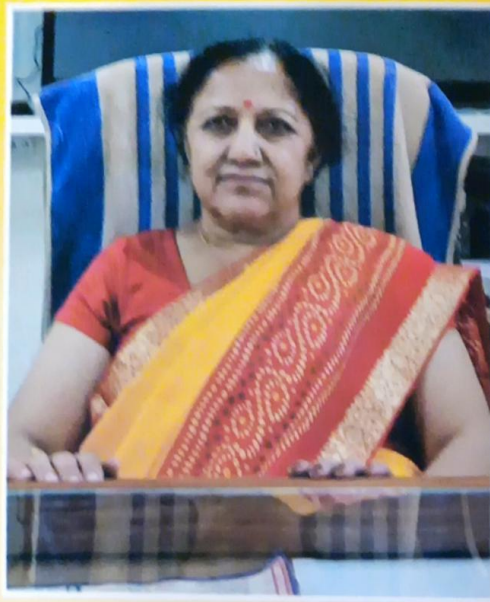




# PROSPECTUS 2022-23

**GOVT. DEGREE COLLEGE KOTLA BEHAR**  
**Teh. Jaswan Kotla Distt Kangra (H.P.)**



## Principal's Message

*Every student is unique and I appreciate that uniqueness because growing minds have the infinite capacity to understand and grasp various skills. Our college aims to develop knowledge, skill, confidence, discipline and sense of responsibility amongst the students while celebrating their uniqueness.*

*I'll take this opportunity to invite you all to the innovative and personality growing institution i.e. "Govt Degree College Kotla Behar". At present, this college offers Arts and Commerce streams. Our college has rigorously conducted online classes during the Covid-19 period to turn the challenges of modern times to practical advancements.*

*For the success of our mission we strictly follow this prospectus and conduct various seminars, competitions, sports and other curricular activities. I also take this opportunity to bring to your notice that our college will be shifting to its own marvelous new building in the near future. Please step in and I promise you an academic and competitive environment which is conducive to learning and success for all our old and new students.*

*Prof. Rajindra Bhardwaj  
Principal  
Govt. Degree College Kotla Behar*

# GOVT. DEGREE COLLEGE KOTLA BEHAR

## I. INTRODUCTION

Kotla Behar is a village type town of Himachal Pradesh in India. It is located in the west of Kangra District, by the side of link road of Kotla Behar. It is situated at the bank of Kotla khad. Kotla Behar is located at 27.20460 N, 77.49770 E. It is 2.5 KM from Tehsil headquarter Jaswan of Dehra Sub Division.

The Government Degree college Kotla Behar is situated in the right side of Chintpurni to Talwara road. The College is 22Km from the famous shrine of Goddess Chintpurni. Moreover, on the right side of the college is a fascinating scene of Pong Dam which increase the beauty and charm of journey on the way to Pathankot It is also 14 KM from Talwara Township, District Hoshiarpur (Punjab). The Government Degree College Kotla Behar newly established in the year 2018 and at present working in the campus of GSSS Kotla Behar. However, the construction of new College building is in progress by the side of said School campus. It is also intimated that this College is declared as "UTKRISHT MAHAVIDYALYA" and all the concerned activities are also mounted in the College.

The college fosters an opportunity as well as commitment of learning for the students of rural areas for academic excellence, development of skills and most importantly character formation. "Teach me and I will forget; show me and I might remember, involve me and I will never forget." This proverb very aptly states the importance of co-curricular activities, which are undertaken side by side with curricular activities to develop skills, strengthen self confidence and providing a holistic experience. Top priority is placed to develop the intellect and inspire our students to act righteously and to infuse in them sincere concern for others. It is said, "Great achievements come our way when we maintain our physical and mental well being." Sports facilities are also provided to the students to maintain not only the physical stamina, but also to cultivate discipline and determination to win.

# Prospectus cum Handbook of Information-2022-2023

GOVT. DEGREE COLLEGE KOTLA BEHAR

Distt. KANGRA H.P. - 177111

Phone No: 01970-253666

E-mail: gdckotlabehar@gmail.com

Website : www.gdckotlabehar.in



## Faculty Position

### Principal

S.N.	Name	Qualification
1.	Mrs. Rajindra Bhardwaj	M Sc, M Phil

### ARTS FACULTY

#### Economics

1.	Mr. Dinesh Kumar Sharma	M A, M. Ed., M-Phil (Economics & Education), NET (Economics & Education)
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#### Hindi

2.	Mrs. Meena Kumari	MA (Hindi & History) M Phil
3.	English	Vacant
4.	History	Vacant
5.	Political Science	Vacant

### Commerce Faculty

1.	Dr. Vijay Kumari Sharma	M Com, M. Phil, Ph.D, NET, JRF
2.	Commerce	Vacant

### NON TEACHING STAFF

1.	Librarian	Vacant
2.	Superintendent	Vacant
3.	Senior Assistant	Vacant
4.	Junior Office Assistant	Mr. Roop Lal
5.	Junior Office Assistant	Vacant
6.	Peon-cum-Chowkidar	Sh. Pawan Kumar
7.	Peon-cum-Chowkidar	Sh. Kamal Kumar
8.	Peon-cum-Chowkidar	Sh. Naresh Kumar
9.	Peon-cum-Chowkidar	Sh. Kailasho Devi
10.	Peon-cum-Chowkidar	Sh. Usha Devi

## ADMISSION COMMITTEES

### Bachelor of Arts (BA)

1.	Convener	Mr. Dinesh Kumar Sharma
2.	Member	Dr. Vijay Kumari Sharma
3.	Member	Mrs. Meena Kumari

### Bachelor of Commerce (B Com)

1.	Convener	Dr. Vijay Kumari Sharma
2.	Member	Mr. Dinesh Kumar Sharma
3.	Member	Mrs. Meena Kumari

### ADMINISTRATIVE COMMITTEES/CLUBS

- |   |  |
|---|--|
| <p><b>1. Anti Ragging/ Discipline Committee</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Dr. Vijay Kumari Sharma</li> <li>3. Mrs. Meena Kumari</li> </ol> <p><b>2. Women Grievance Redressal Cell</b></p> <ol style="list-style-type: none"> <li>1. Dr. Vijay Kumari Sharma</li> <li>2. Mrs. Meena Kumari</li> </ol> <p><b>3. Sports Committee</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Dr. Vijay Kumari Sharma</li> <li>3. Mr. Roop Lal</li> </ol> <p><b>4. Cultural Committee</b></p> <ol style="list-style-type: none"> <li>1. Mrs. Meena Kumari</li> <li>2. Dr. Vijay Kumari Sharma</li> <li>3. Mr. Dinesh Kumar Sharma</li> </ol> <p><b>5. House Exam Committee</b></p> <ol style="list-style-type: none"> <li>1. Mrs. Meena Kumari</li> <li>2. Mr. Dinesh Kumar Sharma</li> <li>3. Dr. Vijay Kumari Sharma</li> </ol> | <p><b>6. Red Ribbon Club</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Mrs. Meena Kumari</li> </ol> <p><b>7. Road Safety Club</b></p> <ol style="list-style-type: none"> <li>1. Dr. Vijay Kumari Sharma</li> <li>2. Mrs. Meena Kumari</li> </ol> <p><b>8. Magazine Committee</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Dr. Vijay Kumari Sharma</li> <li>3. Mrs. Meena Kumari</li> </ol> <p><b>9. Purchase Committee</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Dr. Vijay Kumari Sharma</li> <li>3. Mrs. Meena Kumari</li> <li>4. Mr. Roop Lal</li> </ol> <p><b>10. Attestation of Bus Pass Committee</b></p> <ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar Sharma</li> <li>2. Mrs. Meena Kumari</li> <li>3. Dr. Vijay Kumari Sharma</li> </ol> |
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### MODE OF ADMISSION

1. Admission to BA/B.Com Ist year will be made on the basis of merit in the qualifying examination (10+2). The reservation of seats to various categories and sub categories will be applicable as per the reservation roster of HPU / H.P. Government.
2. Admission to BA/B.Com 2nd Year and 3rd year will be made on roll basis, who are otherwise eligible without waiting for final result. However, he/she will have to fulfil all the formalities laid down by the college administration like filling up of admission form and depositing the prescribed fees etc. This will help to start the regular teaching of 1st, 2nd and 3rd Year.

### GENERAL ADMISSION RULES AND PROCEDURE

1. Fill up the admission form in your own handwriting and get it signed by parent/ guardian (guardian means only blood relation but he/she should not be a student of this college).
2. The students seeking admission in 1st year may apply in more than one "Core Elective Subjects" specifying their preference order in the admission form.
3. Attach two copies of latest passport size photographs to be pasted on the admission form and bio-data card, self-attested copies of School Board/University certificates from matric onwards, character certificate (original) last attended, SC/ST/OBC/IRDP/physically handicapped, sports/cultural certificate.
4. Attach photocopy Migration Certificate from School Boards other than H.P.B.S.E. Dharamshala.
5. In case of any gap for one or more years in academic career of an applicant must be supported by documentary evidence/undertaking as a proof of his/her activities during the gap period and character certificate (should have been issued within the last 6 months on the day of submission of application) from any Gazetted Officer/ Panchayat Pradhan.
6. Come with original documents and parents/local guardian at the time of admission/counselling.

7. The admission to 1st year will be on the basis of merit as per reservation roster as per the seats are limited in all departments.
8. Students seeking exemption from tuition fee for disability must attach a self attested copy of disability certificate issued by competent authorities.
9. Self attested photocopy of Himachal Domicile certificate for tuition fee concession (Girl students only).
10. Fresh applicant must not be more than 23 years of age (25 years for girl student only) as on 01-07-2022. However, the Vice Chancellor, H.P. University can permit age relaxation for reason to be recorded in writing up to a maximum of six months. Relaxation for SC/ST Students: Relaxation of 3 years of age for determination of upper age limit for admission.
11. Admission to various classes will be made on the recommendation of the admission committee constituted for the purpose.
12. Students are advised to pay their dues personally on the dates notified from time to time, failing which his/her claim for admission will be forfeited and seat(s) so vacated will be allotted to the next candidate in the merit. Fees and funds once deposited will not be refunded.
13. Fee structure can be changed / modified as per the directions/instructions of higher authorities.
14. A student expelled from any college/ university or found involved in any in disciplinary activities in the preceding years will not be admitted to the college.
15. The students having compartment in 10+2 examination are not eligible for admission under CBCS (Choice Based Credit System).
16. If the candidate got admitted by furnishing wrong information or by concealing the facts, his/her admission will be cancelled on detection of such fault by college/university.

### REFUSAL OF ADMISSION

1. Students who fail in all subjects or fails twice in a class will not be admitted to the class. However, if he/she opts to change the faculty, he/she may be admitted in the 1st year of the changed new faculty, if otherwise eligible.
2. Candidates having a stay of more than six years at any college will not be admitted.
4. The students who failed or having compartment from other institution will not be admitted in the college.
5. In spite of the eligibility for admission, the Principal can refuse admission if the conduct of the student has not been up to the mark during previous years.
6. The Principal reserve the right to reject or cancel the admission of any student without assigning any reason(s) or explanation if situation warrants so.

### DOCUMENTS AND CERTIFICATES REQUIRED AT THE TIME OF ADMISSION (FOR NEW ADMISSION ONLY)

The admission form along with bio-data card, Anti-Ragging undertaking and PTA membership form must be submitted along with the following documents:

- \* Paste latest own passport size photographs and two photographs of his/her father /mother/ guardian.
- \* Self attested copies of detailed marks sheet of matriculation examination onwards.
- \* Category certificate for students seeking admission in 1st year against reserved seats.
- \* Himachal domicile certificate (for girl students only).
- \* School leaving - cum - character certificate (original)
- \* Migration certificate (CBSE and out of state Students)
- \* Photocopy of Aadhar Card.
- \* Candidate's bank account number, name and IFSC code of bank.

#### Note:

- \* Internet results will be accepted only when candidate attach documentary proof showing the detail of marks obtained in the concerned examination.
- \* The date of issue the character certificate should not be more than six months.

### CHOICE BASED CREDIT SYSTEM

Instructions for admission to B.A./B.Com 1st year of UGC pass course under RUSA in new CBCS template of UGC for the academic session i.e. 2016-17 onwards:

1. The eligibility conditions regarding the age limit, pass percentage or minimum eligibility etc at the entry level to B.Com./B.A. remains the same as mentioned in the original HP University ordinance.
2. The formation of the units/ number of students in a class / subject remains the same as per the HP Govt. notification of 2015 i.e. first unit / section of subject will be 80 students and subsequent units / section of 60 each depending upon the availability of faculties in the colleges. The admission in different streams will be done as per the HPU roster.
3. Since the executive council of HP University has approved the CBCS template of UGC for the academic session 2016-2017 the combination of elective subject chosen as discipline specific course can be allotted / given to the students as per the availability of faculties in the subject and infrastructure in the respective colleges.
4. For students admitted w.e.f. 2016 onward, the minimum credits to be accumulated for the award of the degree in CBCS (UGC) are 132 for Pass course.

The discipline specified programme chosen by student shall be on choice based credit system, CBCS. The programme shall be considered completed when the student cumulates the requisite number of successful credits (passed) i.e. at least 132 credits for undergraduate degree.

1. Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a core course.
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.

- 2.1 Discipline Specific Elective (DSE) Course: 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).
- 2.2 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.
- 2.3 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. P.S.: 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: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to knowledge enhancement;
  - i. Environmental Science and
  - ii. English/MIL Communication.
 These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands - on - training, competencies, skills, etc.
- 3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.
- 3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

Introducing research component in under-graduate courses project work/dissertation is considered as a special course involving application of knowledge in solving/analyzing /exploring a real life situation /difficult problem. A project/dissertation work would be of 6 credits. A project/dissertation work may be given in lieu of a discipline specific elective paper.

#### Tentative List of Undergraduate Disciplines/Courses to be Covered under CBCS

Sr. No.	Faculty	Courses Offered
<b>I</b>	<b>ARTS</b>	<b>1 Economics</b>
		<b>2 English</b>
		<b>3 Hindi</b>
		<b>4 History</b>
		<b>5 Political Science</b>
<b>II</b>	<b>COMMERCE</b>	<b>1 Commerce</b>

### STUDENTS COURSE WISE CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) AND EVALUATION

1. All courses involve an evaluation system of students that has the following two components:
  - (I) Continuous Comprehensive Assessment (CCA) = 30 Marks  
Attendance = 5, Mid-term = 15, Assignment/Quiz/Seminar etc=10
  - (II) TERM END EXAMINATION (TEE) = 70 Marks.
2. Continuous Comprehensive Assessment (CCA): This would have the following components.
  - a. Classroom Attendance: Each student will have to attend a minimum of 75% lectures/tutorials/practical as a student having less 75% attendance will not be allowed to appear in the End Year Examination.
    - \* Provided that those having between 74 and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the authorized functionaries.
    - \* Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by Medical Certificate from Government Hospital.
    - \* Provided that exemption from 75% attendance will be given to those participating in a prescribed co-curricular activities(e.g. NSS, Youth Festivals, Sports etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by authenticated certificate from the concerned college authorities.
    - \* Provided further that those getting the exemptions, except for those getting exemption for co-curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.
  - b. Classroom Attendance Incentive:
 

Those having greater than 75% attendance will be awarded CCA marks as follows:

1. >75% but < 80%	1 Marks.
2. >80% but < 85%	2 Marks
3. >85% but < 90%	3 Marks.
4. >90% but < 95%	4 Marks.
5. >95%	5 Marks.

### Cumulative Credits for BA/B.Com 1st, 2nd Year and 3rd Year

(Course Wise & Year Wise)

#### B. Com.(Pass Course) : Three-Year CBCS-Programme

##### Basic Structure: Distribution of Courses

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

#### B. Com. : Three-Year (Annual) CBCS-Programme Structure

##### B.Com. Ist Year

Course No.	Course Title	Course Type
	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-1
BC 1.1	Financial Accounting	Core Course C-1
BC 1.2	Business Organisation and Management English - 1 Core English (Compulsory for B.A./B.Com) Language: English/Hindi/Modern Indian Language	Core Course C-2 Core Course C-3 Ability-Enhancement Compulsory Course (AECC)-2
BC 1.3	Business Law	Core Course C-4
BC 1.4	Business Statistics and Mathematics Hindi-I / Modern Indian Language	Core Course C-5 Core Course C-6
<b>B.Com. IInd Year</b>		
BC 2.1	Company Law	Core Course C-7
BC 2.2	Income Tax Law and Practice English-II	Core Course C-8 Core Course C-9
BC 2.3	Computer Applications in Business	Skill-Enhancement Elective Course (SEC)-1
HIND 201	Hindi-II	Core Course C-10
BC 2.4	Corporate Accounting	Core Course C-11
BC 2.5	Cost Accounting	Core Course C-12
BC 2.6	E-Commerce	Skill-Enhancement Elective Course (SEC)-2
<b>B.Com IIIrd Year</b>		
	Any one of the following BC 3.1(a) Human Resource Management BC 3.1(b) Principles of Marketing BC 3.1(c) Corporate Governance and Auditing	Discipline Specific Elective (DSE)-1
	Any one of the following BC 3.2(a) Fundamentals of Financial Management BC 3.2(b) GST	Discipline-Specific Elective (DSE)-2

BC 3.3	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-3
BC3.4	Principal of Micro Economics	Generic Elective (GE)-1
	Any one of the following Discipline: BC 3.5(a)Corporate Tax Planning BC3.5(b)Banking and Insurance BC3.5(c)Management Accounting BC3.5(d)Computerised Accounting System	Discipline- Specific Elective (DSE)-3
	Any one of the following Discipline:- BC3.6(a)International Business BC3.6(b)Office Management and Secretarial Practice BC3.6(c)Fundamentals of Investment BC3.6(d)Consumer Protection	Discipline- Specific Elective (DSE)-4
BC 3.7	Personal Selling and Salesmanship	Skill-Enhancement Elective Course (SEC)-4
BC 3.8	Indian Economy	Generic Elective (GE)-2

**Cumulative Credits for BA/B.Com 1st, 2nd Year and 3rdYear  
(Course Wise & Year Wise)**

Year	Course	Type of Course	Credits	Cumulative Credits
BA 1st Year	English/Hindi/MIL - 1	Language Core	6	44 credits
	Subject-1 A	DSC - 1 A	6	(Language Core=12
	Subject-1B	DSC - 2 B	6	DSC Subject 1=12
	Environmental Science	AECC-I	4	AECC=8)
	English/Hindi/MIL - 1	Lang. Core	6	
	Subject-2A	DSC - 2 A	6	
	Subject-2B	DSC - 2B	6	
	English/Hindi/MIC Communcation	AECC - II	4	
BA 2nd Year	English/Hindi/MIL - 2	Language Core	6	44 credits
	Subject-3 A	DSC - 3 A	6	(Language Core = 12
	Subject-3B	DSC - 3 B	6	DSC Subject 1=12
				DSC Subject 2=12 SEC=8)
	English/Hindi/MIL - 2	Language Core	6	
	Subject-4 A	DSC - 4 A	6	
	Subject-4B	DSC - 4 B	6	
	SEC-1	SEC	4	
SEC-2	SEC	4		
BA 3rd Year	Subject-5 A	DSC - 5A	6	44 credits
	Subject-5B	DSC - 5B	6	(DSC Subject 1=12
	SEC-3	SEC	4	DSC Subject 2=12
	SEC-4	SEC	4	SEC=8, GE=12)
	Subject-6 A	DSC - 6A	6	
	Subject-6B	DSC - 6B	6	
	GE-1	GE	6	
	GE-2	GE	6	
	Total Credits			44+44+44=132

**Courses offered in B.A.  
Department of Economics**

**DISCIPLINE SPECIFIC CORE (DSC) COURSES**

B.A.	Discipline Specific Core (DSC) Course (Compulsory)	Course Code	Credits
1st Year	Principles of Microeconomics - I	ECONA101	6
	Principles of Microeconomics - II	ECONA102	6
2nd Year	Principles of Macroeconomics-I	ECONA201	6
	Principles of Macroeconomics-II	ECONA202	6
3rd Year	Indian Economy	ECONA 301	6
	Development Economics	ECONA 305	6

**SKILL ENHANCEMENT COURSES (SEC)**

B.A.	Skill Enhancement Course (SEC)	Course Code	Credits
2nd Year	SEC1 : Practical Method-I	ECONA203	4
	SEC 2: Economics of Rural Development	ECONA204	4
	SEC 3: Practical Method-II	ECONA205	4
	SEC 4: Demography	ECONA206	4
3rd Year	SEC 6: Public Finance	ECON310	4
	SEC 7: Money and Banking	ECON311	4

**SKILL ENHANCEMENT COURSES (SEC)**

B.A.	Generic Elective Course (GEC)	Course Code	Credits
3rd Year	GEC-I Economy of Himachal Pradesh	ECONA313	6
	GEC-II Indian Economy	ECONA314	6

**Department of Political Science**

**DISCIPLINE SPECIFIC CORE (DSC) COURSES**

B.A.	Discipline Specific Core (DSC) Course (Compulsory)	Course Code	Credits
1st Year	DSC-1-A Introduction to Political Theory	POLS101	6
	DSC-1-B Indian Govt. and Politics	POLS102	6
2nd Year	DSC-1-C Comparative Govt. and Politics	POLS201	6
	DSC-1-D Introduction to International Relations	POLS202	6
3rd year	DSE 1- A Themes In Comparative Political Theory	POLS301A	6
	DSE -1-B Democracy and Governance	POLS302B	6

**SKILL ENHANCEMENT COURSES (SEC)**

B.A.	Skill Enhancement Course (SEC)	Course Code	Credits
2nd Year	SEC - 1 Legislative Support	POLS 203	4
	SEC - 2 Public Opinion and Survey Research	POLS 204	4
3rd Year	SEC-3 Democratic Awareness With Legal Literacy	POLS303	4
	SEC-4- Conflict and Peace Building	POLS304	4

**GENERIC ELECTIVE COURSES (GEC)**

B.A.	Generic Elective Course (GEC)	Course Code	Credits
3rd Year	GEC 1: Society, Economy and Politics In Himachal Pradesh	POLS305	6
	GEC-II- Human Rights, Gender and Environment	POLS306	6

### Department of English

Year	DSC Compulsory	Course Code	Credits
1st year	DSC-IA Eng. Literature -1 (Essays , Stories and Poems)	ENG DSC-102	6
	DSC-1B Eng. Literature-2 (Poems, Short Stories and Essays)	ENG DSC-103	6
2nd Year	DSC-1C British Literature (Play and Novel)	ENGL DSC-202	6
	DSC-ID Eng. Literary Cross currents Modern Indian Literature	ENG DSC-203	6
3rd Year.	DSE-1A Soft Skills	ENGL-303	6
	DSC-1B Academic Writing and Composition	ENGL-304	6

### Skill Enhancement Courses

Year	SEC	Course Code	Credits
2nd Year	Creative writing, Book & Media	ENG SEC 204	4
	Translation Studies and Principles of Translations	ENGL SEC 205	4
3rd Year	Technical Writing	ENGL-301	4
	Business Communication	ENGL-303	4

### Core Compulsory Courses

Year	Compulsory Course	Course Code	Credits
1st Year	English -1 Core: Poems, Short Story, Essays and Grammar	ENGL CE-101	6
2nd Year	English -2 Core: Poetry and Essay & Grammar	ENGL CE-201	6

### AECC Courses

Year	SEC	Course Code	Credits
1st Year	AECC -2 English: Writing skills	ENG AECC-104	4

### Generic Courses

B.A.	Generic Courses	Course Code	Credits
3rd Year	GE-1 Contemporary India: Women & Empowerment	ENGL-306	6
	GE-2 Language Literature & Culture	ENGL-305	6

### Department of History

#### DISCIPLINE SPECIFIC CORE (DSC) COURSES

Year	Discipline Specific Core (DSC) Course (Compulsory)	Course Code	Credits
1st Year	DSC-1-A History of India from the earliest times upto 300 cent.	HIST101	6
	DSC-1-B History of India from cent. 300 to 1206	HIST102	6
2nd Year	DSC-2-A History of India from 1206 to 1707	HIST203	6
	DSC-2-B History of India from 1707 to 1950	HIST204	6
3rd Year	DSE 1 A Modern and contemporary world History 1871-1919	HIST305	6
	DSE 2 B Modern and contemporary world History 1919-1992	HISTA307	6

#### SKILL ENHANCEMENT COURSE (SEC)

Year	Skill Enhancement Course (SEC)	Course Code	Credits
2nd Year	SEC-1 Historical Tourism:	HIST213	4
	SEC-2 An Introduction to Archaeology	HIST215	4
3rd year	SEC-3 Women in Indian History	HIST317	4
	SEC-4 Introduction to Indian Art	HISTA319	4

#### GENERIC ELECTIVE COURSES (GEC)

Year	Generic Elective Course (GEC)	Course Code	Credits
3rd year	GEC-1 Women in Indian History	HISTA309	6
	GEC-II- History of Himachal Pradesh 1815-1972	HISTA312	6

बी. ए. हिंदी विषय की प्रस्तावित रूपरेखा  
Discipline Specific Core (DSC) course

Year	Discipline Specific Core (DSC) course	Course	Course Code	Credits
1st Year	हिंदी साहित्य का इतिहास	DSC - IA	HIND102	6
	मध्यकालीन हिंदी कविता	DSC - IB	HIND103	6
2nd Year	आधुनिक हिंदी कविता	DSC - IC	HIND202	6
	हिंदी गद्य साहित्य	DSC - ID	HIND203	6

## Discipline Specific Elective (DSE) course

Year	Discipline Specific Core (DSC) course	Course	Course Code	Credits
3rd year	लोक साहित्य	DSE - 1A	HIND305	6
	छायावादोत्तर हिंदी कविता	DSE - 1B	HIND306	6

## Ability Enhancement Compulsory Course (AECC)

Year	Ability Enhancement Compulsory Course (AECC)	course Type	Course Code	Credits
1st Year	हिंदी भाषा और सम्प्रेषण	AECC - 2	HIND104	4

## Discipline Specific MIL- 1/HINDI-I. Compulsory course

Year	Course	course Type	Course Code	Credits
1st Year	प्रयोजनमूलक हिंदी	MIL- 1/HINDI-I	HIND101	
2nd Year	अनिवार्य हिंदी 'रचना पुंज'	MIL - 2/HINDI-2	HIND201	

## Skill Enhancement Course (SEC)

Year	Course	course Type	Course Code	Credits
2nd Year	कार्यालयी हिंदी	SEC - I	HIND204	4
	अनुवाद विज्ञान	SEC - 2	HIND206	4
3rd Year	रंग-आलेख एवं रंगमंच	SEC - 3	HIND301	4
	समाचार संकलन और लेखन	SEC - 4	HIND303	4

## Generic Elective Course (GEC)

Year	Course	course Type	Course Code	Credits
3rd Year	आधुनिक भारतीय साहित्य	GE - 1	HIND307	6
	सर्जनात्मक लेखन के विविध क्षेत्र	GE - 2	HIND308	6

## FEES &amp; DUES (GOVERNMENT APPROVED FEES)

Sr. No.	Government Account Fees	Charges
1.	Tuition Fee per month	50
a.	Annual Charges	
i.	Admission Fee	25
ii.	Continuation Fee	10
iii.	Re-admission Fee 1st time	100
iv.	Re-admission Fee 2nd time	200
v.	Late admission Fee per day	10
<b>College Annual Charges (Refundable)</b>		
1.	Library Security	100
<b>College Annual Charges (Non Refundable)</b>		
2.	House Examination Fund (Half Year )	40
3.	Medical Fund	06
4.	Campus Development Fund	10
5.	Book Replacement Fund	25
6.	Furniture Repair and Replacement Fund	10
7.	Identity Card	10
8.	Duplicate Identity Card	20
9.	Magazine Fund	50
10.	Student Aid Fund	02
11.	Cultural Activity Fund	20
12.	Computer & Internet facility	20
<b>Six Month Charges</b>		
13.	Amalgamated Fund	150
14.	Sports Fund	120
15.	Building Fund	60

16.	Rover & Rangers Fund	30
17.	Computer Practical (Commerce & Mathematics Student)	90
<b>University Funds</b>		
18.	University Development Fund (General for all the three years)	250
19.	University Development Fund (BPL / IRDP for all the three years)	100
20.	University Registration Fee (For H.P Board)	200
21.	University Migration + Registration Fees (Other Boards / States)	400
22.	Youth Welfare Fund	15
23.	University Sports Fee	15
24.	University Holiday Home Fee	01

**PTA Fee: Rs. 400/- per annum. Red Cross Fee: Rs.40/-**

**Note: The Fee is subject to change i.e., if the fee is revised the students will have to pay the revised fee.**

### CODE OF CONDUCT

#### 1 Attendance:

- i. Minimum 75% lecture attendance is compulsory for appearing in the Annual Examination.
- ii. A student who remains absent continuously for 7 days or more, his/her name will be struck off from college roll.
- iii. A student's name is struck-off twice then he/she will not be re-admitted to the college.
- iv. A student is liable to pay all dues and fines as long as he/she remains on the college rolls.

#### 2 Leave Rules

- i. Application for any kind of leave on prescribed pro-forma should be submitted well in time.
- ii. Leave up to three days will be sanctioned by the tutor on the recommendation of concerned teacher.
- iii. Leave above three days up-to six days will be sanctioned by the senior tutor.
- iv. The leave for more than six days will be sanctioned by the Principal on the recommendation of the concerned subject teacher/senior tutor.
- v. Medical leave for a period of over 6 days the student must produce medical certificate.

\* Students participating in inter-college competitions should note that the practice/ rehearsal timing should be either before the classes (Early Morning) or after classes (Evening) because all such activities form a part, but not the substitute of Academics/ studies.

#### 3 Identity Card (I- Card)

- i. Every student will be issued an identity card. Every student must keep his/her I-card with him during college hours and the same has to be produced by student whenever required by the college authorities.
- ii. In case, the I-card is lost, a duplicate card will be issued only after an FIR is registered with the nearest police station and an original copy thereof is appended with such request.
- iii. Duplicate I-card will be issued after depositing Rs. 20/-.

#### 4 General Conduct/ Discipline Rules

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

- i. Ragging in any form
- ii. Use of mobile phones by students on the campus is strictly banned (except specified areas). Defaulters will be penalized
- iii. Writing on the walls/ black-board/ rooms etc.
- iv. Possessing drugs and smoking on the college campus.
- v. Accompanying outsider to the college.
- vi. Coming without I-Card in the college.
- vii. Damaging the college property
- viii. Loitering around in the corridors resulting in disturbance to the classes.

Note: All the students are advised to read the Notice Boards regularly. All students must note that ragging inside/ outside the campus is a cognizable offence. In case, a student found guilty of indiscipline in any activity in any manner, the college administration shall take appropriate action against such offenders.

### CAREER - GUIDANCE CELL

Career guidance, counselling and placement activities have become very important and integral part of the functioning of educational institutions in 21st century. It provides a number of opportunities to the educated youth with the objective of helping the student for making ideal career choices and providing them placement opportunities through campus interviews. A Career Guidance, Counselling Cell is also actively involved in such activities under the energetic team of experienced teachers.

The objective is to make aware students in all aspects of modern fields and to develop their communication skills and confidence. The college is making all efforts to strengthen the activities of career guidance and counselling in larger interest of the students by organizing frequent interactive sessions with them on regular basis and developing relation with business establishments so that more and more students get opportunities for gainful employment.

### CLUB

1. **Rovers and Rangers:** The Bharat Scout and Guides is a voluntary organization. It is devoted to the development of the young generation and selfless service to the country. Young adults are enrolled as rover and rangers in the college and trained for leadership for the service of motherland and mankind.

2. **Red Ribbon Club:** Red ribbon club of this college came into being in 2019. Any number of college students can get registered as volunteers of this club. This club exclusively aims at launching an exhaustive campaign against AIDS. AIDS is not only a health issue but also an educational and social one. In order to translate these facts into reality, this club is not only educating and sensitizing college youths but also taking the leading out to the general public as well as the people who are unaware of AIDS. Hence it makes the institution really proud as how war against AIDS is gathering momentum year after year with the concrete effort of educators.
3. **Eco-Club:** In consideration to the alarming need to make students aware of the depleting environmental assets, Eco-Club is functioning at our college. This club with the active participation of the students carrying out various awareness programmes on environmental issues.
4. **Red-Cross Club:** Red-Cross club disseminate the awareness on the health issues among students and to conduct various activities pertaining to Red-Cross mission.
5. **Road Safety Club:** Road Safety Club disseminate the awareness on road safety among students and to conduct various activities organise to road safety.

#### COLLEGE STUDENT'S CENTRAL ASSOCIATION (CSCA)

This association is elected according to the rules and regulation of H.P. University. Besides maintaining discipline in the college, the CSCA plays an important role in involving students in various co-curricular activities like seminars and functions at intra/inter-college level.

#### "BIPASHA" THE COLLEGE MAGAZINE

To nurture the creativity of the students the college published its own magazine "Bipasha" from the session 2020-21. It has many sections like HINDI, ENGLISH, COMMERCE & PLANNING FORUM. One student editor of each section is also appointed. Students willing to contribute his/her vibrant write ups to the college magazine during the session can contact the staff editors of various sections of the magazine, and if needed, necessary guidance can also be provided to them.

#### SCHOLARSHIP/FINANCIAL ASSISTANCE

The college has provision for the following scholarship:

- i. Post-Matric Scholarship Scheme to SC/ST students (Centrally Sponsored Scheme).
- ii. Post-Matric Scholarship Scheme to OBC students (Centrally Sponsored Scheme).
- iii. IRDP Scholarship
- iv. Merit-Cum-Poverty Scholarship.
- v. National Scholarship.
- vi. Kalpana Chawla Chhatravriti Yojna for meritorious girl students.
- vii. Brother/ Sister fee concession as per the rules applicable.

Note: The date of submission of application for these scholarships will be displayed on the college notice board in due course as per the guidelines issued by Dept. of Higher Education.

#### PRIZES/ AWARDS

Prizes are given to the students achieving distinction in different fields like academic university examination, excellence in sports, N.S.S/Ranger and Rover/Red Ribbon Club and other co-curricular activities organized from time to time in the college, university and inter-university level.

#### ACADEMIC PRIZES:

1. Students securing first to tenth position in HPU Annual Examination.
2. 1st/ 2nd/ 3rd position in the college in aggregate in H. P annual/house examination and I/II position in all subjects in the college in HPU annual/ House examination.

#### SPORTS/ CULTURAL/ NSS Etc.

1. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter-college championships/ Annual College Athletic Meet and championship in Intra- College Events.
2. Youth festival prizes would be at par with the sports prizes.
3. NSS students participating in RD Parade.
4. NSS volunteers appointed President/ declared Best Volunteer in each unit (M & F both).
5. CSCA office bearers are given Plaque at the time of Oath taking ceremony.
6. Rangers & Rovers participation in State Level Camp.
7. Blood Donors, special prizes for extra ordinary contribution in the college activities.

#### PARENT- TEACHER ASSOCIATION

Parent-Teacher Association (PTA) stand organized under H.P. Education code 2001 to engender interaction between parents and teachers, with a missionary zeal for the development of college. Its main objectives are as follows:

- i. To revive the relationship between the parents and teachers.
- ii. To create the healthy educational environment in the college.
- iii. To arrange discussions with the elder person of the society from time to time and incorporate their suggestions for the improvement of the educational standard in the college.
- iv. To suggest ways so that education of students can be promoted.
- v. To make a collective effort to refine the conduct of student and also to restrict the entry of anti-social elements in college campus.
- vi. To inform the parents/ guardian of their wards from time to time and make arrangement for the parents to meet the concerned staff once in a quarter.
- vii. To make parents aware of various schemes of Govt. in the area of education and also to give information about various activities and programs of Department of Education.

## COLLEGE CALENDER FOR SESSION-2022-23

Sr. No.	Particulars	Period	Days	Remarks
1	<b>Admission/Regular Study Schedule</b>			
	Submission of admission forms for the Session 2022-23	10.07.2022 to 20.07.2022	10 days	
	Display of 1st Merit List	21.07.2022		
	Fee Depoist	22.07.2022 to 25.07.2022		
	Display of 2nd Merit List	26.07.2022		
	Fee Depoist	27.07.2022 to 28.07.2022		
	Orientation of 1st year Students	29.07.2022 to 30.07.2022		
	Regular teaching	01.08.2022 to 21.10.2022		
		01.08.2022 to 21.10.2022		
		05.02.2023 to		
2	<b>Vacation Schedule</b>			
	Summer Vacation	10.06.2022 to 04.07.2022	25 days	
	Diwali Break	22.10.2022 to 26.10.2022	5 days	
	Winter Vacations	01.01.2023 to 04.02.2023	35 days	
3	<b>Examination/Evaluation Schedule</b>			
	Examination	15.04.2023 to 20.05.2023		
4	Independence Day	15th August 2019		
5	CSCA election	As per HPU Notification		
6	Inviting application for different scholarship schemes	As per Govt. Notification		
7	Teacher's day	5th September		
8	Hindi Diwas	14th September		
9	World AIDS day	1st December		
10	World human rights day	10th December		
11	Annual athletic meet	2nd week of December		
12	Annual Prize Distribution Function	February - March		



Price ₹ : 50/-