

# GOVT. COLLEGE SERAJ AT LAMBATHACH

DISTT. MANDI H.P. (175048)



**NAAC Accredited**

**(Established in 2007)**



**Prospectus –Cum- Handbook of  
Information 2023-24**

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E-mail: [gcseraj-hp@nic.in](mailto:gcseraj-hp@nic.in)

Phone No. 01907-292707

## From the Desk of Principal



**Dear Students,**

*It is my privilege to welcome you to Government Utkrisht College Seraj at Lambathach, Mandi. Established in 2007, the institution is inching towards attaining excellence. The college has seen tremendous growth in the past few years and achieved a rare feat by getting accredited by NAAC (National Assessment & Accreditation Council) in the year 2019. From its modest beginnings, the college has been upgraded to **Utkrisht Mahavidyalaya** and 2f status under UGC. The institution is one among the first nine colleges in the state to be selected by the State Government to be upgraded in terms of academics, skill development, strengthening sports and cultural activities, digitalization, building and infrastructure, etc.*

*Being an institution located in rural backdrop, it caters to the needs of students hailing from surrounding villages for higher education. At present, the strength of the students has risen to 538. Moreover, the co-educational institution has above 64% girl students.*

*Keeping abreast with the cut-throat competitive world, the college provides ample opportunities to the students to grow wholesomely, equipping them with education relevant in the present global scenario. It inculcates in them the devotion towards one's, language, culture, traditions and endeavors to imbibe the nationalistic spirit as well. These all traits entail to groom their overall personality. The main emphasis is laid on providing every facility to its learners and their problems are immediately dealt with. We strive for academic excellence and hence the college offers a cordial and conducive environment to learn and grow.*

*As you start a new academic year, I assure you that we are here to help you achieve your full potential. Put in your best efforts to achieve your goals.*

*I wish you every success in all your endeavors.  
Good Luck!*

**Jaya Kumari  
Principal**

## A Profile

Government Utkrisht College Seraj at Lambathach was established on June 27, 2007 fulfilling the long standing demand of the local populace. Accredited by **NAAC**, the college also has 2f status under UGC. The institution is affiliated to Himachal Pradesh University, Shimla (HP) and Sardar Patel University, Mandi (HP). The college is nestled in the lap of nature. The confluence of Bakhali and Chetali rivulets lend it a panoramic view. Moreover, the location of the college is such that it is accessible from all the major feeding areas such as Janjehli, Cheuni, Bagachanogi, Thunag, Bagsiad, etc. All these places are almost at equal distance from the college.

The college is bestowed with approximately 20 bighas of land and it ensures optimum utilization of its infrastructural facilities by providing space for Library having 5000 books, Conference-cum-Seminar Hall, 5 Smart Class Rooms, Virtual Class Room, ICT Lab, Language Lab, Career Counseling Guidance, Training and Placement Cell and a well-furnished Gymnasium.

The college offers under-graduate courses in Humanities, Commerce and Science Streams. Career Counseling Guidance, Training and Placement Cell has been constituted to help students to pursue their career. Although for an institution infrastructure matters but it makes mark by the quality of its students. It is our sincere endeavour to make our students responsible citizens of society by fostering in them the qualities of head and heart. Through various clubs and societies, cells and units like NSS, NCC, Rovers and Rangers, Red Ribbon Club, Eco Club, Seraj Theatre Club, Natraj Kala Manch and Road Safety Club, the college aims at the overall development of the personality of students. The students are encouraged to participate in numerous co-curricular activities in various inter-college and university competitions. Under the aegis of Himachal Kaushal Vikas Nigam (HPKVN), Govt. of Himachal Pradesh, two add-on programmes—*Merchandise* (Technopak) and *English, Entrepreneurship and Employability* (EEE-Focal Point) are being offered to the students providing them opportunities to grow.

The college is progressing by leaps and bounds as it has added to its infrastructure and it strives for the state-of-the-art facilities to facilitate the teaching-learning process. The construction of Science Block is in progress.

### ***Vision and Mission of the College***

Students are advised to make the best use of the resources and make efforts to achieve excellence by adopting following mission and vision of the college:

#### **Vision of College**

- To contribute in building knowledgeable and resourceful society through education.
- A foundation must be laid for inclusive growth. We have approached the new era with the hope of an impartial, peace-loving, and cultured society. As an institution of higher learning, we have the responsibility to foster nation-building spirit among learners.
- Our vision is to concentrate on character building and enable students to contribute towards society and nation at large. The institution envisions the learners with inquiring minds, exploring new vistas, and thus making them the future leader in the global world. Our vision is designed to empower young minds with scientific temperament, environment awareness, cultural consciousness and self-affirmation.

#### **Mission of College**

- To aim at the wholesome development of students through education and making them responsible citizens with global proficiency and cultural cognizance.
- The institution abides that mission by providing education to all the students coming from different strata of society with a rural backdrop and creating an amiable & conducive environment for learning.
- Our endeavour is to equip the learners with leadership qualities, to foster community - interface responsibility, and translate their learning into a lifelong commitment towards society. We cater to the needs of our students by providing them resources such as library & laboratories and by arranging career counseling for their better future.
- This make our students a proud and a respected human resource to build a constructive society and inbuilt in them values like self- discipline, simplicity, sincerity and humility



College Faculty



**Ms. Jaya Kumari**  
Principal

Faculty of Humanities

**Vacant**

Department of Economics



**Dr. Kulbhushan Sharma**  
Assistant Professor  
Department of English



**Vacant**

Department of English



**Dr. Khyal Chand**  
Assistant Professor  
Department of Geography



**Mr. Kushal Singh**  
Assistant Professor  
Department of Hindi



**Ms. Jaya Kumari**  
Associate Professor  
Department of History



**Vacant**

Department of Music



**Dr. Ravinder Kumar**  
Assistant Professor  
Department of Physical  
Education



**Mr. Omkar Sharan  
Vareshwar Singh**  
Assistant Professor  
Department of Political Science



**Vacant**

Department of Sanskrit



**Vacant**

Department of Sociology



## Faculty of Commerce

**Mr. Bodh Raj**  
Department of Commerce



**Vacant**  
Department of Commerce

## Faculty of Science

**Vacant**  
Department of Botany



**Vacant**  
Department of Chemistry



**Mr. Vivek Kapoor**  
Assistant Professor  
Department of Mathematics



**Dr. Dalip Singh**  
Assistant Professor  
Department of Physics

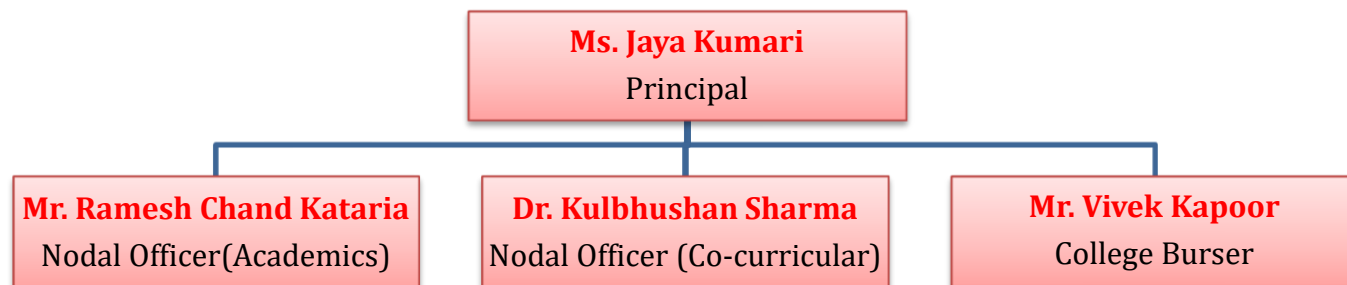


**Mr. Ramesh Chand Kataria**  
Associate Professor  
Department of Zoology



## Non Teaching Staff

| ADMINISTRATIVE STAFF   | LIBRARY  | LABORATORY STAFF               |
|--|--|--------------------------------|
| <b>Superintendent (Grade I)</b><br><i>Mr. Joginder Singh</i> | Librarian<br>Vacant                            | SLA<br><i>Mr. Ramesh Kumar</i> |
| <b>Superintendent (Grade II)</b><br><i>Mr. Sita Ram</i>      | Assistant Librarian<br><i>Mr. Rakesh Kumar</i> | JLA<br><i>Mr. Devki Nandan</i> |
| <b>Senior Assistant</b><br>Vacant                            | <b>CLASS IV STAFF</b>                          | LA<br><i>Smt. Ruma Devi</i>    |
| <b>Clerk</b><br><i>Mr. Vijay Kumar (JOA)</i>                 | <i>Mr. Lal Singh</i>                           | <i>Smt. Kalavatti</i>          |
| <i>Mr. Mani Chand</i>  | <i>Smt. Hima Devi</i>                          | <i>Smt. Shakuntla Devi</i>     |
| <i>Vacant</i>  | <i>Mr. Hem Raj</i>                             | <i>Mr. Jai Singh</i>           |
| <i>Mr. Chitranjan Kumar</i><br>(Technical Assistant)         | <i>Smt. Balu Devi</i>                          | <i>Mr. Duni Chand</i>          |
|  | <i>Smt. Tara Devi</i>                          | Tabla Instructor<br>Vacant     |
|  | <i>Smt. Meera Devi</i>                         |                                |
|  | Store Keeper<br>Vacant                         |                                |



## College Committees

| Sr. No.                          | Committee / Activity/ Club /Society                                    | In-charge / Convener / Nodal Officer | Members   |
|----------------------------------|--|--------------------------------------|---|
| <b>Administrative Committees</b> |  |                                      |   |
| 1.                               | RUSA Co-ordinator  | Dr. Kulbhushan Sharma                | Dr. Dalip Singh<br>Mr. Vivek Kapoor   |
| 2.                               | AISHE  | Dr. Khyal Chand                      | Mr. Chitranjan Kumar  |
| 3.                               | College Staff Secretary  | Dr. Khyal Chand                      |   |
| 4.                               | IQAC (Internal Quality Assurance Cell)                                 | Mr. Ramesh Chand Kataria             | Dr. Kamal Kant (External Advisor)<br>Dr. Kulbhushan Sharma<br>Dr. Dalip Singh<br>Dr. Khyal Chand<br>Mr. Sita Ram (Supdt.)<br>Mr. Chitranjan Kumar<br>President PTA President CSCA<br>Hem Raj (Pradhan Lambathach)<br>Gyan Chand Verma (BDC Sunah) |
| 5.                               | Discipline Committee   | Mr. Omkar Sharan Vareshwar Singh     | Dr. Ravinder Kumar<br>Mr. Duni Chand  |
| 6.                               | Anti- Ragging Committee & Squad  | Mr. Vivek Kapoor                     | Mr. Omkar Singh<br>Dr. Ravinder Kumar   |
| 7.                               | Anti- Drug Abuse Committee   | Mr. Kushal Singh                     | Mr. Omkar Singh<br>Mr. Bodh Raj   |
| 8.                               | Student Grievances & Redressal Cell                                    | Dr. Kulbhushan Sharma                | Dr. Dalip Singh<br>Mr. Bodh Raj   |
| 9.                               | SPARSH (Sensitization, Prevention, and Redressal of Sexual Harassment) | Mr. Sita Ram (Supdt. G-II)           | Smt. Kala Devi (LA)<br>Smt. Shankutla Devi (LA)<br>Smt. Ruma Devi (LA)  |
| 10.                              | Estate/College Development and Maintenance Committee                   | Dr. Khyal Chand                      | Dr. Ravinder Kumar<br>Mr. Bodh Raj  |
| 11.                              | Purchase Committee   | Dr. Dalip Singh                      | Dr. Ravinder Kumar<br>Mr. Bodh Raj<br>Mr. Rakesh Kumar (Asst. Lib.)<br>Mr. Mani Chand (Clerk)   |
| 12.                              | Scholarship Committee  | Dr. Dalip Singh                      | Mr. Kushal Singh<br>Mr. Bodh Raj<br>Mr. Chitranjan Kumar  |

|                                 |   |                                      |  |
|---------------------------------|---|--------------------------------------|--|
| 13.                             | UGC Affairs Committee                                     | Dr. Kulbhushan Sharma                | Dr. Khyal Chand<br>Mr. Vijay Kumar   |
| 14.                             | University Form Attestation Committee                     | Mr. Omkar Sharan Vareshwar Singh     | Dr. Ravinder Kumar   |
| 15.                             | Legal Cell  | Dr. Khyal Chand                      | Mr. Bodh Raj   |
| <b>Academic Committees</b>      |   |                                      |  |
| 1.                              | Time-Table Committee                                      | Mr. Vivek Kapoor                     | Mr. Kushal Singh<br>Mr. Bodh Raj<br>Mr. Chitranjan Kumar   |
| 2.                              | Prospectus & Identity Card Committee                      | Dr. Kulbhushan Sharma                | Mr. Vivek Kapoor<br>Dr. Khyal Chand<br>Mr. Chitranjan Kumar  |
| 3.                              | House Examination Committee                               | Mr. Kushal Singh                     | Mr. Bodh Raj<br>Mr. Vijay Kumar<br>Mr. Devki Nandan<br>Mr. Hem Raj (Peon)<br>Ms. Tara Devi (Peon)  |
| 4.                              | Library Committee   | Mr. Kushal Singh                     | Mr. Omkar Sharan<br>Mr. Rakesh Kumar (Asst.Lib.)<br>Smt. Kala Vatti  |
| 5.                              | College Magazine Committee                                | Dr. Kulbhushan Sharma (Chief Editor) | <b>English Section</b><br>Dr. Kulbhushan Sharma<br><b>Hindi Section</b><br>Mr. Kushal Singh<br><b>Planning Section &amp; Commerce Section</b><br>Mr. Bodh Raj<br><b>Pahari Section</b><br>Dr. Khyal Chand<br><b>Science Section</b><br>Dr. Dalip Singh |
| 6.                              | Tutorial Group/Mentor : Mentee Committee                  | Mr. Bodh Raj                         | Mr. Omkar Singh  |
| 7.                              | Career Counselling Guidance, Training, and Placement Cell | Mr. Ramesh Chand Kataria             | Dr. Kulbhushan Sharma<br>Mr. Bodh Raj  |
| 8.                              | Website Development Committee                             | Mr. Bodh Raj                         | Mr. Chitranjan Kumar   |
| 9.                              | HPKVN Skill Programme                                     | Dr. Kulbhushan Sharma                |  |
| <b>Co-curricular Committees</b> |   |                                      |  |
| 1.                              | CSCA Advisory Committee                                   | Mr. Ramesh Chand Kataria             | Dr. Kulbhushan Sharma Dr. Dalip Singh<br>Mr. Kushal Singh<br>Dr. Ravinder Kumar  |
| 2.                              | Sports Committee  | Dr. Ravinder Kumar                   | Mr. Rakesh Kumar (Asst. Lib.)<br>Mr. Ramesh Singh (SLA)<br>Mr. Jai Singh (LA)  |
| 3.                              | Cultural Committee  | Dr. Khyal Chand                      | Mr. Omkar Singh<br>Mr. Bodh Raj  |
| 4.                              | HPU Youth Festival, Group - I (Creativity)                | Dr. Dalip Singh                      | Mr. Omkar Singh  |

|     |  |                          |  |
|-----|--|--------------------------|--|
| 5.  | HPU Youth Festival, Group - II & III (Music & Dance) | Dr. Khyal Chand          | Mr. Omkar Singh<br>Mr. Bodh Raj                                    |
| 6.  | HPU Youth Festival, Group - IV (Theatre)             | Dr. Kulbhushan Sharma    |  |
| 7.  | Campus Beautification Committee                      | Mr. Omkar Singh          | Dr. Ravinder Kumar<br>Mr. Bodh Raj                                 |
| 8.  | Disaster Management Cell                             | Dr. Khyal Chand          | Dr. Ravinder Kumar<br>Mr. Bodh Raj                                 |
| 9.  | Value Education and Spiritual Awakening Committee    | Mr. Ramesh Chand Kataria | Dr. Kulbhushan Sharma  |
| 10. | Bus Pass Committee                                   | Mr. Vivek Kapoor         | Mr. Omkar Singh<br>Dr. Ravinder Kumar                              |
| 11. | Press & Media Committee:                             | Mr. Kushal Singh         | Mr. Bodh Raj   |
| 12. | First Aid Committee                                  | Dr. Ravinder Kumar       | Mr. Devki Nandan (JLA)<br>Ms. Ruma Devi (LA)<br>Ms. Shankutla (LA) |
| 13. | Sanitation and Cleanliness Committee                 | Mr. Kushal Singh         | Dr. Ravinder Kumar   |
| 14. | Research Cell/IT Incharge Committee                  | Dr. Dalip Singh          | Dr. Khyal Chand  |
| 15. | Yuva Tourism   | Mr. Kushal Singh         | Mr. Bodh Raj   |
| 16. | Road Safety Club                                     | Mr. Vivek Kapoor         | Mr. Omkar Singh  |
| 17. | Rovers and Rangers                                   | Mr. Kushal Singh         | Ms. Kalavatti  |
| 18. | National Service Corps (NCC)                         | Mr. Omkar Singh          |  |
| 19. | National Service Scheme (NSS)                        | Mr. Bodh Raj             |  |
| 20. | Red Cross, Red Ribbon Club & Rhododendron Eco Club   | Mr. Ramesh Chand Kataria |  |
| 21. | Seraj Theatre Club                                   | Dr. Kulbhushan Sharma    |  |
| 22. | Natraj Kala Manch                                    | Mr. Bodh Raj             |  |

## Admission Committee

| Sr. No. | Subject   | Committee                           | Screening-cum-Scrutiny Committee                  |
|---------|---|-------------------------------------|---|
| 1.      | English   | Dr. Kulbhushan Sharma               | Mr. Ramesh Chand Kataria<br>Dr. Kulbhushan Sharma |
| 2.      | Economics, Geography & History                    | Dr. Khyal Chand                     |   |
| 5.      | Hindi & Music (V)                                 | Mr. Kushal Singh                    |   |
| 7.      | Political Science                                 | Mr. Omkar Singh                     |   |
| 8.      | Physical Education & Sociology                    | Dr. Ravinder Kumar                  |   |
| 10.     | Commerce  | Mr. Bodh Raj                        |   |
| 11.     | Botany, Chemistry, Zoology, Physics & Mathematics | Dr. Dalip Singh<br>Mr. Vivek Kapoor |   |

*“Ultimately, education in its real sense is the pursuit of truth. It is an endless journey through knowledge and enlightenment.”- APJ Abdul Kalam*



## Tentative Academic Calendar 2023-24

| Activity                                     | Date                                    |
|--|---|
| Admission Starts                             | June 30, 2023- July 08, 2023            |
| Orientation of 1 <sup>st</sup> Year Students | July 15 - 17, 2023                      |
| Commencement of Classes                      | July 18, 2023                           |
| PTA General House                            | Second week of August, 2023             |
| Filling of University Registration Form      | As per University Schedule              |
| National Sports Day                          | August 29, 2023                         |
| Teachers' Day                                | September 05, 2023                      |
| Hindi Divas                                  | September 14, 2023                      |
| Ozone Day                                    | September 16, 2023                      |
| Inter-University Sports & Youth Festivals    | As per University Schedule              |
| College Athletic Meet                        | 2 <sup>nd</sup> week of September, 2023 |
| NSS Day Celebration                          | September 24, 2023                      |
| Gandhi Jayanti                               | October 02, 2023                        |
| Remembering R. K. Narayan                    | October 10, 2023                        |
| Diwali Break                                 | November 11-15, 2023                    |
| National Integration Day                     | October 31, 2023                        |
| National Education Day                       | November 11, 2023                       |
| NCC Day                                      | Last Sunday of November, 2023           |
| Constitution Day                             | November 26, 2023                       |
| NSS Special Activity Camp                    | 2 <sup>nd</sup> week of November, 2023  |
| World AIDS Day                               | December 1, 2023                        |
| Mid-Term Examinations                        | Second week of December, 2023           |
| Winter Vacation                              | January 01, 2024 – February 04, 2024    |
| National Science Day                         | February 28, 2024                       |
| International Women's Day                    | March 08, 2024                          |
| CSCA Cultural Function                       | Last week of March 2024                 |
| Annual Prize Distribution Function           | Last week of March 2024                 |
| HPU/SPU UG Annual Examinations               | April-May, 2024                         |
| World Theatre Day                            | March 27, 2024                          |
| World Environment Day                        | June 05, 2024                           |
| International Yoga Day                       | June 21, 2024                           |

*"The highest education is that which does not merely give us information but makes our life in harmony with all existence." – Rabindranath Tagore*

### Academic Qualification:

- A student should have passed 10+2 class from H.P. Board of School Education under 10+2 +3 system or any other equivalent examination recognized by H.P.U.
- The Student of NOS (National Open School) will be admitted provided they have scored requisite marks in all the five subjects. The student of NOS who have not clearly passed 10+2 examination will not be admitted in the first year of B.A./B.Com/B.Sc.
- **For B.A. 1<sup>st</sup> (Pass course):** 33% marks at +2 level, are required. However, students opt on mathematics must have 45% in aggregate or 45% marks in mathematics at +2 level.
- **For B.Sc. 1<sup>st</sup> (Pass course) :** 45% marks at +2 level in four written subjects including English. For joining Medical Group, Biology at +2 level is compulsory.
- **For B.Com. 1<sup>st</sup> (Pass course):** 45 % in four written subjects (including English) with Mathematics/Economics as compulsory subject at +2 level (40% in +2 for those students who have passed +2 under commerce Group). Arts and Science Students with 45% marks can join B.Com. 1st provided they have Mathematics or Economics at +2 level. In case of girl students, 33% in +2 level are required.

**Age Limit:**

- For Under-Graduate classes 23 Years for boys and 25 years for girls as on July 1, 2022
- Three Years relaxation in age for SC/ST students (both girls and boys).
- The Vice-Chancellor, at his discretion, may give a relaxation of six months to the deserving and otherwise eligible students.

### Online Admission:

- The candidates have to apply online on the college website: [www.gcseraj.edu.in](https://admission.gcseraj.edu.in) ([https://admission.gcseraj.edu.in/](https://admission.gcseraj.edu.in)).
- Before filling the admission form you are advised to download and read the information provided in the college prospectus/handbook information.
- Applicant will need scanned copies of the following certificates on the basis of which they wish to claim admission:
  1. Class 10<sup>th</sup> certificate.
  2. Class 12<sup>th</sup> certificate.
  3. Character certificate issued by the institution last attended.
  4. Relevant reservation certificate issued by competent authority.
  5. Bonafide Himachal certificate (For HP female candidates).
  6. Gap year certificate/affidavit (if applicable)
  7. Anti-ragging undertaking uploaded on UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in).
- Click on the link admission form for the session 2022-2023 and register yourself there, by filling registration form.
- The completed online form should be submitted on or before the dates decided by the HPU University.
- The admission will purely be provisional and will be cancelled at any stage, if the information submitted online is found incorrect.
- The provisional admission will be finalized after the physical verification of original documents and the approval of admission form by the admission committee of the college.
- List of documents to produce at the time of physical verification:
  1. Print of filled application form.

- ### Admission Rules:

- ## Refusal of admission

- 10

- Students with the record of misconduct/ indulged in ragging in previous year will not be given admission in the current session.
- Admission is not a right it depends upon the satisfaction of Principal/Admission Committee.

## UG DEGREE PROGRAMME UNDER CBCS (RUSA) For the Degree:

- A regular candidate shall have to undergo the prescribed courses of study in a college affiliated to H.P. University for a period not less than three academic years (and not more than five academic years), passed the examinations prescribed and fulfilled such conditions as have been prescribed there in.
- For the degree (B.A./B.Com./B.Sc programme) the student will have to cumulate a minimum successful credit hours of course work over in minimum of three and a maximum of five years from the date of admission.
- Provided that not more than three attempts will be allowed to pass a course.
- The overall pass percentage is 40% under CBCS annual System.
- There is no roll on system in the admission under annual system. However the students shall be placed under compartment if they do not qualify 75% of the total number of courses in that year and the university shall give two chances for clearing the compartment papers
- Although students are allowed to have admission in the next class (e.g. 2<sup>nd</sup> year) before the declaration of 1<sup>st</sup> year result, but if anyone fails in three or more than three subjects, he/she will have to appear in the previous class i.e. 1<sup>st</sup> year.

## DURATION (TIME FRAME):

The UG (TDC) programme for a regular student shall be for a minimum period of three years and a maximum of five years from the date of admission of the candidate. The candidates are advised to opt subjects after careful and thorough consultation with parents/guardians and teachers so as to avoid changes in the subjects later on.

The subjects once opted in BA 1<sup>st</sup> year shall not be changed in the next year. The selected candidates shall have to deposit the fee within specified period, if he/she fails, his/her seat will be allotted to the next candidate standing in the merit list.

The detailed outline of undergraduate programme of B.A./B.Com./B.Sc. for the session 2021-22 under annual Choice Based Credit System available, keeping in view the faculty and infrastructure of the college is given below:

## DEFINITIONS OF KEY WORDS:

**Core Course (CC):** The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

**Discipline Specific Elective (DSE) 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 proficiency/skill is called an Elective Course.

**Ability Enhancement Compulsory Courses (AECC):** These courses are the courses based upon the content that leads to Knowledge enhancement; i.e. Environmental Science and English/Hindi/MIL Communication. These are mandatory for all disciplines.

**Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

**Generic Elective (GE) Courses:** An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.

**Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

**Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

**Credit Point:** It is the product of grade point and number of credits for a course.

**Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student overall years. The CGPA is the ratio of total credit points secured by a student in various courses in all years and the sum of the total credits of all courses in all the years. It is expressed up to two decimal places.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

**Grade Point Average (GPA):** It is a measure of performance of work done in a year. It is ratio of total credit points secured by a student in various courses registered in a year and the total course credits taken during that year. It shall be expressed up to two decimal places.

**Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every year. The grade certificate will display the course details (code, title, number of credits, grade secured) along with GPA of that year and CGPA earned till that year.

*Golden rules!! Who is helping you, don't forget them. Who is loving you, don't hate them. Who is trusting you, don't cheat them"- Swami Vivekananda*



## 1. Arts Stream

| Years                                    | Core Courses (CC)  | Ability Enhancement Comp. Course (AECC) | Skill Enhancement Course (SEC)                               | Discipline Specific Elective (DSE)  | Elective (GE)   | Credits    |
|--|--|---|--|---|---|------------|
| <b>BA I</b>                              | DSC1A =6 Credit<br>DSC1B =6 Credit<br>DSC2A =6 Credit  | EVS= 4 Credit<br>Eng.= 4 Credit         | NIL  | NIL   | NIL   | 44         |
| <b>BA II</b>                             | DSC1A =6 Credit<br>DSC1B =6 Credit<br>DSC2A =6 Credit<br>DSC2B =6 Credit<br>Com. Eng. =6 Credit<br>Com. Hindi=6 Credit<br><b>Credits =36</b> | NIL                                     | SEC 1 =4 Credit<br>SEC 1 =4 Credit<br><br><b>Credits=8</b>   | NIL   | NIL   | 44         |
| <b>BA III</b>                            | NIL  | NIL                                     | SEC 3 = 4 Credit<br>SEC 4 = 4 Credit<br><br><b>Credits=8</b> | DSE 1A =6 Credit<br>DSE 1B =6 Credit<br>DSE 2A =6 Credit<br>DSE 2B =6 Credit<br><b>Credits=24</b> | GE 1 =6Credit<br>GE 2 = 6Credit<br><br><b>Credits =12</b> | 44         |
| <b>Total Credit in B.A. Courses 44x3</b> |  |   |  |   |   | <b>132</b> |

## 2. Commerce Stream

| Years                                      | Core Courses (CC)   | Ability Enhancement Comp. Course (AECC)                  | Skill Enhancement Course (SEC)                               | Discipline Specific Elective (DSE)  | Elective (GE)  | Credits    |
|--|---|--|--|---|--|------------|
| <b>B Co m I</b>                            | C-1 =6Credit<br>C-2 =6 Credit<br>C-3 =6 Credit<br>C-4 =6 Credit<br>Com. Eng. =6 Credit<br>Com. Hindi=6 Credit<br><b>Credits =36</b>       | EVS =4 Credit<br>Eng.= 4 Credit<br><br><b>Credit = 8</b> | NIL  | NIL   | NIL  | 44         |
| <b>B Co m II</b>                           | C-5 = 6 Credit<br>C-6 = 6 Credit<br>C-7 = 6 Credit<br>C-8 = 6 Credit<br>Com.Eng. = 6 Credit<br>Con.Hindi = 6 Credit<br><b>Credits =36</b> | NIL  | SEC 1 =4 Credit<br>SEC 1 =4 Credit<br><br><b>Credits=8</b>   | NIL   | NIL  | 44         |
| <b>B Co m III</b>                          | NIL   | NIL  | SEC 3 = 4 Credit<br>SEC 4 = 4 Credit<br><br><b>Credits=8</b> | DSE 1A =6 Credit<br>DSE 1B =6 Credit<br>DSE 2A =6 Credit<br>DSE 2B =6 Credit<br><b>Credits=24</b> | GE 1 =6 Credit<br>GE 2 = 6Credit<br><br><b>Credits =12</b> | 44         |
| <b>Total Credit in B.Com. Courses 44x3</b> |   |  |  |   |  | <b>132</b> |

## 3. Science Stream

| Years                                     | Core Courses (CC)  | Ability Enhancement Comp. Course (AECC)                 | Skill Enhancement Course (SEC)                         | Discipline Specific Elective (DSE)  | Credit     |
|---|--|---|--|---|------------|
| <b>B Sc I</b>                             | DSC 1A =6 Credit<br>DSC 1B =6 Credit<br>DSC 2A =6 Credit<br>DSC 2B =6 Credit<br>DSC 3A =6 Credit<br>DSC 3B =6 Credit<br><b>Credits =36</b> | EVS= 4 Credit<br>Eng.= 4 Credit<br><br><b>Credits=8</b> | NIL  | NIL   | 44         |
| <b>B Sc II</b>                            | DSC 1C =6Credit<br>DSC 1D =6Credit<br>DSC 2C =6Credit<br>DSC 2D =6Credit<br>DSC 3C =6Credit<br>DSC 3D =6Credit<br><b>Credit = 36</b>       |   | <b>Credits=8</b>                                       | NIL   | 44         |
| <b>B Sc III</b>                           | NIL  | NIL   | SEC3= 4Credit<br>SEC4=4 Credit<br><br><b>Credits=8</b> | DSE 1A =6 Credit<br>DSE 1B =6 Credit<br>DSE 2A =6 Credit<br>DSE 2B =6 Credit<br>DSE 3A =6 Credit<br>DSE 3B =6 Credit<br><b>Credits=36</b> | 44         |
| <b>Total Credit in B.Sc. Courses 44x3</b> |  |   |  |   | <b>132</b> |

## Subject Offered for B.A.

A candidate can opt for TWO elective subjects out of the following three groups, choosing only one subject from a given group after proper counseling by the admission committee:

| Sr. No. | Group     | Subject Combination                                      |
|---------|-----------|--|
| 1       | Group-I   | Economics / History / Music (V & I) / Physical Education |
| 2       | Group-II  | English / Hindi / Sanskrit / Geography / Sociology       |
| 3       | Group-III | Political Science / Public Administration / Mathematics  |

## Subject Offered for B. Sc.

| Sr. No. | Course Code     | Subject Combination (opt any one) |
|---------|-----------------|-----------------------------------|
| 1       | BSc Medical     | Chemistry, Botany, Zoology        |
| 2       | BSc Non-Medical | Chemistry, Physics, Mathematics   |

## Fee Structure

| S. N.                     | Fee & Fund                             | Boys   |
|---------------------------|--|--|
| <b>Govt. Account</b>      |  |  |
| 1                         | Admission fee                          | 25.00  |
| 2                         | Tuition fee (only for boys)            | 600.00   |
| 3                         | Re- admission 1 <sup>st</sup> time     | 100.00   |
| 4                         | Re-admission 2 <sup>nd</sup> time      | 200.00   |
|                           | Late admission fee (per day)           | 10.00  |
| <b>University Charges</b> |  |  |
| 1                         | Uni. registration fee                  | 200.00 (HP Board)<br>400.00 (other Board)                |
| 2                         | Uni. development fund                  | 250.00 /100.00 for IRDP( only for 1 <sup>st</sup> Year ) |
| 3                         | Uni. continuation fee                  | 10.00 (Only for 2 <sup>nd</sup> & 3 <sup>rd</sup> year)  |
| 4                         | Uni. sports fee                        | 15.00  |
| 5                         | Uni. youth welfare fund                | 15.00  |
| 6                         | Uni. holiday home fee                  | 1.00   |
| <b>College Fund</b>       |  |  |
| 1                         | Library security (Refundable)          | 100.00 (Only for 1 <sup>st</sup> Year)                   |
| 2                         | House exam fund                        | 80.00  |
| 3                         | Building fund                          | 120.00   |
| 4                         | Campus development beautification fund | 10.00  |
| 5                         | Book replacement fund                  | 25.00  |

|                                     |                                     |        |
|-------------------------------------|-------------------------------------|--------|
| 6                                   | Identity card                       | 10.00  |
| 7                                   | Duplicate identity card             | 20.00  |
| 8                                   | Magazine fund                       | 50.00  |
| 9                                   | Furniture repair & replacement fund | 10.00  |
| 10                                  | Student aid fund                    | 2.00   |
| 11                                  | NCC fund                            | 10.00  |
| 12                                  | Culture activity fund               | 20.00  |
| 13                                  | Computer & internet fund            | 20.00  |
| 14                                  | Amalgamated fund                    | 300.00 |
| 15                                  | Sports fund                         | 240.00 |
| 16                                  | Rover and ranger fund               | 60.00  |
| 17                                  | Youth red cross fund                | 40.00  |
| 18                                  | Medical fund                        | 6.00   |
| <b>Practical Fee</b>                |                                     |        |
| 1                                   | Geography                           | 180.00 |
| 2                                   | Physical Education                  | 180.00 |
| 3                                   | Music                               | 180.00 |
| 4                                   | Chemistry                           | 240.00 |
| 5                                   | Zoology                             | 240.00 |
| 6                                   | Botany                              | 240.00 |
| 7                                   | Physics                             | 240.00 |
| <b>Absentee &amp; Re- Admission</b> |                                     |        |
| 1                                   | Absence fine (Per period)           | 1.00   |
| 2                                   | Absence fine (Per practical)        | 3.00   |
| 3                                   | Absence (House test)                | 10.00  |
| 4                                   | Later return of library book        | 1.00   |

### Note:

- \* PTA Fund @600.00 will be collected in two installments (300.00 per installment).
- \* The above mentioned fee and fund are subject to change as per HPU/ Govt. instruction.
- \* The Library Security will lapse if it is not claimed within one year after the college.
- \* Boy students with special abilities (with minimum disability of 40%) will be exempted from tuition fee of Rs. 600.
- \* Fees and funds once paid shall not be refunded in any case.

- Migration from another college and vice versa is governed by H.P. University rules.
- Migrating student must bring with him/her:
  - Lecture attendance statement.
  - Statement of Marks obtained in Mid-Term Tests.
  - Character Certificate from the Principal of the college last attended.
- Provisional admission to the college in such cases is not permissible.
- After migration has been granted and notified by the University, the student must join the second college within the period/date given by the university.
- The first college is entitled to the tuition fee for the month in which the University sanctioned the migration.
- No migration certificate can be issued unless the student is registered with the University.
- The admission of a student migrating from another University or migrating from the same course to the affiliated college shall be governed by the regulations formed by the Executive Council on this behalf from time to time.
- The admission of a student migrating from another University shall be treated as provisional and shall be confirmed when he/she produces the migration certificate and the certificate of good conduct from the Head of the Institution last attended provided however that the student disqualified by any other University shall not be given admission during the period of disqualification.

The college provides optimum facilities for various games viz. Athletics, Kho-Kho, Kabbadi, Badminton, Table Tennis, and Volley ball, Cricket etc. Besides, the college provides gym facilities to maintain the physical and mental fitness of the students. The students are encouraged to actively participate in all the groups of the H.P.U. Youth Festival and inter-college sports competitions.

Keeping in view the rich cultural background of the valley, the college facilitates the students with a variety of Musical Instruments under the abled guidance of the efficient mentor. The students participate in the H.P.U. Youth Festival and inter-college culture activities.

As the College has started functioning since 2007 and college have its new arts block building fully equipped with all facilities. In this building the college provides a space for those who love to read the books, periodicals and newspapers. Besides having a collection of useful books, the college has also applied for connectivity to the e- library by which the students can have an access to larger number of books through internet. The books are issued to the students on production of library card to read at home. In addition to this there are certain rules and regulation which are to be followed while issuing and returning of books in the library as appended below:

- Always keep your Identity cum library card with you.
- Reference books will not be issued.
- Books should not be spoiled by underlining, marking or writing on it.
- In case of a loss of a book or any damage, the borrower has to replace the book with a new copy.
- After due date, the fine Rs. 1/- per day will be charged.
- In case of loss of a book, the student will have to replace the book or pay fine in addition to pay

## Parent Teacher Association

## Old Students' Association (OSA)

## Tutorial Groups

## Career Counseling Guidance, Training, and Placement Cell

## College Student Central Association (CSCA)

## National Service Scheme (NSS)

## National Cadet Corps (NCC)

## Rovers and Rangers

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## Youth Red Cross

## College Magazine 'Serajika'

## Seraj Theatre Club

## Natraj Kala Manch

## Scholarship/Financial Assistance

**Scholarship (For Detail: <https://scholarships.gov.in/>)**

- ## Assistance

- The Students who excel in academics, sports, cultural and other co-curricular activities are suitably honored and awarded for their achievements. These awards/ prizes are given to them in the Annual Prize Distribution Function of the college in month of February/ March every year.

## Examination

For the students of B.A./B.Sc./B.Com.1st and CBSC (Annual System RUSA) pattern and Mid-Term test will be held on month of Nov/Dec. There after End-Term Examination shall be conducted by H.P.U. by the end of each year during the months of April/May.

As the case of Continuous Comprehensive Evaluation (CCE) which have the following two components:

- Continuous comprehensive Assessment (CCA) accounting for 30% of the final grade, a student gets in a course B.A/B.Com/B.Sc. 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Year.
- End Term Examination (ESE) accounting for the remaining 70% of the final grade that the

### Mid-Term (Minor) Tests-

➤ 10/15 marks for the students of BA/ B Com & B Sc 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Year.

➤ The remaining 15/10 marks of B.A./B.Sc. /B.Com. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year will be awarded as class test and on basis of seminar/Assignment.

5 marks of B.A./B.Sc. /B.Com. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year will be awarded as class attendance. Each student will have to attend a minimum of 75% Lectures/tutorials/practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).

- 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 form accompanied by a Medical Certificate
- Provided that exemption from 75% attendance criterion will be given to those who participated in 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, excluding exemptions for co-curricular activities, will not be entitled for getting the CCA marks for class-room attendance.

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

| Percentage Range | Marks     |
|------------------|-----------|
| 75% - 80%        | = 1 Marks |
| 80% - 85%        | = 2 Marks |
| 86% - 90%        | = 3 Marks |
| 91% - 95%        | = 4 Marks |
| > 95 %           | = 5 Marks |

## Attendance

- 75% lecture attendance is compulsory for appearing in the University Examination.
- A student who remains absent continuously for 10 days, his/her name will be struck- off from the college rolls. If the name of a student is struck off twice then he/she will not be re-admitted in the college.
- A student is liable to pay all dues & fines as long as his/ her name remains on the college rolls.
- The principal reserves the right of expulsion of any student.

- Application for any kind of leave should be submitted well in time.
- Leave up to three days will be sanctioned by the tutor. Leave for more than three days will be sanctioned by the Principal on the recommendation of the concerned subject teacher/senior tutor.
- In case of medical leave for a period of over three days the applicant must produce a medical certificate.

- Every student will be issued an Identity card. Since I-Card is the only way to identify/differentiate a Bonafide college student from an outsider, every student must always keep/carry it with him/her and must produce whenever required otherwise, he/she will be considered an outsider and will be punished accordingly
- In case if the I-Card is lost, a duplicate card will be issued only after an FIR registered with the nearest Police Station

- Writing obscenities/dirty words on black boards, wall or furniture and banging doors etc.
- Damaging the college property.
- Loitering about the corridors and causing disturbance to the classes.
- Possessing drugs and smoking in the campus.
- Bringing outsiders/miscreants/anti-social elements to the college.
- Sticking any kind of bills/notices on the notice board without the prior permission of the Principal.
- Creating any kind of violence in the campus.
- Ragging in any form.
- Holding of any kind of meeting in the campus without prior permission.
- Use mobile phones by the students in and around the class rooms, is strictly banned and defaulters will be penalized.

All students must note that Ragging inside/outside the college is an offence. "Ragging means any conduct whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or in disciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or

### Punishable Factors of ragging:

- ### Abetment to ragging

- ### Anti-Ragging Committee & Squad:

| Sr. No. | Name Of Members                  | Mobile No.  |
|---------|----------------------------------|-------------|
| 1       | Mr. Vivek Kapoor (Convener)      | 98161-55424 |
| 2       | Mr. Omkar Sharan Vareshwar Singh | 70181-54456 |
| 3       | Dr. Ravinder Kumar               | 98174-69347 |

*In accordance with the order of the hon'ble Supreme Court of India, if any incident of ragging comes to the notice of the college authorities, the student, concerned shall be given liberty to explain; if his/ her explanation is not found satisfactory, he/she would be expelled from the institution.*

Smoking and use of Tobacco products are strictly prohibited in the college campus. Anyone found smoking or using products will have to pay a fine of Rupees 200/- in addition to suspension or expulsion from the college.