



GOVT DEGREE COLLEGE NAGROTA BAGWAN DIST. KANGRA (H.P)

(A NAAC ACCREDITED 'B' GRADE COLLEGE)



PROSPECTUS 2021-22

नोवल कोरोनावायरस (COVID-19)



कोरोनावायरस से बचाव के उपाय

आपस में कम से कम 1.8 मीटर की दूरी,
सबकी सुरक्षा के लिए जरूरी



अपने हाथों को बार-बार
साबुन और पानी से धोएं।



साबुन और पानी उपलब्ध न हो तो,
कम से कम 70% अल्कोहल-आधारित
हैंड सैनिटाइजर का उपयोग करें



अपनी आंखों, नाक और मुंह को छूने
से पहले हाथों को धो लें



प्रयोग किए गए टिशू को
तुरन्त बंद कूड़ेदान में डालें



छींकते और खांसते समय अपनी नाक
और मुंह को रुमाल/टिशू से ढकें



सामाजिक आयोजनों और
भीड़-भाड़ वाली जगहों से दूर रहें



1 Wash your hands.



2 Fit the mask across the bridge of
your nose and under your chin.



3 Loop the fasteners behind your ears
or tie them behind your head,
depending on your mask's style.



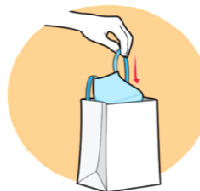
4 Henceforth, consider the mask's
surface contaminated, inside and
out. Don't touch it. Don't adjust it.
(And wash your hands if you do.)



1 Don't touch the front!



2 Untie the tie or remove the loops
and lift the mask off your face by the
ties or loops only.



3 Place the mask in a closed container.
If you will not be using it again, aim for
a sealed trash can. For reusable
masks, a paper bag works when it is
folded closed.



4 Wash your hands.

Basic Guidelines for COVID-19

- Wearing of mask, Thermal Scanning and sanitization of hands is compulsory.
- **Stand in a queue and maintain at least six feet distance.**
- Installation and use of Aarogya Setu App is Compulsory for all.
- Wash your hands frequently with soap.
- Don't spit anywhere in The Campus and Avoid touching railings, doors and windows unnecessarily.
- Masks / Gloves must be properly disposed in dustbins.
- **Don't panic if infected, start your medicines immediately after consulting your doctor.**
- Put yourself under isolation if you find COVID like symptoms such as fever, flu, body ache etc.
- Inform the college if you or a member of your family tests positive for COVID.



Dr. Ashok Kumar Chaudhary

FROM THE PRINCIPAL'S DESK

Higher education is a significant stepping stone towards realizing one's aspirations; it opens the doors of more specialized knowledge and a wider spectrum of careers, and gives the learners the opportunity to choose their mission in life.

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, boxing ring, Language Lab and other Infrastructure facilities to enhance competency of the students. The college undergoes constant beautification and renovation for the betterment. Recently, more than 200 decorative plants were planted besides the entire boundary of the college.

The college has all three streams of Humanities, Commerce and Science. It is a matter of pride that from session 2021-22, the college is going to introduce self-finance professional courses i.e. BBA and BCA. 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 2613 during 2020-21 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**
4. **Bachelor's degree in Business Administration (BBA)**
5. **Bachelor's degree in Computer Application (BCA)**
6. **Master's degree in English**
7. **Master's degree in Commerce**
8. **Master's degree in Mathematics**

The college commits itself to fulfill true mission of harnessing education for the upliftment of the socially and economically challenged sections of the society.

I welcome the students to commence their journey in College with dreams and passion. The college provides pathways to the students that assist in making their dreams a reality. Let us join hands and commit ourselves to scaling new heights. I hope with a clear focus, tenacity and receptivity to growth and learning, our students will excel in creating an empowered nation.

Dr. Ashok Kumar Chaudhary
Principal
Govt. College Nagrota Bagwan
Dist. Kangra (H.P), India

FACULTY

PRINCIPAL: DR. ASHOK KUMAR CHAUDHARY

TEACHING FACULTY

DEPT. OF BOTANY PROF. NIPUNIKA RANA VACANT	DEPT. OF CHEMISTRY PROF. RADHIKA SHARMA DR. KUNDAN SHARMA	DEPT. OF PHYSICS PROF. SANJAY SHARMA DR. MANISH SHARMA
DEPT. OF ZOOLOGY PROF. RAJESH KUMAR	DEPT. OF ECONOMICS PROF. SUNITA SIRMORIA	DEPT. OF MUSIC DR. NEERAJ GANDHI (VOCAL) VACANT
DEPT. OF GEOGRAPHY PROF. NIKESH SHARMA	DEPT. OF HINDI DR. NIDHI SHARMA	DEPT. OF HISTORY PROF. RAJESH KUMAR
DEPT. OF MATHEMATICS DR. BALRAJ SINGH BANDRAL DR. ASHISH RANJAN DR. SANJEEV RANA	DEPT. OF ENGLISH DR. NARESH SHARMA PROF. HARSHA RANA PROF. ABHUDITA GAUTAM DR. SHELLEY PARUL BHADWAL PROF. MONICA BHARDWAJ	DEPT. OF POLITICAL SCIENCE PROF. RACHANA THAKUR
DEPT. OF SANSKRIT PROF. SWARAN LATA SHARMA	DEPT. OF PHY. EDUCATION PROF. RISHI DILWARIA	DEPT. OF COMMERCE DR. MADAN GULERIA DR. MANJEET SINGH DR. POOJA CHAUDHARY
DEPT. OF SOCIOLOGY PROF. RAJESH SHARMA VACANT		LIBRARIAN SH. DEEP RAJ

NON-TEACHING STAFF

OFFICE STAFF

SH. GURUDEV SINGH -(SUPDT-II)
VACANT-(SR.ASSISTANT)
 SH. ARVIND BAINS-(JOA)
 SMT. NIKITA-(CLERK)
 SH. MANMOHAN GOPAL KAISTHA-
 ASST. LIBRARIAN
 MR. SUNNY CHAUDHARY
 (COMPUTER OPERATOR)
 MR. RISHI CHAUDHARY
 (COMPUTER OPERATOR)

LAB STAFF

SH. SARWAN KUMAR (SLA)
 SH. RAMESH KUMAR (SLA)
 SH. BIR SINGH (JLA)
 SH. BALBIR SINGH (LA)
 SH. PREM DASS (LA)
 SH. JOGINDER SINGH (LA)
 SH. JATINDER SINGH (LA)

OFFICE SUPPORT STAFF

SH. DEEP RAJ (PEON/CHOWKIDAR)
 SH. SUNIT KUMAR (PEON/CHOWKIDAR)
 SMT. SUSHAMA DEVI (PEON)
 SMT. ANITA DEVI (PEON)
 SMT. KAMLA (PEON)
 SMT. KANTA DEVI (PEON)

ADMISSION CUM REGISTRATION COMMITTEES

COORDINATORS ADMISSION / REGISTRATION COMMITTEE

PROF. RAJESH KUMAR (SCIENCE)

DR. RAJESH SHARMA (ARTS)

DR. MADAN GULERIA (COMMERCE)

ADMISSION/ REGISTRATION COMMITTEE		
(ARTS STREAM)	(SCIENCE STREAM)	(COMMERCE STREAM)
PROF. HARSHA RANA (CONVENER) PROF. SUNITA SIRMORIA PROF. RAJESH KUMAR DR. NIDHI SHARMA PROF. RACHNA THAKUR PROF. RISHI DILWARIA PROF. MONICA BHARDWAJ	PROF. RADHIKA SHARMA (CONVENER) PROF. SANJAY SHARMA PROF. NIPUNIKA RANA DR. ASHISH RANJAN DR. MANISH SHARMA DR. KUNDAN SHARMA	DR. MANJEET SINGH (CONVENER) DR. POOJA CHAUDHARY DR. SANJEEV KUMAR

Note: All the major subject teachers shall approve the online admission form, collect the required documents and then verify the original documents.

M. Com. 1 st & 3 rd Semester	M.A. English 1 st & 3 rd Semester	M.Sc. Mathematics 1 st & 3 rd Semester
DR. MADAN GULERIA (CONVENER) DR. MANJEET SINGH DR. POOJA CHAUDHARY	DR. NARESH SHARMA (CONVENER) PROF. HARSHA RANA DR. SHELLY PARUL BHADWAL PROF. MONICA BHARDWAJ	DR. BALRAJ SINGH BANDRAL (CONVENER) DR. ASHISH RANJAN DR. SANJEEV KUMAR

RULES FOR ONLINE 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. Registration fee of Rs. 50/- is to be paid to fill the online admission form.
5. **Online application form must be filled properly, complete in all respects and submitted along with the following documents (wherever necessary):**
 - a) Self-attested copy of the character certificate from the institution last attended (Original character certificate to submit with printout of application after online form approval)
 - b) Self-attested copy of detailed marks card of the previous examination passed.
 - c) Self-attested copy of matriculation examination / date of birth certificate.
 - d) Passport size photographs to be uploaded in the online application form
 - e) A passport size photograph of the parents / guardians to be uploaded in PTA membership form in online admission application. (*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) Self-attested copy of H.P. Bonafide Certificate for Himachali girl students only to avail fee concession (tuition fee only)
 - h) Self-attested copy of migration certificate for Candidates coming from School Education Boards / Universities other than HP Board of School Education / HPU Shimla (Original certificate to submit in college after provisional admission)
 - i) A student must produce all original certificates at the time of document verification.
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 admission.
13. Admission will be according to HPU 120 point roster.

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 is limited. The candidate will be considered only if he/she is eligible for admission in that course. The candidate seeking admission in first year 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 01-07-2021 and must have not born earlier to 01-07-1998. 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 thereto of a Board / University established by law in India with 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.
- ii) For admission to B.Com. Part-I, the minimum eligibility condition for girl students only shall be 33% marks in +2 examination under 10+2 of any recognized Board.
- iii) For admission to B.Com., the candidate must have passed Maths / Economics as a compulsory subject at his 10+2 stage.

Bachelor of Science (B.Sc. Pass Course)

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 fulfill 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.

CHOICE BASED CREDIT SYSTEM (CBCS)

The Himachal Pradesh University vide letter no. 2-1/2012 H.P.U (Academics) dt. 4th June 2016, has adopted the Choice Based Credit System in all the colleges of 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.

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.
 - **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)
 - **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).
 - (i) **Ability Enhancement Compulsory Courses (AECC):** Environmental Science, English Communication (These courses are to be completed in first year)
 - (ii) **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 second and third year).

SCHEME FOR CBCS IN B.A. (ANNUAL SYSTEM)

Year	Core Courses	Ability Enhancement Compulsory Course (AECC)(2)	Skill Enhancement Course (SEC)(2)	Discipline Specific Elective (DSE)(4)	Generic Elective GE(2)	Credits
1 st	DSC-1A DSC-1B DSC-2A DSC-2B ENG-1 HINDI-1/SKT-1	ENGLISH ENVIRONMENT	-	-	-	6x6=36 2x4=08 Total=44
2 nd	DSC-1C DSC-1D DSC-2C DSC-2D ENG-2 HINDI/ SKT-2	-	SEC-1 SEC-2	-	-	6X6=36 2X4=08 Total=44
3 rd	-	-	SEC-3 SEC-4	DSE-1A DSE-1B DSE-2A DSE-2B	GE-1 GE-2	6x6=36 2x4=8 Total=44
Total Credits						132

Note: Students opting for either of two languages as DSC (Hindi, English) will compulsorily study Sanskrit as AECC

BACHELOR OF ARTS (B.A. 1st YEAR) (SUBJECT COMBINATIONS)

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

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 CBCS IN B.COM. (ANNUAL SYSTEM)

Basic Structure: Distribution of Courses

1.	Ability Enhancement Compulsory Courses (AECC)	2 papers of 4 credits Hrs. each	Total credit hours (8)
2.	Skill Enhancement Elective course (SEC)	4 papers of 4 credits Hrs. each	Total credit hours (16)
3.	Core courses	12 papers of 6 credits Hrs. each (5 lectures and 1 tutorial)	Total credit hours (72)
4.	Discipline Specific Elective (DSE)	4 papers of 6 credits Hrs. each (5 lectures and 1 tutorial)	Total credit hours (24)
5.	Generic Elective (GE)	2 papers of 6 credits Hrs. each (5 lectures and 1 tutorial)	Total credit hours (12)
Total Credits			132

NOTE:

- ✓ For practical lab based papers:
 - (a) Core course papers , there shall be 2 classes for theory and 1 practical paper per week per 20 students in the practical lab and one period for tutorial (per group)
 - (b) DSE papers, there shall be 2 classes for theory, 2 practical periods per week per group of 20 students in the practical lab
 - (c) SEC papers, there shall be 2 classes for theory, one/two practical periods per week per group in the practical lab
 - (d) For other core and elective courses, there shall be 3 theory classes. There will be one period for tutorial per group.
- ✓ Environment Science is compulsory for all students of BA, B.Sc and B. Com. First Year.

SCHEME FOR CBCS IN B.Sc. (ANNUAL SYSTEM)

Year	Core Courses	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC)(2)	Discipline Specific Elective (DSE)(4)	Generic Elective GE(2)	Credits
1 st	DSC-1A DSC-2A DSC-3A DSC-1B DSC-2B DSC-3B	ENVIRONMENT ENGLISH	-	-	-	6x6=36 2x4=08 Total =44
2 nd	DSC-1C DSC-2C DSC-3C DSC-1D DSC-2D DSC-3D	-	SEC-1 SEC-2	-	-	6x6=36 2x4=08 Total =44
3 rd	-	-	SEC-3 SEC-4	DSE-1A DSE-2A DSE-3A DSE-1B DSE-2B DSE-3B		6x6=36 2x4=8 Total=44
Total Credits						132

B.Sc. 1st YEAR (SUBJECT COMBINATIONS)

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

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) **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& AE) 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 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 $< 80\%$ = 3 marks
- II) $\geq 80\%$ and $< 90\%$ = 4 marks
- III) $\geq 90\%$ = 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.

Annual Examination: The remaining 70% of the final grade of the student in a course will be on the basis of an End Annual Examination that will be of three hours duration and will be

covering the whole syllabus of the course. Annual Examination of all the streams will be in the month of ~~March~~ April.

- ◆ A candidate who does not pass the examination in any course(s) (or due to some reason is not able to appear in the annual examination, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s) in the supplementary examination to be held in the following October/November or ~~March~~ / April/May as the case may be.
- ◆ If a student is not permitted to appear in the annual examination 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 courses after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and annual examination.

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 01-07-2021.

PROCEDURE OF ADMISSION

1. The student will first appear before the Admission Committee after provisional admission through online mode with the original documents and fee receipt.
2. After the forms are processed and signed by the concerned Admission Committee, the student's identity card will be issued from the college office on the production of fee 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 on yearly basis at the time of admission
- (c) Failure to pay dues by due date will entail a fine of Rs.10/- per day.
- (d) In case of non-payment of dues, the name of the student will be struck off from the college rolls at the end of that month.
- d) 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 FOR B.A. / B.Com / B.Sc. (ANNUAL CHARGES)

CLASS	BOYS	GIRLS
BA 1ST YEAR	2369 (Practical fee extra)	1769 Practical fee extra)
BA 2ND & 3RD YEAR	2029 (Practical fee extra)	1429 (Practical fee extra)
BSC 1ST YEAR (N.MED)	2849	2249
BSC 1ST YEAR (MED.)	3089	2489
BSC 2ND & 3RD YEAR (N.MED)	2509	1909
BSC 2ND & 3RD YEAR (MED)	2749	2149
BCOM 1ST YEAR	2549	1949
BCOM 2ND & 3RD YEAR	2209	1609

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

FINE

- a) Absence for one period Rs. 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 Rs. 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.

SELF FINANCING COURSES

Other than routine traditional faculties of Science, Humanities and Commerce, the college has thrown open other important courses i.e. **BBA** and **BCA** from this session to cater to the needs of technologically fast growing society. These self-financing courses are under control of the college level Nagrota Educational Society for Professional Advancement (NESPA).

SCHOLARSHIP

A number of scholarships are available for the eligible and deserving students. Information regarding dates, eligibility conditions and procedure for applying for these scholarships will be notified on the college notice board from time to time. The students may apply online for these scholarships. The application should be duly attested / verified by the competent authority and should be accompanied by the relevant Certificates of **Educational Qualification/ Income/ Category/ Domicile/ College Fee Receipt/ Aadhaar No. and Bank Account No., etc.**

State Sponsored Scholarship Schemes

- ⇒ IRDP Scholarship Scheme
- ⇒ HP University Scholarship
- ⇒ Kalpana Chawla Chhatravriti Yojana

Central Government Sponsored Scholarship Schemes

- ⇒ Post Matriculation Scholarships for SC/ST students
- ⇒ Post-Matric Scholarship Scheme to OBC students
- ⇒ Maharishi Balmiki Chattravriti Yojana
- ⇒ Post-Merit Scholarship Scheme for Students belonging to Minority Community
- ⇒ Post-Matric Scholarship for Students with Disabilities
- ⇒ Maulana Azad Scholarship for Girl Students
- ⇒ INBA Scholarship for NCC Students
- ⇒ INSPIRE Scholarship-for Science students

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.

NATIONAL SERVICE SCHEME (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.

COLLEGE LIBRARY

The college has spacious library, where students can study newspapers and books etc. in their free time. A student must bring his/her library card to get the books issued in his/her name. Only two books are issued to a student at a time for a period of 14 days. ***Reference Books/Dictionaries/Newspapers/ Periodicals will not be issued.*** If the issued books are not returned by due date, fine at the rate of Rs.1 per book per day will be charged. In case of loss or damage of an issued book, it will either be replaced or its payment of the present cost will be accepted only with the permission of Principal.

I-CARD-CUM-LIBRARY CARD

I-Card cum Library Card is an important document, a student must carry every day. In case of loss of Card, an application to the Principal along with ***payment of Rs50/-duplicate library-Card*** will be issued. Library Card should be collected from the Librarian as per schedule notified by the librarian.

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 programme.

WOMEN GRIEVANCES & REDRESSAL CELL

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

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 2020-21, 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. The IQAC through its proactive initiatives identifies the key strategic areas of focus through the development and monitoring the parameters for excellence in quality. The IQAC aims to engage student representatives in its constitution to facilitate direct inclusion of the student community in the broad policy framework of the college.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Education is a very broad term and goes beyond training of one's mind for acquiring textual knowledge. It is associated with other activities in order to bring about multi-dimensional development of the overall personality of a man. The college provides such opportunities to our students through many co-curricular and other activities that help them to develop a sound body and mind. Our college has many societies like Science Society, Social Science Society, Red Ribbon Club and Eco Club etc. Students are encouraged to join these societies as per their interest. Students can approach the in- charges of these societies for enrolment and participation in various activities conducted by them.

CONDUCT & DISCIPLINE

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

- (a) Anybody found guilty of obscene writing on blackboards, wall or furniture.
- (b) Aimlessly loitering in the verandahs, making noise or attempt to disturb classes.
- (c) Smoking or taking drugs/alcohol etc. in the campus.
- (d) Any attempt to damage the furniture or other property in the campus.
- (e) Bringing outsiders to the campus or sitting unnecessarily in the campus.
- (f) 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.)

- (g) 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.
- (h) Parents/Guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college

RAGGING IS A CRIMINAL OFFENCE

Ragging is a punishable offence. Ragging of all kind is strictly banned in the college campus. Anybody caught indulging in this evil exercise shall face penalty under the law. Act remotely suggestive of ragging should be reported to the college authorities/to the member of anti-ragging committee. A student who commits the offence of ragging shall be punishable with imprisonment for a term, which may extend to three years or shall also be liable to a fine, which may extend to Rs. 50,000 or both.

रैगिंग एक दण्डनीय अपराध है! कालेज परिसर में सभी प्रकार की रैगिंग पर सख्ती से प्रतिबन्ध लगा दिया गया है ! किसी को भी इस बुराई में पकड़े जाने पर कानून के तहत दंड दिया जायेगा ! रैगिंग से सम्बन्धित सुझाव या शिकायत कालेज अधिकारियों / एंटी रैगिंग समिति के सदस्यों को दे सकते हैं ! जो छात्र रैगिंग का अपराध करता है उसे एक अवधि के कारावास के साथ दंडित किया जा सकता है ! यह कारावास एक वर्ष का भी हो सकता है तथा साथ ही रुपये 50,000 तक जुर्माना भी हो सकता है !

रैगिंग

रैगिंग मे किसी भी व्यक्ति द्वारा शब्दों या आचारण द्वारा उत्पन्न किसी भी प्रकार की शारीरिक या मानसिक यातना शामिल है जो व्यक्ति के दिमाग में आशंका पैदा करता है कि वह मानसिक तनाव से मुक्त होकर अध्ययन नहीं कर सकता ! इस प्रकार की दी गई परेशानी या यातना मे कोई भी व्यक्ति जो इस तरह की कार्यवाही में सहायता करता है, वह भी इस तरह की रैगिंग का दोषी होगा ! शून्य सहनशीलता व शैक्षणिक संस्थानों से पूर्ण उन्मूलन के लिये भारत के माननीय सर्वोच्च न्यायालय द्वारा 4 मई 2001, 16 मई 2007 व 11 फरवरी 2009 को दिये गये निर्देश में शैक्षणिक संस्थानों में रैगिंग पूर्ण रूप से प्रतिबन्धित है !

रैगिंग के लिये दंड में शामिल है:-

- कैद, जुर्माना या दोनों !
- संस्थान से निष्काशित या जनता के सामने माफी के साथ जुर्माना !
- छात्रवृत्ति व अन्य लाभों को रोकना !
- विभिन्न कार्यक्रमों में प्रतिनिधित्व से वंचित करना तथा परिक्षा परिणामों को रोकना !
- छात्रावास से निष्काशन व निलम्बन!

We Have Zero Tolerance to

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