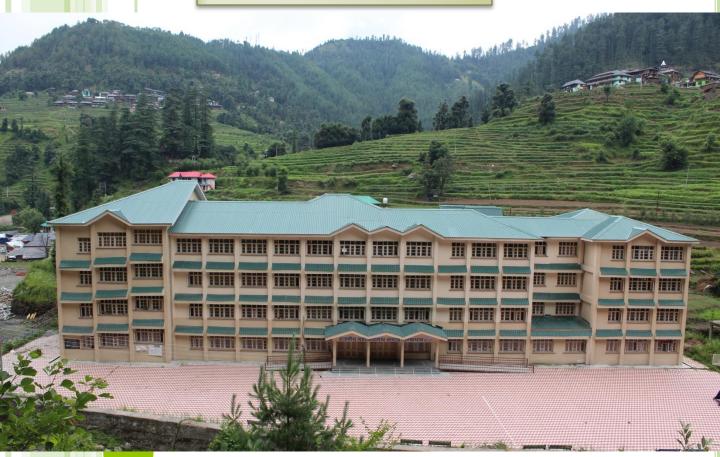
# GOVT. COLLEGE SERAJ AT LAMBATHACH

**DISTT. MANDI H.P. (175048)** 

# **NAAC Accredited**

(Established in 2007)



# Prospectus – Cum- Handbook of Information 2023-24

Website : <u>www</u>.....

E-mail: <u>gcseraj-hp@nic.in</u>

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 coeducational 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



Department of Chemistry



#### Vacant



#### 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**

**Superintendent (Grade I)** 

Mr. Joginder Singh

**Superintendent (Grade II)** 

Mr. Sita Ram

**Senior Assistant** 

Vacant

Clerk

Mr. Vijay Kumar (JOA)

Mr. Mani Chand

Vacant

Mr. Chitranjan Kumar

(Technical Assistant)

#### LIBRARY

Librarian

Vacant

Assistant Librarian

Mr. Rakesh Kumar

#### **CLASS IV STAFF**

Mr. Lal Singh

Smt. Hima Devi

Mr. Hem Raj

Smt. Balu Devi

Smt. Tara Devi Smt. Meera Devi

Store Keeper

Vacant

#### LABORATORY STAFF

Mr. Ramesh Kumar

ILA

Mr. Devki Nandan

Vacant

LA

Smt. Ruma Devi

Smt.Kalavatti

Smt. Shakuntla Devi

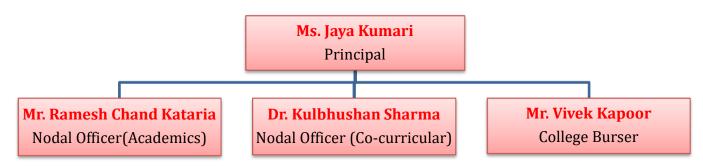
Mr. Jai Singh

Mr. Duni Chand

Tabla Instructor

Vacant





# **College Committees**

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



13.	UGC Affairs Committee	Dr. Kulbhushan	Dr. Khyal Chand
13.	OGC Anali's Committee	Sharma	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
		Academic Committees	
1.	Time-Table Committee	Mr. Vivek Kapoor	Mr. Kushal Singh Mr. Bodh Raj Mr. Chitranjan Kumar
2.	Prospectus & Identity Card Committee	Dr. Kulbhushan Sharma	Mr. Vivek Kapoor Dr. Khyal Chand Mr. Chitranjan Kumar
3.	House Examination Committee	Mr. Kushal Singh	Mr. Bodh Raj Mr. Vijay Kumar Mr. Devki Nandan Mr. Hem Raj (Peon) Ms. Tara Devi (Peon)
4.	Library Committee	Mr. Kushal Singh	Mr. Omkar Sharan Mr. Rakesh Kumar (Asst.Lib.) Smt. Kala Vatti
5.	College Magazine Committee	Dr. Kulbhushan Sharma (Chief Editor)	English Section Dr. Kulbhushan Sharma Hindi Section Mr. Kushal Singh Planning Section & Commerce Section Mr. Bodh Raj Pahari Section Dr. Khyal Chand Science Section 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 Mr. Bodh Raj
8.	Website Development Committee	Mr. Bodh Raj	Mr. Chitranjan Kumar
9.	HPKVN Skill Programme	Dr. Kulbhushan Sharma	
		Co-curricular Committees	
1.	CSCA Advisory Committee	Mr. Ramesh Chand Kataria Dr. Kulbhushan Sharma Dr. Dalip Singh Mr. Kushal Singh Dr. Ravinder Kumar	
2.	Sports Committee	Dr. Ravinder Kumar	Mr. Rakesh Kumar (Asst. Lib.) Mr. Ramesh Singh (SLA) Mr. Jai Singh (LA)
3.	Cultural Committee	Dr. Khyal Chand	Mr. Omkar Singh Mr. Bodh Raj
4.	HPU Youth Festival, Group - I (Creativity)	Dr. Dalip Singh	Mr. Omkar Singh



-	HDHY I B II I C	D 10 101 1	W 0 1 0: 1
5.	HPU Youth Festival, Group - II	Dr. Khyal Chand	Mr. Omkar Singh
	& III (Music & Dance)		Mr. Bodh Raj
6.	HPU Youth Festival, Group - IV	Dr. Kulbhushan Sharma	
	(Theatre)		
7.	Campus Beautification	Mr. Omkar Singh	Dr. Ravinder Kumar
	Committee		Mr. Bodh Raj
8.	Disaster Management Cell	Dr. Khyal Chand	Dr. Ravinder Kumar
			Mr. Bodh Raj
9.	Value Education and Spiritual	Mr. Ramesh Chand	Dr. Kulbhushan Sharma
	Awakening Committee	Kataria	
10.	Bus Pass Committee	Mr. Vivek Kapoor	Mr. Omkar Singh
			Dr. Ravinder Kumar
11.	Press & Media Committee:	Mr. Kushal Singh	Mr. Bodh Raj
12.	First Aid Committee	Dr. Ravinder Kumar	Mr. Devki Nandan (JLA)
			Ms. Ruma Devi (LA)
			Ms. Shankutla (LA)
13.	Sanitation and Cleanliness	Mr. Kushal Singh	Dr. Ravinder Kumar
	Committee		
14.	Research Cell/IT Incharge	Dr. Dalip Singh	Dr. Khyal Chand
	Committee		
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 &	Mr. Ramesh Chand Kataria	
	Rhododendron Eco Club		
21.	Seraj Theatre Club	Dr. Kulbhushan Sharma	
22.	Natraj Kala Manch	Mr. Bodh Raj	
22.	Natraj Kala Manch	Mr. Bodh Raj	

# **Admission Committee**

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



#### **Admission Criteria**

#### **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: <a href="www.gcseraj.edu.in">www.gcseraj.edu.in</a> (https://admission.gcseraj.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.<u>www.ugc.ac.in</u> & <u>www.antiragging.in.</u>
- Click on the link admission fort 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 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 produce at the time of physical verification:
  - 1. Print of filled application form.



- 2. All original certificates/documents.
- 3. Photocopies of all original certificates/documents.
- 4. Gap year affidavit, if applicable.
- After the approval of admission form by the admission committee of the college, the selected candidates will have to submit the fees and others dues online within specified dates, failing which admission for any programmes will be cancelled.
- ➤ There is no offline admission for any applicant.
- ➤ Important dates regarding admission will be displayed on the college website; therefore the applicants are advised to check the college website regularly.

#### **Admission Rules:**

- Application forms can be filled up via online mode from anywhere. The link for the online admission is available on the college website i.e. <a href="https://www.gcseraj.edu.in">www.gcseraj.edu.in</a> Application forms can also be filled up from the college (For admission: https://admission.gcseraj.in/).
- Admission to various classes will be made on a purely merit basis and the recommendation of the admission committee.
- Attach your latest passport size photograph, signature, Matric, 10+2, latest Character Certificate and SC/ST/OBC/Single girl child and other relevant documents.
- ➤ Before submitting the filled form, kindly check the details thoroughly. Discrepancy, if found later, will result in the rejection of admission.
- A gap of one year or more in the academic career of an applicant must be supported by documentary evidence/ declaration as the proof of his/her activities during the period of gap.
- > Applicants must produce all original certificates/documents for verification whenever called by the college office.
- ➤ The candidates who have been placed under compartment in the 10+2 examination will not be admitted to the college.
- Applicants coming from Boards/ Universities other than the H.P. Board of School Education/H.P. University must submit migration certificate in their original.
- ➤ Only those students who have passed in all subjects in 10+2 from the National Open School (Delhi) shall be admitted to B.A. /B. Com. 1<sup>st</sup> subject to the minimum eligibility conditions stated above.
- ➤ Handicapped applicants seeking fee concession must furnish their status certificate from the Medical Board having disability greater than 40%.
- Admission is also open to an applicant who has equivalent qualification from foreign University /Board /College which is recognized by Association of Indian Universities/ or the H.P. University.
- ➤ The college reserves the right to grant admission subject to the number of seats available and reservation as per University rules/roster.
- > In case of any difficulty, contact the Principal or any teacher for guidance and help.

#### **Refusal of admission**

- ➤ A student placed under compartment in 10+2 examination from any board will not be eligible for admission.
- A student can be refused admission if his/her conduct during or previous stay in the college has been unsatisfactory. Such student however has the right to appeal to the Vice Chancellor whose decision shall be final.
- The failed student of any other institution will not be admitted to the college. The student who has been expelled by any college/university will not be given admission.
- ➤ The students who have passed OT/MIL examination and avail concession in the concerned subject are not eligible for the admission in the college.



- > 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 with in 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 Enhanceme nt Comp. Course (AECC)	Skill Enhancement Course(SEC)	Discipline Specific Elective (DSE)	Elective (GE)	Credits
BAI	DSC1A =6 Credit DSC1B =6 Credit DSC2A =6 Credit	EVS= 4 Credit Eng.= 4 Credit	NIL	NIL	NIL	44
BA II	DSC1A =6 Credit DSC1B =6 Credit DSC2A =6 Credit DSC2B =6 Credit Com. Eng. =6 Credit Com. Hindi=6 Credit Credits =36	NIL	SEC 1 =4 Credit SEC 1 =4 Credit Credits=8	NIL	NIL	44
BAIII	NIL	NIL	SEC 3 = 4 Credit SEC 4 = 4 Credit Credits=8	DSE 1A =6 Credit DSE 1B =6 Credit DSE 2A =6 Credit DSE 2B =6 Credit Credits=24	GE 1 =6Credit GE 2 = 6Credit Credits =12	44
Total Cı	edit in B.A. Courses 44	łx3				132

#### 2. Commerce Stream

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



#### 3. Science Stream

Years	Core Courses (CC)	Ability Enhancement Comp. Course (AECC)	Skill Enhancement Course(SEC)	Discipline Specific Elective (DSE)	Credit
BScI	DSC 1A =6 Credit DSC 1B =6 Credit DSC 2A =6 Credit DSC 2B =6 Credit DSC 3A =6 Credit DSC 3B =6 Credit Credits =36	EVS= 4 Credit Eng.= 4 Credit Credits=8	NIL	NIL	44
ВЅс П	DSC 1C =6Credit DSC 1D =6Credit DSC 2C =6Credit DSC 2D =6Credit DSC 3C =6Credit DSC 3D =6Credit Credit = 36		Credits=8	NIL	44
B Sc III	NIL	NIL	SEC3= 4Credit SEC4=4 Credit Credits=8	DSE 1A =6 Credit DSE 1B =6 Credit DSE 2A =6 Credit DSE 2B =6 Credit DSE 3A =6 Credit DSE 3B =6 Credit Credits=36	44
Total Cre	dit in B.Sc. Courses 442	х3			132

# **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.	Fee & Fund	Boys				
N.						
Gov	Govt. Account					
1	Admission fee	25.00				
2	Tuition fee (only for boys)	600.00				
3	Re- admission 1st time	100.00				
4	Re-admission 2nd time	200.00				
	Late admission fee (per	10.00				
	day)					
Univ	versity Charges					
1	Uni. registration fee	200.00 (НР				
		<b>Board)</b> 400.00 (other				
		Board)				
2	Uni. development fund	250.00 /100.00 for IRDP( only for 1st 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				
Coll	ege Fund					
1	Library security	100.00 (Only				
	(Refundable)	for 1st Year)				
2	House exam fund	80.00				
3	Building fund	120.00				
4	Campus development	10.00				
	beautification fund					
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 &	10.00				
	replacement fund					
10	Student aid fund	2.00				
11	NCC fund	10.00				
12	Culture activity fund	20.00				
13	Computer & internet	20.00				
	fund					
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				
Prac	tical Fee					
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				
Abse	Absentee & Re- Admission					
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	1.00				
	book					

#### 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

- ➤ 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.

#### **Sports and Gymnasium**

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.

#### **Cultural activities**

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.

#### Library (For Detail: https://campus.gcseraj.in/)

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



present price of the book with the special permission of the Principal.

#### **Parent Teacher Association**

The college has a very active Parent Teacher Association (PTA). All parents are members of the association. The PTA meetings are organized at regular intervals as decided by the PTA Body. The executive body of PTA is formed by electing the members from amongst the parents in General House at the beginning of session. The date of the General House has been mentioned in the college calendar and no separate notice will be given for the same. The parents are requested to attend meeting on the date mentioned in the prospectus.

#### **Old Students' Association (OSA)**

Old Students' Association (OSA) is the back bone of any institution. The college has an Old Students Association which was formed on 8th April 2019. The need of such an association was realized for active participation of the students for progression of the institution through financial as well as nonfinancial sources. The members of OSA give objective feedback on various aspects of the college for its betterment. Although they have not contributed anything financially yet, but they are a source of inspiration for the students as they remain consistently concerned for the improvement, and advancement of the institution.

#### **Tutorial Groups**

In order to build a healthy student teacher relationship and to address specific problems of students, the college has made different tutorial groups. The group meets once a week. The group organizes academic and co-curricular activities.

#### Career Counseling Guidance, Training, and Placement Cell

To cope with the requirements of today's competitive world, a Career- Guidance Cell has been constituted in the college campus. The Cell is very active and organizes job oriented seminars and also provides coaching free of cost.

#### **College Student Central Association (CSCA)**

The CSCA is constituted according to the schedule notified by H.P. University. The CSCA plays a crucial role in the college activities by involving the students in various co-curricular activities. It helps the college in organizing functions and maintaining a healthy academic environment.

#### **National Service Scheme (NSS)**

There is a half unit (comprising of 50 students) of NSS functional in the college which actively participates in various social service. The NSS unit of college performs regular activities in the campus and one week special camp is organized every year to develop moral and social values among students.

#### National Cadet Corps (NCC)

The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained, and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. Needless to say, the NCC also provides an environment conducive to motivating young Indians to join the armed forces. The college has total 54 seats for the boys and girl cadets.

#### **Rovers and Rangers**

To inculcate the spirit of adventure and good values in the students, Bharat Scouts and Guides unit has been introduced in the college. Students are registered as Rovers (Boys) and Rangers (Girls) and are being benefited through this participation. College have Rovers and Rangers unit to perform



social activities in various sectors and inculcate social, and ethical values among students.

#### **Youth Red Cross**

Youth Red Cross Unit under the sponsorship of Indian Red Cross Society is also functioning in the college. The students are enrolled in this unit every academic session to develop the values of social service.

#### College Magazine 'Serajika'

To nourish the creative needs of the students, to provide a platform to them and to give voice to their dreams and aspirations, the college regularly publishes its magazine 'SERAJIKA' annually. A student editor in each of the six sections namely Hindi, English, Commerce, Science, Pahari, and Planning Forum works under the guidance of a staff editor. The response of the students is tremendous which is evident from the number of contributions to all the sections.

#### **Seraj Theatre Club**

Seraj Theatre Club provides a platform to the young talented actors and hones their creative talent and organises a One-Month Theatre Workshop where they learn about the basic nuances of theatrical skills and these tips in turn boost their morale and instills confidence in them. The young actors also get an opportunity to represent the college in HPU Youth Festival, Group-IV (Theatre).

#### Natraj Kala Manch

The college has Natraj Kala Manch where the students learn Kathak and One Month Workshop is also conducted for them to learn the dance. The students also get a chance to participate in the Inter-College competition- HPU Youth Festival, Group-III (Dance).

#### Scholarship/Financial Assistance

#### Scholarship (For Detail: https://scholarships.gov.in/)

- > Dr. Ambedkar Post Matric Scholarship Scheme for the economically backward class students.
- ➤ Integrated Rural Development Programme (IRDP).
- Kalpana Chawla Chatravritii Yojana.
- Centrally Sponsored Post matric scholarship scheme to OBC students.
- Centrally Sponsored Post Matric scholarship scheme for SC students.
- Centrally Sponsored Post Matric scholarship scheme for ST students.

#### Assistance

- Brother/ Sister concession as per the rules applicable
- Prizes / Awards

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. 1st, 2nd, & 3rd Year.
- ► End Term Examination (ESE) accounting for the remaining 70% of the final grade that the



student gets in a course of B.A/B.Com/B.Sc.1st, 2nd & 3rd Year.

#### Mid-Term (Minor) Tests-

There will be one mid-term test for all streams after covering the 2/3 syllabus or covered so far in all the classes, Maximum Marks will be asfollow:

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

#### **Seminar/Assignment/Class Test/Presentation:**

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

#### **Classroom Attendance:**

5 marks of B.A./B.Sc. /B.Com. 1st, 2nd & 3rd 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% and65% 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% and50% 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.

#### **Classroom Attendance Incentive:**

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

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



#### **Code of Conduct**

#### 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.

#### **Leave Rules**

- 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.

#### **Identity Card**

- ➤ 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

#### **Acts of Discipline**

Any of the following activities will be considered a breach of discipline:

- > 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.

#### Ragging

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



psyche of a fresher or a junior student." Students are informed that under the orders of Hon'ble Supreme Court of India vide its judgment/order dated 4 May 2001, 16 May 2007 and 11 Feb. 2009 has outlined various steps which must be taken by Education Institutions so as to eliminate ragging from the Education System. If any student found indulging in ragging directly or indirectly, the college shall be obliged under the rule 22, 17 (a) (b) (c) (d) of H.P. University ordinance to expel the guilty student from the College/Hostel. Punishment includes imprisonment, fine or both expulsion from the institution, suspension from the institution or classes for a period or with a public apology.

#### Punishable Factors of ragging:

- Withholding scholarship or other benefits.
- Debarring from representation in events.
- Withholding of result.
- Legal proceedings under criminal law by lodging FIR.

#### **Abetment to ragging**

- Criminal conspiracy to rag.
- Unlawful assembly and rioting while ragging.
- > Assembling of people during ragging.
- Violation of decency and morals through ragging.
- ➤ Injury to body causing hurt or grievous hurt.
- Wrongful restraint.
- > Wrongful confinement.
- Use of criminal force.
- > Extortion.
- Criminal trespass.
- Offence against property.
- Criminal intimidation.
- Physical or mental torture
- Attempts to commit any or all of the above mentioned offences against the victim(s).

#### **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

#### **Zero Tolerance to Ragging**

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.

Help Line: 01907-292707

#### **Anti Somoking/Anti Tobacco**

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.