

# PROSPECTUS

2024-25

(ONLINE ADMISSION ONLY)



**GOVERNMENT DEGREE COLLEGE KANDAGHAT**

**DISTT. SOLAN-173215(H.P.)**

WEBSITE: <https://gckandaghat.edu.in>

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## From the Principal's Desk



Dear Students,

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do”, said the iconic football player, Pele.

Govt. Degree College Kandaghat, Distt. Solan was established in the year 2016 with an objective to enhance the sphere of higher education in rural areas and provide education to the youth coming from these areas at their doorstep. At present, the college has its own huge building surrounded by picturesque hilly landscape that creates serene and delightful ambience. The institution has spacious and well-furnished rooms, a multipurpose hall, a Library and other facilities. Since its inception, it has been a constant endeavor of the college to create a congenial academic environment to achieve the true goal of education i.e. all-round development of students' personality, to shape, polish, refine and prepare them to be progressive, dynamic, cultured, responsible and vibrant individuals.

Education is a powerful weapon which equips and enables a person to fight all the odds in life and helps him or her to come out victorious in this battle. In order to be able to keep pace with the changing scenario, to usher in a new era and contribute to the progress and prosperity of the society they are living in and our beloved nation, our students will have to be knowledgeable, well rounded, disciplined and innovative.

The institution has well-qualified and a committed team of teachers in the faculty of Humanities, Commerce and Science. To engage students in extra- curricular activities, Rangers and Rovers units and two NSS units (Boys and Girls) are functional in the institution. Concerted efforts are also being made to raise NCC (Girls) unit from this academic session i.e. 2024-25 onwards and we are quite hopeful to get the unit.

Dear students, I welcome and congratulate you all who prefer to seek admission in this institution which will definitely go a long way in broadening your horizon, developing scientific temperament and inculcating moral and democratic values in you coupled with a deep sense of respect for our rich culture and heritage. Finally, a word of caution- Do not indulge in any of the anti-social activities- ragging, drugs, smoking, eve-teasing etc. which may spoil your career. So, let us have a poised state of mind, maintain equanimity and embark on the path of new hope, new vistas with faith, compassion and empathy.

Wish you all the best!

Jai Hind.

**Prof. Indira Daroch**

## **GOVERNMENT DEGREE COLLEGE KANDAGHAT, DISTT. SOLAN-173215**

Government Degree College Kandaghat, Solan, established in the year 2016, offers undergraduate courses in Humanities, Commerce and Science streams. The town of Kandaghat, where this college is situated, is of historical importance as the Late Maharaja Bhupinder Singh, the ruler of Patiala state, came from Shimla and built his first Palace at Kandaghat. During pre-independence days, Kandaghat used to be known as 'Kohistan'.

The College started in the year 2016 on one of the properties vested in the Government of Himachal Pradesh, which was originally the residence of Raja Dhaulpur, a palace constructed by Maharaja Patiala, Yada Vindra Singh. This palace used to be the seat of the Deputy Commissioner and the Superintendent of Police and also the summer capital of the princely state of Patiala. After independence, this town became a part of the erstwhile PEPSU state (Patiala and East Punjab State Union).

The original building of the college has always rendered gainful services to the people of the region as it was earlier used for the purpose of a government hospital and then housed the office of the Sub-Divisional Magistrate. The building was also converted into a Food Testing Laboratory for a short period of time. Subsequently, as the need for college was felt, this building again opened its arms and was notified as Government Degree College in December 2015. The foundation stone of the college was laid on December 30, 2016 by the then Chief Minister, Late Shri Virbhadra Singh. The institution is located on the lush green hill known as Sirinagar. It provides a conducive environment and varied resources for the academic, moral and intellectual growth of the students in the academic and socio-cultural sphere.

### **VISION**

*The aim of the college is to provide a platform to the students from a rural background a dynamic and organic environment which empowers and enables them to become creative intellectuals, critical thinkers and self-reliant individuals. The college offers a holistic and transformative educational framework which focuses on student centric activities for their well –rounded development. It aims to provide a conducive environment for collaborative opportunities between the industrial sector and the students. The college envisions to evolve socially responsible citizens, righteous and sincere, bearing respect for nature and passionate to fulfill their responsibility of nation building.*

### **MISSION**

To transform young minds into enlightened human beings by providing affordable quality education, equipping students with overall knowledge and skills in their chosen streams and provide opportunities to them to realise their full potential for their future prospects.

## **PRINCIPAL**

**Prof. Indira Daroch**

## **TEACHING STAFF**

### **FACULTY OF HUMANITIES**

#### **Department of English**

1. Dr. Anshu Kaushal  
Assistant Professor
2. Dr. Priyanka Vinta  
Assistant Professor

#### **Department of Hindi**

1. Dr. Radha Verma  
Assistant Professor

#### **Department of Economics**

1. Dr. Geeta Negi  
Assistant Professor

#### **Department of Geography**

1. Dr. Sudhir Kumar  
Assistant Professor

#### **Department of History**

1. Ms. Anju Devi  
Assistant Professor

#### **Department of Music (Vocal)**

1. Dr. Savita Sehgal  
Associate Professor

#### **Department of Pol. Science**

1. Ms. Kamini Negi  
Assistant Professor

#### **Department of Sociology**

1. Vacant

#### **Dept. of Physical Education**

1. Vacant

### **FACULTY OF SCIENCE**

#### **Department of Botany**

1. Vacant

#### **Department of Chemistry**

1. Dr. Harinder Lal

Associate Professor

#### **Department of Physics**

1. Mr. Pankaj  
Assistant Professor

#### **Department of Zoology**

1. Vacant

#### **Department of Mathematics**

1. Ms. Meghna Rana  
Assistant Professor

### **FACULTY OF COMMERCE**

1. Ms. Malvika Sharma  
Assistant Professor
2. Dr. Yashika Guleria  
Assistant Professor

### **LIBRARY**

1. Smt. Rajani Bhardwaj  
Librarian

### **OFFICE STAFF**

1. Mr. Hamender Dutt Sharma  
Supdt. Grade-II
2. Mr. Sudhir Kumar Sharma  
Sr. Assistant
3. Mr. Hitesh Kumar  
JOA (IT)
4. Ms. Babita  
JOA (IT)

### **LABORATORY STAFF**

1. Laboratory Assistant  
Vacant (4)
2. Tabla Instructor  
Vacant (1)

### **CLASS IV**

1. Mr. Amar Pal  
Peon cum Chowkidar
2. Ms. Champa Devi  
Peon cum Chowkidar (On Deputation)
3. Mr. Suresh Kumar  
Peon cum Chowkidar
4. Vacant (3)

## ADMISSION SCHEDULE (2024-25)

Admission and Teaching Schedule of B.A./B.Com./B.Sc. for the session 2024-25:

Particulars	Period	Days
Submission of Admission Forms for the session 2024-25	03.06.2024 to 15.07.2024	34 Days
Pre-admission counselling of students	03.06.2024 to 15.06.2024	
Display of 1 <sup>st</sup> Merit List (UG 1 <sup>st</sup> Year Students)	16.07.2024 upto 01:00 PM	
Fee to be Deposited	16.07.2024 to 19.07.2024	3 Days
Display of 2 <sup>nd</sup> Merit List	20.07.2024 up to 11:00 AM	
Fee to be Deposited	20.07.2024 up to 5:00 PM	01 Day
Orientation of First Year Students	22.07.2024	01 Day
Admission of UG 2 <sup>nd</sup> year & Final year students on Roll on basis	06.06.2024 to 15.07.2024	31 Days
Fee to be deposited	06.06.2024 to 19.07.2024	35 Days
Post admission counselling	20.07.2024, 22.07.2024	02 Days
Regular Teaching	23.07.2024 to 28.10.2024	79 Days
	04.11.2024 to 31.12.2024	48 Days
	05.02.2025 to 29.03.2025	45 Days
	Remedial Classes beyond normal teaching hours (at least 54 hours)	09 Days
Total Teaching Days		181 Days

**Note:** The admission to First Year shall be strictly on the basis of merit and the roster reservation of HPU will be applicable. The admission forms must be duly filled ONLINE. The forms complete in all respects to be filled in by the candidate and copies of the documents uploaded along with must be submitted through the college website. Any change in the Admission Schedule, if notified by HP University, will be displayed on the notice board or college website.

## *Vacation Schedule*

<b>Vacation</b>	<b>Period</b>	<b>Days</b>
Summer Vacation	18.06.2024 to 12.07.2024	25 Days
Diwali Break	29.10.2024 to 02.11.2024	05 Days
Winter Vacation	01.01.2025 to 04.02.2025	35 Days
	<b>Total Vacation Period</b>	65 Days
Examinations	01.04.2025 to 14.05.2025	44 Days
Evaluation of answer scripts	10.04.2025 to 17.05.2025	38 Days
Results of all UG Classes	Upto 30.06.2025	

### **EXAMINATION SCHEDULE (2024-25)**

#### **Mid-Term & Annual Examination (Practical & Theory) Schedule for Annual System**

<b>Period</b>	<b>Dates</b>
Mid Term Tests	First/Second Week of December
Annual Examination	01.04.2025 to 14.05.2025

### **TENTATIVE SCHEDULE OF OTHER ACTIVITIES (2024-25)**

1. Commencement of Regular Classes	23 <sup>rd</sup> July, 2024
2. Principal's address & Introduction to Career Options by Faculty	Last week of August
3. PTA General House	To be notified in due course of time
4. CSCA Nominations	As per HP University Schedule
5. Van Mahotsav	First Week of August
6. Women Cell Lecture	Last week of September
7. Youth Society/Club Function	Last week of September
8. Annual Athletic Meet	In the month of December
9. Disaster Mock Drill	Mid-October
10. Inter-University Sports & Youth Festival	As per HP University Schedule
11. Career Counseling Lecture (First)	First Week of September
12. Red Ribbon Club Week	1 <sup>st</sup> -7 <sup>th</sup> December
13. Filling of Examination Forms	As per HP University Notification
14. CSCA Function	February 2025
15. Annual Function	March 2025
16. Celebrations of Days	
i. Red Cross Day	8 <sup>th</sup> May
ii. World Environment Day	5 <sup>th</sup> June
iii. International Yoga <i>Diwas</i>	21 <sup>st</sup> June
iv. Hindi <i>Diwas</i>	14 <sup>th</sup> September
v. Flag Day (R&R)	7 <sup>th</sup> November
vi. World AIDS Day	1 <sup>st</sup> December
vii. Science Day	28 <sup>th</sup> February
viii. Women's Day	8 <sup>th</sup> March
ix. Indian Constitution Day	26 <sup>th</sup> November

## CHOICE BASED CREDIT SYSTEM(CBCS)

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

### Outline of Choice Based Credit System:

- 1. Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. Core course, also referred to as Discipline Specific Core (DSC) Course ensures that all institutions follow common curriculum so that each institution adheres to a common minimum standard. The course, designed under this category, aims to cover the basics that a student is expected to imbibe in that particular discipline.
- 2. Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**Discipline Specific Elective (DSE) Course (2 each for regular courses):** Elective courses may be offered by the main discipline / subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

**Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

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

**P.5:** A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

- 3. Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and Skill Elective Course (SEC).

**3.1 Ability Enhancement Compulsory Course (AECC) :** "AECC courses are the courses based upon the content that leads to knowledge enhancement. These are:(i) Environmental Science, (ii)English/MIL Communication), are mandatory for all disciplines. AECC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

**3.2 Skill Enhancement Courses(SEC)(Minimum4):** These courses may be chosen from a pool of course designed to provide value-based and/or skill-based knowledge. The main purpose of these courses is to provide students with life-skills in hands-on mode so as to increase their employability.

### A Brief of UG Programme in Arts, Commerce and Science (I, II & III Year)

The following Table gives you the courses of study in the Under Graduate Programme of Arts, Commerce and Science for I, II & III Year.

Changes in the Structure of UG in respect of BA /B.Com./B. Sc First Year/Semester to be notified as per the NEP-2020.

## SCHEME OF COURSES FOR B.A PROGRAMME

### Table -1

Year	Discipline Specific Course (DSC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course(SEC)-4	Discipline Specific Elective (DSE)-2	Generic Elective (GE)-2	Total Credits
BA I	English 1= 6 Credit Hindi 1= 6 Credit	Env. Science= 4 Credit English =4 Credit	NIL	NIL	NIL	
	DSC 1A= 6 Credit DSC 1B= 6 Credit DSC 2A= 6 Credit DSC 2B= 6 Credit  36 Credit					44
BA II	Eng.-2 = 6 Credit  Hindi-2=6 Credit  DSC 1C= 6 Credit  DSC 1D =6Credit DSC 2C =6 Credit DSC 2D =6Credit  36 Credits	Nil	SEC-1=4 Credit  SEC-2=4 Credit  8 Credits	NIL	NIL	44
BA III	Nil	Nil	SEC-3 = 4 Credit SEC-4 = 4Credit  8 Credit	DSE 1A = 6 Credit DSE 1B= 6Credit DSE 2A = 6Credit DSE 2B = 6Credit  24 Credits	GE-1 = 6Credit GE-2 = 6 Credit  12 Credit	44
Total Credits in B.A. Three Year Degree Course=44x3						132

**B.Sc. PROGRAMME**

**B.Sc. Medical(Life-Science):** Chemistry, Zoology and Botany  
**B.Sc. Non-Medical (Physical Science):** Mathematics, Physics and Chemistry/Computer Science.

<b>Scheme of Courses for B.Sc. Medical/Non-Medical</b>					
<b>Year</b>	<b>Discipline Specific Course (DSC)-12</b>	<b>Ability Enhancement Compulsory Course (AECC)-2</b>	<b>Skill Enhancement Course(SEC)-4</b>	<b>Discipline Specific Elective (DSE)-6</b>	<b>CREDITS</b>
<b>B.Sc. I</b>	DSC-1A=6Credit DSC-1B=6Credit DSC-2A=6Credit DSC-2B=6Credit DSC-3A=6Credit DSC-3B= 6Credit <b>36 Credit</b>	Env. Science = 4Credit English = 4Credit  <b>8 Credit</b>	NIL	NIL	<b>44 Credits</b>
<b>B.Sc. II</b>	DSC-1C=6Credit DSC-1D=6Credit DSC-2C=6Credit DSC-2D=6Credit DSC-3C=6Credit DSC-3D=6Credit  <b>36Credits</b>	Nil	SEC-1=4 Credit SEC-2=4 Credit  <b>8Credit</b>	Nil	<b>44</b>
<b>B. Sc. III</b>	Nil	Nil	SEC-3=4 Credit SEC-4=4 Credit  <b>8Credits</b>	DSE-1A=6Credit DSE-1B=6Credit DSE-2A=6Credit DSE-2B=6Credit DSE-3A=6Credit DSE-3B=6Credit  <b>Credit=36</b>	<b>44</b>
<b>Total Credits in B.Sc. Three Year Degree Course=44x3</b>					<b>132</b>

**B.Com.(PassCourse): Three-Year CBCS PROGRAMME**

**Basic Structure: Distribution of Courses**

1	<b>Ability-Enhancement Compulsory Course(AECC)</b>	2 Papers of 4 Credit Hrs. each (Total Credit Hrs.4X2)	8
2	<b>Skill-Enhancement Elective Course(SEC)</b>	4 Papers of 4 Credit Hrs. each (Total Credit Hrs.4X4)	16
3	<b>Core Course</b>	12 Papers of 6 Credit Hrs. each (Total Credit Hrs.12X6) (5 Lectures and 1 Tutorial)	72
4	<b>Discipline Specific Elective(DSE)</b>	4 Papers of 6 Credit Hrs. each (Total Credit Hrs.3X6) (5 Lectures and 1 Tutorial)	24
5	<b>Generic Elective(GE)</b>	2 Papers of 6 Credit Hrs. each (Total Credit Hrs.3X6) (5 Lectures and 1 Tutorial)	12
	<b>Total Credit Hours</b>		<b>132</b>

**B.Com.: Three-year(Annual)CBCS PROGRAMME STRUCTURE**

Course No.	Course Title	Course Type
	<b>B. Com. I</b>	
	Environmental Studies	<b>Ability Enhancement Compulsory Course (AECC-1)</b>
BC 1.1	Financial Accounting	<b>Core Course C-1</b>
BC 1.2	Business Organisation and Management	<b>Core Course C-2</b>
	English-1 Core English (Compulsory for B.A./B. Com)	<b>Core Course C-3</b>
	Language: English/Hindi/Modern Indian Language	<b>Ability Enhancement Compulsory Course (AECC-2)</b>
BC 1.3	Business Law	<b>Core Course C-4</b>
BC 1.4	Business Statistics and Mathematics	<b>Core Course C-5</b>
	Hindi-I/ Modern Indian Language	<b>Core Course C-6</b>
	<b>B. Com. II</b>	
BC2.1	Company Law	<b>Core CourseC-7</b>
BC2.2	Income Tax Law and Practice	<b>Core CourseC-8</b>
	English-II	<b>Core CourseC-9</b>
BC2.3	Computer Application in Business	<b>Skill-Enhancement Elective Course (SEC)-1</b>
HIND 400	Hindi-II	<b>Core CourseC-10</b>
BC2.4	Corporate Accounting	<b>Core CourseC-11</b>
BC2.5	Cost Accounting	<b>Core CourseC-12</b>
BC2.6	E-Commerce	<b>Skill-Enhancement Elective Course (SEC)-2</b>
	<b>B. Com. III</b>	
	<b>Anyone of the following</b> BC 3.1 (a) Human Resource Management BC 3.1 (b) Principles of Marketing BC 3.1 (c) Fundamentals of Financial Management	<b>Discipline Specific Elective (DSE)-1</b>
	<b>Anyone of the following Discipline: -</b> BC 3.2 (a) Corporate Governance & Auditing	<b>Discipline Specific Elective (DSE)-2</b>
	BC 3.2 (b) Goods and Services Tax (GST)	
BC3.3	Entrepreneurship	<b>Skill-Enhancement Course (SEC)-3</b>
ECONA 313	Economy of H. P	<b>Generic Elective(GE)-1</b>

	<b>Anyone of the following Discipline: -</b> BC 3.5 (a) Corporate Tax Planning BC 3.5 (b) Banking and Insurance BC 3.5 (c) Management Accounting BC 3.5 (d) Computerized Accounting System	<b>Specific Elective(DSE)-3</b>
	<b>Anyone of the following Discipline: -</b> BC 3.6 (a) International Business BC 3.6 (b) Office Management and Secretarial Practice BC 3.6 (c) Fundamentals of Investment BC 3.6 (d) Consumer Protection	<b>Specific Elective(DSE)-4</b>
BC3.7	Personal Selling and Salesmanship	<b>Skill-Enhancement Elective Course (SEC)-4</b>
ECONA 314	Indian Economy	<b>Generic Elective(GE)-2</b>

## **GUIDELINES AND CONDITIONS FOR OBTAINING DEGREE FOR I, II & III YEAR STUDENTS**

1. A candidate has to earn 132 credits for pass course degree in B.A./B.Sc./B.Com. programme.
2. An undergraduate degree in Humanities/Social Sciences/Commerce disciplines may be awarded if a student completes 4 Core papers each in two disciplines of choice, 2 Core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Courses(AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective based on 2 disciplines of choice selected above, respectively and 2 papers from the list of Generic Elective papers (See Table 1).
3. An undergraduate degree in Science discipline may be awarded if a student completes 4DSC Core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 Discipline Specific Elective (DSE) courses each in three disciplines of choice (See Table 2).
4. Every student shall be required to undergo a regular course of study i.e., attendance in lectures, tutorials, seminars, practical etc., in order to be eligible to appear for University examination. A candidate should attain 75% attendance in each of the concerned courses in Theory and Practical, separately.
5. Internal Assessment/Continuous Comprehensive Assessment (CCA) and Annual Examination will be as per HPU guidelines.
6. In Annual System the minimum qualifying marks is 40% in aggregate. However, to score 35% marks in each CCA and Final Examination (separately) will be compulsory. For practicals, 40% passing marks will be mandatory.
7. A candidate failing either in one or two subjects/papers in annual examination will be placed under compartment in those subjects/papers. Such students will have only two chances, one at supplementary stage and another at the annual stage, to clear the compartment.
8. A candidate failing in three or more subjects/papers will be treated as FAIL, in that year and will have to repeat the entire year.
9. The results will be declared as per grading system and the students will have to complete the degree within 5 years.

**Note: The above guidelines/conditions may vary as per the latest notification by the H.P. University.**

## **THE EVALUATION SYSTEM OF CBCS FOR ARTS, COMMERCE and SCIENCE (I, II & III YEAR)**

All courses (Core and Elective) will have an evaluation system that comprises of the following two components:

1. **Continuous Comprehensive Assessment (CCA)** accounting for 30% (for Arts, Commerce and Science) & 30% (for Science) of the final grade that a student gets in a course, and
2. **End-Semester Examination (ESE)** accounting for their meaning 70% (Arts/Commerce) & 50% Theory +20% Practical (Science) of the final grade that the student gets in a course.

## Continuous Comprehensive Assessment (CCA)

CCA for a student enrolled for the session will account for 30% of the total marks. The breakup of 30% i.e. 30 marks are given below:

- House Examination Test (10 Marks):** There will be one Mid Term Test, to be conducted when approximately two-third of the syllabus has been covered.
- Assignment/Presentation/Seminar/Quiz etc. (10Marks)**
- Class Test(5Marks)**
- Classroom Attendance (5 Marks)** – Each student will have to attend minimum of **75%** Lectures/ Tutorials/Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination. A 5% assessment will be given on the basis of this attendance. The CCA marks for attendance will be as follows:

$\geq 75\%$ but $<80\%$ =1Mark	$\geq 80\%$ but $<85\%$ =2 Marks	$\geq 85\%$ but $<90\%$ =3 Marks	$\geq 90\%$ but $<95\%$ =4 Marks	$\geq 95\%$ =5 Marks
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**Note:** It is **compulsory** for all the students to take the mid-term tests and obtain **35 per cent marks** in the internal assessment(IA). However, minimum aggregate pass marks (IA+ Final Exam) will be **40 per cent**

### Classroom Attendance Rules

Each student will have to attend a minimum of 75% Lectures /Tutorials /Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination (TEE).

## Guidelines and Eligibility for Admission to B.A. /B.Com./B.Sc First Year

A candidate seeking admission to any class has to apply **ONLINE** at the college website <https://gckandaghat.edu.in>

The Application form is to be filled up by the applicant after carefully reading all the rules and eligibility conditions.

- The eligibility criteria for admission to B.A., B.Sc. and B.Com. in the first year is strictly as per the latest ordinance / guidelines / calendar notified by the Himachal Pradesh University.
- All the admissions to B.A. / B.Sc. / B.Com. I Year programme will be made on the merit of +2 Examination taking in to consideration the best five subjects, including English as one of the subjects.
- The student must have passed the qualifying exam in Arts Stream with minimum 33% marks will be eligible for admission in the BA programme.
- The student who has passed the qualifying exam with minimum 40% marks in Commerce Stream (35% for girls) will be eligible for applying in the B.Com. programme. Students from other streams opting for Commerce must have studied Economics or Mathematics at +2 level and attained minimum 45% marks.
- The students opting for Science Stream must have passed +2 examinations under 10 +2 or an equivalent there to of a Board/University with five subjects (three Science Subjects, one English and one Physical Education/Computer) with 45% marks.
- B.Sc. pass course: 45% in +2 in five written subjects (including English) with Physics, Chemistry, and Mathematics for Non -Medical and the students who opt for medical group, Biology at 10 +2 level is compulsory.
- A student who has passed *Shashtri, Prak Shashtri* from Sanskrit Colleges affiliated to the HPU or *Rashtria Sanskrit Sansthan* (Deemed University) under MHRD, Govt. of India shall be eligible for admission to Arts stream only, provided that the candidate has passed *Prak Shastri* or *Shastri* with English as one of the subjects.
- Upper age limit for admission to B.A./B.Com./B.Sc.First Year is 23 years for boys as on 1<sup>st</sup> July 2024 and for girls it is 25-years as on 1<sup>st</sup> July 2024. Age relaxation of three years is all owed in case of SC/ST candidates. **The Vice**

**Chancellor (VC) has the power to permit age relaxation, for reasons to be recorded in writing, up to a maximum of six months.**

9. Merit will be worked out by taking into consideration the best of five subjects including English as one of the subjects.
10. In case of attain selection, the candidate older in age shall be given weightage.
11. An applicant who fails to deposit the dues by the last date and time shall forfeit his/her right to admission and the seat shall be offered to the next applicant in the merit list.
12. The roster for reservation of seats for various categories shall be as per the rules of HP University, Shimla.
13. **University Ordinance shall be strictly adhered to in admission to all the classes.**
14. There is no provision of compartment in the National Open School, New Delhi. So, a candidate failed in any one or more than one subject(s) is not eligible for admission in the college and will not be admitted as per university ordinance / rules.
15. The student of NIOS (National Institute of Open School), who has passed all five subjects securing the requisite marks will be admitted.
16. Admission of a student is liable to be cancelled in case he/she furnishes incomplete/ wrong/ false information or in case of concealment of facts. Disciplinary action will also be taken against such a candidate.
17. The students placed under compartment or failing in +2 examinations are not eligible for the admission in the college.
18. Mathematics at 10 +2 level is compulsory for any student seeking admission to B.A.I with Mathematics as one of the subjects of study with 45% marks in aggregate or 45% marks in Mathematics at +2 level.
19. Admission against quota meant for outstanding sports students and outstanding students in cultural activities shall be made only once in the beginning of the session. These students, must also qualify the minimum eligibility conditions for the admission in that course as provided under rules.
20. Only those students will be considered for sports quota who have participated in the District/State/ National level tournaments.
21. Only those students who have secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position in the District/State National level in the cultural events will be considered for the cultural quota.
22. Admission to be given in the First Year will be purely provisional and if admission of any candidate is cancelled by the HP University, the college will not be responsible for that.

**Note: Changes (if any) in the guidelines and eligibility for admission will be notified as per the notification of Himachal Pradesh University Shimla.**

### **DOCUMENTS /CERTIFICATES REQUIRED AT THE TIME OF ADMISSION TO FIRST YEAR**

1. Two passport size photographs.
2. Matriculation certificate.
3. 10+2 Pass Marks sheet is issued by a recognized board.
4. One copy of H.P. Domicile certificate for girl students (for exemption of tuition fee).
5. Original character certificate from the head of the institution last attended in case of a student seeking admission to the 1st year of any course.
6. A student seeking admission from board/university other than H.P. will have to upload his/her migration certificate in original.
7. Gap Year Undertaking to be attached wherever applicable.
8. One copy of certificate of SC/ST from the Magistrate (Class-1) for seeking relaxation in age and benefit of reservation in the respective category.
9. One copy of Aadhar Card.
10. One copy of bank passbook front page.
11. Affidavit of Single Girl Child
12. Affidavit/Certificate related to Economically Weaker Section of the Society.
13. An equivalent eligibility certificate from H.P Board/University for the candidates who have passed +2 from a board other than H.P Board of School Education /ICSE/ CBSE.

## NOTE:

- Candidates are required to upload original copy of documents and a recent passport size photograph.
- The Character Certificate must not have been issued more than six months prior to the date of admission.
- In case of gap year/(s) the character certificate of the last attended institution must be supplemented by another character certificate obtained from Gazetted Class 1 Officer or the Pradhan of Concerned Gram Panchayat or President of concerned Nagar Panchayat / Municipality.
- The candidate having a compartment at 10+2 level is not eligible for admission.
- The original certificates are mandatory at the time of admission/counselling.
- Students must furnish the information of their latest e-mail and Aadhar number.
- The students seeking admission to First Year (as per the HPU notification) will deposit their fee only after the merit list is displayed.
- Admission without any of the above-mentioned documents shall be purely provisional and at candidate's own risk. The candidate must produce all his /her original certificates for verification when demanded by the Committee /College office.

## PROVISIONAL ADMISSION

Initially, **all admissions** shall be provisional and subject to the final approval by H.P. University. The admission of a student migrating from another University shall only be treated as provisional and shall only be confirmed when he/she produces the migration certificate and a certificate of good conduct from the head of the institution last attended by him/her.

**Rules of admission are subject to change as per the Himachal Pradesh University notifications issued from time to time.**

### HUMANITIES/ARTS SUBJECT COMBINATIONS ARTS STREAM (BA I YEAR)

The student will have to select 2 courses (DSC-I & DSC-II) from the list of courses given below. Students after selecting DSC-I from the courses offered will select 1 course of DSC-II from the corresponding options available. Students must keep in mind that they will have to study the SEC of their DSC-I course in second and final year.

DSC I	DSC II
Economics	Mathematics/ Political Science/ Sociology / English/ Hindi/ Geography
Music (V)	Political Science/ Sociology/ English/ Hindi
History	Political Science/ Sociology/ English/ Hindi/ Geography
Physical Education	Mathematics/ Political Science/ Sociology / English/ Hindi
Mathematics	Economics/ Music (V)/ History/ Physical Education/ English/ Hindi/ Geography
Political Science	Economics/ Music (V)/ History/ Physical Education/ English/ Hindi/ Geography
Sociology	Economics/ Music (V)/ History/ Physical Education/ English/ Hindi/ Geography
English	Economics/ Music (V)/ History/ Physical Education/ Mathematics/ Political Science/ Sociology
Hindi	Economics/ Music (V)/ History/ Physical Education/ Mathematics/ Political Science/ Sociology
Geography	Economics/ History/ Mathematics/ Political Science/ Sociology

**Note: While selecting 2 Core Courses, the following instructions are to be kept in view:**

1. Students cannot opt for 2 practical subjects as core subjects.
2. Students cannot opt for 2 languages as core subjects.

**Note: A candidate has to choose two subjects from the above list, as DSC-I & DSC-II. Both DSC-I & DSC-II cannot be opted from the same group.**

## SUBJECTS, SEATS & ROSTER

The detailed list of all the subjects offered by the college and number of seats available in each subject is mentioned in the table below:

Faculty	Subject	Seats	Faculty	Subject	Seats
Arts	English	80	Science (Medical and Non-Medical)	Mathematics (Arts + Sc.)	80
	Hindi	80		Physics	80
	Economics	80		Chemistry	80
	Geography	80		Botany	80
	History	80		Zoology	80
	Political Science	80			
	Sociology	80	Commerce	80	
	Music(Vocal)	80			
	Physical Education	80			

### ROSTER (120 POINT)

The admission will be made purely on merit subject to the number of seats available and there reservation as per HP University rules/roster as follows:

Scheduled Caste (SC)	:	15%
Scheduled Tribe (ST)	:	7.5%
Sports (SP)	:	5%
Cultural Activities(CUL)	:	5%
Physically Challenged (PC)	:	5%
Economically Weaker Section(EWS)	:	10%
Blank Box	:	General

The reservation will be applicable to those who have passed their qualifying examination from H. P. Board of School Education or from any other schools located within the territorial jurisdiction of Himachal Pradesh or Bonafied resident of Himachal Pradesh. Seats under Sports and Cultural quotas will be allotted to those students who have participated in events recognized by H. P. U. Sports and Co- Curricular Council. The final decision to allot seats in these quotas will be with the respective committees constituted for the same. For reservation, the following roster will be followed:

1	EWS	21	PC	41	ST	61	CUL	81	CUL	101	
2		22	EWS	42	PC	62	PC	82	PC	102	
3		23		43	EWS	63		83		103	
4		24		44		64	EWS	84		104	
5		25		45		65	SC	85	SC	105	EWS
6		26	SC	46	SC	66		86		106	SC
7	SC	27	ST	47		67	ST	87		107	ST
8		28		48		68		88	EWS	108	
9		29		49		69		89		109	

10		30		50		70		90		110	
11	EWS	31		51		71		91	SC	111	
12	SC	32	EWS	52	SC	72	SC	92		112	
13	ST	33	SC	53	ST	73		93	ST	113	SC
14		34		54	EWS	74		94		114	
15		35		55		75	EWS	95		115	EWS
16		36		56		76		96	EWS	116	PC
17		37		57		77		97	SC	117	SP
18	SC	38	CUL	58		78	SC	98	CUL	118	CUL
19	SP	39	SC	59	SC	79	SP	99	SP	119	SC
20	CUL	40	SP	60	SP	80	ST	100	PC	120	ST

**Note:** One seat, over and above the allotted seats, in every subject will be reserved for the single girl child. The applicant will have to furnish a certificate from a competent authority as a proof of her status of a single girl child.

### **B.A./B.Com./B.Sc.II and III Year Admission and Course Guide lines**

- Admission to B.A./B.Com./B.Sc.II Year & III year shall be on Roll-on basis. In roll-on system the students who have studied in first and second year in the previous session are allowed to take provisional admission in the next class, that is in II and III year respectively without waiting for the final result. However, the students will have to fulfill all the formalities laid down by the college authorities like filling up of the online admission form and depositing the prescribed fee within stipulated date and time. Admission schedule as notified by HP University will be displayed on the notice board and official website of the college. The student is required to submit a copy of the Detailed Marks Certificate after declaration of the result.
- The students of BA/B.Com. I & II year shall qualify minimum six courses mentioned for their study (out of eight). Students failing in one/ two subjects of annual system of CBCS will be placed in compartment and those failing in three or more than three courses will be declared fail and rolled back to previous class.
- DSC-1 and DSC-II subjects, once chosen/allotted in B.A. I and B.Sc. I year cannot be changed in II or III year of B.A./ B.Sc.
- The students getting admission in II year will have to study two Skill Enhancement Courses (SEC-1 & SEC-2) in the DSC-1 or DSC- 2 subjects/disciplines of their choice studied in first year, in addition to the courses DSC-1, DSC-2, Compulsory English/MIL in B.A./B.Com. and DSC-1, DSC-2, DSC-3 in B.Sc. SEC/ AEEC in II and III years will be from DSC-1 or DSC-2 subject allotted in first year.
- The students seeking admission in B.A./B.Com. III year will study the Discipline Specific Elective (DSE-1, DSE-2) courses in the subjects/disciplines studied earlier, SEC-3 and SEC-4 in the subject of their first choice studied and two courses of Generic Elective (GE-1 & GE-2) in an unrelated subject/discipline.
- The students in B.Sc. III year will have to study the DSE-1, DSE-2, DSE-3 courses in the subjects/disciplines selected earlier and SEC-3, SEC-4 in the subject of their first choice studied. Generic subject in B.A. III year will be any subject other than the DSC-1 and DSC-2.
- The College is offering Generic Elective course in all the available subjects in B.A./B.Com.-III Year (Except Hindi and Physical Education). The students of B.A-III Year will opt from Generic Elective Courses (GE-I and GE-II) in an unrelated subject/discipline, in addition to DSC-I, DSC-II and SEC Courses. (Generic subjects will be allotted by the college).
- After getting the form verified and approved by the members of the admission committee, the applicants of II & III year will get their fee deposited. In case of any clarification or guidance, the applicant can approach the Admission Guidance Committee of the college.

- **The girl students are required to enclose their Bonafied Himachali certificate along with the form.**
- **Students who have not appeared in his/her Annual Examination conducted by the Himachal Pradesh University will not be eligible for admission under roll-on basis.**

**Note: A candidate who fails to fill the online admission form and deposit the prescribed fee within stipulated period in Roll-on System will not be allowed to attend the classes and appear in annual examinations. All the candidates are directed to strictly adhere to the timeline prescribed by the H. P University.**

## MIGRATION

1. Migration from other colleges to Govt. Degree College, Kandaghat, Distt. Solan and vice-versa is governed by HP University rules and it shall be carried out online only.
2. No migration certificate can be issued unless the student is registered with the university. A migrating student will not be admitted to the college if the subject/courses studied by him/her previously are not available in the college.
3. The migrating student must submit the following documents/information:
  - Lecture attendance statement (of all subjects offered)
  - Statement of score earned by the students under CCA.
  - Character certificate from the Principal of the college last attended.
4. After migration has been approved by the H.P. University the student must join the College within the time period stipulated by the University.
5. The College first joined is entitled to the tuition fee for the month in which the university approves the migration. The second college is not entitled to the tuition fee for that month or part thereof.
6. The admission of students migrating from another university or from an affiliated college or institution in the same course (including the Directorate of Correspondence Courses) shall be governed by the regulations framed by the Executive Council of HPU from time to time.
7. 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 issued by the university and a certificate of good conduct issued by the Head of the Institution last attended.
8. **A student disqualified by another university shall not be given admission during the period of disqualification.**

## FEE SAND FUNDS (2024-25)

(As approved by the Government/Himachal Pradesh University Shimla)

Annual Charges		Monthly Charges	
Admission Fee	₹25.00	Tuition Fee (Boys& Non Himachali Girls)	₹50.00
Registration Fee (to be paid online)	HP Board	₹200.00	Amalgamated Fund
	Other Boards	₹400.00	Building Fund
University Continuation Fee	₹10.00	Rovers & Rangers Fund	₹5.00
University Holiday Home	₹1.00	Sports Fund	₹20.00
Youth Welfare Fee	₹15.00		
University Sports Fee	₹15.00		
Students Aid Fund	₹2.00	<b>Practical Fund (Per Year per subject)</b>	
House Examination Fund	₹80.00	Geography/Music/Physical Education	₹180.00
Computer and Internet Facility	₹20.00	Computer Practical(Commerce/IT)	₹180.00
Book Replacement Fund	₹25.00	Chemistry/Physics/Botany/Zoology	₹240.00

Indian Red Cross Society Fund	₹40.00	Late payment of dues per day	₹1.00
NCC	₹10.00	<b>Re-admission Fee and Fines</b>	
Culture Activity	₹20.00	Re-admission Fee	First Time ₹100.00
Furniture Repair/Repl.	₹10.00		Second Time ₹200.00
Library Security(Refundable) Only for 1st Year	₹100.00	Late return of Library book per book Per day	₹1.00
Identity Card	₹10.00	Late admission Fee	₹10.00
College Magazine	₹50.00	Absence & Other Fines	Absentee per period ₹1.00
Medical Fund	₹6.00		Absence per Practical ₹3.00
Campus Beautification & Dev. Fund	₹10.00		Absence from House Test per paper ₹10.00
University Development Fund (only for 1st year)			
	For General Students ₹250.00		
	For BPL Students ₹100.00		

**Note:**

- 1) The above fees and funds are subject to change as per HPU/HP Government Instructions. If the fee is revised, the students will have to pay the revised fee or the Himachal Pradesh University charges as decided by HPU from time to time.
- 2) PTA Fund, as decided by the PTA, shall be taken annually.
- 3) On migration from other institutions, funds for the entire session shall be charged and tuition fee shall be charged from the time of joining the College.
- 4) Rs. 100.00 will be charged extra from students migrating from other colleges on account of Library Security.
- 5) Fine, if any, from the students will be collected in the month of February/March, 2025.

### Rules regarding the payment of college dues

1. Tuition fee shall be charged for 12 months (June to May) as per schedule. At the time of admission students will have to pay the fees for one year.
2. Fees and other charges are to be paid (without fine) on the dates fixed or notified from time to time.
3. Those who pay the College dues after the dates fixed for their class will have to pay the fine for the delay.
4. Fine once paid will not be refunded.
5. The students who do not pay their dues as per scheduled dates will be charged late fee at rate notified by the government from time to time.
6. Tuition fee from the Bonafied Himachali girl students will not be charged
7. Student with physical disability above 40% will not be charged fee or any funds (Notification No. 4-51/2015-HPU(Acad.) dated 25-07-2015)
8. Students must keep the fee receipts throughout the session, as a proof of their admission and to claim the refund after graduation.

## Scholarship, Fee Concession and Financial Assistance

Number of scholarships and fee concessions are available to eligible and deserving students. Information regarding the dates, eligibility conditions and procedure for applying for these scholarships/concessions, etc. is notified on the

college notice board from time to time. (For additional information contact the Convener of Scholarship/Fee Concession Committee). The student may apply for these scholarships/concessions on prescribed forms that can be obtained from the office or online. The application should be duly attested/verified by the competent authority and should be accompanied by the relevant certificates of educational qualification/income/caste/ tribe/ domicile etc.

**The Scholarships/Concessions available are:**

1. **Post Matriculation Scholarship for SC/ST Students:** This Scholarship is available for students of SC/ST Category whose parents/guardians & annual income does not exceed Rs. 2,50,000 per annum.
2. **PM Yasasvi Post Matriculation Scholarship for OB/EBC/DNT Students:** Students who belong to OBC category are entitled to this scholarship if the annual income of their parents is upto Rs.1,50,000 per annum.
3. **Mukhya Mantri Vidyalaya Kalyan Yojna:** The student who belongs to IRDP/BPL families may apply for this scholarship with required documents. A sum of Rs. 5000/- per annum is provided as financial assistance.
4. **Post Matriculation Scholarship for Students with Disabilities:** This scholarship is applicable to students with more than 40% disabilities and having a valid certificate of disability issued by the competent authority (as prescribed under rules).
5. **Kalpna Chawla Chhatravriti Yojna:** This is a National Scholarship for 2000 meritorious 10+2 girl students of all study groups. The deserving candidates will be awarded a scholarship as per notification.
6. **Indira Gandhi Utkrisht Chhatravriti Yojana for Post 10+2 students:** The scholarship shall be awarded to the ten-male topper search from the merit list of 10+2 Arts, Science and Commerce, supplied by the H.P. Board of School Education Dharamshala. The rate of scholarship would be Rs. 10,000 per student per annum.
7. **Dr. Ambedkar Post Matriculation Scholarship for SC Students:** This scholarship will be given to top 1250 meritorious students of SC category. The rate of scholarship would be Rs. 18,000 per student per annum.
8. **Dr. Ambedkar Post Matriculation Scholarship for OBC Students:** This scholarship will be given to top 1000 meritorious students of OBC category. The rate of scholarship would be Rs. 18,000 per student per annum.
9. **Scholarship to the children of Armed Forces Personnel killed/disabled in action.**
10. **Maharishi Balmiki Chhatravriti Yojna:** This scholarship of Rs. 18000 p.a will be given to all girl students belonging to Balmiki community beyond matric up to graduation.

**Note: Subject to change as per Government Notification.**

## **LEAVE RULES FOR STUDENTS**

1. It is compulsory for all the students to get their leave sanctioned before proceeding on any kind of leave.
2. A student can proceed on leave with prior permission from the Principal, but the application should also be signed by the parents/guardian of the student and duly recommended by the tutor.
3. For leave on medical grounds, the student will be required to submit a medical certificate in case the leave is of more than a week.
4. Leave up to one week will be sanctioned by the concerned teacher. For leave extending, one-week duration, the student shall have to apply to the Principal.
5. A student will not be allowed to avail more than ten days leave during the entire academic session, except under exceptional circumstances.
6. If a student remains absent for ten days continuously (Annual system) without information, his/her name will be struck off from the rolls of the college.
7. Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled date decided by the college. Similarly, he/she will have to return the book on the due date.
8. No leave will be granted during the Mid-term Examination.
9. Students who represent College in various inter-college games or other competitions will have to get their permission granted from the Principal and noted by the subject teachers concerned before their departure for the event.

## **RE-ADMISSION**

1. The name of the student who remains absent for 10 days continuously from any class without proper leave shall be struck-off from the college rolls.
2. The student, whose name is struck-off from the college rolls due to continuous 10 days absence in a row, shall have to seek re-admission within ten days of the name being struck-off, failing which he/she will not be eligible for re-admission. Parents/Guardian of the candidate must accompany such candidate and assume responsibility for the student's regularity in classes during the remaining period of the academic session. He/ She will have to seek re-admission on the recommendation of the concerned teachers and by the approval of the principal. A student can only be re -admitted twice on the recommendation of the concerned teachers. He/she shall cease to be a student of the college after that.

***Re-admission is required to be sought within ten days of the date on which struck-off name is displayed on the Notice Board, failing which it is to be assumed that the student is not interested in continuing as such.***

## **IDENTITY CUM LIBRARY CARD**

Once the admission of a student to the college is confirmed, he/she should collect his/her card from the College Office/Librarian well in time as per the schedules notified by the Office/Librarian. **It is compulsory for all students to carry the college identity card with them and to produce it for verification as and when demanded by the college authorities.** The loss of identity card must be reported immediately to the college authorities. One has to file an FIR in order to get a duplicate identity card on payment of Rs.20.00/- within one week only.

## **LIBRARY RULES**

Library is the heart of any educational institution where students enrich their knowledge. No institution is complete without a library. The process of establishing the library in the college was started in the academic session 2017-2018. At present this library has books on various subjects, subscription of newspapers, Magazines, Periodicals and Journals as per the requirement of the students.

1. A student after admission is required to collect the Library-cum-Identity card on production of his/her fee receipt. The card should be kept carefully by the student.
2. Books will be issued only on the Library-cum-Identity card.
3. Ordinarily, two books are issued at a time for 14 days, but the librarian can recall the same at any time.
4. If the books are not returned by the due date, a fine of Re. 1/- per book per day will be charged for the overdue period.
5. Reference books and periodicals/ journals/ magazines are not issued; however, the students can consult the same in the library.
6. The student shall be responsible for the book issued to him/her. Books torn/damaged/defaced in any manner will not be accepted. In case of loss of a book, the student will have to replace the book or pay fine in addition to the present price of the book with special permission of the principal.
7. In case of loss of the library-cum-Identity card, the duplicate card can be obtained by applying through an application to the principal, paying Rs.20/- and on production of the copy of the FIR lodged with the police.
8. If a student fails to claim refund of library security within two years of leaving the college, it shall automatically stand lapsed.

## **EXTENSION ACTIVITIES**

### **ROVERS AND RANGERS**

Bharat Scouts and Guides is a voluntary youth movement with Rovers and Rangers as its higher wing. The motto of the Movement is 'Service to Society'. The purpose is to develop the young people as Rangers (Girls) and Rovers (Boys), in achieving their overall physical, intellectual, social and spiritual goals. The college also has one unit of this organization. The Rovers and Rangers attend training camps from time to time and are engaged in various college activities and functions.

### **NATIONAL SERVICE SCHEME**

NSS volunteers of the college, work towards social welfare activities, social awareness and national integration and make sincere efforts to motivate people to overcome selfishness and be the comrades of the motto, "Not me, but you". The NSS works with the primary objective of developing the personality and character of the students through voluntary community service.

### **OLD STUDENTS' ASSOCIATION**

The OSA of the college, with Principal as its Patron is functioning actively from 2023-24 to forge a purposeful bond between the college and its old students. It promotes and encourages its members to take active interest in fulfilling the objective and progress of the Alma-mater. The OSA provides a variety of benefits and services that help alumni maintain connections to their educational institution and fellow graduates. One of the main purposes of the OSA is to support a network of former students who will, in turn, help to raise the profile of the college.

### **COLLEGE MAGAZINE**

The College publishes its magazine "*UDBHAV*" every year. It has various sections covering write-ups in English, Hindi, Commerce, Science, Pahari and Planning section showing the creative skills of the young student-writers. The College magazine provides an opportunity to the budding student writers to express their creative, innovative and analytical views with regard to various issues. This magazine is an important source of channelizing the inherent qualities and capabilities of the students and to cultivate and nourish their creative skills. Those students who want to contribute their vibrant write-ups should contact/consult staff/ student editors of various sections in this regard during the session.

### **CAREER GUIDANCE, COUNSELLING AND PLACEMENT CELL**

The College has established a Career Guidance, Counselling and Placement Cell for the benefit of the students as per the instructions of the Government. The objective of the cell is to guide the students about the different career prospects and inform them about the more popular and accessible job inlets in the administrative and professional arenas. The Cell also helps the students in developing their personalities and sharpening their communication skills. The members of the Cell are always available to guide the students in selecting and pursuing the careers most suitable to them considering their abilities.

## **INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT OF WOMEN AT WORKPLACE/ GRIEVANCES REDRESSAL CELL/WOMEN CELL**

This cell is working in the college for the welfare of girl students, women teaching and non-teaching staff members. This cell has been specially constituted to achieve gender equality in the institution. The cell frequently organizes interactive sessions with the students to get an insight into women specific problems which need to be addressed on priority basis. Its main objective is to enhance self-esteem, confidence and decision-making abilities of the women in the college.

### **STUDENTS GRIEVANCE REDRESSAL CELL**

This cell has been constituted to settle grievances of students and other stakeholders within a reasonable time period for further strengthening the bond between students and the institution. The cell looks into grievances made by the students in any academic or non-academic matter within the campus and works towards its timely resolution.

### **COLLEGE STUDENT & CENTRAL ASSOCIATION (CSCA)**

The CSCA is constituted in the college as per the H.P. University rules and regulations.

### **CO-CURRICULAR ACTIVITIES, EXTENSION ACTIVITIES, CLUBS AND SOCIETIES**

The College organizes various co-curricular activities with the purpose of developing the overall personality of the students and to provide an edge to the classroom teaching experience. These activities give an opportunity to the students to develop their skills and showcase their talents while allowing them to explore their strengths and discover their true potential. Co-curricular activities help students to develop stronger time-management and organizational skills. With the above objectives in mind, various clubs and societies have been constituted under the guidance of the able teachers. Students are advised to join at least one of the clubs and respective subject societies to become enlightened graduates on completion of their courses from this College. The various clubs that are function all in the college are: Red Ribbon Club, Eco/Nature Club, Road Safety, National Service Scheme, Rover & Rangers and subject societies.

### **IQAC CELL**

An Internal Quality Assurance Cell has been constituted in the college to help improve its work process and achieve high standard learning outcomes and objectives. The cell focuses primarily on quality enhancement for NAAC accreditation and carries out planning, guiding and monitoring quality assurance and quality enhancement activities in the college.

### **PARENT TEACHER ASSOCIATION (P.T.A.)**

Parent-Teacher Association is formed in the college with the avowed object of promoting participation of parents in the developmental activities of the institution. Parent-Teacher Association of Govt. Degree College, Kandaghat has contributed immensely towards the development of the College. Its main objectives include revival of the relationship between the parents and teachers, to create a healthy educational environment, to arrange discussions with experienced citizens of the society from time to time and incorporate their suggestions for the improvement of educational standards, to suggest ways so that student education is prompted, to make a collective effort to improve the conduct of the students and also to restrict the entry of anti-social elements on the campus, to inform

the parents/guardians about the performance of their wards from time to time and to make the parents aware of various schemes of the government in the area of education.

***On admission of a student, his/her parent (father or mother) or guardian (only blood relation) automatically becomes a member of the PTA.***

The executive body of Parent-Teacher Association comprises the following members:

1. Principal of the College-Patron of the body.
2. Parents/Guardians (only those who have blood relation with the students studying in the college)
3. Teachers

### **Notice of Annual General Meeting of PTA**

***The Annual General House/Meeting of the PTA will be notified in the month of August/September, 2024 in the College to undertake the following agenda:***

1. *Election of the office bearers and members of the Executive*
2. *Any other matter with the permission of the Chair*

***Parents/ guardians may please make it convenient to attend the meeting in the interest of the College and their wards.***

## **ANTI RAGGING SQUAD/ CELL**

An Anti-Ragging Cell, with the Principal as the Chairperson, has been formed to sensitive students about the menace of ragging. Following measures have been taken to ensure a safe environment for the new entrants:

- 1) Installation of CCTV cameras at vital points in the college
- 2) Putting up notices for making students aware of the serious consequences of indulging in any form of ragging
- 3) Display of names and phone numbers of members of Anti Ragging Cell in the college corridor.
- 4) Regular counselling for students by the teaching staff.
- 5) At the time of admission, an undertaking is given by the parent that his/her son /daughter will not indulge in ragging, which, both the ward and the parent understand, is an **offence and is punishable under law.**

## **ANTI-RAGGING SQUAD**

1.	Principal–Ms. Indira Daroch	9418487333
2.	Dr. Savita Sehgal	9816602023
3.	Dr. Geeta Negi	9418161193
4.	Dr. Sudhir Kumar	9805193488
5.	Sh. Hamender Dutt Sharma (Supt. G-II)	9418680094
6.	SHO, Police Station Kandaghat	01792-256229/100

## **CODE OF CONDUCT AND DISCIPLINE**

1. The Principal and the members of the staff have the power to take disciplinary action against students indulging in any act of indiscipline, which may lead to fine, suspension, rustication or expulsion of the guilty student.
2. Entry of a student in the college without valid identity card is prohibited.
3. It is the personal responsibility of every student to get himself/herself registered in their respective subjects.

Failing which he/she will be marked absent and name will be struck-off.

4. Students are directed to switch off their mobiles as and when they enter their class rooms. Playing of music and songs on mobile phones is strictly prohibited. Any student, if found, indulging in it will be penalized.
5. Only those functions can be held in the college campus which are organized or are allowed by the college authorities.
6. Pasting of unauthorized posters in the college, writing on the walls, blackboard and noticeboards is strictly prohibited.
7. A student bringing outsiders to the college campus will be severely punished. Outsiders are not allowed to roam about in the college campus otherwise they would be handed over to the police.
8. Roaming about in the campus, corridors and outside the classrooms during vacant periods and causing disturbance to work in this manner is highly undesirable and will be considered an act of indiscipline.
9. Damage of any kind to college property including defacement of walls, damage to furniture, tampering with electrical or water fittings etc. is an act of indiscipline and is punishable.
10. Use of Alcohol, tobacco and drugs is strictly prohibited. Any student found indulging in it will be penalized and necessary action will be taken.
11. Using foul language with a student, teacher or any employee of the college shall be viewed seriously.
12. All to go through the notices displayed on the college Notice Board on a regular basis. **Students are expected to strictly follow the SOPs as notified by the college authorities.**
13. **The students are under the CCTV surveillance.**
14. As per guidelines issued by the Secretary, UGC, Ministry of Education, with regard to the instructions on curbing the menace of ragging in Higher Educational Institutions, Anti -Ragging committee and Anti -Ragging Squad have been constituted in the college and CCTV cameras have been installed at vital points. Students are counselled regularly by teachers regarding the serious consequences of this malpractice. Surprise inspection of classrooms, library, toilets and common room are carried out regularly by the committee members. Students in distress due to ragging related incidents can call the National Anti- Ragging Helpline 1800-180-5522 (24x7) toll free or email the Anti- Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging, you may please visit the UGC website [www.ugc.gov.in](http://www.ugc.gov.in) & [www.antiragging.in](http://www.antiragging.in). The college also conforms to the Mentor- Mentee concept as given out in the UGC Regulation for Curbing the Menace of Ragging. The Anti- Ragging Cell and Anti Ragging Squads are empowered by provisioning of the legal counsel so that airtight cases against ragging culprits can be made.
15. In compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in). Students are also required to file an online Anti- Ragging affidavit. The student will receive an email with his/her registration number. The student will forward that email to the Nodal Officer in his/her university/college email. The college will display the email address and contact number of the Nodal Officer of the Anti-Ragging committee on the website, campus area and in the prospectus Document.

## Administrative Assignments and Committees for the Session 2024-25

For the smooth conduct of various administrative/Academic assignments and admission to all classes, the following committees have been constituted for the session 2024-25. All concerned to note for compliance.

Sr. No.	Committee	Convenor /Incharge	Member
1.	<b>College Advisory Committee</b>	Dr. Savita Sehgal	Dr. Harinder Lal Ms. Malvika Sharma Dr. Anshu Kaushal
2.	<b>Bursar</b>	Dr. Sudhir Kumar	Already notified (Office Order)
3.	<b>Anti-Ragging Committee</b>	Principal (Chairperson) Dr. Savita Sehgal (Nodal Officer)	Dr. Geeta Negi Dr. Sudhir Kumar Mr. Hamender Dutt Sharma (Supdt Gr-II) SHO Kandaghat
4.	<b>College Building &amp; Land Affairs/ Campus Development / Campus Beautification / Water &amp; Electricity Maintenance Committee</b>	Dr. Savita Sehgal	Dr. Harinder Lal Dr. Sudhir Kumar Ms. Rajni Bhardwaj (Librarian) Mr. Hamender Dutt Sharma (Supdt Gr-II) Mr. Sudhir Kumar (Sr. Asstt.)
5.	<b>Time-Table Committee</b>	Dr. Anshu Kaushal	Dr. Sudhir Kumar Dr. Yashika Guleria
6.	<b>House Examination Committee</b>	Ms. Malvika Sharma	Dr. Geeta Negi Dr. Radha Verma Ms. Anju Thakur Ms. Babita (JOA-IT)
7.	<b>Scholarship Committee</b>	Dr. Harinder Lal (Nodal Officer)	Dr. Geeta Negi Dr. Yashika Guleria Mr. Hitesh Kumar (JOA-IT)
8.	<b>Scholarship Monitoring &amp; Scrutiny Committee</b>	Dr. Savita Sehgal	Ms. Malvika Sharma Dr. Anshu Kaushal
9.	<b>Library Committee</b>	Dr. Anshu Kaushal	Dr. Priyanka Vinta Dr. Radha Ms. Rajni Bhardwaj

10.	<b>Career Counselling &amp; Placement Cell</b>	Ms. Malvika Sharma	Dr. Anshu Kaushal Dr. Geeta Negi Dr. Sudhir Kumar Ms. Anju Kumari
11.	<b>Internal Complaint Committee Against Sexual Harassment of Women at Workplace/ Grievances Redressal Cell Women Cell</b>	Principal (Chairperson) Dr. Savita Sehgal (Convenor)	Ms. Malvika Sharma Dr. Anshu Kaushal Dr. Geeta Negi Dr. Sudhir Kumar
12.	<b>Students' Grievances Redressal Committee</b>	Dr. Savita Sehgal (Convenor)	Dr. Harinder Lal Ms. Malvika Sharma Dr. Anshu Kaushal and Students
13.	<b>Sports Committee</b>	Dr. Harinder Lal	Dr. Sudhir Kumar Prof. Pankaj Mr. Hitesh Kumar(JOA-IT)
14.	<b>Girls' Common Room/ Sanitary Napkin, Vending Machines: Maintenance &amp; Management Committee</b>	Ms. Anju Thakur	Ms. Meghna Ms. Kamini Negi Ms. Babita (JOA-IT)
15.	<b>Disaster Management Committee</b>	Principal (Chairperson) Ms. Malvika Sharma (Nodal Officer)	Dr. Radha Verma Ms. Anju Thakur Mr. Hamender Dutt Sharma PTA President
16.	<b>Eco/Nature Club</b>	Dr. Priyanka Vinta	Dr. Radha Verma Ms. Meghna
17.	<b>Red Ribbon/Red Cross Society</b>	Ms. Anju Devi	Ms. Meghna Ms. Kamini Negi
18.	<b>Road Safety Club</b>	Dr. Yashika Guleria (Nodal Officer)	Mr. Pankaj Ms. Kamini Negi Mr. Hitesh Kumar (JOA-IT)
19.	<b>Ambedkar / SC/ST Grievances Redressal Cell</b>	Dr. Geeta Negi	Ms. Kamini Negi Ms. Babita (JOA-IT)
20.	<b>College Website</b>	Dr. Sudhir Kumar	Mr. Pankaj Mr. Hitesh Kumar(JOA-IT)
21.	<b>Old Student Association /Alumni Association</b>	Dr. Savita Sehgal	Dr. Sudhir Kumar Dr. Priyanka Vinta

22.	<b>Canteen Committee</b>	Dr. Savita Sehgal	Dr. Harinder Lal Ms. Malvika Sharma Dr. Anshu Kaushal Dr. Sudhir Kumar Mr. Haminder Dutt Sharma (Supdt Gr-II)
23.	<b>First Aid Committee</b>	Ms. Rajni Bhardwaj (Librarian)	Ms. Meghna Ms. Kamini Negi
24.	<b>AISHE</b>	Dr. Geeta Negi (Nodal Officer)	Mr. Hitesh Kumar (JOA-IT) Ms. Babita (JOA-IT)
25.	<b>Anti-Drug (Prevention And Remedies) Committee</b>	Dr. Priyanka Vinta	Ms. Anju Thakur Mr. Pankaj
26.	<b>Press and Photography</b>	Dr. Radha Verma	Ms. Anju Thakur Ms. Babita
27.	<b>Local Purchase Committee (Other than GEM)</b>	Dr. Savita Sehgal	Dr. Harinder Lal Dr. Geeta Negi Mr. Hamender Dutt Sharma
28.	<b>University Form/Bus Pass Attestation</b>	Dr. Priyanka Vinta	Dr. Radha Verma Ms. Anju Thakur
29.	<b>RUSA/NEP</b>	Dr. Anshu Kaushal	
30.	<b>Rovers and Rangers</b>	Dr. Priyanka Vinta Mr. Pankaj	
31.	<b>NSS (Programme Officer)</b>	Boys–Dr. Sudhir Kumar Girls- To be notified later	
32.	<b>College Magazine</b>	Dr. Anshu Kaushal (Chief Editor)	Dr. Harinder Lal (Science Section) Dr. Geeta Negi (Planning Forum) Dr. Radha Verma (Hindi/Pahari Section) Ms. Malvika Sharma (Commerce Section) Dr. Yashika Guleria (Chronicle Section) Dr. Priyanka Vinta (English Section)

33.	<b>Discipline Committee</b>	Dr. Savita Sehgal	Dr. Harinder Lal Dr. Anshu Kaushal Dr. Sudhir Kumar Mr. Hamender Dutt Sharma Mr. Sudhir Kumar (Sr. Asstt.) Mr. Hitesh Kumar
34.	<b>Stage Conduct</b>	Dr. Anshu Kaushal Dr. Priyanka Vinta	
35.	<b>IQAC Cell</b>	Dr. Harinder Lal (Co-Ordinator)	Ms. Malvika Sharma Dr. Anshu Kaushal Dr. Sudhir Kumar Ms. Rajni Bhardwaj (Librarian)
36.	<b>Implementation of ABC Committee and SWAYAM MOOCS Related Courses</b>	Dr. Geeta Negi	Dr. Priyanka Vinta Dr. Yashika Guleria
37.	<b>Cultural Affairs/Youth Festival (Groups) Committee</b>	Dr. Savita Sehgal (Chief Co-Ordinator)	
	<b>Group-I</b>	Dr. Anshu Kaushal (Convenor)	Dr. Radha Verma Ms. Anju Thakur Ms. Kamini Negi
	<b>Group-II and III</b>	Dr. Savita Sehgal (Convenor)	Dr. Geeta Negi Ms. Meghna
	<b>Group-IV</b>	Dr. Priyanka Vinta (Convenor)	Dr. Yashika Guleria Mr. Pankaj Thakur

**Note: Remaining committees will be notified later as per requirement.**

## ONLINE ADMISSION COMMITTEE (SESSION 2024-2025)

<b>STREAM</b>	<b>CLASS</b>	<b>CONVENOR</b>	<b>MEMBERS</b>
Arts	BA I	Dr. Anshu Kaushal 9816139798	Dr. Geeta Negi 9418161193 Dr. Sudhir Kumar 9805193488 Ms. Anju Thakur 9805683590
	BA II and BA III	Dr. Priyanka Vinta 9816016024	Dr. Radha Verma 9459584920 Ms. Kamini Negi 7018269098
Commerce	B.Com. I, II& III	Ms. Malvika Sharma 9817039341	Dr. Yashika Guleria 9418050459 Ms. Meghna 7876412910
Science	B.Sc.–I, II& III	Dr. Harinder Lal 9418159844	Mr. Pankaj 9816234800 Ms. Meghna 7876412910
Scrutiny of Forms		Dr. Savita Sehgal 9816602023	Dr. Harinder Lal 9418159844 Ms. Malvika Sharma 9817039341

**Note: The above-mentioned committees can be changed/re-constituted as per requirement/any exigency.**

<b>Courses of B.Sc.1st Year</b>			
<b>Subject</b>	<b>Course Type</b>	<b>Course Title</b>	<b>Course Code</b>
Physics	DSC IA	Mechanics	PHY101
	DSC IB	Electricity & Magnetism	PHY102
Chemistry	DSC IA	Structure of Atom & Organic Chemistry	CHEM101
	DSC IB	State of Matter & Functional Organic Chemistry	CHEM102
Math's	DSC IA	Differential Calculus	MATH101
	DSC IB	Differential Equations	MATH102
Botany	DSC IA	Biodiversity (Microbes Algae Fungi & Arch.)	BOTA101
	DSC IB	Plant Ecology & Taxonomy	BOTA102
Zoology	DSC IA	Animal Diversity	ZOOL101
	DSC IB	Comparative Anatomy & Development	ZOOL102

<b>Courses of B.A.-I st Year</b>			
<b>Subject</b>	<b>Course Type</b>	<b>Course Title</b>	<b>Course Code</b>
<b>English</b>	<b>Compulsory</b>	English Core	ENGCE 101
	<b>DSC IA</b>	English Literature-1(Essays, Stories & Poems)	ENGDSC102
	<b>DSC IB</b>	English Literature-2(Poems, Short Stories & Essays)	ENGDSC103
	<b>AECC-2</b>	Writing Skills	ENGAECC104
<b>Hindi</b>	<b>Compulsory</b>	प्रयोजनमूलक हिंदी	HIND101
	<b>DSC IA</b>	हिंदी साहित्य का इतिहास	HIND102
	<b>DSC IB</b>	मध्यकालीन हिंदी का इतिहास	HIND103
	<b>AECC-2</b>	हिंदी भाषा और सिंघ्रेषण	HIND104
<b>Economics</b>	<b>DSC 1 A</b>	Principles of Micro Economics-I	ECONA101
	<b>DSC 1 B</b>	Principles of Micro Economics-II	ECONA102
<b>Maths</b>	<b>DSC IA</b>	Differential Calculus	MATH101
	<b>DSC IB</b>	Differential Equations	MATH102
<b>Political Science</b>	<b>DSC IA</b>	Introduction to Political Theory	POLS101
	<b>DSC IB</b>	Indian Government & Politics	POLS102
<b>Geography</b>	<b>DSC IA</b>	Physical Geography	GEOGP101CC
	<b>DSC IB</b>	General Cartography	GEOGP102CC
<b>Sociology</b>	<b>DSC IA</b>	Introduction to Sociology	SOCLA 101
	<b>DSC IB</b>	Society in India	SOCLA 102
<b>History</b>	<b>DSC IA</b>	History of India from the earliest times upto 300 CE	HIST101
	<b>DSC IB</b>	History of India from C 300 to 1206	HIST102
<b>Physical Education</b>	<b>DSC IA</b>	Introduction to Physical Education	PED101 TH
	<b>DSC IB</b>	Olympic Movement & Organization of Tournament	PED102 TH
	<b>DSC IA</b>	Athletics-I	PED101 PR
	<b>DSC IB</b>	Athletics-II	PED102 PR
<b>Music(V)</b>	<b>DSE IA</b>	Theory of Indian Music	MUSA 101 TH
	<b>DSC 2 A</b>	Practical (Stage Performance)	MUSA 102 PR
	<b>DSC 1 B</b>	Theory of Indian Music General & Biographies	MUSA 103 TH
	<b>DSC 2 B</b>	Practical (Viva-Voice)	MUSA 104 PR

<b>Courses of B.Com.1st Year</b>			
<b>Subject</b>	<b>Course Type</b>	<b>Course Title</b>	<b>Course Code</b>
AECC -I	Compulsory Course	Environmental Studies	ENVS2AECC02
	Core Courses C -I	Financial Accounting	BC1.1
	Core Courses C -II	Business Organization & Management	BC1.2
	Core Courses C -III	English -I Compulsory	ENGCE101
		Language- English/Hindi	ENGAECC104
AEEC -II	Core Courses C -IV	Business Laws	BC1.3
	Core Courses C -V	Business Statistics & Mathematics	BC1.4
	Core Courses C -VI	Hindi -I Compulsory	HIND101

## **ZERO TOLERANCE TO RAGGING**

All students are hereby cautioned that ragging is a criminal offence. Ragging includes any type of physical and mental torture inflicted by an individual or group, either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abets such an action shall also be guilty of such ragging.

Ragging in and around the college/hostel campus or on roads/approaches leading there to is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under Rule 22.17 (a) (b) (c) of H.P. University to expel the guilty student(s) from the college/hostel and to report the matter to the police as ragging amounts to a criminal offence as per the recent judgment of the Hon'ble H.P. High Court and the Govt. of H.P. Ragging is a punishable offence and any student found involved in ragging in any form whatsoever, will be punished appropriately with imprisonment, fine or both, expulsion from college, withholding scholarship or other benefit, debarring from representation in college events and legal proceeding under criminal law.

## **ANTI - SMOKING NOTIFICATION**

Under Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 or COPTA, a fine up to Rs.200/ can be imposed for smoking in public places, selling tobacco products to minors, or selling tobacco products within a radius of 100 meters from any educational institute.

## **PROHIBITION OF DISCRIMINATION AGAINST TRANSGENDERS**

Right to Equality (Article 14): No one can deny any “person” equality before the law or equal protection of law. Using the term “person” shows that no discrimination is done on the basis of sex or gender identity.

## **PROHIBITION OF DISCRIMINATION ON THE BASIS OF CASTE**

Article 15 of the Indian Constitution prohibits discrimination based on caste, colour, language, or nationality. Every child also has the right to live without any discrimination.

## **ANTI DRUGS NOTIFICATION**

The Education Department is issued the guidelines that all educational institutions including hostels in Himachal Pradesh will be compulsorily declared “No Drugs, No Intoxication Zone”.

As per the guidelines issued by the Education Department regarding the implementation of the "Integrated Drug Prevention Policy-2022", any violation of the guidelines will attract disciplinary action, including expulsion from the institution.

## **DISCLAIMER**

Information contained in the prospectus is general in nature and the content is intended to be used only for information purposes and to get a general understanding of the admission procedure to various courses. Although the information contained in the document comes from the sources believed to be reliable and accurate, no legal claim in whatever form can be made to the authenticity of the document. College cannot be held responsible for any hardship or expenses incurred on account of any changes made by H.P Govt. or HPU.

**Govt. Degree College Kandaghat, Distt.Solan-173215 (Himachal Pradesh)**

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