

उत्कृष्ट महाविद्यालय धर्मशाला

# Handbook of Information for POST GRADUATE COURSES 2023-24



**GOVERNMENT POST GRADUATE COLLEGE  
DHARAMSHALA**

Himachal Pradesh-176215

NAAC ACCREDITED GRADE 'B++'

Established : 1926

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
is pleased to declare*

*Government College, Dharamshala  
Dharamshala, Dist. Kangra, affiliated to Himachal Pradesh University and  
Himachal Pradesh Technical University, Himachal Pradesh as  
Accredited*

*with CGPA of 2.77 on four point scale  
at B<sup>++</sup> grade  
valid up to December 26, 2027*

*Date : December 27, 2022*



*S. L. Dhanu*  
Director

EC(SC)/137/3<sup>rd</sup> Cycle/HPCOGN10275

## *Message from the Principal*



*“While educating the minds of our youth, we must not forget to educate their heart.”  
- Dalai Lama*

Success comes to those who work hard and stays with those who don't rest on past laurels. Government College Dharamshala started its journey in the year 1926 with the aim of providing education to students and empowering them so that they can be financially independent, socially conscious, morally upright and emotionally balanced. The College is an amalgamation of competent teachers, state of the art infrastructure and an experienced and efficient management, safe and supportive environment for its students to provide a perfect balance of academics, sports, artistic and social opportunities.

Genuine concern of our institution is to ensure students emotional growth along with intellectual excellence. This empowers them to develop their self-esteem, self-awareness and self-confidence. Our student population is multi-cultural and multi linguistic, hence we teach students, the importance of tolerance and respect for each other's language and culture. Discipline, values and integrity are the foundation of this Institution. Our vision is to produce conscientious, confident citizens of India who will go out into the world and make us proud.

I can foresee that everyone who has entered this temple of learning with its motto "**Asto Ma Satgamyo**" will certainly go out as responsible citizen with human values and this will help us to achieve our vision, educate and train the students to be efficient and socially responsible individuals and to empower them to fulfill their academic and professional pursuits.

Come on, let's give our best and make this Institution a modern temple of learning through our diligence, devotion and dedication.

**With Best Wishes !!!**

**Dr. Sanjivan Katoch**  
**Principal**

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# GOVERNMENT COLLEGE, DHARAMSHALA

## AN INTRODUCTION

Government Degree College Dharamshala, nestled at the foothills of lofty Dhauladhars and mountains capped with snow, is one of the oldest institutions of the state and enjoys a magnificent history of achievements.

The foundation stone of the college was laid way back in 1912; in the year 1926, elevated to the level of an intermediate college; upgraded to the level of graduation in 1947 and was the first college of the state to introduce Post Graduation in different streams in 1977. The journey of success still continues, as it was accredited 'B' grade in 2003(1<sup>st</sup> cycle), 'A' grade in 2015 (2<sup>nd</sup> cycle) and B<sup>++</sup> in 2022 (3<sup>rd</sup> cycle) by NAAC (National Assessment and Accreditation Council Bengaluru). The evolution and growth of the college has been phenomenal. Apart from the regular streams of Arts, Science and Commerce, the college also offers self-financing courses like BBA, BCA, PGDCA, B.Sc.-Biotech, B.Voc. (RM and H & T) under HPU. Other self finance courses like MBA, MCA and B.Tech (CSE) under HPTU. The college also offers MA in English, M.Sc. in Chemistry, M.Sc. in Geography and M.Com.

The vision and mission of this educational institution has been to impart knowledge, build careers, develop skills and focus on holistic growth and development of each and every student so that they are competent enough to face the challenges of a bigger world.

The college has IGNOU study centre. As Library is an integral part of any educational institution and the library of the college is fully computerized, spacious and largest in the state with a total number of 70518 books on its shelves. The college library has been "N-Listed" under INFLIBNET whereby students can have on line access to books and journals. The college library subscribes 25 magazines, 10 journals and 10 different newspapers in Hindi and English language.

The Career Guidance Cell of the college remains active throughout the session and arranges various counseling lectures for students to make them aware of the vistas open to them in this modern competitive world. The college has three modern Computer Labs with more than 100 computers and students have the privilege to avail internet facility with broad-band connection. A new computer lab has been established in the Arts block with sixty computers. The campus is being made Wi-Fi for which work is in progress. The college has constituted various clubs and societies like Drama Club, Eco Club, Mountaineering and Trekking Club, Yoga and Fitness Club, Disaster Management Club, B-Speak Club, Planning Forum, Cultural Society, Literary Society, Commerce Society, Science Society etc. which provide platform to the students who have the ability and talent for doing something exceptional, extra-ordinary and adventurous. The college has not only excelled in academic activities but has also distinguished itself in sports and cultural activities as well. The sports persons of the college have brought laurels not only at state or national level but also at international level.

The College has separate NCC unit for boys and girls and two units of National Service Scheme (NSS) and one unit of Rovers and Rangers. In order to spread AIDS awareness, the college is running Red-Ribbon Club. The college has three hostels, one for boys and two for girls and these hostels provide accommodation to 50 boys and 100 girls. The Parent-Teacher Association is an integral part of the college and it always comes forward to assist the college administration to take up various developmental activities in the college. Old Student's Association is playing a pivotal role in the growth of the college. Under the UGC scheme, the college offers free of cost Remedial Coaching Classes for the students belonging to SC/ST/OBC and Weaker Section of the society and also for competitive exams like AIEEE, PMT, NDA, CDS, IAS Banking, NET or SLET etc. and the initiative has attracted large number of aspirants from different parts of the state.

## STAFF

The college has a total number of 75 sanctioned posts in the teaching faculty and out of these 63 posts are filled on regular basis, 02 on contract remaining 12 posts are lying vacant in various subjects. In the non-teaching staff, the college has 43 sanctioned posts and out of which 27 are filled and 16 are lying vacant in various categories.

## FACULTY POSITIONS

Dr. Sanjivan Katoch, Principal

### DEPT. OF ENGLISH

1.	Dr. Naresh Sharma	(Associate Professor)	94180-45833
2.	Prof. Harsha Rana	(Associate Professor)	94184-73265
3.	Dr. (Lt.) Monika Sharma	(Assistant Professor)	94184-55255
4.	Prof. Puja Sandal	(Assistant Professor)	94180-49015
4.	Prof. S.S. Randhawa	(Assistant Professor)	94592-20643
6.	Dr. Arti Chandel	(Assistant Professor)	70182-65551
7.	Dr. Madhvi Prashar	(Assistant Professor)	94188-25688

### DEPT. OF GEOGRAPHY

1.	Dr. Vinod Sharma	(Associate Professor)	82195-94370
2.	Dr. Sanjay Pathania	(Associate Professor)	94180-16111
3.	Prof. Ashok Kumar	(Assistant Professor)	94182-75860

### DEPT. OF CHEMISTRY

1.	Dr. Janesh Joshi	(Associate Professor)	94181-15616
2.	Prof. Rajnish Dewan	(Associate Professor)	94183-12900
3.	Dr. Ritu Bala	(Assistant Professor)	94594-56050
4.	Dr. Poonam Dhiman	(Assistant Professor)	98057-60003
5.	Prof. Bhubneshwari	(Assistant Professor)	70188-80452
6.	Prof. Sumita kumari	(Assistant Professor)	60068-32759
7.	VACANT		
8.	VACANT		

## **DEPT. OF COMMERCE**

1. Dr. Ajay Choudhary	(Associate Professor)	94180-73367
2. Dr. Parvesh Gill	(Assistant Professor)	98163-86075
3. Prof. Sneh Lata	(Assistant Professor)	78760-19906
4. Dr. Sonika	(Assistant Professor)	94181-52918
5. Prof. Harsh Deepika Datta	(Assistant Professor)	98050-38408
6. Dr. Anjana	(Assistant Professor)	94180-33625

## **LIBRARIAN**

1. Smt. Anjana Dharwal

## **ASSISTANT LIBRARIAN**

1. Sh. Munish Kumar (on deputation)
2. VACANT

## **OFFICE STAFF**

- |  |                                       |
|--|---------------------------------------|
| 1. Sh. Narain Singh (Superintendent Grade-I) | 2. Sh. Sanjiv Katoch (Superintendent) |
| 3. Sh. Satbir Guleria (Clerk)                | 4. Sh. Chander Shekhar JOA (IT)       |
| 5. Sh. Kamaljeet Singh JOA(IT)               | 6. Sh. Nitin Kumar JOA (IT)           |
| 7. Sh. Rohit Kumar JOA (IT)                  | 8. Sh. Pradeep Kumar (Clerk)          |

## **ADMINISTRATIVE ASSIGNMENTS 2023-24**

### **1. COLLEGE ADVISORY COUNCIL**

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. Dr. Meenakshi Dutta (Convener) | 6. Prof. Rajnish Dewan |
| 2. Dr. S.K.Soni                   | 7. Dr. Ajay Chaudhary  |
| 3. Dr. Vinod Sharma               | 8. Dr. Naresh Sharma   |
| 4. Dr. Sanjay Pathania            | 9. Dr. Naresh Mankotia |
| 5. Dr. Janesh Joshi               | 10. Dr VS Vats         |

### **2. INTERNAL QUALITY ASSURANCE CELL (IQAC) Cum NAAC**

- |                                   |   |
|-----------------------------------|---|
| 1. Prof. Rajnish Dewan (Convener) | 9. Dr. Ajay Lakhanpal (Retd. Principal) |
| 2. Dr. V.S. Vats                  | 10. Sh. Sanjeev Katoch (Supdt.)         |
| 3. Prof. Harsha Rana              |   |
| 4. Dr. Bharat Bhushan Barogi      |   |
| 5. Dr. Ashish Ranjan              |   |
| 6. Prof. Radhey Shyam             |   |
| 7. Dr. Madhvi Prashar             |   |
| 8. Dr. Roshan Lal (CUHP)          |   |

### **3. GRIEVANCES REDRESSAL AND WOMEN CELL**

1. Dr. Meenakshi Dutta (Convener)
2. Dr. Monika Sharma
3. Dr. Poonam Dhiman
4. Dr. Anjana Rani
5. Dr. Monika Makkar
6. Prof. Puja Dewan
7. Dr. Arti Chandel
8. Dr. Sonika
9. Dr. Sarita
10. Dr. Madhvi Prashar

## **CO-CURRICULAR ASSIGNMENTS**

### **EDITORS COLLEGE MAGAZINE**

- |    |                  |                    |
|----|------------------|--------------------|
| 1. | Chief Editor     | Dr. Naresh Sharma  |
| 2. | English Section  | Dr. Monika Sharma  |
| 3. | Hindi Section    | Dr. Gourav Mahajan |
| 4. | Sanskrit Section | Dr. Kailash Chand  |
| 5. | Pahari Section   | Prof. Puja Dewan   |
| 6. | Gadiali Section  | Prof. Govind Singh |
| 7. | Science Section  | Dr. Ritu Bala      |
| 8. | Planning Section | Dr. Sonika         |



## **SOCIETIES AND CLUBS**

### **1. SCIENCE SOCIETY**

1. Dr. Sanjay Sharma
2. Dr. Ritu Bala
3. Dr. Poonam Dhiman
4. Dr. Sarita

### **2. COMMERCE SOCIETY**

1. Dr. Parvesh Gill
2. Dr. Sonika
3. Dr. Anjana Rani

### **3. GEOGRAPHY SOCIETY**

1. Dr. Vinod Sharma
2. Prof. Ashok Kumar

### **4. DISCIPLINE COMMITTEE**

1. Dr. Janesh Joshi (Convener)
2. Dr. Balraj Singh Bandral
3. Dr. Naresh Mankotia
4. Dr. Ranjit Thakur
5. Prof. S.S. Randhawa
6. Dr. Ajay Kumar
7. Dr. Monika Makkar
8. Prof. Nishesh Kumar
9. Dr. Pallavi Sharma

### **5. TAGORE LITERARY COMMITTEE**

1. Prof. Puja Sandal (Convener)
2. Dr. Arti Chandel
3. Dr. Gourav Mahajan
4. Prof. Kailash Chand
5. Dr. Madhvi Prashar

### **6. ANTI RAGGING COMMITTEE**

- |     |                         |               |
|-----|-------------------------|---------------|
| 1.  | Dr. SK Soni             | (9418459801)  |
| 2.  | Prof. Rajnish Dewan     | (9418312900)  |
| 3.  | Dr. Ajay Choudhary      | (94180-73367) |
| 4.  | Dr. Naresh Sharma       | (94180-45833) |
| 5.  | Dr. V.S. Vats           | (94180-85705) |
| 6.  | Dr. Anjana Kharwal      | (9418187511)  |
| 7.  | Dr. Monika Sharma       | (94184-55255) |
| 8.  | Dr. Ranjit Singh Thakur | (9418017600)  |
| 9.  | Dr. S.S. Randhawa       | (94592-20643) |
| 10. | Dr. Ajay Kumar          | (82195-36750) |
| 11. | Dr. Monika Makkar       | (9418188276)  |
| 12. | Prof. Nishesh Kumar     | (82199-93957) |

### **7. GRIEVANCES REDRESSAL CELL (EMPLOYEES)**

1. Dr. Sanjivan Katoch (Chairman)
2. Dr. Meenakshi Dutta (Member)
3. Prof. Rajnish Dewan (Member)
4. Dr. Naresh Sharma (Member)
5. Dr. Naresh Mankotia (Member)
6. Dr. Sneha Lata (Member)
7. Mrs. Promila Devi LA (Member)
8. Sh. Sanjeev Katoch (Office Supdt.)
9. Sh. Kishan Chand, SLA (Rep. of Lab Staff)
10. Smt. Suman (Rep. of Class-IV)

## PRESIDENT FOR VARIOUS SPORTS ACTIVITIES

S. No.	Games/Sports	Men	Women
1.	X-Country	Dr. Amit Katoch	Prof. Sadhana Awasthi
2.	Football	Prof. Radhey Shyam	Dr. Monika Sharma
3.	Kho-Kho	Dr. Naresh Mankotia	Dr. Monika Makkar
4.	Taekwondo	Prof. Sanjay Kumar	Ms. Neeraj Kaushal
5.	Basketball	Prof. Nishesh Kumar	Dr. Ritu Bala
6.	Shooting	Prof. Kailash Chand	Dr. Sarita
7.	Wrestling	Dr. Gourav Mahajan	Dr. Sneha Lata
8.	Volleyball	Prof. S.S. Randhawa	Dr. Deepika Thakur
9.	Judo	Dr. Dhyan Singh	Dr. Laxmi Devi Barsain
10.	Hockey	Dr. Sanjeev Kumar	Dr. Poonam Dhiman
11.	Weight Lifting	Dr. Ashish Ranjan	Dr. Anjana Rani
12.	Kabaddi	Prof. Balak Ram	Prof. Shefali Chander
13.	Boxing	Prof. Govind Singh	Prof. Sharmila Sharma
14.	Table Tennis	Dr. Bharat Bhushan	Prof. Jyoti Bala
15.	Badminton	Dr. Mithun Kumar Dutta	Prof. Sonam
16.	Wushu	Prof. Rajesh Kumar Sharma	Dr. Pooja Rajput
17.	Handball	Dr. Naresh Mankotia	Dr. Madhvi Prashar
18.	Athletics	Dr. Naresh Mankotia	Dr. Arti Chandel

19.	Chess	Dr. Naresh Mankotia	Prof. Harsh Deepika Datta
20.	Yachting	Dr. Naresh Mankotia	Dr. Pallavi Sharma
21.	Canoeing & Kayaking	Dr. Naresh Mankotia	Mrs. Puja Dewan
22.	Cricket	Dr. Ajay Kumar	Dr. Sonika

## RULES OF ADMISSION

1. Admission will be strictly on fulfillment of eligibility conditions.
2. Any gap in the 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) Self attested copy of Original Character Certificate from the last attended institution. In case of gap, Affidavit from Tehsildar for gap year must be produced and character certificate should be issued either by village Pradhan or Gazetted Officer. The validity of Character Certificate is six months only.
  - (b) Self attested copy of detailed marks card of the previous examination last attended.
  - (c) Self attested copy of Matriculation Examination/date of birth certificate.
  - (d) Two Passport size photographs (one pasted on Bio data card, one pasted on the admission form.
  - (e) Documentary proof be attached for SC/ST/Physically Challenged, Sports person or cultural Activities.
  - (f) Himachali Girl students seeking admission in any class must attach an attested copy of **H.P. Bonafide certificate to avail themselves of fee-concession. (Tuition Fee only)**
5. A student must produce original certificates at the time of admission.
6. Students seeking exemption from tuition fee for disability must attach an attested copy of 40% disability certificate.
7. Admission of a student is liable to be cancelled if he/she furnishes incomplete/wrong/false information or 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 upto the mark during past years.
9. The Principal reserves the right to disallow or cancel any admission.
10. Rules for admission are subject to change as per the concerned university notifications from time to time.
11. Initially, all admissions will be provisional (i.e. subject to the approval of concerned university).



## **RULES OF MIGRATION**

1. A student can migrate from one college to another in accordance with the rules laid down by the Concerned University. However, students migrating from other colleges must obtain the approval of the concerned Admission Committee.
2. Students who migrate either from this college to any other or vice-versa must ensure that college name is changed on university online Rolls.
3. Inter-Institutional migration (i.e. from one college to another as well as from a college to ICDEOL and vice-versa) of students will be allowed when no-objection is obtained from both the relieving and receiving institutions, duly signed by both the Principals/Director to ascertain that the major/minor subjects being studied by the students are available in the receiving institution. The credits and grades earned will be carried over.

## **ELIGIBILITY FOR ADMISSION**

### **Master of Arts/Science (M.A./M. Sc.)**

Bachelor's degree of a University established by law in India (with the subject of study for M.Sc. as one of the subjects) in 2nd Division or with at least 45% marks (40% in case of SC/ST candidates) or Honours in the subject concerned.

- a)
  - i) Provided that the candidates who have passed the qualifying examination with science stream shall be given admission to M.Sc. Programme.
  - ii) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given admission to M.Com. Programme.
- b) An applicant must not be more than 26 years for boys (28 years for girls) of age as on 01-07-2023 and must not have been born earlier to 01.07.1997 (for boys) and 01.07.1995 (for girls). However in age of overage candidates, the Vice-Chancellor may allow age relaxation upto six months. In case of Scheduled Caste / Scheduled Tribe, student's relaxation upto three years is allowed as per rules.
- c) An applicant failing in all subjects or having a compartment in Graduation will not be admitted.
- d) The admissions will be on the basis of merit, as the seats are limited in all faculties.

## SUBJECT COMBINATION

Combination	Post Graduation
601	M.A. English
801	M.Com.
1001	M.A. Geography
1201	M.Sc. Chemistry

**IMPORTANT NOTE:** Any changes in the rules and regulations framed by Govt. / University will be notified separately and it is mandatory for the college and its students to abide by the rules and regulations then framed.

## PROCEDURE OF ADMISSION

1. Students are advised to fill all the columns mentioned in the form properly and submit the forms to the concerned department.
2. Students are informed that the admission will be on the basis of entrance exam conducted by HPU/SPU or on the basis of undergraduate marks obtained.
3. The student will appear before the admission committee of the concerned department along with original certificates at the time of counselling.
4. The admission will be purely on merit basis (Entrance /marks obtained in undergraduate course) and forms will be kept by the committee for preparing final list.
5. The merit list will be displayed on the website [www.gcdharamshala.in](http://www.gcdharamshala.in) and student will have to deposit the requisite fee and funds on the stipulated date, failing which their seat will be allotted to the next candidate in the merit list.
6. The student have to pay the respective fee in which he / she seeking admission through online portal available on the website ([www.gcdharamshala.in](http://www.gcdharamshala.in)).

**NOTE:** Students are advised to fill the core subjects with precautions, as the core subjects once allotted cannot be changed.

- (i) Admission to Ist Year is restricted to the availability of seats in the concerned core subject i.e. the admission will be strictly on merit and roster as per the rules and regulations framed by Concerned University.
- (ii) Criterion for admission will be on the basis of entrance exam conducted by HPU or on the basis of undergraduate marks obtained. However if the last two/more students have same marks in graduation, then student having more marks in 10+2 will be given preference and if same marks in 10th then date of birth will be criteria.
- (iii) For “Sports/Cultural Quota” admissions, the applicant should be at least State Level Medalist & above.”
- (iv) ***The name of a student will be struck off from the rolls of the college if he/she remains absent without leave continuously for five days in any class/subject (Theory/Practical).***

In case the name of a candidate is struck off, the re-admission is permissible within 1st seven days with first re-admission fee of Rs. 100/- on a prescribed proforma. If the candidate fails to seek re-admission within first seven days then he/she should seek re-admission up to 12 days, on payment of Rs. 200 as second readmission fee on the personal presence of parent/guardian. After 12 days from the date of his/her name is struck off, there shall be no re-admission in any case.

**(A) M.A. ENGLISH, M.Sc. CHEMISTRY, M.A. GEOGRAPHY & M.COM.**

The admission to 40 seats in M.A. English, 40 Seats in M.Com., 25 Seats in M.Sc. Chemistry and 20 Seats in M.Sc. Geography will be on the basis of entrance test conducted by HP University. Interested students have to apply separately after the declaration of the result to the respective college.

### **FEES/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 1st installment at the time of admission and 2nd installment in November.  
(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 a student migrating from another college if he/she is already registered with HP University. Other dues will be charged accordingly as per rules
2. Every student will have to procure No Dues Certificate from the Library, Hostel, NCC, NSS, Sports, College Canteen, Fee Clerk etc. if he/she wants to leave the college.
3. The Principal can expel a student from the College / Hostel if he / she is found guilty of misconduct / indiscipline / ragging.
4. The security deposit will lapse if a student does not apply for refund of security within one year of leaving the college.
5. The fine for absence has to be paid along with dues, while fine imposed otherwise has to be deposited by the date announced in the college office / fee counter.
6. Contribution towards PTA funds Rs. 400/- per student (to be paid at the time of admission).
7. No tuition fee is charged from the Bonafide Himachali girls students, subject to production of H.P. Bonafide Certificate at the time of admission.
8. Students having more than 40% disability are exempted from tuition fee.



## DETAILS OF FEE STRUCTURE (M.A. /M.Com. /M.Sc.)

General Fee	M.A./ M.Com./ M.Sc. I, II Year
<b>Annual Fund</b>	
Admission Fee (Late Admission Fee Rs.10 day)	25
Tuition Fee	300
Univ. Regd. Fee (a) for HP Board Stds. (b) Other Boards	200 400
College Development Fund	10
Univ. Sports Fee	15
Youth Welfare Fund	15
Univ. Holiday Home Fund	01
Building Fund	60
Sports Fund	120
Identity Card	10
NCC	05
Health Fund	06
House Examination	40
Student Aid Fund	10
College Magazine	50
Library Security (Refundable)	100
Amalgamated Fund	150
Campus Development Fund	10
Book Replacement Fund	25
Cultural Activity Fund	20
Furniture Repair Fund	10
Rover & Rangers Fund	30
Red Cross Fund	40
Computer & Internet Facility	20
University Development Fund (a) Student General Category (b) IRDP / BPL	250 100

Practical Fee	M.A./ M.Com./ M.Sc. I, II Year
Chemistry	120
Geography	120
Duplicate I Card	20
Computer Practical	90
(Commerce & Math) 3 <sup>rd</sup> year	90
Indirect Tax M.Com.	90
Practical Fee	1200
Breakage Fund (per semester)	1000

(FIR is to be lodged, if Identity Card is lost Duplicate  
Identity Card fee is Rs. 20/-)

### FINE:

- a) Absence for a period Re. 1/-
- b) Absence for a practical : Rs. 3/-
- c) Absence in tutorial group/class test Rs. 2/-per day per test.
- d) Absence in tutorial group/class test Rs. 2/- per day per test.
- e) Delay in returning library books : Rs. 1/- day per book

### Note :

1. The fee structure is subject to changes as notified by the University from time to time.
2. Concession in fee is allowed as per the rules applicable.

## **LEAVE RULES**

### **(a) GENERAL LEAVE RULES (Latest Certificate to be submitted)**

1. Students can proceed on leave with prior permission. For this, they should fill in the leave forms to be supplied to the students @Rs. 5/- per booklet at the time of admission. **DO NOT DETACH THE LEAVES AND COUNTERFOILS SHOULD BE KEPT BY THE STUDENT.**
2. A tutor can recommend leave upto 6 days ; for longer duration i.e. upto 10 days, a student must get the application signed by the Senior Tutor and Principal.
3. Leave during House Examination/Class Test will be sanctioned only by the Principal on the recommendation of the Senior Tutor duly signed by controller of examination.
4. Leave for sickness must be accompanied by a medical certificate.

### **b) DUTY LEAVE RULES**

Participation by the students in Sports/ Cultural/ NSS/ NCC/ Co-Curricular activities. Inter College/ University Competitions shall be considered as duty leave for the period of respective competition (s) Duty Leave, however, shall only be allowed if recommended by the concerned activity Incharge, prior proceeding to the event.

## **SCHOLARSHIPS AND AWARDS**

The College offers various scholarships and awards to the students regulated by the detailed rules available in the college office. Application for these scholarships/awards should be submitted in the College office after the recommendation of the concerned tutor. The application for any of the scholarships will be accepted only if the candidate attaches copy of Aadhar Card and photocopy of the bank a/c passbook with IFSC Code. The college offers following Scholarships/awards:

1. Government of India Scheduled Caste /Tribe / OBC Scheme.
2. IRDP Scholarship Scheme.
3. Scholarship to the children of Armed Forces Personnel killed/disabled during different wars.
4. Maharishi Balmiki Chatravriti Yojna-to the girls belonging to Balmiki families.
5. INBA Scholarship for NCC Students.
6. Scholarship belonging to Minority Communities (Muslims/Christians/Sikhs/Buddhists/Parsis)
7. Kalpana Chawla Scholarship for go brilliant girl students of H.P. Board merit.
8. Molana Azad Scholarship for Girl Students.
9. Scholarship for students with disabilities : Dr. Ambedkar Post Graduate Scholarship Scheme for the economical backward class..
10. Post Graduate Indira Gandhi Scholarship for only Single Girl Child.
11. INSPIRE Scholarship - for Science students.

**Note : The students will have to apply online for above mentioned scholarships.**

12. Old Students Association Scholarship/Awards :

- a) Pandit Gomti Parshad Gold Medal for Academic Excellence.
  - b) Mian Raj Singh Memorial Award for Outstanding Sports person.
  - c) Onkar Rashmi Srijan Puraskar for Excellence in Cultural Activities.
  - d) Sh. J.N. Sharma Memorial Award of Academic Excellence - For B.Com. 11 Topper.
  - e) Sh. Amrit Lal Puri Memorial Award.
  - g) OSA Award of Academic Excellence.
  - h) Sh. B.C. Katoch Memorial Award for Excellence in Tourism & Travels. Studies.
  - (i) Sh. Paras Ram Award of Academic Excellence - for Topper Students of 1st Year of B.A., B.Sc., B.Com., BBA & BCA.
  - (j) Smt. Harbansi Bholi Memorial Award to the topper of B.A. II in Psychology in H.P.U. Exam.
  - (k) Pancham Chand Katoch Memorial award.
  - (l) K.D. Vasudeva award.
  - (m) Award for promising excellence.
  - (n) Smt. Padma Singh award.
  - (o) Sh. Shiv Dev Singh award.
  - (p) Award for Professional Excellence
  - (q) Academic Excellence Award for Science.
  - (r) Bhawna Memorial Scholarship for Poverty cum brilliance.
13. PTA Scholarship for poorest of the Poor Students (Based on academic excellence)

## **NATIONAL MISSION ON EDUCATION PROGRAMME (NMEP)**

NMEP is an ambitious project of Ministry of Human Resource Development (MHRD). Govt, of India. Under this mission Govt. College, Dharamshala has been equipped with Eleven broadband internet connections in different departments and college library with the objective to provide quality multimedia education content based on UGC's model curricula absolutely free. One OFC connection is installed in School of Computer Science and Engineering.

## **LIBRARY**

- (a) The College Library is one of the biggest in the state which is fully computerized and “Nlisted”. The Library has approximately 62855 books on various subjects, fourteen journals, thirty five magazines and all leading dailies. Under National Mission Education Programme students can have on line access to more than 51,000 e-books and 2100 e-journals on: <http://nlist.inflibnet.ac.in/downloads.php>
- (b) The library has different sections for text-books and reference books. Books are also issued for the whole session to the needy poor students on recommendation of the tutor.
- (c) Ordinarily two books are issued at a time for 7 days and the Librarian has right to recall the books.
- (d) Reference books are not issued.



- (e) In case of loss of a book, the student will have to either replace the book or pay fine in addition to the market price of the book(s).

## **ANNUAL PRIZE DISTRIBUTION FUNCTION**

Annual Prize Distribution Function is held in the third or fourth week of April. Prizes are awarded to those students who show excellence in the fields of Academics, Sports, Cultural, NCC, NSS and other activities. The rules for the award of prizes will be notified later on.

## **STUDENT PARTICIPATION - NCC/NSS/ROVERS & RANGERS**

- (a) **NCC :** The college has two NCC wings separately for boys and girls and recruitment is done by selection. If the NCC Cadets choose to appear for certificate examination, they will have to ensure 80% attendance in the training programme and the Camps. The Cadet who qualifies 'C' Certificate in NCC in 'A' and 'B' grade during his/her stay in the college can directly be called for SSB interview without qualifying UPSC exams, to be an officer in Army. Every student must seek written permission from the concerned subject teachers before going to attend any out-door activity.
- (b) **NSS :** NSS is also available in the college and the enrolment is by selection. There are three units of NSS in the college.
- (c) **ROVERS & RANGERS :** Rovers & Rangers have also been introduced in the college.

**NOTE :** The students can opt for either NCC or NSS or Rovers and Rangers.

## **RED RIBBON CLUB**

In order to raise awareness level regarding the dreaded AIDS disease the college has Red Ribbon Club. The Red Ribbon Club is a voluntary on-campus intervention programme for students to address the knowledge, attitude and behaviour in the interrelated areas of voluntary blood donation, HIV and AIDS.

## **COLLEGE MAGAZINE - BHAGSU**

The College magazine “Bhagsu” is published every year to give expression to the creative talent of our students. The magazine has seven sections, each section is edited by a member of the staff and assisted by student editor.

## **COUNSELLING & CAREER GUIDANCE**

Keeping in mind the career of the students, the college runs a Career Guidance and Campus placement cell. The students are made aware of various competitive examinations. Various companies of repute also visit the College campus and offer placement to the deserving candidates.

## REMEDIAL COACHING CLASSES

- (a) Remedial Coaching Classes for College Students : Under the UGC scheme the students of the College belonging to SC/ST/OBC/IRDP categories are being provided free of cost 'Remedial Coaching Classes' for the subjects they are studying to remove their difficulties.

## SPORTS ACTIVITIES

The college also provides excellent facilities to sports persons who wish to make a mark in games. The disciplines in which the college prepares teams for university championship are: Athletics, Basket Ball, Boxing, Chess, Judo, Cricket, Wrestling, Weightlifting, Hockey, Football, Volleyball, Table-Tennis, Badminton & Kabaddi. The college offers special incentives to students recommended by sports council. A committee of teachers decides the formation of teams to represent the college in different tournaments.

## CULTURAL/CO-CURRICULAR ACTIVITIES

The college provides opportunities to students to take part in cultural and co-curricular activities. These are Music (vocal), Music Instrumental), Debate & Declamation, Collage and Rangoli, Cartooning, Painting, Poster Making, Wall Magazine, Drama, Quiz etc.

**Note : Every student must seek written permission on prescribed proforma from concerned subject teacher before leaving the college for participation in various activities.**

## CLUBS & SOCIETIES

Students studying in the college can become member of any of the Club/Society of their interest. These Clubs/Societies are :

- |   |                             |
|---|-----------------------------|
| 1. Eco Club                               | 2. Disaster Management Club |
| 3. Mountaineering, Hiking & Trekking Club | 4. Tagore Literary Society  |
| 5. Science Society                        | 6. Commerce Society         |
| 7. Geography Society                      | 8. Red Ribbon Club          |
| 9. Yoga & Fitness Club                    |                             |

## COMMUNITY PARTICIPATION

### (a) PARENT TEACHER ASSOCIATION (PTA)

There is a Parent Teacher Association which plans and undertakes various development works in the college. The association is run by the Executive Committee which takes all decisions. The parents/guardians of the students contribute towards P.T.A. fund at the time of admission. The earlier project of building Students Activity Center 'PRAYAS' had been constructed at a cost of approx. Rs. 80 Lakhs.

**(b) OLD STUDENTS ASSOCIATION (OSA)**

The Old Students Association of this college has formed an association (OSA) which functions for the betterment of the college and for interaction between former and present students. The present library block was built by the initiative of the OSA. The construction of an auditorium with a seating capacity of 1000 persons was completed and handed over to the college.

## **EDUCATIONAL / STUDY TOURS**

- (I) Educational tours are arranged only for final year students and such tours are allowed only during winter vacations. The routes will be recommended by the concerned committee and approved by the Principal.
- (ii) For such tours members of societies and Teacher Incharges or Heads of the departments should fix itinerary with incharge of tours.
- (iii) The college provides limited financial support as permitted under rules.
- (iv) Students will have to produce written permission from their parents for joining such tours.
- (v) The college will not recognize any Organization other than College Students Central Association (CSCA) or such Subject Societies as are established by college authorities.
- (vi) Applications for educational tours must reach Principal through HOD by third month after commencement of semester and no application after that date is entertained.

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

The college student body called the CSCA is elected as per the norms and directions of H.P. University. The CSCA extends helping hand to the college administration in the smooth functioning of all activities. CSCA function is held in the first or second week of December.

## **CONDUCT AND DISCIPLINE**

The Principal can impose fine, suspend or even rusticate any student who is found indulging in such misconduct as is listed below. Indiscipline on campus will not be tolerated.

1. (i) Any act of ragging on the campus will be severely dealt with. Ragging implies harassment/physical or mental torture to another student by a student or a group of students. Any student found associated in such nefarious activities will be held guilty of gross misconduct. **Remember Ragging is a cognizable offence.**
- (ii) Any body found guilty of writing obscene language and words on blackboard, walls or furniture of the college.
- (iii) Aimlessly loitering in the verandas, making noise or attempting to disturb classes. (iv) Smoking or consumption of alcohol/drugs etc. in the college hostel/campus is strictly prohibited. (v) Bringing unwanted outsider persons to the campus or sitting unnecessary on the passage to the hostel or within campus.
- (vi) Playing in the campus or college stadium without the permission of the Principal.

- (vii) Pasting posters on the walls or notices on the Notice Board without Principal's permission.
  - (viii) **Mobile phone should be on switch off mode in classes and on silent mode outside the classes in college campus. Violation of rule would lead to fine Rs. 100/-**
2. Students who participate in sports participate in sports or other-curricular activities/educational tours must produce written permission from their parents/guardians.
  3. 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 when-ever demanded by the security guards or any teacher or the Principal.
  4. Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.

## **ANTI-RAGGING/INDISCIPLINE RULES**

In order to have zero tolerance and its total elimination from the educational institutions. Hon'ble Supreme Court of India vide its orders dated 4th May, 2001 ; 16th May, 2007 and 11th Feb. 2009 has directed are here as under :

1. Ragging is banned in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh.
3. Punishment for ragging includes :
  - (i) Imprisonment, fine or both.
  - (ii) Exclusion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
    - (i) Withholding scholarship or other benefits.
    - (ii) Debarring from representation in events.
    - (iii) Withholding of results.
  - (vi) Suspension of expulsion from hostel or mess and the like.
4. In the hostels, the entry of seniors and outsiders shall be prohibited before and after specified hours of the day except under the authority of the person in charge (Warden or Hostel Superintendent)
5. If the individuals committing or abetting ragging are not identified, collective punishment shall be resorted to.
6. Character/Migration certificates(s) issued by the institution shall have an entry part from that of general conduct and behaviour to the effect whether the student had participated in ragging and in particular was punished was punished for ragging.
7. IN CASE THE APPLICANT FOR ADMISSION IS FOUND TO HAVE INDULGED IN RAGGING / INDISCIPLINE IN THE PAST OR IF IT IS NOTICED LATER THAT HE/SHE HAS INDULGED IN RAGGING, HIS / HER ADMISSION MAY BE REFUSED OR HE / SHE SHALL BE EXPELLED FROM THE INSTITUTION FORTHWITH.

**Note : In case of any emergency, the student(s) may call Tel. No. 01892-224894 and contact any member of the Anti-Ragging cum Discipline Committee.**

## APPENDIX 'A'

### Roster for Admission and Reservations

Keeping in view the various types of reservations mentioned in clause 6 "Admission and Reservation" the following roster has been involved w.e.f. session 1992-93 and all the admission shall be made according to this Roster of Reservation.

1	26 SC	51	76	101
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	107 ST
8	33 SC	58	83	108
9	34	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62	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	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	93 ST	94	119 SC
20 CUL	45	70	95	120 ST
21	46 SC	70	96	
22	47	72 SC	97 SC	
23	48	73	98 CUL	
24	49	74	99 SP	
25	50	75	100	
	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)
	6	6	18	9

**PWD :** Person with disability **CUL :** Cultural, **SP:** Sports, **SC :** Scheduled Caste, **ST:** Scheduled Tribe

**Note :** 1. The degree of PWD will be the same as prescribed by the Govt. of Himachal Pradesh i.e. 40% or more.

2. 10% reservation for EWS & 5% reservation for PWD (as per govt. norms)



