PROSPECTUS

cum

Handbook of Information: 2023-24

(For UG Courses only)

Govt. Degree College
Sainj
ज्ञानम् सर्वोत्तम सम्पदा
Estd. 2016

Govt. Degree College Sainj Dist. Kullu (H.P.)

Learning today for a better tomorrow

(**e-mail** : gcsainjhp@gmail.com)

website:www.gdcsainj.edu.in

Welcome Message

प्रिय विद्यार्थियों,

राजकीय महाविद्यालय सैंज के नए शैक्षणिक सत्र 2023-24 में आपका स्वागत है। आपने स्नातक की शिक्षा के लिए इस महाविद्यालय को चुना है –इसके लिए मैं आपका धन्यवाद करना चाहता हूं। हमारा महाविद्यालय अपने निर्माण की आरंभिक अवस्था में है, जहां आधारभूत सुविधाओं की कमी है जैसे आधुनिक सुसज्जित क्लासरूम, खेल का मैदान, कैंटीन, छात्रावास, पुस्तकालय, इत्यादि, जो किसी भी शिक्षण संस्थान के लिए आवश्यक है। लेकिन उतना ही महत्वपूर्ण शिक्षण प्रक्रिया का मानवीय पक्ष है जिसमें छात्र-छात्राओं का अनुशासन एवं लगन तथा शिक्षकों की कर्मठता एवं उनका कार्य-समर्पण है। मैं आपको विश्वास दिलाना चाहता हूं कि आधारभूत सुविधाओं की अपेक्षाकृत कमी के बावजूद आप हमारे प्राध्यापकों की योग्यता, छात्र सहायक कार्यालय स्टाफ, महाविद्यालय का शांत वातावरण तथा कक्षाओं के सुचारू संचालन से लाभान्वित होंगे।

इस दिशा में आगे बढ़ते हुए महाविद्यालय ने वर्तमान एवं भविष्य की आवश्यकता को ध्यान में रखते हुए कई नए कदम उठाए हैं। प्रवेश प्रक्रिया (Admission) को पूरी तरह ऑनलाइन बनाया गया है तथा "कॉलेज वेबसाइट" को और अधिक आधुनिक, उपयोगी तथा अपडेट किया जा रहा है। इससे ना सिर्फ कार्य करना आसान होगा बल्कि समय की बचत के साथ पूरी प्रक्रिया दोषमुक्त एवं पारदर्शी होगी। यह UGC-NAAC की मान्यता के लिए भी आवश्यक है, जिसकी आवश्यकता महाविद्यालय को आने वाले समय में होगी।

इसी तरह कॉलेज के नए "वेबसाइट" के द्वारा छात्रों को आवश्यक उपयोगी जानकारी लगातार मिलती रहेगी। समय के साथ तथा आपके सुझावों एवं अपने अनुभवों से हम इसे लगातार बेहतर बनाने का प्रयास करते रहेंगे।

पुस्तकालय के आरंभिक चरण में उपलब्ध पुस्तकों के साथ छात्र दैनिक समाचार पत्र एवं प्रतियोगी परीक्षा उपयोगी पत्रिकाओं की व्यवस्था की गई है। सूचना प्रौद्योगिकी एवं इंटरनेट-मोबाइल के दौर में भी पुस्तकें हमारे ज्ञान वर्धन का सर्वोत्तम एवं विश्वसनीय साधन है। आपका सबसे अच्छा दोस्त किताबें हो सकती हैं।

महाविद्यालय के सभी विभाग अपने "सब्जेक्ट सोसायटीज" तथा महाविद्यालय की अन्य सह पाठ्यक्रम गतिविधियों एवं अतिरिक्त शैक्षणिक गतिविधियों के द्वारा छात्रों के व्यक्तित्व के सर्वांगीण विकास के लिए प्रतिबद्ध हैं।

इस सब की सफलता के लिए आपका सहयोग एवं सक्रिय भागीदारी आवश्यक है। आइए हम सब मिलकर अपने महाविद्यालय को सफलता की नई ऊंचाइयों की ओर ले जाने का संकल्प लें तथा अपने समाज एवं राष्ट्र को और ज्यादा सशक्त बनाएं।

आपके स्वस्थ जीवन एवं उज्जवल भविष्य की कामना के साथ

Rajesh Kumar Singh
Principal (Acting)
GDC Sainj-Kullu

FACULTY OF COLLEGE

TEACHING FACULTY

ECONOMICS
Sh. Pradeep Kumar

ENGLISH
Smt. Anjali

HINDI
Sh. Aman Sud

HISTORY
Sh.Hoshiar Chand

POL. SCIENCE
Rajesh K. Singh

MUSIC
Dr. Kavita Katoch

SOCIOLOGY
Sh. Suresh kumar

COMMERCE
Sh. G.R Saini

OFFICE STAFF

SUPERINTENDENT
Mr. Praveen Kumar

JOA (IT)
Mr. Abhishek

SUPPORTING STAFF

PEON /CHOWKIDAR
Mr. Jagat Singh

PEON /CHOWKIDAR
Mr. Het Ram

PEON /CHOWKIDAR
Mr. Ses Ram

PEON /CHOWKIDAR
Mrs. Tulju Devi

PEON /CHOWKIDAR
Mr. Heera Chand

Principal
Sh. Rajesh Kumar Singh

TEACHING FACULTY

Faculty of Arts

Department of Economics
Sh. Pradeep Kumar

Department of English
Smt. Anjali

Department of Hindi
Sh. Aman Sud

Department of History
Sh. Hoshiar Chand

Department of Political Science
Sh. R.K Singh

Department of Music
Dr. Kavita Katoch (Instrumental)
Tabla Instructor   vacant

Department of Sociology
Sh. Suresh Kumar

Faculty of Commerce
Sh. G.R Saini

OFFICE STAFF

Superintendent	Mr. Praveen Kumar	**LIBRARY STAFF**
Senior Assistant	Vacant	Librarian- Vacant
JOA (IT)	Mr. Abhishek	
Clerk	Vacant	

ADDITIONAL SUPPORTING STAFF

Mr. Jagat Singh	Peon Cum Chowkidar
Mr. Het Ram	Peon Cum Chowkidar
Mr. Ses Ram	Peon Cum Chowkidar
Mrs. Tulju Devi	Peon Cum Chowkidar
Mr. Heera Chand	Peon Cum Chowkidar

ADMINISTRATIVE AND CO-CURRICULAR COMMITTEES

Bursar
Prof. Govind Ram Saini

Scholarship/Stipends/ Fee Concession Committee
Smt. Anjali   (**Convener**)
Sh. Aman Sud
Sh. Hoshiar Chand
Sh. Abhishek

Library Committee
Sh. Aman Sud   (**Convener**)
Prof. Pradeep Kumar

Women Cell /Sexual Harassment/ Grievance Redressal Committee
Dr.Kavita Katoch (**Convener**)
Smt.Anjali
Smt.Tulju

Community Service Cell
Sh. G.R Saini   (**Convener**)
Sh. Pradeep Kumar

In charge Sports
Sh. Suresh Kumar   (**Convener**)
Sh. Hoshiar Chand

Disaster Management Cell
Sh. Suresh Kumar   (**Convener**)
Sh. Aman Sud

Rovers and Rangers Committee
Prof. Aman Sud   (**Rovers**)
Dr. Kavita Katoch   (**Rangers**)

Press Committee
Sh. Aman Sud

Drug Abuse Prevention and Counselling Cell
Sh. R.K. Singh   (**Convener**)
Sh. G.R Saini
Smt. Anjali

CSCA Committee
Sh. R.K Singh   (**Convener**)
Sh. G.R. Saini
Dr. Kavita Katoch
Smt. Anjali

Secretary to Staff Council
Smt. Anjali

Controller of Examination
Sh. G.R. Saini

Assistant Controller of Examination
Smt. Anjali
Sh. Aman Sud

Career Guidance and Counselling Cell
Sh. R.K. Singh   (**Convener**)
Sh. Suresh Kumar
Smt. Anjali
Sh. Pradeep Kumar

Prospectus Committee
Smt. Anjali   (**Convener**)
Sh. Aman Sud
Sh. Abhishek

Time Table Committee
Sh. G.R Saini   (**Commerce**)
Smt. Anjali   (**Arts**)
Sh. Aman Sud

Discipline Committee

Sh. G.R Saini   (**Convener**)
Sh. Suresh Kumar
 Dr. Kavita Katoch
Smt. Anjali
Sh. Hoshiar Chand
Sh. Aman Sud
Sh. Pradeep Kumar

Eco Club/Energy Club
Smt. Anjali

Red Ribbon Club
Sh. Hoshiar Chand

Electoral Literacy Club for New Voters
Sh. R.K Singh

Cultural Committee
Dr. Kavita Katoch   (**Convener**)
Smt. Anjali
Sh. Hoshiar Chand
Sh. Aman Sud

Cleanliness Committee Dr. Kavita Katoch **(Convener)** Smt. Anjali Sh. Hoshiar Chand Sh. Aman Sud Sh. Pradeep	Sh. Pradeep Kumar

Cleanliness Committee
Dr. Kavita Katoch **(Convener)**
Smt. Anjali
Sh. Hoshiar Chand
Sh. Aman Sud
Sh. Pradeep

University Forms Verification and Attestation Committee (Arts / Commerce)
Sh. G.R. Saini   **(Convener)**
Sh. Suresh Kumar
Smt. Anjali

College Magazine Committee
Sh. Aman Sud   **(Chief Editor)**
Editors
Sh. G.R. Saini   **(Commerce)**
Smt. Anjali   **(English Section)**
Sh. Aman Sud   **(Hindi Section)**
Sh. Pradeep   **(Pahari Section)**

Stock Verification Committee
Sh. R.K. Singh **(Convener)**
Sh. Hoshiar Chand
Sh.PradeepKumar

Bus Pass Committee
Sh. R.K. Singh
Sh. G.R Saini
Smt. Anjali
Sh.Hoshiar
Sh. Aman Sud

Sh. Pradeep Kumar

Beautification /Campus Development Committee
Sh. Anajli   **(Convener)**
Sh. Aman Sud

Admission Committee
Sh. R.K Singh   **(Chief Convener)**
Sh. G.R Saini   **(Convener)**
Sh. Suresh Kumar
Dr.Kavita Katoch
Smt. Anjali
Sh. Hoshiar Chand
Sh. Aman Sud
Sh.PradeepKumar

N. S. S
Sh. Pradeep Kumar   **(Convener)**
Smt. Anjali
NSS Advisory committee
Sh. R.K Singh   **(Convener)**
Sh. G.R Saini
Sh.Hoshiar
Placement Cell
Sh. Suresh Kumar   **(Convener)**
Sh. Hoshiar Chand

Purchase and College Development Committee
Sh. G.R Saini   **(Convener)**
Sh. Suresh Kumar
Dr.Kavita Katoch
Sh. Hoshiar Chand
Sh. Parveen Sharma
Road Safety Club
Dr.Kavita Katoch   **(convener)**
Smt. Anjali
Sh. Hoshiar Chand
Sh. Aman Sud
Sh.PradeepKumar

Internal Quality Assurance Cell (IQAC)/NAAC/College Website

Sh. R.K Singh   **(Convener NAAC)**

3

Sh. Suresh Kumar   (**Convener IQAC**)

Sh. Praveen Sharma (Office Supdt.)

Mr. Abhishek (JOA IT)

Criteria	In Charge
1.Curricular Aspects	Smt. Anjali
2.Teaching Learning Evaluation	Sh. Hoshiar Chand
3.Research Innovation and Extension	Dr. Kavita Katoch
4.Infrastructure and Learning Resources	Sh. Pradeep Kumar
5.Student Support and Progression	Sh. Suresh Kumar
6.Governance Leadership and Management	Sh. Suresh Kumar
7.Institutional Values and Best Practices	Sh. Aman Sud

Programmes Offered:
1. Bachelor of Arts (B.A)
2. Bachelor of Commerce (B. Com)

CHOICE BASED CREDIT SYSTEM (CBCS)
The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill-based courses and generic elective courses. The courses are evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Choice Based Credit System:
Discipline Specific Core (DSC) Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

❖ **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 efficiency/skill is called an Elective Course.

Discipline Specific Elective (DSE) Course (2 each for regular courses 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).

i. **Dissertation/Project Work:** An elective course of 4 credits, designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project work. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

ii.   **Generic Elective Course (GEC):** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other subjects/disciplines is called a Generic Elective Course.

❖ **Ability Enhancement Courses (AEC)/**Competency Improvement Courses/Skill Development Courses/Foundation Course: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They are (i) Environmental Studies, (ii) English/Hindi/MIL Communication] are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

➤ **Ability Enhancement Compulsory Course (AECC**): Environmental Science, English Communication/Hindi Communication /MIL Communication.

➤ **Skill Enhancement Courses (SEC) (Minimum 4**): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

Appendix-I

UNDER GRADUATE PROGRAMME

COURSE STRUCTURE FOR THE CANDIDATES UNDER CBCS

(Annual System)

B.A/B.com

Year	Course	Credits	Cumulated Credits Category Wise
1st Year	English-1 (**Comp.**)	6	Language Core-12 DSC1 and 2 sub-24 Environmental Studies-4 AECC-4 **Cumulative Credits=44**
	Hindi-1 (**Comp.**)	6	
	DSC-1A	6	
	DSC-1B	6	
	DSC-2A	6	
	DSC-2B	6	
	AECC(Hindi/English)	4	
	Environmental Studies	4	
2nd Year	English-2 (**Comp.**)	6	Language Core-12 DSC1 and 2 sub-24 SEC1 and 2-08 **Cumulative Credits=44**
	Hindi-2(**Comp.**)	6	
	DSC-1C	6	
	DSC-1D	6	
	DSC-2C	6	
	DSC-2D	6	
	SEC-1	4	
	SEC-2	4	
3rd Year	DSE-1A	6	DSE1 and 2 sub=24 SEC3 and 4=08 GE 1 and 2=12 **Cumulative Credits=44**
	DSE-1B	6	
	DSC-2A	6	
	DSC-2B	6	
	SEC-3	4	

	SEC-4	4	
	GE-1	6	
	GE-2	6	
			Total=132

Notes:

A candidate failing in either one or two subjects/papers in yearly system will be given compartment in that subject/paper and will be eligible for promotion to the next class. Two chances (one at supplementary stage and one at the annual exam stage) will be given to clear the compartment. A candidate failing in three or more subjects/papers will be treated as "failed" in that year and will be required to repeat the entire year.

SUBJECT COMBINATION AVAILABLE IN THE INSTITUTION

Sr. No.	Main Subject	Additional Subject (Choose one subject)
1.	English	History, Sociology, Pol. Science, Music (Inst) and Economics
2.	Hindi	Pol. Science, Sociology, History, Music (Inst) and Economics
3.	Economics	Pol. Science, Sociology, Hindi, History, Music (Inst) and English
4.	Political Science	English, Sociology, Hindi, History, Music (Inst) and Economics
5.	History	Pol. Science, Sociology, Hindi, English, Music (Inst) and Economics
6.	Music (Inst)	Pol. Science, Sociology, History, Hindi, English and Economics
7.	Sociology	Pol. Science, History, Hindi, Music, English and Economics
8.	B. Com	------

- ✓ **Compulsory Core Courses -English and Hindi.**
- ✓ **Ability Enhancement Compulsory Course (AECC): Environmental Studies (EVS) and English/Hindi Communication.**

ELIGIBILITY FOR ADMISSION

➢ Number of seats in all the DSC-1 subjects for admission to B.A./B.Com. 1st Year under CBCS is fixed. Hence, the admission in the major subject will be made strictly on merit and the reservation roster for various reserved categories of students will be followed as per SPU guidelines.

➢ An applicant having passed 10+2 or equivalent examination with English as one of the compulsory subjects with minimum 33 % marks from any Indian Board / University recognized by Association of Indian Universities or SPU can seek admission.

- Provided that the candidates who have passed the qualifying examination with commerce stream will be given preference in admission to B.Com.
- Students with **Economics or Mathematics at 10+2 level** are also eligible for admission to **B.Com**.
- Applicants coming from vocational streams can be admitted if they possess the required minimum percentage for admission.
- Admission will not be given in any course of UG 1st year to students placed under compartment in 10+2 examination.
- An applicant must not be more than **23 years of age (25years in case of girls) on 01.07.2022.** The upper age limit is relaxed by **26 years for SC/ST applicants.** However, in case of overage applicants, the Vice Chancellor, SPU may allow a relaxation up to six months.
- Admission of a candidate is liable to be cancelled in case he /she furnishes incomplete /false information or in case of concealment of facts.
- Admission is open for all the students on 'Roll on' Basis who are otherwise eligible without waiting for the final result. 'Roll on' means the student seeking admission in Higher semester without waiting for the declaration of previous semester examination result; such student if eligible, will be regularized only after the declaration of previous year examination as per the university rules.
- The principal reserves the right to disallow or cancel any admission if the conduct of students has not been up to mark during the whole year.

EVALUATION PATTERN UNDER CCA (ANNUAL SYSTEM)
- All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of students that has the following two components: -
    - (a) Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade student get in a course; and
    - (b) End- Year Examination (EYE) accounting for the remaining 70% of the final grade the student to
      gets in a course.
- **Overall Pass marks are 40%. However, a student will have to secure a minimum of 35% in both the components i.e., CCA and EYE separately with to become eligible to be declared successful in a course.**

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)
Continuous Comprehensive Assessment (CCA) will have the following co-component:

Sr. No	Component	When	Marks
1	Class Attendance	During the Year	**05**
2	Class Test	Upon completion of 40% of syllabus by subject teacher	**05**
3	House Test	Upon completion of 75% of syllabus by subject teacher	**10**
4	Particular including Seminars /Assignments /Tutorials	During the Academic year	**10**
		Total (1+2+3+4)	**30**

- Class Test Upon completion of 40% of syllabus by subject Continuous Comprehensive Assessments (CCA): The components of CCA are as follows:
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 semester examination.
ii) 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.

iii) Provided that those having between 64% and 50 % attendance will apply for exemption in a prescribed form accompanied by a medical certificate from a Government Hospital.

iv) Provided that exemption form 75% attendance will be given to those participation prescribed co-curricular activities (e.g., 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.

v) Provided further that those getting the exemptions, except for those getting exemptions for curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

vi) Classroom Attendance Incentive: Those having greater than 75% attendance) for participating in Co-curricular activities, 25%will be added to per cent attendance) will be a CCA marks as follows: -

75% to 80%	**1 marks**	**81% to 85%**	**2 marks**
86% to 90%	**3 marks**	**91% to 95%**	**4 marks**
Above 95%	**5 marks**		

Mid-Term Test- There will be one mid- term test of 10 marks to be conducted when approximately two-third of the Syllabus has been covered. This test will be conducted by the college.

Seminar/ Assignments - The remaining 10 marks of CCA will be awarded on the basis of seminar / assignments/term paper etc. it. For the Yearly the EYA will be in the month of April/May.

End-Term Examination- The remaining 70% of final grade of 1st, 2nd and 3rd Year students in a course will be on the basis of an end Annual examination conducted by SPU that will be of three hours duration and covering the whole syllabus of a course.

Note:

1. Only those students will be allowed to appear in ETE (end-term exams) who have been successful in the CCA.

2. The registration for the EYE will be done at the time of enrollment for the courses at the beginning of the semester or as decided by the university from time to time.

3. If a student is not permitted to appear in the EYE due to shortage of attendance, beyond the examination limit (<50% attendance) shall be deemed to have 'dropped' the course. However, such candidate, on his/ her written request to be made immediately, can be permitted to re-do 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 EYE.

4. Only three attempts will be allowed to pass a course.

GENERAL GUIDELINES FOR ADMISSIONS TO BACHELOR'S DEGREE

1. Admission to various classes will be made on the recommendation of the admission committee consisted for the purpose.
2. Any gap of one year or more in the academic career of an applicant just prior to seeking admission to the Bachelor Degree must be supported by documentary evidence of attested copy of gap certificate from a competent authority.
3. **An applicant must fill the admission form in online mode only.**
4. All the original certificates must be produced by the applicant during the counseling process.
5. National Open School students seeking admission to the 1 year of Bachelor Degree must have cleared all the five papers including English.
6. If a candidate has failed twice in the same class, he/ she will not get admission in the same class.
7. If the conduct of a candidate is doubtful, the principal can deny his/her admission.
8. Initially all admissions shall be provisional/ and subject to the final approval by SPU.
9. Rules of admission are subject to change as per the HPU notification issued from time to time.
10. Admission of a candidate is liable to be cancelled in case he/ she furnishes incomplete/false information or in case of concealment of facts.

ADMISSION PROCEDURE & INSTRUCTIONS

1. Applicant(s) are required to apply online through Sainj college's official website i.e., https//gdcsainj.edu.in   No other means/modes of application are acceptable.

2. Applicant(s) must have a valid <u>Email ID</u> and <u>Mobile Number</u> before registering and creating login credentials.

3. Applicant(s) must verify the email before logging in. It is a onetime process.

4. Verification mail may reflect in inbox or spam folder of the email account holder.

5. After creating login credentials, applicant(s) need to login with these credentials. He/she will be redirected to dashboard page, from where he/ she can apply for the relevant course.

6. Applicant(s) need to click on '<u>Click Here to Apply</u>' link, to apply for the Course.

7. Applicant(s) should carefully fill all the information asked in the Form and then SAVE it.

8. The Applicant(s) is required to upload at the appropriate weblinks provided for that purpose:
   - Attested copy of Matriculation or Date of Birth Certificate, in support of his date of birth/proof of age.
   - Attested copy of 10+2 marksheet for merit generation.
   - Character certificate (issued by the competent authority)
   - Migration certificate (for students belonging to boards other than HP)
   - The category certificates for claiming reservation, fees relaxation, age relaxation etc. against their respective category, they do belong to.

   Note: Size of documents should not exceed 1 MB.

9. The Applicant(s) is also required to upload his/her recent photograph image.
   - Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. = 4.5 X 3.5 cm)

10. Only the applications of applicants who fulfil all the requisite eligibility criteria will be accepted by the system.

11. Applicant(s) will not be allowed to edit their application form after its final submission.

However, the Applicant(s) are required to follow below mentioned procedure to pay the fees: -
After submitting application, 'Pay prospectus fee' link will be visible in the second grid of dashboard page.

Applicant(s) will be able to see applications submitted by them in the application status grid with fees payment (prospectus fees) status. 'Pay prospectus fee' link will be available there only for those applicants for which the prospectus fee is not paid.

Only one option will be available after clicking on Pay Now link for prospectus.

Online Payment - Applicant(s) can pay using Net banking, UPI (Google Pay, PhonePe, Paytm, Bhim etc) for Online Payment to the college.

No payment will be accepted after the last date of submission of application form as mentioned in notification. The candidature of such Applicant(s) shall be liable to be rejected straightway without further communication.

General Instructions: -

- Before filling up the online application form, the Applicant(s) are advised to read carefully the Notification/Advertisement for the courses (s)/Exam(s) and also ensure that he/she is eligible as per the criteria as prescribed in the Advertisement Notice.
- The application received through any other mode (offline etc.) will not be accepted and summarily rejected.
- Online Application process must be completed (including Form Filling and Submit Prospectus Fee) before last date fixed for submission of online form as mentioned in the Notification/Advertisement, after which the weblink will automatically be disabled and no subsequent correspondence will be entertained in that respect.
- The Applicant(s) applying for the admission should ensure that they fulfil all eligibility criteria as prescribed for admission. Their admission at all stages will be purely provisional subject to satisfying the prescribed eligibility conditions.
- College takes up verification of eligibility conditions with reference to original documents at subsequent stages of admission process.
- The list of selected Applicant(s) will be drawn in the order of their merit.

ANNUAL PRIZE DISTRIBUTION FUNCTION

Annual Prize Distribution Function is an occasion to award students who excel in the fields of Academics, sports, cultural, NSS and other activities. Each year the college organises annual function

named *Triveni* to honour the students. The rules for the prizes will be notified one month prior to the function.

SPORTS AND CO-CURRICULAR ACTIVITIES

Sports are crucial for a student's growth and development. With the aims of development of mental health & physical fitness of the students, the college prepares teams for University Championships i.e., Athletics, cricket, football, badminton and volleyball etc. The college provides various incentives for the students participating in competitions held at university /State/ Zonal/ National level. A committee of teachers will decide the formation of teams to represent the college in different tournaments.

With an aim of providing opportunity for the development of student's potential to the fullest, the college organises activities through various committees like Debate, Declamation, Quiz, Poster making, Rangoli, Collage and Musical programmes.

LEAVE RULE AND FINE

➢ A student can proceed on leave with prior permission from the Principal and the application should also be signed by the parents/guardian of the student and duly recommended by the tutor.

➢ A Tutor can recommend leave up to maximum of five days and leaves for longer duration will be sanctioned only by the principal.

➢ Leave during House Examination will be sanctioned by the principal on the recommendation of the senior tutor in special cases only.

➢ Leave on account of illness for more than three days, must be accompanied by the medical certificate.

➢ Students participating in various inter college games or other competitions including NSS camps, tracking tour etc. will have to get their leave sanctioned by the college Principal on the recommendation of their teacher in charges concerned before the departure.

➢ The name of student shall be struck off from the college roll, if he/she remains absent without sanctioned leave for more than 10 days in a month.

➢ **The re-admission** fee shall be Rs. 100/- for the first time and Rs. 200/- will be charged for the second time on the recommendation of concerned teacher.

➢ **For seeking re-admission,** the candidate must be accompanied by her/his parent or guardian.

➢ A student without college identity card in the college campus will be imposed a fine of Rs. 50.

Other fines

Absence Fine per period: Rs. 1/-

Absence Fine in House Test: Rs. 50 per paper

<u>Please Note:</u> General leave will only be counted for the relaxation in fine only and not to be counted as the lecture attended. In case of participation in sports, cultural, NSS and other activities credit will be given to the students and it is counted as lecture attended.

NATIONAL SERVICES SCHEME (N. S. S.)

NSS is a very important part of the activities of any educational institute. It helps in developing the spirit of service of the community. The college has half unit of around fifty NSS volunteers. The volunteers are engaged from time to time in campus beautification and cleanliness and other services of the community.

PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association is a statutorily constituted elected body which aims at the overall development of the College. Parental co-operation in creating a healthy campus atmosphere is of utmost importance. There is a Parent Teacher Association which plans and undertakes development work in the college. The association is run by the Executive Committee which takes all the decisions. The students contribute money to PTA fund at the time of admission.

To incorporate suggestions from the various members of the Association for the improvement of educational standard of college periodic meetings of PTA are held.

PTA also encourages the participation of the parents in the development activities of the Institution.

ROVERS AND RANGERS

College has well organised units of Rover & Rangers under the leadership of (i) Sh. Aman Sud and (ii) Smt. Kavita Katoch.

COLLEGE MAGAZINE

The college publishes its magazine YUVAAN (□□□□□) annually which provides a forum to the students with a flair for writing. It gives vent to their thoughts and perceptions.

SCHOLARSHIPS /CONCESSION

The college offers the following Scholarships and concessions:

1. Govt. Of India scholarships to students belonging to Scheduled caste/Schedule Tribe.
2. Poverty cum merit scholarship.
3. I. R. D. P. Scholarship.
4. Maharishi Balmiki Chhatravriti Yojna to the girl students belonging to the families of those engaged in unclean occupations.
5. Kalpana Chawla Chhatrarvriti Yojna for Meritorious Girl Students
6. Government of India Scholarships for students belonging to minority community.

If two male wards of the same parent are getting education in the college, only one will be eligible for the scholarship.

Fee concession will be given to the poor but brilliant students on the recommendation of fee concession committee. If two brothers are studying in the college, only senior one will be considered for the concession.

The scholarships are awarded to the students as per norms and rules prescribed by the department. The students will have to apply for scholarship through an application recommended the tutor and submit in the college office. Only those students who are regular in the college rolls (her/his name should not be struck off from the college roll and should have at least 75% lecture attendance) and have obtained minimum. Passing marks in all subjects in the house/ annual examination are eligible for the award of scholarship/concession.

As per the Govt. Instructions, the scholarship will be disbursed online to the eligible students and it is mandatory to have **Aadhar Number, Passbook, Father's income certificate** for such scholarship holders. **The Bank Account should be linked to Aadhar number**.

CONDUCT AND DISCIPLINE

➢ Every student should carry his/her college Identity Card, which is issued to the students after the admission.

➢ 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 group of students.

➢ Following acts will be construed as acts of misconduct and indiscipline and punished with either fine or suspension/expulsion or both:

    i. Writing obscenities/dirty words on black boards, walls or furniture or banging doors etc. and other furniture.

    ii. Smoking, taking drugs/alcohol and chewing tobacco, spitting etc. in the college campus.

    iii. Bringing outsiders/miscreants/anti- social elements in the campus.

iv. Pasting posters on the walls or notice on the Notice Board without prior permission of the principal.
v. Misbehaving with college staff.
vi. Holding of any meeting on the campus without prior permission.
vii. Using mobile phones in the class rooms and playing music on the cell phones in the campus.
viii. Indulging in any rash/ unbecoming behaviour.
ix. Writing slogans in the campus

➢ Parents/Guardians are requested to remain in touch with the principal and the teachers regarding the progress of their wards.
➢ Students who participate in sports or other extracurricular activities must produce written permission from their parents / guardians.
➢ Cell phone are not allowed during House and final examination. Penalty/ fine of Rs. 100/- will be imposed on violators (first time) and same will be increased thereafter.

FEES & FUNDS

DETAILS OF FEES & FUNDS FOR THE SESSION 2023-2024

Govts. Funds		**College Dues (Annual)**	
Admission fee…….	**Rs.25/-**	Library Security (refundable)….	**Rs.100/-**
Late Admission Fee per day…….	**Rs.10/-**	Identity Card…	**Rs.10/-**
Re-Admission fee 1st time….	**Rs.100/-**	NCC Fund	**Rs.05/-**
Re-admission fee 2nd time….	**Rs.200/-**	NSS Fund…	**Rs.01/-**
Tuition fee per month	**Rs.50/-**	House Examination Fund….	**Rs.80/-**
(For boys & non-H.P. Girls) …….		College Magazine Fund……	**Rs.50/-**
Late payment of dues per day….	**RS.01/-**	Students Aid Fund……	**Rs.02/-**
		Medical fund….	**Rs.06/-**
University Fees		Camp Dev. Beautification fund…	**Rs.10/-**
Sports fee……	**Rs.15/-**	Furniture repairs/ Replacement	**Rs.10/-**
Youth Welfare Fund….	**Rs.15/-**	fund….	
Holiday Home Fund….	**Rs. 01/-**	Computer& Internet facility Fund….	**Rs.20/-**
Development Fund….	**Rs. 250/-**	Book Replacement fund….	**Rs.25/-**
Continuation Fund….	**Rs. 20/-**	Culture Activities Fund….	**Rs.20/-**
		Annual Function Fund….	**Rs.2.50/**
Examination Fee		MB Fund….	**Rs.02/-**
Music Practical Fund….	**Rs.180/-**	Education Tour……	**Rs.02/-**
B.com Practical Fund….	**Rs.180/-**	Lady Attend Fund….	**Rs. 06/-**
		College Dues (per month)	
		Rover & Rovers Fund……	**Rs. 05/-**
		Building Fund……	**Rs. 10/-**
		Amalgamated Fund….	**Rs. 25/-**
		Sports Fund….	**Rs. 20/-**

Fee Structure at a Glance

Class	Boys	Girls	With Music /Commerce	
			Boys	**Girls**
1st Year	All funds Rs.1353/- Tuition Fee Rs.600/- Adm. Fee Rs. 25/- PTA Rs.600/- **Total Rs.2578/- (IRDP/BPL Rs.2428)**	All funds Rs.1353/- Adm. Fee Rs.25/- PTA Rs.600/- **Total Rs.1978/- IRDP/BPL Rs.1828/-**	All funds Rs.1533/- Tuition FeeRs.600/- Adm. Fee Rs.25/- PTA Rs.600/- **Total Rs. 2758/- IRDP/BPLRs2608**	All funds Rs.1533/- Adm. Fee Rs. 25/- PTA Rs.600/- **Total Rs. 2158/- (IRDP/BPL Rs.2008/-**
2nd Year	All funds Rs.1023/- Adm. Fee Rs.600/- Tuition FeeRs.25/- PTA Rs.600/- **Total Rs.2248/-**	All fundsRs.1023/- Tuition Fee Rs.25/- PTA Rs.600/- **TotalRs.1648/-**	All funds Rs.1203/- Adm. Fee Rs.600/- Tuition Fee Rs. 25/- PTA Rs.600/- **Total Rs.2428/-**	All funds Rs.1203/- Tuition Fee Rs. 25/- PTA Rs.600/- **Total Rs.1828/-**
3rd Year	All funds Rs.1023/- Adm. Fee Rs.600/- Tuition Fee Rs. 25/- PTA Rs.600/- **Total Rs.2248/-**	All funds Rs.1023/- Tuition Fee Rs.25/- PTA Rs.600/- **Total Rs.1648/-**	All funds Rs.1203/- Adm. Fee Rs.600/- Tuition Fee Rs.25/- PTA Rs.600/- **Total Rs.2428/-**	All funds Rs.1203/- Tuition Fee Rs. 25/- PTA Rs.600/- **Total Rs.1828/-**

Notes: -
1. Every Student must pay dues on the dates notified from time to time.
2. Exemption of Tuition Fee will be available to the Himachali Girls only, subject to the Bonafide Himachali Certificate.
3. PTA fund is being realized from time to time on the recommendation of the PTA body.
4. Rs. 100/- will be charged extra from students migrating from other college on account of Library security.
5. Fees and Funds once paid shall not be refunded in any case.
6. Fine for absence - Per Period (Rs.01/-), per and Rs.50 per paper in House Examination.
7. On migration from other institutions, funds for the entire session shall be charged and tuition fee shall be charged from the time of joining the college.
8. No registration fee will be charged from a student migrating from other college.
9. In case of nonpayment of dues on time, the name will be struck off from the rolls.
10. Those students with special needs with more than 40% disability admitted in any course of study run in Govt College in Himachal Pradesh will not be charged fees& funds.
Note: The above fees and funds are subject to change as per SPU /HP Govt. Instructions.

ZERO TOLERANCE TO RAGGING

Ragging is a cognizable offence as per the order of Hon'ble Supreme Court of India and Anti Ragging Act of H.P., Ragging is completely banned in and around the college campus and any one including in the same will be punished appropriately which includes imprisonment, fine or both or expulsion from the college or classes for a limited period or fine with a public apology.

The punishment may also take the shape of:

- ➢ Withholding scholarships or other benefits.
- ➢ Debarring from representation in events.
- ➢ Withholding of results.
- ➢ Legal proceeding under criminal law or ordinance or specific law enacted in this regard.

Contact Numbers in case of any problem:

If any student faces any kind of problem in the college in any form whatsoever, he/she is free to contact immediately any of the following:

1. **College Office:** 01903-293928
2. **Sh. R.K Singh** 9418460041
3. **Sh. G.R Saini:** 7018228891
4. **Sh. Suresh Kumar:** 7018631323
5. **Dr. Kavita Kataoch:** 9459013846
6. **Smt. Anjali:** 9459279033
7. **Sh. Hoshiar Chand:** 9418238515
8. **Sh. Aman Sud:** 8580758791
9. **Sh. Pradeep Kumar** 9418348029

Toll Free Anti Ragging Helpline 24X7   1800-180-5522

Students Activity
Calendar of Activities, 2023-2024

PROSPECTUS (AVAILABLE ON WEBSITE)

Admission/Vacation/ Examination schedule in respect of Govt./ Private/GIA Degree Colleges/ Govt. Sanskrit Colleges affiliated to HPU/ SPU for the year 2023-24 :

Sr. No.	Particulars	Period	Days	Remarks
**Admission/Regular Study Schedule**
1.	Submission of admission forms for the session 2023-24	30.06.2023 to 08.07.2023	8 days	
	Display of 1st Merit List	08.07.2023 at 5.00 PM		
	Fee to be deposited	10.07.2023 to 12.07.2023	03 days	
	Display of 2nd Merit List	12.07.2023 at 5.00 PM		
	Fee to be deposited	13.07.2023 to 14.07.2023	02 days	
	Orientation of 1st year Students	15.07.2023 to 17.07.2023	02 days	
	Regular teaching	18.07.2023 to 10.11.2023	116 days	
		16.11.2023 to 31.12.2023	46 days	
		06.02.2024 to 31.03.2024	55 days	
		Total Working Days	217 days	
**Vacation Schedule**
2.	**Summer Vacation**	**05.06.2023 to 29.06.2023**	**25 days**	
	Diwali Break	**11.11.2023 to 15.11.2023**	**5 days**	
	Winter Vacations	**01.01.2024 to 04.02.2024**	**35 days**	
		Total vacation period	**65 days**	
**Examination/Evaluation Schedule**
3	Examination	01.04.2024 to 23.05.2024	53 days	

(Sunil Verma) 25/5/23
Joint Secretary (Hr. Edu.) to the
Government of Himachal Pradesh

Examination Schedule
Annual Examination For 1st, 2nd and 3rd Year: As per notification of SPU

Vacations Schedule

Diwali Break   :   As per notification of SPU
Winter Vacation   :   As per notification of SPU
Summer Vacation   :   As per notification of SPU

Above dates & programmes are tentative & subject to change /amendment. Any change will be notified by the principal through the college notice board.

Disclaimer: This prospectus is an information broacher only and not a legal document. Rules and regulations given here within are as per notification by H.P. University and subject to change from time to time.

College website: www.gdcsainj.edu.in