



CENTRE OF EXCELLENCE GOVERNMENT COLLEGE SANJAULI DISTT. SHIMLA (H.P.)

**Rs.
300/-**

BCA PROSPECTUS

2025-26

📞 0177-2640332

✉ principalsanjauli@gmail.com

📞 0177-2640332

gcsanjauli.edu.in

ADMISSION SCHEDULE FOR BCA 1st SEMESTER

BCA-1st SEMESTER Online Submission of admission form From 1st June, 2025 till 19th June, 2025	BCA-1st Semester Display of first merit list on 20th June, 2025
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BCA 1ST SEMESTER

Last date of Online submission of admission form.....19th June, 2025

Display of merit list for subsidized seats (30 seats)..... 20th June, 2025

Date & Time for deposit of fees for subsidized seats (30 seats)..... 21st & 22nd June, 2025

Display of merit list for Non-subsidized seats (30 seats).....23rd June, 2025

Date & Time for deposit of fees for subsidized seats (30 seats).....24th June, 2025

Admission counselling of students on offline mode -19th to 23rd June 2025

(It is compulsory for parents to attend the counselling)

The candidates applying for Sports and Cultural quota should deposit the hard copy of admission form along with the supporting documents on or before 17th June 2025 in the Department of Physical Education.

Admission will be confirmed only after the deposit of Fee and subject to other relevant conditions as applicable.

BCA 3RD & 5TH SEMESTER

Students of BCA 1st Year and BCA 2nd Year can seek admission in BCA-3rd and BCA 5th Semester on roll-on basis. This admission will be provisional and will be regularized as per the norms of Himachal Pradesh University when the result will be declared. Failure to fulfil eligibility conditions by a student will result in the rejection of his/her admission.

Dates for Online submission of admission form for BCA-3rd & 5th Semester Students

without late fees...1st June to 30th June, 2025

Orientation of First Semester students : 28th & 30th June 2025

Regular teaching will start from 1st July 2025

FOR CONTACT

College Office Telephone No. : 0177-2640332

BCA Co-ordinator

Dr. Shivani Khatri : +91-701840715

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About The Institution

Cradled in the lap of Nature and housed in a marvellous heritage building of the British Victorian style, Centre of Excellence, Government College Sanjauli has been providing an academically challenging and intellectually stimulating environment to its learners since 1969. It beckons all with



its motto of “आरोह तमसो ज्योततः”- Let’s take a step from darkness to light; from ignorance to knowledge. The heritage institution originating from a rich legacy stands tall with its promise of value-oriented education in today’s competitive world.

Nestled amidst lush green Cedars and mighty Oaks the charm of the edifice is sufficient to command rapt attention and attraction by the pedestrians walking on the road past its hallowed gate. A huge playground invitingly greets the arrival of the students in the campus. The main building facing the playground houses the Administrative Block and Computer Laboratories, reminding one of the days of yore, when the jungle of concrete buildings had not defaced the ‘Queen of Hills’. The college was constructed way back in April 1869 by Harriet Christina Tytler as an institution for industrial orphanage under the name of *Himalayan Christina Orphanage* and named as North Stoneham. Later in 1872, the same institution was reconstituted as the *Mayo Industrial School* for female orphans and other girls of European extraction. However, later it was rebuilt and opened for use on March 1, 1905 during the Lieutenant-Governorship of Sir Charles Rivoz, K.C.S.I. and the Episcopate of the Reverend George Alfred Lefroy, D.D., the third Bishop of Lahore. The structure was designed by A. Gaddock Esq. and was constructed by Messer Rivertt and Sons. After independence, this institution



was converted into a B. Ed / B.T. College for girls affiliated to Punjab University till it attained its present status of a government college. The college enjoys the distinct position of not only being the first Degree College to have been set up in Shimla in 1969, but also the first College to have been conferred with the status of ‘Centre of Excellence’ by the government of Himachal Pradesh in 2006. In its endless pursuit of achieving excellence in all walks of life this college successfully implemented the Star College Scheme of the Department of Bio-Technology (DBT), Ministry of Science and Technology, Govt. of India in session 2022-23. The college received financial aid to improve science infrastructure to promote teaching, research and innovation. The College was accredited with “A+” grade by the NAAC in November 2023 for all its efforts. The college added another feather to its already decorated cap by signing Memorandum of Understanding (MoU) with two prestigious institutions of the state- Jaypee University of Information and Technology (JPUIT), Wahnaghat, HP and Shoolini University, Solan, HP to promote research and innovation.

The college provides quality education in three streams— Arts, Sciences & Commerce. Besides, other undergraduate programmes like B.C.A. and B.B.A., PG programmes such as MA in English, Hindi, Public Administration, & Economics and P.G.D.C.A. are also being offered. The College also offers vocational degree in Retail Management and Hospitality & Tourism (B.Voc.) to students to expand their scope of employability. To ensure academic quality, there are limited seats available in each course and selection is purely on the basis of merit. Admission is on roll-on basis for students seeking admission to second and third year.

The committed and proficient teaching and non-teaching staff facilitate the learners by motivating them to constantly challenge themselves in academic and extra-curricular activities throughout the year. The objective is not only to secure academic excellence but also to transform the students into good human beings. The youth festivals and other competitive activities and events like quiz, debate, dramatics, dance and music concerts allow the students to experience not only the excitement and festivities of the occasion but also provide them space to imbibe and inculcate healthy social and cross-cultural interactions. The college has more than adequate infrastructure for sports providing ample opportunities for mental, physical and social development along with career prospects. The various Subject Societies are the training ground for nurturing talent amongst the students and to enhance the academic and social experiences.

To accommodate students from far flung areas of the state, the College has hostel facilities for the male students. It has the capacity to house 144 students.



May we rise from darkness to light



To make the College a benchmark of quality education, applying innovative approaches of teaching and learning, empowering students to discover their full potential academically and socially.



To nurture intellectual excellence and social leadership amongst the educators and learners, in order to outshine in the increasingly competitive globalized world.

From the Principal's Desk



Dear Students

It gives me an immense pleasure to welcome you to Government Degree College, Sanjauli, Shimla, a Center of Excellence committed to nurturing intellect, creativity, and character. As we prepare for the academic session 2025-26, I extend my heartfelt greetings to both our returning students as well as those joining us for the first time. Our college stands as a beacon of quality education, fostering an environment where academic rigour meets holistic development. With a dedicated faculty, state-of-the-art facilities, and a vibrant campus life, we strive to empower you with knowledge, critical thinking, and ethical values that will shape your future.

The prospectus for 2025-26 reflects our commitment to excellence, offering diverse academic programs, skill-enhancing workshops, and extracurricular opportunities designed to unlock your full potential.

At our prestigious institution, we believe that education transcends textbooks. Education is a process of cultivating curiosity, resilience, and a sense of responsibility towards society. Whether through research, sports, cultural activities, or community service, we encourage you to explore, innovate, and lead with integrity. As a principal of this institution, my vision is to create an inclusive and inspiring learning space where every student thrives. I urge you to set ambitious goals, embrace challenges, and make the most of the resources available. Remember, your journey here is not just about earning a degree but about becoming thoughtful, capable, and compassionate individuals.

Let us embark on this academic year with enthusiasm and determination. Together, we shall uphold the legacy of excellence that defines our institution. Wishing you a successful and fulfilling session ahead!

Prof Bharti Bhagra

Registration No.: 638/2013

Certificate Of Registration Of Societies



H.P Societies Registration Act 2006 (Act No. 25 of 2006)

I hereby certify that the society namely *Centre of Excellence, Government College, Sanjauli, Shimla-171006 Himachal Pradesh* has this fifth day (05.01.2013) of January Two Thousand Thirteen, been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act no. 25 of 2006).

Given under my hand and seal at Shimla, Himachal Pradesh.



[Signature]
Registrar of Societies,
Himachal Pradesh

CENTRE OF EXCELLENCE
GOVERNMENT COLLEGE SANJAULI

SHIMLA-171 006 (Himachal Pradesh)

Co-ordinator	:	Dr. Shiwani Khatri
Dealing Assistant	:	Mr. Amar Chand
Faculty	:	Mr. Muneet Lakhanpal
		Mrs. Pratiksha Chauhan
		Mrs. Priyanka Chauhan
		Mrs. Sheetal Chauhan
		Mr. Ashok Kumar
Administrative Staff	:	Mr. Sanjeev Meghta
		Mr. Rohit Verma
		Mr. Praveen Jogta
		Mr. Abhishek

ADMISSION GUIDELINES

The duration of BCA shall be 3 years split over six semesters.

1. SEATS :

The total number of seats in BCA-1 are 60, distributed as under:

Category	Seats
Subsidized	30
Non-subsidized	30

2. ELIGIBILITY CONDITIONS

BCA-1st Semester

A Candidate who has passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-5, with 55% Marks (50% marks for SC/ST category), shall be eligible.

OR

Any examination of a University/Board/College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own or on recommendation of Association of India Universities with English as compulsory subject with 55% marks.(50% marks for in case of SC/ST).

Note: - Vocational subjects under NVEQF will be given weightage equivalent to any other general education subject while considering the admission to the students to the UG courses as per reference no. DDNo. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.

Maximum age limit for admission to BCA course is 21 years for general category and 24 years for SC/ST category and 23 years for girl candidates, as on the 1st June of the year concerned. The Vice-Chancellor may permit age relaxation up to maximum of three months.

Relaxation in %age for SC/ST

The students belonging to SC/ST category shall be given 5% relaxation of marks for admission purpose i.e. minimum of 50% marks in aggregate at 10+2 level.

B.C.A.-3rd & 5th Semester

Students from other institutions can apply against vacant seats in BCA 3rd and 5th semester. Admission will be strictly according to merit. The marks obtained in +2 will determine the merit of students seeking admission in BCA-3rd semester and the marks obtained in BCA-1st & 2nd semester will determine the merit of students seeking admission in BCA-5th semester.

A candidate should have passed at least 50% papers of B.C.A. first year (BCA-1st and BCA-2nd semester) examination [Ordinance 9.68(e)] to get admission to 3rd Semester of 2nd year only then his / her admission will be regularized in B.C.A.-3rd semester.

A candidate should have passed at least 50% papers of BCA 1st and 2nd year (BCA-1st, 2nd, 3rd & 4th semester) examination for admission to BCA-5th semester [Ordinance 9.68(e)] only then his/her admission will be regularized in BCA-III year.

1. MODE OF SELECTION

The admission to BCA course will be made on the basis of merit of the qualifying examination. As per H.P. University rules. 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in H. P. Remaining 25% seats will be filled on all India basis. If applications received on all India basis are not sufficient then seats will be filled by internal candidates.

RESERVATION OF SEATS

ROSTER TO BE FOLLOWED FOR ADMISSION

The Roster will be applicable from 21 to 40 during the academic session 2025-23

Our institution follows the reservation policy of H.P. Government and H.P. University in admissions. The following reservations are available, which are filled according to the reservation roster devised by H.P. University:

Schedule Caste (SC)	:	15%
Schedule Tribe (ST)	:	7.5%
Sports (SP)	:	5%
Cultural Activities (CUL)	:	5%
Persons with disability (PC)	:	5%
Economic Weaker Section (EWS)	:	10%

These reservations 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 territorial Jurisdiction of Himachal Pradesh or Bonafide resident of Himachal Pradesh. Sports and cultural seats will be allotted to those events which are recognized by HPU sports and co-curricular council. The final decision under sports and cultural quota will be with the respective committees constituted for the same. For reservation the following roster will be followed

(This year (2025) Roster will be applicable from 71 to 100):

1 EWS	16	31	46 SC	61 CUL	76	91 SC	106 SC
2	17	32 EWS	47	62 PC	77	92	107 ST
3	18 SC	33 SC	48	63	78 SC	93 ST	108
4	19 SP	34	49	64 EWS	79 SP	94	109
5	20 CUL	35	50	65 SC	80 ST	95	110
6	21 PC	36	51	66	81 CUL	96 EWS	111
7 SC	22 EWS	37	52 SC	67 ST	82 PC	97 SC	112
8	23	38 CUL	53 ST	68	83	98 CUL	113 SC
9	24	39 SC	54 EWS	69	84	99 SP	114
10	25	40 SP	55	70	85 SC	100 PC	115 EWS
11 EWS	26 SC	41 ST	56	71	86	101	116 PC
12 SC	27 ST	42 PC	57	72 SC	87	102	117 SP
13 ST	28	43 EWS	58	73	88 EWS	103	118 CUL
14	29	44	59 SC	74	89	104	119 SC
15	30	45	60 SP	75 EWS	90	105 EWS	120 ST

Note: One Seat Will be reserved for single girl child over and above the allotted 40 seats.

2. BASIS OF ADMISSION (Ordinance 3.15)

The admission to BCA-1st semester shall be made purely on the basis of merit. Separate merit lists will be prepared for subsidized category and non-subsidized category. The 20 subsidized seats will be filled in first and the remaining 20 non-subsidised seats will be filled after all the seats in subsidized category are filled.

ADMISSION PROCESS

ADMISSION PROCESS FOR BCA 1st SEMESTER

1. The candidate seeking admission to BCA 1st Semester has to apply on the prescribed form available online on <http://www.gcsanjauli.edu.in> or gcsanjauli.highaltereducation.in
2. The students can approach the College Guidance and Counselling Committee in case they find any difficulty in filling up of the admission form during the college hours.
3. The merit lists will be displayed as per schedule mentioned in the prospectus.
4. After getting the approved admission form, applicants are advised to deposit their fee online by using Credit Cards/Debit Cards/UPIs (BHIM/Google Pay/PhonePe/Paytm)/Mobile/Internet Banking

DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

1. Matriculation certificate for Date of Birth.
2. 10+2 marks sheet.
3. H.P. Domicile certificate for girl students (for exemption in tuition fee).
4. Minimum 40% disability certificate and category certificate in case of students seeking admission against these seats.
5. Original character certificate from Head of the Institution last attended. In case of private candidates, the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor but not older than 6 months from the day of submission of admission form.
6. For seat against the 'single girl child category' an Affidavit proclaiming the same from the parents is to be submitted with the admission form.

7. A student seeking admission from Board/University other than H.P. will have to upload the copy of migration certificate and the original certificate has to be submitted at the time of counselling.
8. Affidavits should be provided wherever applicable.
9. Certificate of SC/ ST from Magistrate Class-1 (Authorized Signatory) should be provided by those seeking relaxation in age/ marks.
10. Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence / affidavit as proof of his/ her activities during the period of gap.

NRIs/NRI sponsored candidates & foreign nationals are eligible only for non-subsidized seats. They are required to attach the following additional documents along with the application form:

- a) Proof of their status in case of NRIs: The following documents will be considered as proof for this purpose:
 - i) Copy of the Non-Resident Card/Employment Card issued by the employer.
 - ii) Photocopy of the Immigration Card/Employment Visa entry on the passport along with details of the passport.
 - iii) Certificate issued by the Indian Embassy/High Commission in the country where NRI is residing.
 - iv) Photocopy of the latest assessment order of the Income Tax Authorities either in India or the country of employment field in the status of Non-Resident Indian.
- b) Certificate of sponsorship from a NRI in case of a NRI sponsored candidate along with proof of NRI status of the sponsorer.
- c) Proof of the nationality in case of the foreign Nationals.

BCA-3rd & 5th Semester

Application form duly filled in and accompanied by the following documents should be submitted and the requisite fee for the **ROLL ON** system should be deposited as per the schedule given in the prospectus.

- i) Matriculation Certificate
- ii) Copy of 10+2 Certificate
- iii) Copies of previous semester(s) available.

FEE & FINES

BCA-1st Semester

Subsidized Seats

The candidates admitted against the subsidized seats shall be required to pay an annual consolidated fee	...	₹12,000/-
University Development Fund (General/SC/ST)	...	₹ 250/-
University Development Fund (BPL/IRDP)	...	₹ 100/-

Non-Subsidized Seats			
The candidates admitted against the Non-subsidized seats shall be required to pay an annual consolidated fee			
	..		₹25,000/-
University Development Fund	..		₹ 500/-
PTA	...	₹ 700 annually (For BCA 1 st and BCA 3 rd semester)	
	...	₹ 800 annually (For BCA 5 th semester)	

Note : Fee is as per notification No. EDN-AJA (1) 7/2005-loose pt. 1, Dt. 10-6-2010

1. THE FEE ONCE DEPOSITED WILL NOT BE REFUNDED IN ANY CASE AS PER GUIDELINES ISSUED FROM UGC.
2. THE FEE IS SUBJECT TO CHANGE i.e. IF THE FEE IS REVISED, THE STUDENTS WILL HAVE TO PAY THE REVISED FEE.
3. All the students of B.C.A. 3rd & 5th semester are directed to pay the college fee under the ROLL ON system well within the prescribed schedule. No one will be permitted to attend the classes without depositing the prescribed fee. Lectures attended under ROLL ON system will also be counted for every concerned purpose.
4. It is to be noted that all the admissions under ROLL ON system are provisional. If any student fails to fulfil the eligibility criteria (as mentioned in this prospectus) his/her admission will stand cancelled automatically.
5. IT IS MANDATORY FOR ALL THE STUDENTS GETTING ADMISSION BASED ON ROLL ON SYSTEM TO GET THEIR ADMISSION REGULARISED (AFTER FULFILLING THE PRESCRIBED ELIGIBILITY) WITHIN TEN DAYS OF DECLARATION OF THEIR UNIVERSITY RESULT, FAILING WHICH, THEIR ADMISSION WILL STAND CANCELLED AUTOMATICALLY.

Absence and other fines:

1. Absence fine per period ₹ 1/-
2. Absence fine per practical ₹ 3/-
3. Absence fine for house test per paper ₹ 10/-
4. Late return of library books per day ₹ 1/- per book
5. Breakage/Damage in the Computer Lab Minimum double the amount of actual cost of the computer / computer component(s)/or the lab furniture will be charged. This fine has to be deposited immediately; otherwise the student will not be allowed to attend classes & practicals and will be marked absent.
6. Re-admission amount of ₹ 500/- will be charged if the name of student is struck off for the first time and ₹ 1000/- will be charged for the next time.

NOTE: - Students will have to follow dress code as approved by the college advisory committee.

COURSE OUTLINE

THE COURSE OUTLINE FOR BCA-I SYLLABUS

As per ordinance 9.68

Bachelor of Computer Application (BCA) scheme of examination: -

1. The duration of BCA shall be three years split over six semesters.
2. There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Exams.(H.P.)
3. The courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from time to time other rules will be similar to those for the corresponding examinations in the University.
4. The pass marks in each paper shall be 40%.
5. A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd Semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 2nd Year shall determine the eligibility for admission to 5th semester of 3rd year.
6. A Candidate obtaining pass marks any course shall not be required to re-appear in that course again, however, the candidate shall be required to complete his/her BCA Degree within at a maximum of five years.

First Year (1st Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA101	Mathematics-I	4	70	30	100	3
BCA102	Applied English	4	70	30	100	3
BCA103	Computer Fundamentals	4	70	30	100	3
BCA104	C Programming	4	70	30	100	3
BCA105	Office Automation Tools	4	70	30	100	3
BCA104(P)	C Programming Lab-I	3	35	15	50	3
BCA105(P)	Office Automation Tools Lab-II	3	35	15	50	3

First Year (2nd Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structure	4	70	30	100	3
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204 (P)	Data Structure Lab-III	3	35	15	50	3
BCA0205 (P)	Data Base Management System Lab-IV	3	35	15	50	3

B.C.A. Second Year (3rd Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practice & Management	4	70	30	100	3
BCA0303	Computer Organization	4	70	30	100	3
BCA0304	Object Oriented Programming with C++	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C++ (Lab-V)	3	35	15	50	3
BCA0305	Desktop Publishing & Designing	4	70	30	100	3
BCA0305(P)	Desktop Publishing & Designing (Lab-V)	3	35	15	50	3

B.C.A. Second Year (4th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0401	Personal Management	4	70	30	100	3
BCA0402	Accountancy	4	70	30	100	3
BCA0403	System Analysis & Designing	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0404(P)	Internet Technology & Web Page Design (Lab-VII)	3	35	15	50	3
BCA0405	Programming in VB	4	70	30	100	3
BCA0405(P)	Programming in VB (Lab VIII)	3	35	15	50	3

B.C.A. Third Year (5th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	
BCA0504	Management Information System	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	APS. Net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3

B.C.A. Third Year (6th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA0606	Major Project	3	35	15	50	

PROJECT WORK

In 3rd year (6th Semester) the students have to develop one software project, which will be evaluated by the external examiner from the panel submitted by the Chairman, Department of Computer Sciences, Himachal Pradesh University, Shimla and duly approved by the university authorities/evaluation branch, Himachal Pradesh University, Shimla on the following basis:

- | | | |
|----|----------------|----------|
| 1. | Project Report | 10 marks |
| 2. | Seminar | 15 marks |
| 3. | Viva-Voce | 25 marks |

NOTE: - Besides the above the college has tied with NIELET, Jakhoo for summer and winter courses. The college pay the requisite fee for the candidates who are interested to attend these courses.

SCHEME OF EXAMINATION

English will be the medium of instruction and examination. For more information, consult the latest university syllabus and the teacher.

INTERNAL ASSESSMENT

There shall be a component of internal assessment in all the B.C.A. classes. It will be 30% for theory papers and practical. The remaining 70% marks in theory and practical will be for the annual University examination.

30% marks assigned to the internal assessment shall be sub-divided as follow:

- a) 15% for house examination (b) 5% for regularity in attendance (c) 10% for Seminars etc.

HOUSE EXAMINATION

House Examination shall cover ordinarily around two third of the syllabus in each paper and shall follow the same format as that of the University Examination in all respects including the format of question papers, the time duration for each paper and maximum marks allotted to each paper. The marks obtained shall be scaled down to 15%. If there are fractions in the marks obtained in any paper as a result of scaling down or otherwise, these shall be carried as such and shall not be converted into whole numbers. Conversion of fractions into whole number shall be done at the final stage of calculating internal assessment.

WEIGHTAGE FOR ATTENDANCE

At the end of the term examination, the marks scored by every student in the House Examination in each paper will be added to the marks allotted for attendance in that paper as follows:

- | | | | |
|-----|---------------|------------|---------|
| (1) | 75% to 80% | Attendance | 1 Mark |
| (2) | 80% to 85% | Attendance | 2 Marks |
| (3) | 85% to 90% | Attendance | 3 Marks |
| (4) | 90% to 95% | Attendance | 4 Marks |
| (5) | 95% and above | Attendance | 5 Marks |

ELIGIBILITY CONDITIONS TO APPEAR IN THE ANNUAL EXAMINATION (Ordinance 6.69):

- i) 75% attendance is compulsory in theory and practical.
- ii) 75% attendance is mandatory in seminars and submission of assignments.
- iii) It shall be mandatory for all the students to appear in the House Examination. A minimum of 50% marks in aggregate shall be an essential condition to be eligible to appear in the annual examination.
- iv) It shall also be mandatory to participate in activities of subject societies.
- v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria as mentioned above for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is given by the Principal.

ADD ON COURSES

In order to enhance the job readiness of our students it is necessary that along with their regular degree programme each student should undertake at least one add on course once in three years degree programme. The college will offer an add-on course in Communication and Soft skills. Other options for add-on courses are available through SWAYAM, NPTEL, IIT Bombay Spoken tutorials. Students are advised to reach out to the Academic Committee for guidance regarding options for add-on courses.

Objectives of Add –On Courses

- To empower students with the fundamental knowledge of area of specialization.
- To introduce students to practical world of decision making which connects to industrial requirements in better way?
- To allow students to go beyond their curriculum and facilitate them to extend their interest level in each area.
- To give students a platform to experience competitive environment through real time projects and assignments.

ACADEMIC BANK OF CREDITS (ABC)

What is the Academic Bank of Credits (ABC)?

Academic Bank of Credits (ABC) is a virtual/ digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be “multiple exits” & “multiple entries” points during the higher education tenure & credits will be transferred through the ABC seamlessly.

ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students “skillful professionals” and help their overall growth.

In a crux, the Academic Bank of Credits will be a game-changer in transforming Indian education to a great extent.

1: Functions of Academic Bank of Credit (ABC)

- The Academic Bank will be accountable for opening, closing, and validating the academic accounts of students.

- It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of students.
- The courses include online and distance mode courses offered by the government and institutes.
- The validity of these academic credits earned by students will be up to seven years and students can redeem these credits.
- The credits can be redeemed and students can seek admission directly in the second year at any university.
- The validity will be up to seven years; hence, students will have to rejoin within seven years.

2: Credits Information as Per Courses

As per the courses, a credit structure will be created by the Government.

When a student pursues any course and clears exams, credits will be automatically awarded to them. Institutions need to fill out the details and upload the deposits in the students' Academic Credit Bank's account on the digital portal.

3: Evaluation & Verification of Credits

Any kind of credit evaluation & verification will be carried out by the Academic Credit Bank at regular intervals.

If students want to transfer the credits, they need to approach the ABC for further process.

It will help in regulating the processes with ultimate authenticity.

4: Types of Courses

Online & offline – both types of courses are included in the scheme. Some of the important ones include National Schemes such as–

- **NPTEL**
- **SWAYAM**
- **V-LAB**

Thus, the ABC will cover almost all types of courses including distance learning courses to help students of every possible stream.

5: Credits' Validity

The credits earned by students will be valid for seven years.

However, the validity of credits is subject to change depending on the type of courses or disciplines.

In such instances, ABC will provide the details of the exceptions to students.

Even if a student takes a break or is not able to continue their education, they may redeem the earned credits in the future within the time limit of seven years.

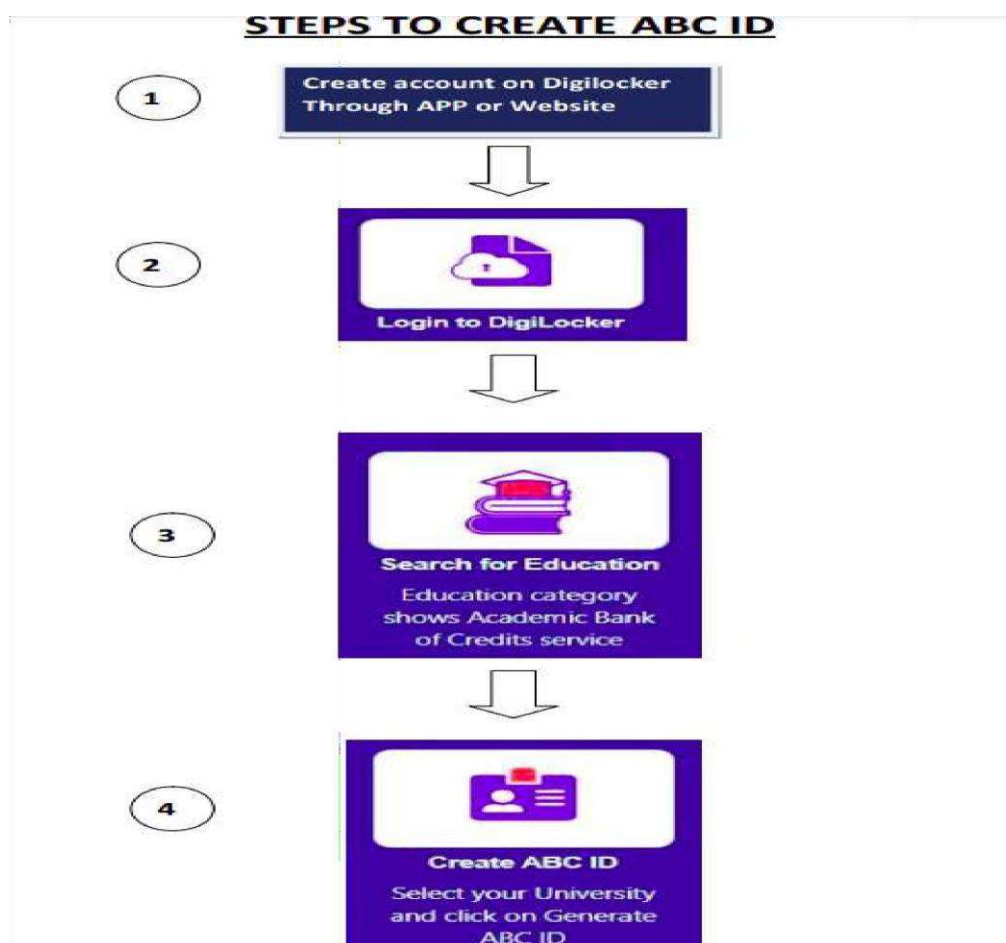
In accordance with NEP-2020, it is mandatory for all the students to generate their unique Academic Bank of Credit (ABC) ID before the next academic session. This can be done easily by following the steps given below:

1. Create account on Digilocker through Digilocker app or website https://accounts.digilocker.gov.in/signup/smart_v2/4595884c0973da4e6cd57c42d3c3a42e-enn
Using your Aadhaar number and mobile no. linked with Aadhaar (In case the mobile number linked with Aadhaar is not active, then please update your mobile number by visiting Aadhaar update center viz. Post Office or authorized banks/CSC)
2. Then visit <https://www.abc.gov.in/>
Click on My Account > Student
3. Sign in using digilocker account Id (linked mobile number) and password/pin

4. Select University>Himachal Pradesh University
5. Your ABC ID will be displayed on screen. Note it down and keep it safe.

REMEMBER: ABC ID is unique and can be generated only once.

Link of video (step by step procedure to generate ABC ID):
https://img1.digitallocker.gov.in/nad/assets/video/ABC_ID.mp4



STUDENT CHARTER

Govt. Degree College, Sanjauli being an affiliating institution follows the laws framed by the Himachal Pradesh University, Shimla. Student Charter is a document that clearly defines the rights and privileges guaranteed to student. Keeping in mind the benefit of students, Himachal Pradesh University has prepared a 'Student Charter'. Drawing broadly from the said document, the institution has resolved to commit the following to its most important stakeholders, the students:

1. Value social justice, equality and ethical practices for producing globally responsible citizens.
2. Provide safe, clean and healthy ambience to all the students.
3. Promote healthy practices in both academics and administration and their adoption by all the stakeholders of the college.
4. Make its students aware of the mission, vision and goals of the college. This information shall be conveyed through the college prospectus and website. It shall also be conveyed to the new students on the very first day of the academic session, in the 'Orientation Program'.
5. Provide free access to every kind of information about various college committees like Scholarships, Bus-pass committee, Youth festivals et cetera.
6. Provide clear-cut and complete information about fee structures, refund policies, financial aid and scholarship et cetera.
7. Follow student focused approach towards learning and provision of efficient and timely student services.

8. Offer need based academic courses, skill improvements and training programs and a wide range of study programs at various levels with adequate flexibility.
9. Effectively implement the mechanism devised by the University for students' assessment, grading and examination.
10. Implementing a well-conceived plan for monitoring student progress and provide necessary feedback.
11. Arrange Remedial classes for students.
12. Devise mechanism for student feedback.
13. Ensure intellectual independence, freedom of enquiry and scientific temper.
14. Provide appropriate opportunities to all the stakeholders to participate in activities which can ensure reaching out to communities and society for extension activities.
15. Provide academic, professional and personal counselling.
16. Be empathetic to the concerns of students and other stakeholders such as parents and alumni.
17. Treat students with respect, tolerance and help them pursue their academic goals.

Responsibility of the Students:

1. Understand, appreciate and follow the vision, mission and goals of university and college.
2. Read the prospectus of the college thoroughly and regularly visit the college website.
3. Have a clear and adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms and other student services.
4. Abide by the decisions of the college administration.
5. Actively participate in co-curricular and extra-curricular activities.
6. Respect the property and physical infrastructure of the institution.
7. Abstain from any activity leading to violence and use of banned substances.
8. Respect and celebrate diversity of ideas, multiculturalism and inclusiveness

MECHANISM OF REDRESSAL AT GOVT. COLLEGE SANJAULI,

To accomplish its mission of quality teaching-learning in a safe environment, the College has, in accordance with UGC regulations, a strong grievance redressal mechanism. There are several committees (sub-committees of the Staff Council) which work towards the resolution of issues in a time-bound manner once complaints are received by the College. Depending on the nature of the complaint, the College directs the representation received to the relevant committee. Students can make a representation regarding their grievance to the College. They can email their grievances to principalsanjauli@gmail.com, submit the representation to the Office of the Principal, submit the complaint online, or submit their complaints to the convener of the respective committee. The following committees address the grievances of students:

1. Grievance Redressal Committee

The college has an Academic Grievance Redressal Committee. The composition of the Committee is notified on the website and in the prospectus annually. This committee addresses student grievances as and when received. The cases addressed by this committee include grievances related to:

- Internal Assessment
- Change of course
- Miscellaneous Complaints related to any issue faced by students in their departments, Students' Societies or related to infrastructure.

While adhering to the University norms regarding Internal Assessment (IA), the College has retained the flexibility to allow teachers to design the pattern and schedule of internal assessment to best suit the domain requirements of the course being assessed, and the profile of the students

attending the course. Different methods like assignments, projects, quizzes and class presentations are employed for continuous assessment. The students have a right to see the assessment they have received and if not satisfied, they may seek clarification and modification if there has been any error in assessment. Students have the responsibility to ask for their mid-term answer sheets to be shown to them. In case the student feels dissatisfied with the assessment, he/she can seek the intervention of the Redressal committee.

In case there has been any error in the uploading of assessment on the University portal, the committee will ensure redressal within one week of the submission of the complaint. This allows for a prompt correction of errors, should any occur.

2. SC/ ST/ OBC/ Religious Minorities Redressal and Development Cell

This cell caters to the welfare of students belonging to the SC/ST/OBC/Religious Minorities. The cell aims at addressing discrimination and sensitising all students/staff about issues around social equality. The cell has been constituted to empower students from these categories and equipping them to deal with their academic, personal issues and redress grievance if any arises. To enhance their career opportunities and growth, it will also facilitate the fundings of online add-on courses taken up by 100 students who fall in the above categories. The cell looks into grievances of SC/ST/OBC/religious minorities category applicants. The committee is constituted as per the legal requirements of this committee. The committee is notified through the website. This cell ensures that the students from underprivileged sections of society do not face discrimination on grounds of caste/class/religion. Any such complaint will be taken prompt and serious cognizance of and strict action will be taken against anyone found guilty. If the guilty person is a student, the punitive action may result in expulsion. If it is a staff member, the case will be forwarded for departmental action.

The cell also ensures and assists the college in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing. Its task is to implement the reservation policy for SCs/STs in the college; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions, and analysis of the data showing the trends and changes towards fulfilling the required quota. Any perceived slip in the provisions for reservation, discriminatory behavior will be assessed and analyzed by the cell and redressal will be moderated by its members.

3. Internal Complaints Committee

The college has an internal complaints committee in accordance with the University notifications pertaining to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC guidelines of May 2016 on the same. The ICC committee is notified on the website and in the annual prospectus. All complaints pertaining to Sexual Harassment are submitted to/ directed to the ICC and the mechanism of redressal followed by the ICC is in complete accordance with the mandate and provisions of Vishakha Guidelines and Saksham Guidelines.

4. Anti Ragging Committee

The Anti Ragging Committee is concerned with maintaining discipline in the College. It is a representative body comprising faculty members and elected student representatives. All students are required to maintain good discipline and a congenial environment while studying in the college. Ragging is an offence. The Committee will undertake preventive and prohibitive anti-ragging measures as per the HP University Ordinance. At the time of admission at the beginning of an academic session, every student has to give an undertaking pledging non-participation in any form of ragging. This should be adhered to strictly. The Committee is notified annually through the website and the prospectus. Contact details of the members of the committee are displayed in the college campus too. All complaints pertaining to ragging are taken up for redressal immediately.

“Ragging” means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

- i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
- ii) violate the status, dignity and honour of such students; or
- iii) expose students to ridicule and contempt and affect their self-esteem; or
- iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an Officer-in-Charge makes a complaint, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within twenty-four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty. Any student convicted of an offence shall be expelled from the educational institution. A student expelled on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion. Where, on enquiry by the head of the educational institution, it is proved that prima facie there is no substance in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

5. Hostel committee

All complaints pertaining to Hostel life will be routed to the Hostel Committee through the prefects/warden of the hostel. If the student feels dissatisfied by this, he may approach the convener of the Hostel committee directly. The complaint will be redressed within a period of one week. Incidents of indiscipline in the hostel may result in expulsion from the hostel. Complaints regarding food, infrastructure and facilities in the hostel will be discussed in the committee’s meeting and resolved promptly

OTHER ACTIVITIES IN THE COLLEGE

1. Mentor Programme

The college provides for a mentorship programme to ensure that students have a guardian-mentor in college. Each student will have a teacher-mentor in the college. Students will be required to attend a mentor-mentee session every last Saturday of the month (or as notified in the time table). The mentees will get their cards signed by the mentors in each session. Students will be penalized / fined for the sessions they miss.

2. Cultural and Academic Societies

Each student is to be a member of at least two clubs/societies; one academic club and at least one extra-curricular club. Students’ library cards will have provision for signatures of teacher-in-charges of these clubs on registration in the club. Every student must ensure presence in the functions of these clubs and societies, failing which they will be fined.

The institution has various clubs & societies:

- a) Sahitya Parishad
- b) Nature/Eco Club
- c) Young Speakers’ Association
- d) Theatre Club
- e) Sports Club
- f) Jijeevisha (Social Outreach)
- g) Red Cross Society
- h) Photography Club
- i) Art Club
- j) Book Club
- k) Adventure Club
- l) Retract Club

Apart from the above, every subject has its own subject society.

3. NCC & NSS

The College has very active and well-organized units of the NCC and the NSS whose activities are spearheaded by teachers with long experience in their respective fields.

4. Sports

The College Calendar gives great importance to various activities in sports. We have the proud privilege of representing the University and the State in many National and Zonal level sports competition. The College also has a good Gymnasium for sports persons.

5. Rovers & Rangers

The College has well organised units of Rovers & Rangers activities.

College support

6. Career Guidance and Job Placement

This cell helps students by providing guidance about career options and information about job placements through various Govt. and private agencies. It arranges lectures by experts and concerned officials for selection of better & suitable career options.

7. College Library

The College is a member of the Project "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi. This project provides free access to a collection of more than 76000 e-books and more than 7000 e-journals on all the subjects to students, researchers and faculty members. Many new academic e-resources are added to this facility nearly every month. Full text e-books can also be downloaded or printed directly from the publisher's website under this project. The students desirous of using this facility are directed to contact Librarian/Assistant Librarian along with their e-mail IDs. Computers with internet access and N-List facility have already been installed in the college library for the benefit of the students. There are over 34,751 books in college library. The college has subscribed 24 Journals, 22 Magazine and 21 daily newspapers. Of these, 25,124 books are stacked in the General Section and 7,000 are there in the Book Bank.

All the students are required to adhere to the following Library rules strictly:

- i. All the students on the rolls of the College shall be eligible to become members of the College library.
- ii. Every student is entitled to borrow two books for a period of 30 days from the library.
- iii. The borrower shall be solely responsible for the safety/preservation of the books drawn by him/her.
- iv. A fine of ` 1/- per day per book will be charged beyond due date of, return of the book.
- v. In case a book is found mutilated, torn, defaced or misplaced, the actual cost of the book plus 20% of the original cost will be charged from the student.
- vi. Reference books are to be consulted in the library itself after obtaining permission from the Librarian.
- vii. The College also operates a book bank from which text books are loaned to poor students of all categories on payment of a nominal security, (i.e. actual cost plus 20% and maintenance charge of ` 2/-per book}.

Students can get their library security refunded within one year after leaving the College; otherwise the security stands forfeited.

8. Parent- Teachers Association (PTA)

A Parent- Teachers Association is formed in every session in the college with the avowed objective of promoting participation of parents in the development activities of the college. Their presence and valuable suggestions are eagerly solicited by the college staff in P.T.A. meetings. There is a General Body of P.T.A. comprising:

- (i) Parents or guardians.
- (ii) Colleges Teachers.
- (iii) The Principal of the college as the patron.
- (iv) Every student contributes Rs. 700/- per annum toward P.T.A.

PTA also provides fee waiver and funds to students from BPL category for the purchase of books.

9. Old Students Association (OSA)

On 15th Feb. 2012, the college also constituted the Old Students Association. Any former student of this college can be a member of OSA. He/She can fill the membership form online available on the College website <http://www.gcsanjauli.edu.in> Membership Fee is Rs. 200/- p.a. and Rs. 2000/- for lifetime membership.

10. College Students Central Association (CSCA)

CSCA is constituted every year as per H.P. University guidelines.

11. SCHOLARSHIPS

As per the College Scholarship Policy, we grant scholarships in various categories to the deserving students as per the rules/directions issued by the state government from time to time. Some important categories are as follows:

- a) IRDP,
- b) SC/ST - it is restricted to certain income level as applicable by the order of H. P. Govt.
- c) 'Brilliant students' scholarship of H.P'--This scholarship is available only for those students who fulfil the following requirements:
 - i) He / she should be a bonafide resident of Himachal Pradesh.
 - ii) He/she should have passed plus two from H.P. Board.
 - iii) He/she should have secured a minimum of 77% marks in 10+2.
 - iv) He/she should have secured a minimum of 60% marks at TDC I or II as applicable.

SCHOLARSHIP AND FREESHIP POLICY

Centre of Excellence, Government College Sanjauli, Shimla-6 is committed to the goals of attracting and supporting the calibre of students across the state. In order to encourage deserving students to pursue their higher education, this college provides scholarship to meritorious students as per the policy of the state and the central government's scholarship schemes. All the centre and state sponsored schemes are given as per the instructions of the government.

There are more than 25 scholarships available to students under varied conditions and requirements. The state government has been actively working on providing easy access to HP scholarship to the deserving students. The students are open to a broad gamut of scholarships that can be categorized under state-sponsored, centrally sponsored and technical scholarship. The various schemes sponsored under the state and central authorities have elaborately been listed below along with their application period and provider details.

State-Sponsored HP Scholarship Schemes:

Scholarship Name	Provider Name	Application Period*
Dr. Ambedkar Medhavi Chattervriti Yojana for SC Students	Himachal Pradesh Education Department	Between September And December
Dr. Ambedkar Medhavi Chattervriti Yojana for OBC Students	Himachal Pradesh Education Department	Between September And December
Kalpna Chawala Chattervriti Yojana	Himachal Pradesh Education Department	Between September And December
Mukhya Mantri Protsahan Yojana (One-time Incentive)	Himachal Pradesh Education Department	Between September And December
Maharshi Balmiki Chattervriti Yojana	Himachal Pradesh Education Department	Between September And December
IRDP Scholarship Scheme	Himachal Pradesh Education Department	Between September And December
NDA Scholarship Scheme (Only for NDA Khadakwasla)	Himachal Pradesh Education Department	Between June to September
Financial Assistance to the Children of the Armed Forces personnel killed/ disabled during the different war/ operations	Himachal Pradesh Education Department	Between June to September
Mukhya Mantri Gyandeep Yojana	Himachal Pradesh Education Department	Between June to September
Indira Gandhi Utkrisht Chattervriti Yojana for Post plus two Students	Himachal Pradesh Education Department	Between September and December
Lahaul Spiti Pattern	Tribal Department, Himachal Pradesh	Between June to September

*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.

Centrally Sponsored HP Scholarship Schemes

Scholarship Name	Provider Name	Application Period*
Post-Matric Scholarship to SC/ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship to OBC Students (CSS)	Ministry of Minority Affairs, Government of India	October to December

Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	June to October
National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Persons with Disabilities	June to October
Post-Matric Scholarship to SC/ ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-matric scholarship to obc students(css)	Ministry of Minority Affairs, Government of India	October to December
Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	June to October
National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Persons with Disabilities	June to October

*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.

Apart from these schemes of scholarship our college has initiated one more scholarship and free ship scheme with the help of Parent Teachers Association (PTA). In order that no student is denied the opportunity due to financial inadequacy, scholarship and free ship are provided to weaker and socially marginalized students on need basis.

Free ship Policy:

- Under this scheme including tuition fee and other college funds will be reimbursed.
- All the text books will also be provided to the applicant.
- The entire fee for online courses through Swayam or NEPTEL platform of 100 students of socially marginalized students will be borne by the college. This scheme has also been extended to economically weaker section students and 50% fee of 200 students under this category will also be borne by the college.

Eligibility:

- It will be given to BPL candidates; family income should be less than 36000 per annum
- Candidates must not be a beneficiary of any other scholarship award/scheme provided by the government.
- The candidate have cleared all exams without arrear and obtained a minimum CGPA of 6
- It can also be given to those students who do not have parents/lost their parents.

Application Process:

- The candidates are required to apply through application and should submit the income certificate with application. Candidates will be required to produce documents in original for the verification by the office whenever requested.
- Any application found with incomplete or incorrect will not be considered by the committee.

Selection:

- A selection committee will be constituted by the college advisory committee comprising of Principal as chairman, PTA president, two senior most teachers of the college and secretary PTA will be member secretary of the committee.
- The selection committee will be responsible for development of criteria, appraisal of applications and final awards of scholarship/free ship.
- The decision of the committee will be final and binding.
- The number of scholarships/ free ship will be decided by the committee on the basis of the application received.

Conditions for termination of Scholarship / Free ship

The award may be terminated at any given point of time, if it is found that the candidate has furnished incorrect details/ particulars in their application or is found guilty of malpractices, misconduct and violation of college policies, rules and regulations.

GENDER POLICY DOCUMENT**Zero Tolerance to Sexual Harassment and Gender Discrimination**

Our college recognizes that sexual harassment and gender discrimination are pervasive problems that negatively impact our community. Sexual harassment and gender discrimination undermine the safety, dignity, and equality of our students, staff, and faculty. We are committed to creating a safe and inclusive environment where everyone is treated with respect and dignity. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms.

Policy Statement

Our college is committed to providing a safe and inclusive environment free from sexual harassment and gender discrimination. We recognize that sexual harassment and gender discrimination are serious violations of human rights that undermine the dignity, safety, and equality of individuals in our community. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms. Sexual Harassment: Any unwelcome sexual behaviour that creates an intimidating, hostile, or offensive

environment. It includes physical, verbal, or non-verbal conduct of a sexual nature, such as unwanted touching, comments or jokes of a sexual nature, displaying sexually suggestive images, or making sexual advances. Sexual harassment can occur between individuals of the same or different genders, and can occur in any context, including in person or online. Gender Discrimination: Our college also recognizes that gender discrimination is a serious problem that undermines the equality and dignity of individuals in our community. Gender discrimination refers to any unequal treatment based on gender, including discrimination based on gender identity or expression. This includes denying opportunities or benefits to individuals based on their gender, as well as creating a hostile or offensive environment based on gender.

Legal Provisions

The college's policy on sexual harassment and gender discrimination is consistent with the following legal provisions: The Vishaka Guidelines, issued by the Supreme Court of India in 1997, the UGCs Saksham Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses; The University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

WOMEN CELL AND PREVENTION OF SEXUAL HARASSMENT (POSH) COMMITTEE

The college will have a Women Cell and Prevention of Sexual Harassment (POSH) Committee responsible for implementing the college's policy on sexual harassment and gender discrimination. The Women Cell will be headed by a senior woman faculty member of the college. The POSH Committee will be made up of representatives from the college administration, faculty, and students. The mandate of the Women Cell and POSH Committee will be to provide a variety of services relating to sexual harassment and gender discrimination. These activities will be divided in two broad categories:

- Prevention of Sexual Harassment and Gender Discrimination, including providing information and resources, and sensitization about sexual harassment and gender discrimination.
- Remedies for Sexual Harassment and Gender Discrimination, including counselling and support, and support in the complaint process.

The Women Cell and POSH Committee are committed to creating a safe and inclusive environment for all students, faculty, and staff. All stakeholders will be encouraged to contact and consult the Women Cell or POSH Committee in case of questions or concerns about sexual harassment or gender discrimination in the College. The names and contact information of Women Cell or POSH Committee members will be prominently displayed on the College website as well as at prominent places in the College campus.

PREVENTION OF SEXUAL HARASSMENT

- The prevention of sexual harassment is an important part of our commitment to creating a safe and inclusive environment. The preventive framework will include:
- Sensitization and training to all employees and students on the prevention of sexual harassment and gender discrimination along with the procedures for reporting and addressing complaints. Focus area of sensitization and training will include topics such as: identifying sexual harassment;
- identifying gender discrimination;
- the impact of gender discrimination on individuals and the community;
- the impact of sexual harassment on individuals and the community;

- strategies for preventing sexual harassment; and
- strategies for preventing gender discrimination.
- In addition to training, the college will also take steps to create a culture of respect and inclusion.
- This includes promoting respectful communication, addressing stereotypes and biases, and encouraging open and honest dialogue about issues related to gender and sexuality.
- The college will also provide resources and support services to individuals who have experienced sexual harassment and gender discrimination.

REPORTING SEXUAL HARASSMENT AND GENDER DISCRIMINATION

We encourage all members of our community to report incidents of sexual harassment/ gender discrimination. Reports can be made to any staff member or faculty member, and will be treated with sensitivity and respect. Complaints can also be made anonymously if desired.

COMPLAINT PROCEDURE

- **Who can file a complaint:** Any student, faculty member or personnel from the college administrative staff, who believes that they have been the victim of sexual harassment or gender discrimination is encouraged to report the incident.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the POSH Committee.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the Post Committee.
- **Confidentiality:** All complaints of sexual harassment and gender discrimination will be handled in a confidential manner to the extent possible. All members of the Committee, including the coordinator, will take all necessary steps to protect the confidentiality of the complainant and the respondent.
- **Protection of Complainant:** The college will also take steps to ensure that the complainant is protected from retaliation or further harassment.

REMEDIES

The college takes allegations of gender discrimination seriously and will take appropriate action against individuals who engage in such behaviour.

- Upon receipt of a complaint, the college will initiate an investigation into the incident. The investigation will be conducted by a complaints committee, which will be composed of three members. The committee will be trained in the procedures for handling complaints of gender discrimination and will be independent of the parties involved in the complaint.
- The investigation will be conducted in a prompt and confidential manner. The complainant and the accused will have an opportunity to present evidence and witnesses to the committee. The committee will make a determination as to whether an offence has been committed based on a preponderance of the evidence. If the committee determines that an offence has occurred, it will recommend appropriate action to the College. Sanctions for Sexual Harassment/Gender Discrimination.

SANCTIONS FOR SEXUAL HARASSMENT

Gender Discrimination Sanctions for gender discrimination may include:

- Counseling
- Disciplinary action
- Termination of employment
- Expulsion from the college

Our college is committed to providing a safe and inclusive environment for all students, faculty, and staff. This policy is intended to prevent sexual harassment and gender discrimination and to ensure that all members of the college community are treated with respect. In addition to the above, the college will take the following steps to prevent sexual harassment and gender discrimination:

Create a culture of respect and inclusion. The college will promote a culture of respect and inclusion by providing training on sexual harassment and gender discrimination to all members of the college community. The college will also create opportunities for dialogue and discussion on these issues.

Provide resources for victims of sexual harassment and gender discrimination. The college will provide resources for victims of sexual harassment and gender discrimination, including counselling, support groups, and legal assistance.

Hold perpetrators accountable. The college will hold perpetrators of sexual harassment and gender discrimination accountable, up to and including expulsion from the college. The college is committed to creating a safe and inclusive environment for all.

MENTAL HEALTH COUNSELLING

A counseling cell is a service offered by businesses or institutions to help people who are going through emotional, psychological, or personal challenges. Typically, experienced counsellors who are able to offer confident support and advice to assist people manage with a range of obstacles, such as stress, anxiety, depression, interpersonal troubles, scholastic difficulties, and job worries, work in these cells. Challenges and complexities are part of contemporary society. Through expert advice and counselling programmes, the Counselling Cell hopes to equip students with the tools they need to successfully navigate these issues. with the aim of addressing and assisting the student community's emotional and psychological problems. With assistance from a team of staff members, the principal, and a student counselor, government college Sanjauli will establish the "Counselling Cell" in the college grounds. Each student's individual potential, mental health issues, stress and anxiety, which is both inherent and hidden, is the main emphasis of this program.

Key Functions Of Mental Health Counselling

- To provide personalised counselling to students in accordance with their needs.
- To boost the self-esteem of pupils who are less capable, slower learners, or physically challenged.
- To assist pupils in getting over exam stress, anxiety, or phobia.
- To let the parents know about the student's psychological challenges.
- To assist kids in finding solutions to their psychological, educational, social, and personal issues.
- To aid students in developing a self-awareness of their interests, skills, aptitude, passion, and possibilities.
- To raise awareness, get ready, and inspire others to write success stories and figure out strategies for overcoming obstacles in life
- To undertake a Counselling Skills Training Programme for Professors and staff.

Objectives:

- To promote students' psychological well-being by ongoing assistance and advice tailored to their specific needs.
- To assist pupils in avoiding negative thinking and mending small emotional wounds.
- To assist students in understanding and accepting themselves "as they are" via individual and group therapy.
- To assist students in recognizing their individual potentials and talents in order to attain academic goals, social and personality development, adjustment concerns, and professional ambitions.
- To enhance healthy relationships, increase listening skills, empathy development, and interpersonal abilities.
- Through psychoeducation programmes, to teach numerous psychological issues and good living practices.
- To keep counselling interventions secret unless the student is assessed to be in danger of personal injury or of causing harm to themselves or others. In such cases, the necessary individuals/agencies can be contacted.

OUR POLICY FOR MAINTAINING A GREEN CAMPUS

Govt. College Sanjauli, Shimla-6 recognizes the importance of protecting the environment and promoting sustainable practices. In line with this, the college is committed to implementing policies and practices that contribute to a healthy environment and a green campus. This policy document outlines the strategies and actions that the college will undertake to achieve these objectives.

Objectives:

The objectives of the college's Environment and Green Campus policy are to:

- Reduce the college's carbon footprint by implementing sustainable practices and reducing energy consumption
- Promote waste reduction and recycling to minimize the college's environmental impact.
- Increase awareness among students, staff, and visitors about environmental issues and the importance of sustainability.
- Preserve the natural resources and biodiversity of the college campus.

Strategies and Actions:

- **Energy Efficiency:** The College will adopt energy-efficient practices to reduce energy consumption, such as replacing traditional light bulbs with LED bulbs, and using energy-efficient appliances.
- **Water Conservation:** The College will promote water conservation by implementing practices such as installing low-flow toilets and faucets, using drought-resistant plants in landscaping, and reducing water waste through regular maintenance and repair.
- **Waste Reduction and Recycling:** The College will implement waste reduction and recycling practices such as segregating waste into recyclable and non-recyclable categories, composting organic waste, and ensuring proper disposal of hazardous waste.
- **Sustainable Transportation:** The College will promote sustainable transportation by encouraging the use of public transport, cycling, and walking among students, staff, and visitors. The college will also provide parking facilities for bicycles and promote carpooling.
- **Green Campus:** The College will maintain a green campus by planting trees and other vegetation, promoting biodiversity, and using environmentally friendly landscaping practices.
- **Awareness and Education:** The College will raise awareness among students, staff, and visitors about environmental issues and the importance of sustainability through various initiatives such as workshops, seminars, and campaigns.

Monitoring and Evaluation:

The college will regularly monitor and evaluate its environmental performance to ensure that it is meeting its objectives and targets.

Implementation and Review:

The Environment and Green Campus policy will be implemented by a dedicated committee comprising of members from the college administration, faculty, and student body. The committee will regularly review and update the policy to ensure that it remains relevant and effective.

Govt. College Shimla-6 is committed to promoting environmental sustainability and implementing green practices on its campus. By adopting this policy, the college aims to reduce its environmental impact, increase awareness among stakeholders, and preserve the natural resources and biodiversity of its campus.

HOSTEL

The hostel is located near the college. The college hostel has accommodation for 140 male students of SC/ST category only. Number of seats available for fresh admission in the hostel will depend upon the availability of vacant rooms. The Hostel provides mess facility throughout the session which is compulsory for resident students. The principal reserves all the rights to admit students to the college hostel.

The students who apply for hostel accommodation must adhere to the following rules and instructions:

1. A student can apply for the hostel accommodation after his admission in the college.
2. Admission forms for hostel accommodation will be available on the College website link.
3. No student will be accommodated in the hostel, if his parents do not turn up at the time of admission to the hostel.
4. The recommendation of the warden is necessary for admission to the hostel.
5. A student who fails in more than one course in the last declared result shall not be re-admitted to the college hostel.
6. The room will be allotted on the date notified by the authorities.
7. The residents of the hostel are not permitted to change the room allotted to them without prior permission of the warden.
8. Fresh admission to the hostel will have to be sought in every academic year.
9. Every boarder shall have to abide by the time-schedule for the hostel as laid down from time to time.
10. No guest can stay in the hostel.
11. The general discipline requirements of the College shall be applicable to boarders as well.
12. Any other rules and regulations as may be deemed necessary by the principal according to the circumstances are to be observed by the resident scholars.
13. All the rules for the hostel students as mentioned in chapter XXVIII of the H.P.U. Ordinance are applicable in toto.
14. Hostellers will have to vacate the hostel within three days after the annual examinations.

One-time fees will be charged at the time of admission:

Hostel Fee and Funds (Non-refundable) Rs. 17270/-

Hostel Security (Refundable) Rs. 2000/-

Mess Security (Refundable) Rs. 3000/-

FEES ARE SUBJECT TO CHANGE. IF THE FEES ARE REVISED, THE STUDENTS WILL HAVE TO PAY THE REVISED FEES.

Annual Charges			Monthly Charges	
Admission fee	150		Electricity	400
Utensil fund	120		Water charges	350
Furniture Charges	150		Common Room	10
Identity Card	20		Room rent per seat	100
Miscellaneous Charges	100		News paper	10
First Aid	50		Maintenance	200
			Sweeper	200
			Clerical, Attendance	20
			Student Welfare Fund	100

Dining in the Mess is compulsory for all the students during their stay in the Hostel.

IMPORTANT INSTRUCTIONS

General Instructions

1. It is mandatory for every student to maintain strict discipline within the College campus as well as outside the College.
2. It is mandatory for every student to wear **College Uniform on every Monday, Wednesday and Fridays**. Apart from these days, it would be mandatory to wear college blazers for any representation of the college in Inter University/ Inter College Events and festivals. The students are expected to wear college uniform for participating in college functions.
3. Any act performed by the student that amounts to indiscipline will be dealt with strictly.
4. All the students are required to read the notices thoroughly which are displayed exclusively on the College Notice Board every day, and do the needful accordingly.
5. Teasing girl students in any manner whatsoever is an offence punishable under the law. Hence, students are advised not to indulge in such kind of activities; otherwise, they would face strict legal action.
6. Any gender-based remark directed at any individual will invite punitive action.
7. Scribbling/writing anything on the black-board, on furniture and walls etc. is a part of indiscipline.
8. Removing or causing damage to the furniture or window panes, plucking flowers, removing notices, etc. is also a breach of discipline.
9. The following acts also tantamount to indiscipline: holding any meeting/function/party and photography in the premises of the College without prior permission of the principal.
10. Students should not tamper with the electrical fittings, water fittings etc. in the classrooms, hostel and in the College campus.
11. Using foul language with any student, teacher or any other employee of the College shall be viewed seriously.
12. The use of cell phone is strictly prohibited inside the classrooms and any breach of conduct will result in the confiscation of the cell phone.
13. Displaying of banners, posters or notices apart from the designated spaces provided by the college authorities is strictly prohibited.
14. Every student of the college will have to visit the library at least 5 times a month physically and access the N-List website at least twice a month, failing which, fine will be imposed.

Leave rules

1. It is compulsory for all the students to get their leave sanctioned before proceeding on any kind of leave.
2. For leave on medical grounds, the student will be required to submit a medical certificate in case the leave is for more than a week's duration.

3. Leave up to one week will be sanctioned by the concerned committee. For leave extending more than one week's duration, the student shall have to apply to the principal.
4. A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.
5. If a student is regularly skipping classes or does not submit assignments, his/her name will be struck off from the rolls of the College.
6. Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the College.
7. The students can seek re-admission twice during the session. First re-admission will be allowed within three days after the name is struck off after paying a fine of Rs. 100/- and a fine of Rs. 200/- will be charged for the second re-admission within 10 days after the name is struck off from the rolls.

Identity card:

1. Identity card is the most important document of the college student, because it is the only identification for anyone to establish that one is a student of the college. A student must always carry his/her identity card in the college. **Students without Identity cards are deemed as outsiders.**
2. Any transaction between students and college is entertained only after production of Identity card. If a student has to deal with any kind of work related to examination, library, collection/inspection of documents; one has to produce one's Identity card in order to establish one's identity.
3. Students are not permitted to replace the photograph pasted on the Identity card for any reason whatsoever.
4. If Identity card is lost, one has to file an F.I.R. in order to get a duplicate Identity card issued.
5. In event of inspection of Identity card during surprise check or for any other reason, if the student is unable to produce the Identity card, he/she will be handed over to the police or as the situation may demand.
6. In case, the Identity card gets misplaced, misused by anti-social elements the student concerned shall be held responsible for his/her deeds. It is the personal responsibility of the student to keep his/her identity card in safe custody.
7. All the students are directed to collect their identity cards and complete the formalities related to their identity cards within one week of admission.
8. Forging signatures of the Teachers is a very serious offence. Offenders will be severely punished / fined upto ₹1000/-.

ADMISSION COMMITTEES FOR THE SESSION 2025-26

DS: Mr. Deepak Kaprate

DSW: Mrs. Himani Saxena

Bursar:

Dr. Madan Shandil

Dean Science:	Dr. Minakshi Sharma	BBA Coordinator:	Dr. Rakesh Sharma
Dean Arts:	Dr. Madan Shandil	BCA Coordinator:	Dr. Shiwani Khatri
Dean Commerce:	Dr. Rajender Singh	PGDCA Coordinator:	Mrs. Himani Saxena
IQAC Coordinator:	Mr. Vikram Bhardwaj	B. Voc Nodal Officer:	Mr. Deepak Kaprate
DBT Star College Scheme Co-Ordinator: Dr. Kirti Singha			

BCA 1st, 3rd and 5th Semester

- | | |
|----------------------------------|--------------------------|
| 1. Dr. Shiwani Khatri (Convenor) | 4. Mrs. Priyanka Chauhan |
| 2. Mr. Muneet Lakhanpal | 5. Mrs. Sheetal Chauhan |
| 3. Mrs. Pratiksha Chauhan | 6. Mr. Ashok Kumar |

Annual Committees for Session 2025-26

S. No.	Committee	Convener	Members
1	Advisory Committee	Mr. Deepak Kaprate	1. Mrs. Himani Saxena 2. Dr. Madan Shandil 3. Mr. Vikram Bhardwaj 4. Dr. Rakesh Sharma 5. Dr. Minakshi Sharma 6. Dr. Shiwani Khatri 7. Mr. Anil Kumar
2	IQAC/RUSA Cell	Mr. Vikram Bhardwaj	1. Dr. Kirti Singha 2. Mrs. Mona Sharma 3. Dr. Aditya Singh Dulta 4. Dr. Poonama Verma 5. Dr. Anupam Verma 6. Mr. Shubham Choudhary 7. Mr. Akshay Azad 8. Mrs. Priyanka Chauhan
3	SC/ST/OBC/Religious minorities Redressal and Development Cell	Dr. Madan Shandil	1. Dr. Vinod Kumar 2. Dr. Rajender Singh 3. Dr. Dinesh Kumari Negi 4. Mr. Shubham Choudhary 5. Dr. Reena Thakur
4	Students' Redressal (Academic)&Welfare Committee	Dr. Shalu Chauhan	1. Dr. Girish Kapoor 2. Mrs. Mona Sharma 3. Dr. Rajender Singh 4. Dr. Sushil Sharma 5. Mr. Arun Kumar 6. Dr. Adarsh Sharma 7. Dr. Sarla Thakur
5	General Purchase Committee	Dr. Madal Shandil	1. Mr. Prashant Thakur 2. Dr. Rajender Singh 3. Dr. Sushil Sharma 4. Dr. Saroj Devi 5. Dr. Satish Sharma

6	Prospectus Committee	Dr. Rakesh Sharma	1. Dr. Shiwani Khatri 2. Dr. Harsh Bhardwaj 3. Dr. Aditya Singh Dulta 4. Dr. Poonama Verma 5. Dr. Anupam Verma 6. Mr. Pankaj Verma
7	General Discipline & Anti-Ragging Committee	Mr. Deepak Kaprate	1. Mrs. Himani Saxena 2. Dr. Madan Shandil 3. Mr. Vikram Bhardwaj 4. Dr. Rakesh Sharma 5. Dr. Vinod Kumar 6. Dr. Harsh Vardhan Singh Khimta 7. Mrs. Anupama Chaudhery 8. Mrs. Rita Chandel 9. Dr. Girish Kapoor 10. Sh. Prashant Thakur 11. Dr. Ravinder Kumar 12. Mr. Surinder Chauhan 13. Mr. Chander Verma 14. Dr. Poonama Verma 15. Mr. Abhishek Thakur 16. Dr. Om Prakash Kaul 17. Mr. Shubham Choudhary 18. Dr. Satish Sharma 19. Mr. Sandesh Kalta 20. Mr. Lakhbeer Singh
8	Stage Comparing Committee	Mrs. Mona Sharma	1. Dr. Aditya Dulta 2. Dr. Anupam Verma 3. Mr. Sat Pal 4. Dr. Shikha Chandel

9	Scholarship Committee	Mr. Vikram Bhardwaj	1. Dr. Yogesh Sood 2. Dr. Girish Kapoor 3. Mr. Surender Chauhan 4. Dr. Poonam Sharma 5. Mr. Abhishek Thakur 6. Mr. Sandesh Kalta 7. Dr. Adarsh Sharma 8. Dr. Reena Thakur 9. Mr. Akshay Azad 10. Mr. Lakhbeer
10	AISHE	Mr. Surender Chauhan	1. Mr. Akshay Azad 2. Mr. Muneet Lakhanpal 3. Mr. Rohit
11	House Examination Committee	Dr. Rakesh Sharma	1. Dr. Yogesh Sood 2. Mrs. Anupama Chaudhary 3. Dr. Chander Verma 4. Dr. Aditya Singh Dulta 5. Dr. Poonama Verma 6. Mr. Harsh Bhardwaj 7. Dr. Saroj Devi 8. Mr. Arun Kumar
12	Campus Development, Beautification & Sanitization Committee	Mrs. Deepti Gupta	1. Ms. Mona Sharma 2. Ms. Poonam Chandel 3. Dr. Anjana Sharma 4. Dr. Poonam Sharma 5. Dr. Reena Thakur 6. Mr. Lakhbeer 7. Dr. Shikha Chandel 8. Dr. Sarla Thakur
13	Building Fund & Maintenance Committee	Dr. Madan Shandil	1. Dr. Vinod Sharma 2. Dr. Prashant Thakur 3. Dr. Rajender Singh 4. Dr. Satish Sharma 5. Mr. Anil Kumar 6. Mr. Amar Sharma
14	Internal Complaint(s) Committee	Dr. Meenakshi Sharma	1. Dr. Deepti Gupta 2. Dr. Reeta Chandel 3. Dr. Girish Kapoor

			4. Dr. Poonam Sharma 5. Dr. Poonama Verma 6. Dr. Reena Thakur 7. Smt. Kanta Devi
15	UGC Compliance Committee/NEP	Mr. Vikram Bhardwaj	1. Dr. Harsh Vardhan Singh Khimta 2. Dr. Kriti Singha 3. Dr. Aditya Singh Dulta 4. Dr. Poonama Verma 5. Mr. Khyal Chand 6. Dr. Sushil Sharma 7. Dr. Anupam Verma 8. Dr. Saroj Devi 9. Mr. Anil Thakur
16	Timetable Committee	Dr. Rakesh Sharma	1. Dr. Shweta Sharma 2. Dr. Girish Kapoor 3. Dr. Aditya Singh Dulta 4. Dr. Anupam Verma 5. Mr. Shubham Chaudhary 6. Dr. Arun Kumar 7. Mr. Akshay Azad 8. Mr. Muneet Lakhanpal
17	Canteen Committee	Mrs. Anupama Chaudhary	1. Dr. Girish Kapoor 2. Dr. Dinesh Kumari Negi 3. Dr. Anjana Sharma 4. Mr. Abhishek Thakur 5. Dr. Om Prakash Kaul
18	Library Committee	Dr. Shiwani Khatri	1. Dr. Harsh Vardhan Singh Khimta 2. Mrs. Deepti Gupta 3. Dr. Dinesh Kumar Negi 4. Dr. Poonam Chandel 5. Dr. Poonama Verma 6. Mr. Shubham Choudhary 7. Mr. Arun Kumar 8. Mr. Akshay Azad 9. Dr. Shikha Chandel 10. Dr. Sarla Thakur

19	Career Counseling, Guidance & Placement Cell	Dr. Meenakshi Sharma (Nodal Officer)	1. HOD's of all Departments 2. Dr. Girish Kapoor 3. Dr. Rajender Singh 4. Dr. Chander Verma 5. Dr. Sushil Sharma 6. Dr. Saroj Devi
20	Committee for Add-on Courses	Dr. Anupam Verma	1. Mr. Abhishek Thakur 2. Mr. Shubham Choudhary 3. Mr. Lakhbeer Singh 4. Dr. Shikha Chandel
21	Hostel Committee	Dr. Vinod Kumar	1. Dr. Kirti Singha 2. Mr. Prashant Thakur 3. Mr. Surender Chauhan 4. Dr. Ravinder Kumar 5. Dr. Anjana Sharma 6. Dr. Om Prakash Kaul 7. Dr. Shubham Chaudhary 9. Dr. Aadarsh Sharma 10. Mr. Akshay 11. Mr. Lakhbeer 12. Mr. Anil Kumar (Supdt.) 13. Mr. Amar Sharma 14. Mr. Lajpat Sharma
22	Bus Pass & Attestation Committee	Dr. Ravinder Kumar	1. Dr. Poonam Chandel 2. Dr. Dinesh Kumari Negi 3. Dr. Anjana Sharma 4. Mr. Chander Verma 5. Mr. Abhishek Thakur 6. Dr. Shubham Chaudhary 7. Mr. Arun Kumar 8. Dr. Reena Thakur 9. Dr. Satish Sharma
23	Research & Incubation Cell	Dr. Harsh Vardhan Singh Khimta	1. Dr. Kirti Singha 2. Dr. Anajana Sharma 3. Dr. Poonam Sharma 4. Dr. Saroj Devi 5. Dr. Adarsh Sharma 6. Mr. Akshay Azad

24	Women Cell (Harassment, Grievances & Redressal)	Dr. Shiwani Khatri	1. Dr. Kirti Singha 2. Mrs. Reeta Chandel 3. Mrs. Mona Sharma 4. Dr. Poonam Sharma 5. Dr. Saroj Devi 6. Dr. Adarsh Sharma 7. Mrs. Kreeti Thakur
25	Anti-drug Squad & Anti-cybercrime committee	Dr. Girish Kapoor	1. Mrs. Anupama Chaudhary 2. Dr. Ravinder Kumar 3. Dr. Sushil Sharma 4. Dr. Reena Thakur 5. Mr. Sandesh Kumar 6. Dr. Adarsh Sharma 7. Dr. Shikha Chandel 8. Dr. Sarla Thakur
26	CSCA Elections	Mr. Deepak Kaprate	1. Dr. Vinod Kumar 2. Dr. Surender Chauhan 3. Mr. Chander Verma 4. Dr. Sushil Sharma 5. Dr. Reena Thakur 6. Mr. Sandesh Kumar 7. Dr. Satish Sharma
27	Star College Scheme Committee	Dr. Kirti Singha	1. Mrs. Deepti Gupta 2. Mrs. Shalu Chauhan 3. Dr. Yogesh Sood 4. Dr. Shweta Sharma 5. Mrs. Rita Chandel 6. Dr. Girish Kapoor 7. Mr. Surender Chauhan 8. Dr. Anjana Sharma 9. Dr. Poonam Sharma 10. Dr. Sushil Sharma 11. Mr. Shubham Chaudhary 12. Mr. Lakhbeer Singh 13. Dr. Shikha Chandel 14. Dr. Sarla Thakur

28	Estate Committee	Dr. Rajender Singh	1. Dr. Anjana Sharma 2. Mr. Abhishek Thakur 3. Dr. Sushil Sharma 4. Dr. Reena Thakur 5. Mr. Anil Thakur
29	Annual Report Writing Committee	Dr. Shiwani Khatri	1. Dr. Harsh Vardhan Singh Khimta 2. Dr. Anupam Verma
30	College Magazine Committee	Editor-in-Chief English Section Chronicle Section Hindi Section Sanskrit Section Planning Forum Pahari Section Science Section Commerce Section Computer Section	1. 2. Mrs. Anupama Chaudhry 3. Dr. Harsh Vardhan Singh Khimta 4. Mr. Sat Pal 5. Dr. Rakesh Sharma 6. Dr. Madan Shandil 7. Mr. Arun Kumar 8. Dr. Shushil Sharma 9. Dr. Rajender Singh 10. Mr. Surender Chauhan
31	Press & Photography Committee	Dr. Harsh Bhardwaj & Dr. Sandesh Kalta	1. Mr. Sat Pal 2. Mr. Arun Kumar 3. Mr. Lakhbeer Singh 4. Dr. Sandesh Kalta
32	Sports & Cultural Committee	Dr. Vinod Kumar	1. Mr. Surinder Chauhan 2. Mr. Sat Pal 3. Dr. Satish Sharma 4. Dr. Om Prakash Kaul 5. Mr. Lakhbeer Singh 6. Mr. Akshay Azad 7. Mrs. Kreety Thakur 8. Mr. Muneet Lakhanpal
33	Counselling Cell	Dr. Shiwani Khatri	1. Mr. Akshay Azad
34	Red-Cross & First-Aid Committee	Mrs. Anupama Chaudhary	1. Dr. Ravinder Kumar 2. Dr. Poonam Chandel 3. Dr. Poonam Sharma 4. Dr. Reena Thakur 5. Mrs. Kreety Thakur

35	Educational Tour & Excursion Committee	Dr. Kirti Singha	1. Dr. Chander Verma 2. Mr. Abhishek Thakur 3. Dr. Reena Thakur 4. Mr. Sandesh Kumar 5. Mrs. Kreety Thakur
36	Disaster Management Committee	Mrs. Mona Sharma	1. Mr. Abhishek Thakur 2. Mr. Shubham Chaudhary 3. Mr. Sandesh Kumar 4. Dr. Satish Sharma
37	Reception Committee	Mr. Deepak Kaprate	1. Mrs. Himani Saxena 2. Dr. Madan Shandil 3. Mr. Vikram Bhardwaj 4. Dr. Rakesh Sharma 5. Dr. Minakshi Sharma 6. Dr. Shiwani Khatri 7. Mr. Anil Kumar
38	Invitation Committee	Dr. Minakshi Sharma	1. Dr. Yogesh Sood 2. Sh. Prashant Thakur 3. Dr. Chander Verma 4. Dr. Om Prakash Kaul 5. Dr. Saroj Devi 6. Dr. Satish Sharma
39	Stage Decoration & Seating Committee	Dr. Shweta Sharma	1. Dr. Anjana Sharma 2. Mr. Abhishek Thakur 3. Dr. Om Prakash 4. Mr. Sandesh Kumar 5. Dr. Adarsh Sharma 6. Dr. Satish Sharma 7. Dr. Shikha Chandel 8. Dr. Sarla Thakur 9. Mr. Lakhbeer 10. Mrs. Pratiksha Chauhan 11. Mrs. Priyanka Chauhan 12. Mrs. Sheetal Chauhan
40	Refreshment Committee	Mrs. Shalu Chauhan	1. Mrs. Anupama Chaudhary 2. Mrs. Reeta Chandel 3. Dr. Poonam Chandel 4. Dr. Dinesh Kumari Negi

			5. Dr. Anjana Sharma 6. Dr. Poonama Verma 7. Dr. Poonam Sharma 8. Mr. Abhishek Thakur 9. Dr. Babita 10. Mr. Shubham Chaudhery 11. Dr. Reena Thakur 12. Dr. Adarsh Sharma 13. Dr. Satish Sharma 14. Mr. Akshay 15. Mrs. Kreety Thakur 16. Dr. Shikha Chandel 17. Dr. Sarla Thakur 18. Mr. Pankaj Verma 19. Miss. Sakshi 20. Dr. Razal Panta 21. Miss. Komal Sharma 22. Mrs. Anita Verma 23. Mrs. Pinky
41	Youth Festival Committee (Group I)	Dr. Shiwani Khatri	1. Mrs. Deepti Gupta 2. Dr. Kirti Singha 3. Mrs. Anupama Choudhary 4. Dr. Aditya Singh Dulta 5. Dr. Dinesh Kumari Negi 6. Dr. Anupam 7. Mr. Lakhbeer
42	Group II (Music)	Dr. Vinod Kumar	1. Dr. Poonam Sharma 2. Mr. Abhishek Thakur 3. Dr. Shikha Chandel 4. Mrs. Surbhi Sharma
43	Group III (Dance)	Dr. Poonam Chandel	1. Dr. Om Prakash Kaul 2. Mr. Sat Pal 3. Mr. Arun Kumar 4. Mr. Akshay 5. Dr. Sarla Thakur 6. Mr. Umesh Rana 7. Mrs. Uma Kanwar

44	Group IV (Theatre)	Mrs. Mona Sharma	1. Dr. Rajender Singh 2. Dr. Saroj Devi 3. Dr. Shikha Chandel 4. Mr. Suraj Jamalta 5. Mr. Pankaj Verma 6. Miss. Pinky
45	IPR Cell	Mrs. Deepti Gupta	1. Dr. Kirti Singha 2. Dr. Shushil Sharma 3. Dr. Shikha Chandel 4. Dr. Sarla Thakur
46	Disability Cell	Dr. Yogesh Sood	1. Dr. Saroj Devi 2. Dr. Adarsh Sharma 3. Mr. Arun Kumar 4. Smt. Sunita Thakur 5. Mr. Mukul Jistu
47	Sahitya Parishad	Dr. Rakesh Sharma	1. Dr. Aditya Singh Dulta 2. Dr. Dinesh Negi 3. Mr. Sat Pal 4. Mr. Arun Kumar
48	Theatre & Stage Club	Dr. Harsh Vardhan Khimta	1. Dr. Harsh Bhardhwaj 2. Dr. Saroj Devi 3. Mr. Akshay
49	Book Club	Mr. Deepak Kaprate	1. Mrs. Anupama Chaudhary 2. Mr. Arun
50	Photography Club	Mr. Shubham Chaudhary	1. Mr. Lakhbeer Singh
51	Film Readers Club	Dr. Chander Verma	1. Mr. Sandesh Kumar 2. Mr. Aksay Azad
52	Social Outreach Club/ (जिजीविषा Cell)	Dr. Poonama Verma	1. Dr. Anupam Verma 2. Dr. Reena Thakur
53	Red-Ribbon Club	Dr Anjana Sharma	1. Dr. Dinesh Kumari Negi 2. Dr. Poonama Verma 3. Mr. Akshay Azad 4. Dr. Shikha Chandel 5. Dr. Sarla Thakur

54	Nature / Eco-Club	Mrs. Deepti Gupta	1. Mrs. Mona Sharma 2. Dr. Yogesh Sood 3. Dr. Shikha Chandel 4. Dr. Sushil Sharma
55	Young Speakers' Club	Mr. Abhishek Thakur	1. Mr. Arun Kumar 2. Mrs. Kreety Thakur
56	Adventure Club	Mr. Narender Singh	1. Mr. Sandesh Kumar 2. Dr. Adarsh
57	Road Safety Club	Dr. Madan Lal Shandil	1. Mr. Prashant Thakur 2. Dr. Poonam Chandel 3. Dr. Saroj Devi 4. Dr. Anupam Verma 5. Dr. Reena Thakur 6. Dr. Adarsh Sharma
58	Rotract Club	Mrs. Rita Chandel	1. Dr. Mona Sharma 2. Dr. Poonam Chandel 3. Mr. Lakhbeer Singh
59	Art Club	Dr. Harsh Vardhan S. Khimta	1. Dr Harsh Bhardwaj 2. Mr. Rohit Verma 3. Mr. Mukul Jistu
60	Sports Club	Dr. Satish Sharma	1. Mr. Akshay Azad 2. Mr. Lakhbeer Singh 3. Mr. Muneet Lakhanpal 4. Ms. Vidhushi
61	Rovers & Rangers	Mr. Prashant Thakur	1. Dr. Poonam Chandel
62	NSS	Dr. Anupam Verma	
63	NCC	Mr. Vikram Bhardhwaj	
64	Newsletter	Dr. Shiwani Khatri	1. Mrs. Anupama Chaudhary 2. Dr. Aditya Singh Dulta 3. Dr. Harsh Bhardwaj

DECLARATION TO BE SIGNED BY STUDENTS AND PARENTS

I.....
 hereby undertake as under: -

- a. I will not engage in the acts of intimidation, violence or abuse against other students, employees, staff and faculty members of the college. I will show sincere, decent and cordial attitude towards my classmates, students of other programs, staff, faculty and other employees of the college.
- b. I will not loiter in the campus.
- c. I will not do smoking, chewing pan, pan-masala, gutka, gambling and consumption of alcoholic drinks and will not use hallucinogenic drugs and other illegal substances or have possession of such substances anywhere in the college campus.
- d. I will not carry any explosive/firearm, and/or weapon inside the college campus.
- e. I will not indulge in any prohibited, illegal and unethical, immoral activities inside or outside the Campus, or else, if so, will be liable for punishment as per college ordinance.
- f. if I am found involved in activities resulting in direct or indirect loss/damage to the college, the loss will be borne by me.
- g. I will follow the dress code for academic and allied activities in the college campus.
- h. I will not organize and/or take part in any strike/demonstration without prior permission of college authorities.
- i. I will pay due regard to the other students (Boys/Girls) and will not involve myself in any activity which may bring bad name to college, My parents or myself.
- j. I agree to observe and abide by all the rules and regulations as amended from time to time in respect of discipline and conduct, dues and related matters in the college/Hostel/Mess.
- k. I while staying in the Hostel will not create situation of disturbance of any kind/use of musical instruments including mobiles causing inconvenience to the other students.
- l. I also understand that for any destruction or alteration of any kind to Hostel/Mess property, disciplinary action can be taken against me by the college authorities.
- m. I have never been involved in any criminal offence and no case is pending against me in any Court of Law.
- n. I will not indulge in any activity which tantamount to ragging or sexual harassment of any member of staff or any student.
- o. I shall give the exact phone number of my parents and myself. If I give fictitious/wrong phone numbers, my admission may be cancelled.

I hereby certify that the information given by me in this form is true to the best of my knowledge and nothing has been concealed.

Signature of Student

Name of Student

Course : B.A. / B.Sc. Medical / B.Sc. Non-Medical / B.Com. / BCA / BBA / B.Voc.- Retail / B. Voc- Hospitality & Tourism / M.A. (Hindi / English / Economics / Pub. Adm.) / PDGCA.

Batch/ Session.....

By Parents: -

- (a) I hereby undertake to make payment of all fee and dues on behalf of my son/daughter/ward.
- (b) I take all responsibility for the good behavior of my son/daughter/ward and fully agree with his/her declaration. Should any untoward incident take place resulting in expelling him/her from the college and hostel, I will not claim for the amount for the balance of the period.

Signature of Parent

Name of Parent.....

Date.....

Annual Calendar 2025-26

Date
Month & Year
Date
Month & Year
Jun-25

5	World Environment Day
7	Eid -ul Juha
21	International Yoga Day
11	Kabir Jayanti
1 to 20	UG Admissions (submission of forms)

Jul-25

1	Van Mahotsav
8	Display of 1st merit list
9-12	Fee to be deposited
13	Display of 2nd merit list
14-15	Fee to be deposited (for 2nd merit list)
6	Muharram
17-19	Orientation of First year students
20	Classes commence
26	Kargil Diwas

Aug-25

5	Club interactions and Mentor-Mentee interaction
6	Hiroshima Day (Let's Say NO to War)
27	Ganesh Chaturthi
12	PTA formation
15	Independence Day
9	Raksha Bandhan
20	Akshay Urja Diwas
16	Janamastami
29	National Sports Day

Sep-25

2	Freshers' Social
8	World Literacy Day
9	Disaster management for all (training and drill)
14	Hindi Diwas
19	Social Sciences Faculty Program
23	NSS Day and blood donation
Last week	SCA formation (as notified by the university)

Oct-25

1	Maha Ashtami & Maha Navami / Swatchata Abhiyan
2	Gandhi Jayanti
4	World Animal Day
10	Inter-faculty/ Inter-departmental Function
2	Dussehra
17	Poverty Eradication Day & Valmiki Jayanti
20	Diwali / World Statistics Day
29	Diwali Break

Nov-25

First week	Faculty of Languages function
5	Guru Nanak Dev Jayanti
24	NCC Day
19-25	World Heritage Week
26	Constitution Day

Dec-25

1	Red Ribbon Day
8	Commerce Faculty Program
11-16	House exams
23	Basant Panchmi
25	Christmas/ Good Governance Day

Jan-26

1	Vacation Begins
13	Lohri
25	Statehood Day
26	Republic Day

Feb-26

5	College reopens after winter break
12	Guru Ravidas Jayanti
15	Shivratri
28	Science Day / Science Faculty Program

Mar-26

3	World Wildlife Day
8	Women's Day
Second week	Faculty program for BCA/BBA/BVoc/PGDCA
4	Holi
27	Farewell Special
21	Eid-ul-Fitar
26	Rama Navami
31	Mahavir Jayanti

Apr-26

1 st Week	Final examinations begin
14	Vaisakhi & Ambedkar Jayanti
15	Himachal Day

May-26

1	Buddh Purnima
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RAGGING: A PUNISHABLE OFFENCE

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTIONS ACT

(PROHIBITION OF RAGGING ACT, 2009) defines 'Ragging' as doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student, will not be willing to do in the ordinary course.

A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years. He/She may be liable to a fine which may extend to Rs. 50,000 or both.

If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he shall be dismissed from the college and such student will not get admission in other colleges for a period of three years from the date of his dismissal from the college.



**TOLL FREE UGC
HELPLINE NO.
1800-180-180-5522**

HelpLine No.

Mr. Deepak Keprate	94182-32123
Dr. Madan Shandil	94187-54700
Mr. Vikram Bhardwaj	94590-00727
Dr. Rakesh Sharma	94184-93376
Dr. Minakshi Sharma	94184-60610
Dr. Shivani Khatri	94184-53299
Dr. Vinod	85806-82606



Use of mobile phones is strictly prohibited in class rooms and the campus as per Government instructions. Strict action will be taken against the defaulters. Mobile phone can be used only in the canteen and the commonroom.