

# **Prospectus 2020-21**



## **GOVT. COLLEGE NAGROTA BAGWAN**

**NAAC accredited 'B' Grade College**

**TEL-01892251177**

Govt. Post Graduate College Nagrota Bagwan is situated in the picturesque location between Kangra and Palampur on the Mandi-Pathankot highway, in the foothills of snow-capped Dhauladhar. Established in 2006, it is a co-educational institution affiliated to H.P. University. Since its establishment the college has grown into multifaceted and multi-faculty institution that caters to academic needs of the students who could not afford to move to other places for higher education. It is approachable from different directions hence attracts wide range of students. The college has its own land and building spreading over 90 kanal area. It has well stocked Library, well equipped Science Laboratories, big play ground for outdoor games, Language Lab and other Infrastructure facilities to enhance competency of the students. The college undergoes constant beautification and renovation for the betterment.

The college has all three streams of Humanities, Commerce, Science. There are 15 Departments altogether in Under graduate and Post graduate courses. The strength of the students is constantly showing upward trend as it had 400 students in the beginning which has now increased to 2954 during 2018-19 academic session.

**The College presently offers Courses in :**

1. Bachelor's degree in Arts
2. Bachelor's degree in Commerce
3. Bachelor's degree in Science (Medical and Non Medical)
4. Master's degree in English
5. Master's degree In Commerce
6. Master's degree in Mathematics

The college is now contemplating on introducing more courses of study keeping in mind the need of the hour. The college commits itself to fulfill true mission of harnessing education for the upliftment of the socially and economically challenged sections of the society.

**PRINCIPAL**

**:**

**Dr. Ashok Kumar Choudhary**

**RULES FOR ADMISSION AND MIGRATION**

1. Admission will be strictly on fulfilment of eligibility conditions.
2. Any gap in academic career of an applicant must be supported by documentary evidence.  
(attach affidavit)
3. Failed or compartment candidates from other colleges will not be admitted.
4. **Application form must be filled properly, complete in all respects and submitted along with the**

**following documents :**

- a) Original character certificate from the institution last attended.
  - b) Attested copy of detailed marks card of the previous examination passed.
  - c) Attested copy of matriculation examination / date of birth certificate.
  - d) Three passport size photographs (1 pasted on Bio Data card, one pasted on the Admission Form, and one to be used for Library Card later).
  - e) A passport size photograph of the parents / guardians to be affixed on PTA membership form. (Guardian means only blood relation but not a student of this college) Only parents can be the members / office bearer of PTA executive.
  - f) Documentary proof be attached for SC / ST / Physically challenged, sports person or cultural activities.
  - g) Himachali girl students taking admission in any class must bring an attested copy of H.P. Bonafide Certificate to avail fee concession (tuition fee only)
  - h) Candidates coming from School Education Boards / Universities other than HP Board of School Education / HPU Shimla must produce migration certificate in original.
5. A student must produce original certificates at the time of admission.
  6. Rules for admission are subject to change as per the HPU notifications from time to time.
  7. Admission of a student is liable to be cancelled if he/she furnishes incomplete / wrong / false information for in case of concealment of facts. Disciplinary action will also be taken against such candidates.
  8. Notwithstanding eligibility for admission, the Principal can refuse admission if the conduct of a student has not been up to the mark during the past years.
  9. Initially, all admissions will be provisional (i.e. Subject to the approval by HP University).
  10. Inter institution migration (including from one college to another as well as from a college to the ICDEOL and Vice-versa) students will be allowed when no objection is obtained from both the relieving and receiving Institution (signed by their respective principals) to ascertain the subject combinations available in the college.
  11. Students seeking exemption from tuition fee for disability must attach an attested copy of 40% disability certificate.
  12. The Principal reserves the right to disallow or cancel any other admission.
  13. Admission will be according to HPU 120 point roster.
  14. From the session 2018-19 B.A./B.Sc./B.Com. annual system has been introduced by the H.P. University.

**ELIGIBILITY FOR ADMISSION IN UG COURSES (BA/B.Sc./B.COM)**

The admission will be on the basis of the marks obtained in 10+2 or equivalent examination. The reservation of seats will be according to the instructions issued by the H.P. University, Shimla. The number of seats in each discipline / subject are limited. The candidate will be considered only if he/she is eligible for admission in that course / faculty. The candidate seeking admission in first semester should choose his/her Discipline Specific Course (DSC-1) very

carefully as he/she will be automatically allotted the SEC's of that discipline for the completion of degree with a specific subject.

**Age Limit :** For the admission in the UG classes the applicant must not be more than 23 years (25 years for girls) of age as on 01-07-2020 and must have not born earlier to 01-07-1997. However in case of over-age candidate the Vice-Chancellor may allow age relaxation up to 6 months in case of scheduled Caste/Scheduled tribe students, relaxation upto 3 years is allowed as per rules.

### **Bechelor of Arts (B.A. Pass Courses)**

10+2 examination or an examination equivalent there to of a Board / University established by law in India with pass in four written subjects (including English) with 33% marks.

OR

Provided that a student seeking admission to B.A. 1st year with Mathematics as one of the subject of study, should have either 45% marks in aggregate or 45% marks in Mathematics at +2 level.

### **Bachelor of Commerce (B.Com. Pass Course)**

- i) 10+2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (including English) with 45% marks. (Provided that for admission to B.Com. Part-I, the minimum eligibility condition for girls students only shall be 33% marks in +2 examination under 10+2 of any recognized Board).
- ii) For admission to B.Com. the candidate must have passed Math / Economics as a compulsory subject at his +2 stage.

### **Bachelor of Science (B.Sc. Pass Course)**

10+2 examination under 10+2 examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (three Science elective subjects & one English) with 45% marks.

### **FOR THE DEGREE**

- a) Regular candidate shall have to undergo the prescribed course of study in a college affiliated to the H.P. University for period not less than 3 academic years (and not more than 5 academic years), passed the examination prescribed and fulfilled such conditions as have been prescribed there for.
- b) There shall be no private or other category of students and shall be eligible for degree either through regular mode or through distance education mode.
- c) For the degree (B.A. / B.Sc. / B.Com.) the student will have to cumulate a minimum of 132 successful credit hours of Course work for a bachelor's degree over a minimum of 3 years and maximum of 5 years from the date of admission. Provided that not more than 3 attempts will be allowed to pass a course.
- d) 5th semester shall be from June / July to October / November and 6th semester shall be from November / December to April / May. There shall not be less than 90 working days with 540 teaching clock hours (each

working day having 6 teaching clock hours) in each semester.

## **CHOICE BASED CREDIT SYSTEM (CBCS)**

The Himachal Pradesh University has adopted the Choice Based Credit System in all the colleges in Himachal Pradesh. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective / minor or skill based courses. The choice based credit system not only offers opportunities and avenues to learn core subjects but also exploring additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS system follows semester system in the institutions of higher education. The students have to pass six semesters in all for the completion of degree.

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

1. **Core Course :** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a core course.
2. **Elective Course :** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline / subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject / domain or nurtures the candidate's proficiency / skill is called an Elective Course.
  - 21 **Discipline Specific Elective (DSE) Course :** Elective courses may be offered by the main discipline / subject of study is referred to as Discipline Specific Elective. The University / Institute may also offer discipline related Elective courses of interdisciplinary nature ( to be offered by main discipline / subject of study)
  - 22 **Generic Elective (GE) Course :** An elective course chosen generally from an unrelated discipline / subject, with an intention to seek exposure is called a Generic Elective.

**P.S. :** A core course offered in a discipline / subject may be treated as an elective by other discipline /subject and vice versa and such electives may also be referred to as Generic Elective.
3. **Ability Enhancement Courses (AEC) :** The Ability Enhancement (AE) Courses may be of two kinds : Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
  - 31 **Ability Enhancement Compulsory Courses (AECC) :** Environmental Science, English Communication / MIL Communication. (These courses are to be completed in first two semesters)
  - 32 **Skill Enhancement Courses (SEC) :** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. (These courses are to be completed in third to sixth semester. A student can choose all the four SEC's from one discipline specific course to complete the degree with a specific subject. This will give him preference in the admission for post-graduation in H.P. University.)

**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS) IN B.S.C. (ANNUAL SYSTEM) :**

<b>Year</b>	<b>Core Courses (12)</b>	<b>Ability Enhancement Compulsory Courses (2)</b>	<b>Skill Enhancement Courses SEC (4)</b>	<b>Discipline Specific Elective Courses (6)</b>	<b>Total Credits</b>
<b>I<sup>st</sup></b>	DSC-1A=6Credits DSC-2A=6Credits DSC-3A=6Credits DSC-1B=6Credits DSC-2B=6Credits DSC-3B=6Credits <b>Credits =36</b>	English=4Credits  EVS=4Credits  <b>Credits = 08</b>	NIL	NIL	<b>44</b>
	DSC-1C=6Credits				
<b>2<sup>nd</sup></b>	DSC-2C=6Credits DSC-3C=6Credits DSC-1D=6Credits DSC-2D=6Credits DSC-3D=6Credits <b>Credits = 36</b>	NIL	SEC- 1=4Credits SEC-2=4Credits  <b>Credits = 08</b>	NIL	<b>44</b>
<b>3<sup>rd</sup></b>	NIL	NIL	SEC- 3=4Credits SEC-4=4Credits	DSE-1A=6Credits DSE-2A=6Credits DSE-3A=6Credits	

	NIL	NIL	Credits = 08	DSE-1B=6Credits DSE-2B=6Credits DSE-3B=6Credits  Credits = 36	44
<b>Total Credits</b>					<b>132</b>

**B.Sc. 1st YEAR (SUBJECT COMBINATION)**

Sr. No.	DSC 1	DSC 2 and DSC 3
1.	Chemistry	Botany, Zoology
2.	Botany	Chemistry, Zoology
3.	Zoology	Chemistry, Botany
4.	Physics	Chemistry, Maths
5.	Maths	Physics, Chemistry
6.	Chemistry	Physics, Maths

**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS) IN B.A. (ANNUAL SYSTEM) :**

Year	Core Courses (12)	Ability Enhancement Compulsory Courses AECC(2)	Skill Enhancement Courses SEC(4)	Discipline Specific Elective Courses DSE(4)	Generic Elective GE(2)	Total Credits
I <sup>st</sup>	DSC-1A=6Credits DSC-2A=6Credits English-1=6Credits DSC-1B=6Credits DSC-2B=6Credits Hindi/SKT-1=6Credits  Credits =36	English=4Credits EVS=4Credits  Credits = 08	NIL	NIL	NIL	44

<b>2<sup>nd</sup></b>	DSC-1C=6Credits DSC-2C=6Credits English-2=6Credits DSC-1D=6Credits DSC-2D=6Credits Hindi/SKT-2=6Credits <b>Credits =36</b>	NIL	SEC- 1=4Credits SEC-2=4Credits     <b>Credits = 08</b>	NIL	NIL	<b>44</b>
<b>3<sup>rd</sup></b>	NIL	NIL	SEC- 3=4Credits SEC-4=4Credits   <b>Credits = 08</b>	DSE-1A=6Credits DSE-2A=6Credits DSE-1B=6Credits DSE-2B=6Credits  <b>Credits = 24</b>	GE-1=6Credits GE-2=6Credits  <b>Credits = 12</b>	<b>44</b>
<b>Total Credits</b>						<b>132</b>

### **BACHELOR OF ARTS (B.A. 1<sup>st</sup> YEAR)**

Sr. No.	DSC - I	DSC - II
1.	English	Pol. Science, Geography, Economics, Sanskrit, History
2.	Hindi	Sociology, Music, Pol. Science, Physical Education, Geography
3.	Sanskrit	English, Math, Economics, Music, History
4.	Pol. Science	Hindi, Sociology, English, Music, Physical Edu.
5.	Economics	English, Sanskrit, Maths, Geography, Sociology
6.	Sociology	Hindi, History, Pol. Science, Economics, Music
7.	Geography	English, History, Economics, Sanskrit, Physical Edu.
8.	History	English, Music, Sanskrit, Sociology, Geography
9.	Maths	Economics, Sanskrit, Geography, English, Music
10.	Music	Hindi, Sanskrit, Pol. Science, Sociology, Economics
11.	Physical Edu.	Hindi, Pol. Science, Geography, Sociology, Sanskrit

*Note : Students can choose any combination in DSC 1 and DSC II as given above. However allotment of subject will depend upon the availability of seats. In such case the subject will be allotted on the basis of merit.*



**SCHEME FOR CHOICE BASED CREDIT SYSTEM (CBCS) IN B.COM. (ANNUAL SYSTEM) :**

<b>Year</b>	<b>Core Courses (12)</b>	<b>Ability Enhancement Compulsory Courses AECC(2)</b>	<b>Skill Enhancement Courses SEC(4)</b>	<b>Discipline Specific Elective Courses DSE(4)</b>	<b>Generic Elective GE (2)</b>	<b>Total Credits</b>
<b>I<sup>st</sup></b>	DSC-1A=6Credits DSC-2A=6Credits English-1=6Credits DSC-1B=6Credits DSC-2B=6Credits Hindi-1=6Credits  <b>Credits =36</b>	English=4Credits EVS=4Credits  <b>Credits = 08</b>	NIL	NIL	NIL	<b>44</b>
<b>2<sup>nd</sup></b>	DSC-1C=6Credits DSC-2C=6Credits English-2=6Credits DSC-1D=6Credits DSC-2D=6Credits Hindi-2=6Credits  <b>Credits =36</b>	NIL	SEC- 1=4Credits SEC-2=4Credits  <b>Credits = 08</b>	NIL	NIL	<b>44</b>
<b>3<sup>rd</sup></b>	NIL	NIL	SEC- 3=4Credits SEC-4=4Credits  <b>Credits = 08</b>	DSE-1A=6Credits DSE-2A=6Credits DSE-1B=6Credits DSE-2B=6Credits  <b>Credits = 24</b>	GE-1=6Credits GE-2=6Credits  <b>Credits = 12</b>	<b>44</b>
<b>Total Credits</b>						<b>132</b>

## **STUDENTS COURSE WISE CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) AND EVALUATION**

All courses (Core, Elective and Ability enhancement ) involve an evaluation system of students that has the following two components : -

- A) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- B) **End-Semester Examination (ESE)/Annual Examination** accounting for the remaining 70% of the final grade that the student gets in a course.

**NOTE** : A student will have to pass both components (i.e. CCA & ESE) separately to become eligible to be declared successful in a course.

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

I) **Classroom Attendance** : Each student will have to attend a minimum of 75% Lectures Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE)/Annual Examination.

- ◆ Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
- ◆ Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
- ◆ Provided further that those getting the exemptions, except for those getting exemptions for co-curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below :

Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to percent attendance) will be awarded CCA marks as follows :

- I)  $\geq 75\%$  and  $< 80\%$  = 1 mark
- II)  $\geq 80\%$  and  $< 85\%$  = 2 marks
- III)  $\geq 85\%$  and  $< 90\%$  = 3 marks
- IV)  $\geq 90\%$  and  $< 95\%$  = 4 marks
- V)  $\geq 95\%$  = 5 marks

II) **Mid-Term Test** : There will be one mid-term test to be conducted approximately when 2/3 of the

syllabus has been covered. This mid-term test will be for 15 marks.

**III) Seminar / Assignment :** The remaining 10 marks of the CCA will be awarded on the basis of the seminar / assignments.

**B) End-Semester Examination (ESE)/Annual Examination :** The remaining 70% of the final grade of the student in a course will be on the basis of an End Semester Examination (ESE)/Annual Examination that will be for three hours duration and will be covering the whole syllabus of the course. For the Odd Semester has ESE will be in the month of October/November and for Even Semester it will be in the month of April/May. Annual Examination of 1st year and 2nd year will be in the month of April/May.

◆ A candidate who does not pass the examination (ESE) in any course(s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s) ESE in the subsequent ESE to be held in the following October/November or April/May as the case may be.

◆ If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (< 50% attendance) shall be deemed to have 'dropped' the course. However such candidates, on his/her written request to be made immediately, can be permitted to redo the missed semester after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and ESE.

## **7. P.G. PROGRAMME:**

The college is running M.A. classes in English, M.Com. and M.Sc. in Mathematics. The admission for these courses will be on the basis of entrance test to be conducted by the H.P. University. The number of seats in M.Com. are 60 whereas in MA English are 40 & M.Sc. Mathematics number of seats are 30. The merit will be decided according to the 120 points roster. Upper age limit is 26 years for the boys and 28 years for the girls (29 years in case of SC/ST boys and girls) as on 01-07-2019.

## **8. GRIEVANCES AND REDRESSAL MECHANISM**

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the College on a prescribed form and should clearly state in writing the reason(s) for the complaint / appeal. The appeal will be placed before the **Grievance Redressal Committee (GRC)**, chaired by College Principal.

### **PROCEDURE OF ADMISSION**

1. The student will first appear before the Admission Committee after filling up the admission and other forms attached with the prospectus.
2. After the forms are processed and signed by the concerned Admission Committee, the student will take admission from etc. to the final Admission Committee Thereafter, the student will be directed to go to the Fee-Counter to deposit his/her dues and other funds where he/she will be issued receipt for fee, PTA fund

and his/her Roll No. Later on, the student's identity card will be issued from the college office on the production of receipt and passport size photograph.

### **FEE / FUNDS / FINES**

1. (a) Every student must pay his/her dues on the dates notified from time to time.  
(b) A student will have to pay dues for six months at the time of admission and for the next six months in the month of October.  
(c) Failure to pay dues on due date will entail a fine of Re. 1/- per day.  
(d) In case of non-payment of dues in advance , the name of the student will be struck off from the college rolls at the end of that month.  
(e) Registration fee will not be charged from student migrating from another college if he/she is already registered with H.P. University. Other dues will have to be paid from the month of joining this institution, provided he/she has paid the dues in the college from which he/she has migrated.
2. The name of a student will be struck off from the rolls of the college if he/she remains absent without leave continuously for seven days in any class/ subject. (theory/ practical)
3. Every student will have to produce no dues certificate from the fee clerk if he/she wants to leave the college.
4. The Principal can expel a student from the college if he/she is found guilty of misconduct.
5. The security deposit will lapse if a student does not apply for refund of security within one year of leaving the college.
6. The fine imposed for absence has to be paid along with dues, while fines imposed otherwise have to be deposited according to the dates decided by the college authorities.
7. In case the name of the student is struck off, the re-admission is permissible within first 15 days with a first re-admission fee of Rs. 100/- on a prescribed Proforma. If a candidate fails to seek re-admission within first 15 days then he/she should seek re-admission upto 30 days, on payment of Rs. 200/- as second re-admission fee with the personal presence of parents/guardian. After 30 days from the date his/her name has been struck off, and there shall be no re-admission at any cost.

## **DETAILS OF FEE / FUNDS STRUCTURE FOR B.A. / B.Com / B.Sc.**

	(₹)		(₹)
Admission Fee	25.00	Amalgamated Fund (Six Months)	150.00
Continuation Fee	10.00	Sports Fund (Per Year)	240.00
Tuition Fees (Six Months)	300.00	Building Fund (Six Months)	60.00
Library Security (Refundable)	100.00	Scouts & Guide (Annual)	60.00
House Examination (Per Semester)	40.00	Music (Per Year)	180.00
Medical Fund	06.00	(Six Months)	90.00
Campus Development	10.00	Geography (Per Year)	180.00
Book Replacement	25.00	(Six Months)	90.00
Furniture Repair	10.00	Computer Practical (Per Year)	180.00
Identity Card	10.00	(Commerce & Maths Students) (Six Months)	90.00
Magazine Fund	50.00	Youth Welfare Fund	15.00
N.C.C.	5.00	University Reg. Fee	35.00
Student Aid Fund	2.00	University Sports Fee	15.00
Cultural Activity Fund	20.00	University Holidays Home Fee	1.00
Computer & Internet Facility	20.00	Duplicate Identity Card	20.00
University Reg. Fee (HPBOSE)	200.00	University Development Fund	
Other Boards	400.00	BPL	100.00
University Exam. Fee (For P.G. Classes only)	1000.00	Other	250.00

### **SCIENCE FUNDS**

	(₹)
Chemistry (Six Months)	120.00
Botany (Six Months)	120.00
Zoology (Six Months)	120.00
Geography (Six Months)	90.00
Physics (Six Months)	120.00

**NOTE:** The fee/fund structure is as approved by the Govt. / University and is subject to changes as per notification issued by Govt. / University from time to time.

8. No tuition fee is charged from the Bonafide Himachali girl students.
9. Students having more than 40% disability are also exempted from tuition fee.
10. Contribution towards PTA fund Rs. 200/- per student (at the time of admission)

### **FINE**

- a) Absence for one period Re. 1/-
- b) Absence from a practical Rs. 3/-
- c) Absence from House Examination Rs. 10/- per paper.
- d) Absence in class test Rs. 2/- per test.
- e) Late deposit of Library Books Re. 1/- per day.

### **RE-ADMISSION FEE**

First Time	Rs. 100/-
Second Time	Rs. 200/-

**Important :** No student will be re-admitted for the third time in a session.

### **SCHOLARSHIPS**

The college offers various scholarships and awards to the students according to Govt. rules. The following scholarships are available :

- 1) Post Matric Scholarship scheme to Scheduled Caste, Scheduled Tribe and OBC students.
- 2) IRDP Scholarship Scheme
- 3) Kalpana Chawala Chhatravriti Yojana
- 4) B.R. Ambedkar economically backward scholarship
- 5) SJVN Scholarship
- 6) Brother/Sister concession as per rules.
- 7) Only clear pass students are eligible for the scholarship.
- 8) Any other scholarship will be notified from time to time.

### **LEAVE RULES**

- 1) A student can proceed on leave with prior permission. For this he/she should fill in the leave forms to be supplied to the student @ Rs. 5/- per booklet at the time of admission.
- 2) Leave during House Examination/Class test will be sanctioned only by the Principal.

- 3) Long leave for sickness must be accompanied by a medical certificate.

### **ANNUAL PRIZE DISTRIBUTION FUNCTION**

The students achieving distinction in the House Exams, University Exams or those excelling in cultural, sports or other co-curricular activities are awarded in the Annual Prize Distribution Functions which will be reganized in the month of April, 2020.

### **NSS**

The College runs NSS program to inculcate the quality of leadership, social service and discipline, among the youth. The students who attend 240 hrs of social service and attend one special camp for 7 days, are given a special benefit of 2% marks at the time of admission to H.P. University Courses.

### **ROVERS AND RANGERS**

The college runs Rovers & Rangers, aims to contribute to the development of the young people in achieving their full physical, intellectual, social and spiritual potentials as individuals.

### **TUTORIAL GROUPS**

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

### **LIBRARY**

The college has spacious library, where students can study newspapers and books etc. in their free time. Library has mote than 5500 books and subscribed to 13 newspapers and 17 magazines both in English and Hindi. Many more books are being added in the coming session.

### **COLLEGE MAGAZINE**

The college publishes its own magazine “Baagwan” to unleash the creative potential of its students. Every section of the magazine is edited by a staff member and assisted by student editor.

### **CAREER GUIDANCE AND PLACEMENT CELL**

The Career Guidance and Placement Cell guides the students for various career and job oriented opportunities. Cell also arranges campus interviews of various multinational companies and organizes special lectures on Personality Development.

### **WOMEN GRIEVANCES & REDRESSAL CELL**

This cell is especially established to take care of women grievances and their redressal.

### **COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA)**

The members of CSCA are elected as per the rules and regulation of H.P. University every year. The CSCA plays a pivotal role in organising various, academic and co-curricular activities. Every year CSCA Cultural Meet is organized.

### **PARENT TEACHER'S ASSOCIATION (PTA)**

There is a Parent Teacher's Association which plans and undertakes developmental works in the college. The PTA is run by the Executive Committee which is empowered to take all the decisions. During the previous session 2018-19, PTA played a significant role in the smooth functioning of the college.

### **IQAC CELL**

The college had established IQAC cell for the Quality Assurance & Improvement in Teaching-Learning process.

### **CONDUCT & DISCIPLINE**

The Principal can impose fine or suspend or even rusticate any student who is found guilty of any misconduct as listed below :

1. (a) Any act of ragging in or around the campus is strictly prohibited and the students found guilty of this act will be strictly dealt with.
- (b) Anybody found guilty of obscene writing on blackboards, wall or furniture.
- (c) Aimlessly loitering in the verandahs, making noise or attempt to disturb classes.
- (d) Smoking or taking drugs/alcohol etc. in the campus.
- (e) Any attempt to damage the furniture or other property in the campus.
- (f) Bringing outsiders to the campus or sitting unnecessarily in the campus.
- (g) Pasting any posters on the walls or notice board without Principal's permission.

*(Any kind of indiscipline in the college campus will not be tolerated.)*

2. Every student must always carry with him/her duly completed Identity Card which is issued to him/her at the time of admission. He/She must produce the Identity Card whenever demanded by any teacher or the Principal.
3. Parents/Guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college