance

Mrs. Raj Kumari

Mrs. Kamlesh Kumari

Discipline Committee

Dr. Veenu Uppal

Dr Vijay Kumar

Mrs. Kamlesh Kumari

Mr Visheshar Lal

Dr Ina Rani

Dr Vipin Thakur

Mrs Sheetal

CSCA President & team

Co-Curricular/Extra Curricular Activities

Mrs. Krishna Prakash

Dr. Vipin Thakur

Mrs. Sheetal Kumari

College Magazine Committee (2019-20)

Mrs. Krishna Prakash (Chief Editor)

Dr. Veenu Uppal (Chronicle Section)

Mr Sandeep Kumar (Hindi Section)

)Mrs. Sheetal Kumari (English Section)

Mr. Visheshar Lal (Photo Section)

Advisory Committee

Mrs Raj Kumari

Dr. Veenu Uppal

Dr. Vijay Kumar

Mr. Sandeep Kumar

Mrs Krishna Prakash

Time Table

Mr. Sandeep Kumar (Arts, Languages)

Dr. Ina Rani (Commerce)

Prospectus & Identity Card Committee (2019-20)

Mr. Sandeep Kumar

Dr Ina Rani

Mrs. Sheetal Kumari

Mr. Naveen Singh (JOA)

CSCA Election Conduct Committee

Dr. Veenu Uppal

Dr. Vijay Kumar

Dr. Ina Rani

Dr. Vipin Thakur

Internal Evaluation Conduct Committee

Dr. Veenu Uppal

Mr Visheshar Lal

Dr. Vipin Thakur

Mrs Sheetal Kumari

Educational Tour

Dr Vijay Kumar

Dr Ina Rani

Eco Club

Mrs. Krishna Prakash

Red Ribbon Club

Mr. Sandeep Kumar

Rovers Leader

Dr. Vipin Thakur

Rangers Leader

Mrs Sheetal Kumari

Career Counseling, Guidance and Placement Cell

Dr Veenu Uppal

Mrs Krishna Prakash

Dr Ina Rani

Mrs Kamlesh Kumari (Librarian)

.Outside nominees

Scholarships

Mr. Visheshar Lal

Dr. Ina Rani

Anti Drugs Club/Drug Prevention Squad

Dr. Vijay Kumar

Mr Sandeep Kumar

Mrs Krishna Prakash

Mr. Visheshar Lal

Dr. Ina Rani

Dr. Vipin Thakur

CSCA President & Team, Student volunteers

Committee for Prevention of Sexual**Harassment against Women**

Principal (Chairperson)

Dr. Veenu Uppal

Mrs. Kamlesh Kumari (Librarian)

Dr. Visheshar Lal

Mrs. Sheetal Kumari

Mrs. Sunita Rani, Office Supdt

Mrs. Surinder Kaur,

Mrs Parkasho Devi (Peons)

CSCA President & Team

Girls from different communities

Outside nominees

Committee for Prevention of Discrimination

Mrs Sheetal Kumari

CSCA President & team, Student volunteers

Purchase Committee

Dr. Vijay Kumar

Mr. Sandeep Kumar

Mrs. Krishna Prakash

Mrs. Kamlesh Kumari (Member & College

Property Incharge)

MrVisheshar Lal

Mrs. Sunita Rani (Office Supdt)

Mr. Naveen Singh, JOA (IT)

Non Civil Works Committee

This committee would also be Incharge of all works for Campus Maintenance & Upkeep, using the relevant funds, as required.

Dr Vijay Kumar

Mr. Sandeep Kumar

Mrs Krishna Prakash

MrVisheshar Lal

Dr. Vipin Thakur

Mrs. Sunita Rani, Office Supdt

Mr Naveen Singh, JOA (IT)

Results Compilation Committee

Mr. Sandeep Kumar

Mr. Visheshar Lal

Library Committee

Dr. Veenu Uppal

Mrs. Kamlesh Kumari (Librarian)

Mr. Visheshar Lal

Dr. Shweta Rani

First Aid & Red Cross

Mrs. Raj Kumari

Mrs. Kamlesh Kumari

Dr Vipin Thakur

Computer & Internet Facility

MrVisheshar Lal (Convenor)

Dr Ina Rani

Dr. Shweta Rani

Mrs. Kamlesh Kumari (Librarian)

Mr Naveen Singh JOA (IT)

Campus Beautification & Cleanliness

Dr. Ina Rani

Dr. Vipin Thakur

Mrs Sheetal Kumari

Dr Shweta Rani

Land and new Building related

Dr. Vijay Kumar

Mr. Sandeep Kumar

Dr. Vipin Thakur

Mr. Naveen Singh, JOA (IT)

Thought for the Day & College Notice Boards**Updates**

Dr. Vipin Thakur

Mrs Sheetal Kumari

Mr. Naveen Singh, JOA (IT)

COLLEGE BURSAR

Dr. Shweta Rani

IQAC

Principal (Chairperson)

Dr Veenu Uppal

Dr Vijay Kumar

MrSandep Kumar

Mrs Krishna Prakash

MrVisheshar Lal

Dr Ina Rani

Outside Nominee

1. 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.

2. 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 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).

3. विश्वविद्यालय अनुदान आयोग द्वारा स्नातक स्तर पर सी.बी.सी.एस. प्रणाली के लिए जारी/निर्धारित नवीनतम पाठ्यक्रम को 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.

हि.प्र. विश्वविद्यालय, शिमला की निम्नलिखित अधिसूचना द्वारा स्नातक स्तर पर सी.बी.सी.एस. (यू.जी.सी.) प्रणाली में किया गया परिवर्तन/स्पष्टीकरण -

NOTIFICATION (File No. 2-1/2012-HPU (Acad), dated: 12 June 2017)

On the Recommendation of the Chairperson/Conveners of Board of Studies and representatives of the college teachers, the Hon'ble Vice-Chancellor has been pleased to notify the following curricula of the Undergraduate courses w.e.f. 2017-18 as under:-

1. **From the session 2017-2018**, the compulsory course of English (of 6 credits) as per the template for B.A. and B.Com. Courses should be taught in the **FIRST** and the **SECOND** semesters. Similarly, the compulsory course of HINDI/MIL (of 6 credits) should be taught in the **THIRD** and the **FOURTH** semesters so that the workload of the faculty per semester is rationalized.
2. B.A. /B.Sc. with a particular subject would require a student to study Skill Enhancement Courses (SECs) of that subject in the **THIRD, FOURTH, FIFTH** and the **SIXTH** semesters.
3. The **Generic Electives** in the **FIFTH** and the **SIXTH** semesters required to be offered by the student will be other than the two **Discipline Specific Courses** already offered by the student.

5. **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.

6. **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.

7. **बैच 2017 के लिए सी.सी.ए. (CCA) और मूल्यांकन (Evaluation)**

विश्वविद्यालय अनुदान आयोग (यू.जी.सी.) द्वारा स्नातक स्तर पर सी.बी.सी.एस. प्रणाली प्रमुख रूप से दो भागों में विभाजित है। एक भाग है- सत्रांत परीक्षा (ESE) और दूसरा भाग है- आंतरिक मूल्यांकन (CCA)। विद्यार्थियों को सत्रांत परीक्षा तथा आंतरिक मूल्यांकन दोनों में अलग-अलग 35 प्रतिशत तथा संयुक्त रूप से 45 प्रतिशत अंक लेने पर ही उत्तीर्ण घोषित किया जाएगा। (Notification-नस्ति संख्या 6-38/2016 (अन्य) हि.प्र. वि. (शै.) दिनांक 9 सितंबर 2016) इन दोनों भागों का विस्तृत विवरण इस प्रकार है-

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) **End-Semester Examination (ESE):** The remaining 70% of the final grade that the student gets in a course constitutes of Term End Examination or End-Semester Examination.

जो छात्र Continuous Comprehensive Assessment (CCA) को 35% के साथ उत्तीर्ण करेंगे और जिनकी उपस्थिति (Attendance) सभी विषयों में 75% होगी, केवल वही विद्यार्थी सत्रांत परीक्षा के लिए पात्र होंगे। अतः विद्यार्थी निम्नलिखित Continuous Comprehensive Assessment (CCA) के सभी भागों का ध्यानपूर्वक अध्ययन करें।

Continuous Comprehensive Assessment (CCA): This would have the following components:
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

End-Semester Examination (ESE). 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.

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.

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.

End-Semester Examination (ESE): The remaining 70% of the final grade of the student in a course will be on the basis of End-Semester Examination (ESE) that will be of three hours duration and will be covering the whole syllabus of the course.

NOTE: Only those students will be allowed to appear in the ESE who have been successful in the CCA. For the Odd (I/III/V) Semesters the ESE will be in the month of October/November and for even (II/IV/VI) Semesters it will be in the month of April/May.

For further details of CBCS and for any modifications in scheme of programme obviously as per directions of H.P. University, Shimla or Govt. of Himachal Pradesh, the students are advised to go through the notices displayed from time to time on the College Notice Board.

8. 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 Bachelor's 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 IN
B.A./B.Com (Session 2017-18)**

Semester	CORE COURSE (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
I	English/Hindi/MIL-1	(English/Hindi/MIL Communication) / Environmental Science			
	DSC- 1 A				
	DSC- 2 A				
II	Hindi/MIL/English-1	Environmental Science/ (English/Hindi/MIL Communication)			
	DSC- 1 B				
	DSC- 2 B				
III	English/Hindi/MIL-2		SEC -1		
	DSC- 1 C				
	DSC- 2 C				
IV	Hindi/MIL/English-2		SEC -2		
	DSC- 1 D				
	DSC- 2 D				
V			SEC -3	DSE -1 A	GE-1
				DSE -2 A	
VI			SEC -4	DSE -1 B	GE-2
				DSE -2 B	

महत्वपूर्ण तथ्य (बैच 2017 के छात्रों के लिए) :-

- विद्यार्थियों द्वारा प्रथम सत्र में चयनित मुख्य विषय DSC-I, DSC-II चतुर्थ सत्र तक यथावत ही रहेंगे और छात्र पांचवें/छठे सत्र में DSC-I ही DSE-IA/IB और DSC-II ही DSE-IIA/IIB के रूप में विषयों का अध्ययन करेंगे। छात्र पांचवें/छठे सत्र में COMPULSORY COURSE के स्थान पर Generic Elective (GE-1 और GE-2) विषयों का अध्ययन करेंगे।
- बैच 2017 के छात्र पांचवें सत्र में DSE-IA, DSE-IIA, SEC-3 और GE-1 जबकि छठे सत्र में DSE-IB, DSE-IIB, SEC-4 और GE-2 विषयों का अध्ययन करेंगे।

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

Important Guidelines/Pattern/Scheme of Papers for B.A.V/ B.A.VI Semester Students (Session 2017 – 18 Batch)

The Students seeking admission in B.A.V Semester will have to study two DSE Subjects, i.e., DSE-I and DSE-II, based upon their two DSC Subjects. Simply stating the two DSC Subjects opted by the students at the time of seeking admission to the course in the First Semester will remain the two DSE Subject for them in the Fifth and Sixth Semesters.

The Students of V Semester will also continue to study one SEC Course (SEC-3) that they had initiated from third Semester of their course onwards. These students will study SEC Course (SEC-4) in the Sixth Semester of their course.

In addition to the aforementioned three subjects the students will study one paper of Generic Elective (GE-I) in the V semester and one paper of Generic Elective (GE-2) in the VI Semester respectively.

Note : (Generic Elective Course) The Generic Elective in the 5th & 6th Semesters required to be offered by the student will be other than the two Discipline Specific Courses offered by the student.

Commerce Stream: B.Com (Pass Course)

Important Guidelines / Pattern of Papers for B.Com Students Enrolled in Academic Sessions 2017-18

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

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. This Annual Pattern will be followed in the session 2019-20 and even in the successive sessions to follow. 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 में सात विषय तथा वाणिज्य स्नातक (B-Com.) वाणिज्य संकाय में प्रस्तावित किए गए हैं। नई वार्षिक प्रणाली अकादमिक सत्र 2018-19 आरंभ हुई तथा 2019-20 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।

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. For practicals 40% passing marks will be compulsory and if a candidate fails to obtain 40% marks in practicals will be treated as fail in that subject.
- 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.

IA/CCA and Term End examinations will be in consonance with the existing RUSA provisions i.e. 70% in theory and 30% in CCA/IA for Arts and Commerce where practicals are not involved. For Sciences and the subjects/courses where practicals are involved it will be 50% in theory 20% in Practical and 30% in CCA/IA. This will not be applied in case of ICDEOL students. The percentage of marks obtained in theory examinations shall proportionately be given to the students of ICDEOL for CCA/IA component as is being done at present.

For determining CCA following procedure shall be applicable:

- 5 marks for attendance.
 - 5 marks for class test to be taken on completion of 40% syllabus by the class teacher.
 - 10 marks for house test to be taken on completion of 75% of syllabus.
 - 10 marks for assignments, tutorials, general behaviour of student.
- The total credits for the pass course at Undergraduate level is 132 and for Honours courses at Under-graduate level is 148.
 - **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.

Roll-On Admissions (For Students of Semester System):

The Roll-On System of admission was introduced by the H.P. University in order to streamline the system of admissions and to increase the days of effective teaching. This system of admission will be applicable to the (Semester System) students who were **Enrolled with the College in the academic session 2017-18** in Toto, whereby these students will ipso –facto be promoted to the next semester and will be eligible to attend classes in the successive semester without waiting for their previous results. Furthermore, these students will continue to study in successive semester even if they fail to qualify the previous semester papers. However, they will be entitled for UG Degree (Arts or Commerce) only after qualifying the minimum number of papers as per the scheme laid down by the HPU and after accumulating the requisite score/credits required for the completion of the Course/Degree.

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

Important Guidelines / Pattern / Scheme of Papers for B.A.Ist Year Students (Session 2019-20 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, Geography, Economics, History, Political Science, Music (I)

नोट :- हिन्दी 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 third Semester (2nd Year) onwards. No change in DSC Courses/Subjects is permissible at a later stage.

- (A) 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.

नोट :- कला स्नातक प्रथम वर्ष में विद्यार्थी *DSC-I* के अन्तर्गत दो विषय, *DSC-II* के अन्तर्गत दो विषय, *AECC* के अन्तर्गत हिन्दी और अंग्रेजी विषयों में से एक विषय और अनिवार्य हिन्दी, अंग्रेजी, *EVS* (कुल आठ विषय) का अध्ययन करेंगे।

Subject Structure of B.A.I (Session 2019-20)

Year	Core Courses	Ability Enhancement Compulsory Courses (AECC)	Skill Enhancement Courses (SEC)	Discipline Specific Elective (DSE)	Generic Elective (GE)
B.A.I 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	NIL	NIL	NIL

Important Guidelines / Pattern / Scheme of Papers for B.A.IInd Year Students (Session 2018-19 Batch)

- (A) The students seeking roll-on admission in B.A.IInd Year will study the **two same DSC Subjects**- that they had already opted for at the time of their admission in the Ist 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.IInd 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 Semester (1st 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.*

Roll-On Admission for Annual System Students (2018-19) :

In case of (Annual System) students enrolled in the session 2018-19 - the Roll-On system will not apply 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.

Important Note:

However, the Students of both Semester System and Annual System can procure the College prospectus and fill the admission forms as per the procedure. **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 2018-19)

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

नोट :- कला स्नातक द्वितीय वर्ष में विद्यार्थी *DSC-I* के अन्तर्गत दो विषय, *DSC-II* के अन्तर्गत दो विषय, *SEC* के अन्तर्गत दो विषय और अनिवार्य हिन्दी, अंग्रेजी (कुल आठ विषय) का अध्ययन करेंगे।

Commerce Stream: B.Com (Pass Course)

Important Guidelines / Pattern / Scheme of Papers for B.Com Students Enrolled in Academic Sessions (2018-19) and (2019-20)

The students of B.Com will study the different courses/papers as per the approved pattern laid down by the Department of Commerce (HPU).

**The students of B.Com 1st Year & 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.*

**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.*

नोट :- वाणिज्य स्नातक प्रथम वर्ष में विद्यार्थी DSC-I के अन्तर्गत दो विषय, DSC-II के अन्तर्गत दो विषय, AECC के अन्तर्गत हिन्दी और अंग्रेजी विषयों में से एक विषय और अनिवार्य हिन्दी, अंग्रेजी, EVS (कुल आठ विषय) का अध्ययन करेंगे।

नोट :- वाणिज्य स्नातक द्वितीय वर्ष में विद्यार्थी DSC-I के अन्तर्गत दो विषय, DSC-II के अन्तर्गत दो विषय, SEC के अन्तर्गत दो विषय और अनिवार्य हिन्दी, अंग्रेजी (कुल आठ विषय) का अध्ययन करेंगे।

10. 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, 2019**. 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 (+2) 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 to 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 10+2 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 assume no responsibility in case the University for any reason whatsoever does not approve the admission of a student.*

11. RULES FOR ADMISSION

1. A candidate seeking admission in any faculty will be required to obtain a copy of prospectus from the college office.
2. Candidates/ parents/guardian must read all instructions given in the prospectus carefully and submit application form complete in all respects to the admission committee.
3. The candidate must fill up the particulars in the prescribed admission form in his own handwriting neatly.
4. Admission will be granted strictly on fulfilment of all eligibility conditions.
5. Any gap in the academic career of an applicant must be supported by an affidavit attested by an appropriate authority.
6. A student must produce original documents at the time of admission.
7. Rules of admission are subject to change as per HPU notification from time to time.
8. Candidates coming from Boards/ Universities other than HP Board of School Education, Dharamshala/ HPU, Shimla, must produce migration certificate in original.
9. A candidate having compartment in 10+2 in any subject is not eligible for seeking admission in B.A./B.Com. I year.
10. 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.
11. Girl students seeking admission in any class must bring an attested copy of HP Bonafide Certificate to avail fee concession.
12. Principal of the college reserves the right to disallow or cancel the admission.
13. Students seeking exemption from tuition fee on the ground of special ability must attach the certificate issued by the medical board.
14. Only those candidates who have passed all the five papers including English from National Open School are eligible.
15. 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.
16. The students who have passed Prabhakar without passing +2 are NOT eligible for regular admission to any course in the college.
17. Relaxation of 5 % in the minimum eligibility will be given to SC/ST candidates for admission to B.A/B.Com.
18. **Candidates ineligible for admission:**
 - A) A candidate having compartment in any subject at 10+2 level.
 - B) A candidate who has been expelled or rusticated from any other institution.

19. Initially all the admission will be provisional (i.e., subject to approval by HPU).
20. A student can migrate from one college to another in accordance with the rules laid down by Himachal Pradesh University.

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

- A) Original Character Certificate from the institution last attended for regular students.
- B) Original Character Certificate from the 1st class Magistrate/ Gazetted Government Officer/ Panchayat Pradhan, for others.
- C) Attested copy of detailed marks card of the previous examination passed.
- D) Attested copy of matriculation examination certificate in support of date of birth.
- E) Two passport size photographs of the candidate.
- F) Original migration certificate (in case of examination passed from Board/ University other than HP).
- G) SC/ST CERTIFICATE issued by first class magistrate.
- H) Gap year certificate, if any, or affidavit issued by first class magistrate clearly stating the activities during the gap period.

12. DOCUMENTS REQUIRED

The candidate shall submit/attach the relevant documents as listed below with his/her admission Form:-

1. Photograph: Two Unattested recent photographs (one passport size and one stamp size) are required at the time of admission. One passport size photograph is to be pasted on the admission form and the stamp size on the identity card.
2. 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.
3. Character certificate 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.
4. Certificate of Equivalence from HP Board, if +2 has been passed from other Boards.
5. Certificate of Bonafide Himachali for girl students: Only bonafide girl students are eligible for exemption from tuition fee.
6. 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).
7. SC/ST/OBC/IRDP candidates must attach photocopies of the relevant certificates.
8. Fresh entrants will be required to apply for University registration. Matric and 10+2 certificate must be enclosed with the Registration Application.

13. 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: 15%, 7.5%, and 5% of the seats shall be reserved for S.C., S.T. & Disabled candidates respectively as per H.P. University 120 seats roster norms. This reservation policy will be applicable to those, who have passed their qualifying examination from H.P. Board of School Education OR from School affiliated to any board but located within territorial Jurisdiction of Himachal Pradesh and must be bonafide of Himachal Pradesh. For reservation, the following roster will be followed:-

**ROSTER
120 POINTS RESERVATION 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	

14. DETAILS OF FEES AND FUNDS FOR THE SESSION 2019-20

Annual Charges	Rs.
Admission Fee	25
Univ. Reg. Fee (BA/B.COM 1 YEAR) FOR H.P. BOARD	200
Univ. Reg. Fee (BA/B.COM 1 YEAR) FOR OTHER BOARD STUDENTS	400
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
CSCA Fund	10
Vikas Mein Jan Sahyog	60
PTA Fund	500
Migration Fee (Inter College)	300
Migration Fee (Inter Univ.)	400
University Development Fund	250
University Development Fund (IRDP/BPL)	100
Computer & Internet Facility Fund	20

Semester Charges	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 :

i Girls students (Only for Himachali Girls)

ii Amongst real brothers/sisters, only one will be exempted .

iii. 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.

15. GENERAL INSTRUCTIONS FOR STUDENTS

- 1. There is roll-on-admission for students of B.A./B.Com 2nd Year & 5th semester students of this college. They are required to take admission within due dates specified by H.P. University/H.P. Govt., even if results of previous semesters/years are not declared.**
2. Admission Form should be duly signed by Parents/Guardians, failing which their application for admission will not be entertained.
3. Students with a record of Misconduct/involvement in ragging in previous years will not be given admission in the current year.
4. Fee once paid will not be refunded.
5. Every student must give an undertaking on the Admission Form that he/she will not indulge in ragging of any kind.
6. No student will be allowed to join two full-time degree Courses simultaneously.
7. Students who participate in Sports or other curricular activities/educational tours must produce written permission from parents.

16. 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.

17. COLLEGE MAGAZINE

It is a matter of joy that the college brings out its annual magazine entitled "PRAYAAS" from the very first year of its existence. Very few colleges have the resources to publish their magazines in their initial years. A College magazine offers a great platform to the budding writers to express their 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.

18. 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. Online applications need to be made at HP Govt. Website hpepass.cgg.gov.in for the Scholarship Schemes. Students are guided about the 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.

19. 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 regulations 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 favourable 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.

20. 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.

21. 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.

22. 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 Students' 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.

23. PARENTS-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.

- **Roll-on-admission/system** के अनुसार *B.A./B.Com 1st Year & 4th semester* के विद्यार्थी **1st & 4th semester** का परीक्षा परिणाम घोषित हुए बिना भी द्वितीय वर्ष और पांचवें सत्र में प्रवेश (**Admission**) के लिए पात्र होंगे लेकिन उन्हें भी हि.प्र. सरकार/विश्वविद्यालय द्वारा निर्धारित समय-सीमा में ही प्रवेश (**Admission**) लेना होगा।

24. Calendar of Activities for 2019-20

Start of regular teaching work	1 st July 2019
General orientation for students	1 st week of July 2019
General House & PTA Formation	August 2019
Debate/Declamation Contest	August 2019
Filling in of Scholarship forms	July/August 2019
CSCA Election	As per University Schedule
Teachers' Day Celebration	5 th September 2019
Hindi Diwas Celebration	14 September 2019
CSCA Cultural Programme	December 2019
Annual Prize Distribution Function	February / March 2020
Celebration of Important Days	To be notified from time to time