

Lal Bahadur Shastri Govt. College Saraswati Nagar,
Distt. Shimla, H.P.-171206



Prospectus

For B. Voc. Courses 2023-24

Session 2023-24

Website: www.lbsgcsnagar.edu.in Email: gcsnagar25@rediffmail.com Contact: 01781-238149

CALENDAR OF ACTIVITIES

Session 2023-24

Admission Schedule	Online filling of Application Form from 30 June 2023 to 8 July 2023
Display of 1 st Merit List	8 July 2023 at 5.00pm
Fee to be deposited	10 -12 July 2023
Display of 2 nd Merit List	12 July 2023 at 5.00pm
Fee to be deposited	13-14 July 2023
Orientation of 1 st Year Students	15-17 July 2023
Commencement of regular teaching work	18 th July 2023 onwards
Change of subject/ faculty	Up to 31 st August 2023
Van Mahotsav	July 2023
Address by Principal	July 2023
Cleanliness Drive(Eco Club)	August 2023
International Youth Day	12 August 2023
Online Quiz on General English	12 August 2023
Independence Day	15 th August 2023
Enrollment of NCC ,NSS and Rovers & Rangers	Up to 31 st August 2023
Date of CSCA Elections	As fixed by HPU Shimla
PTA General House Meeting	4 th week of August 2023
Teacher's day	5 September, 2023
Experimental Learning Workshop (Chemistry dept.)	September 2023
Academic Committee Quiz /Debate/Declamation/Painting/Photography etc.Contests	September 2023
Commerce Society Function	2 nd week of September
Hindi Diwas	14 September 2023
World Ozone Day	16 September 2023
Essay writing and poetry recitation (Eng. Dept.)	16 September 2023
NSS Day	24 September 2023
World Tourism Day	27 th September 2023

Gandhi Jayanti Celebrations	2 nd October 2023
English Literary Fest	14 th October 2023
Chemistry Week	October 2023
Tourism / Departmental Field Trip	October 2023
Green Diwali Campaign	October 2023
Academic Committee PPTs week	November 2023
Diwali Break	11-15 November 2023
Philosophy Day	16 November 2023
Constitution Day	26 th November 2023
Industrial Visit (Commerce Dept.)	Last week of November
World AIDS Day	1 st December 2023
Human Rights Day	10 th December 2023
Anti Drugs Campaign	December 2023
Field Trip (Geography Dept.)	December 2023
Mid Term Examination	1 st week of December onwards
NSS 7 days Special Camp	3 rd week of December 2023
English Literature Quiz	23 rd December 2023
Annual Athletic Meet	December 2023
Academic Committee Essay Writing Competition	February 2023
National Science Day	28 th Feb. 2024
International Women's Day	8 th March 2024
Annual Prize Distribution Function	April 2024
HPU Annual Practical Examination	As per HPU notification
HPU Annual Theory Examination	1 st April-23 rd May 2024

Vacation Schedule:

1. Winter Vacation	1 st January to 4 th February 2024
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(NOTE: Dates/Rules are subject to change, depending upon the latest instructions received from
H.P. Govt./ H.P.U., Shimla.

Introduction

Lal Bahadur Shastri Government College Saraswati Nagar is situated at a distance of about 100 km. from the capital city of Shimla near famous Hateshwari temple in Jubbal Tehsil of district Shimla. It is located in a valley formed by river Pabbar and is surrounded by scenic beauty of small hills and apple orchards.

The college was established in the year 1986 and offers courses in the Faculty of Arts (12 departments), Faculty of Sciences (Medical and Non-Medical streams), Faculty of Commerce and

B.C.A. PGDCA has been started from the session 2022-23. The college building comprises of spacious classrooms, well equipped and spacious science laboratories, fully equipped seminar room, smart classrooms, English Language and Career Aptitude lab, an examination hall, girl's common room, various indoor and outdoor sports facilities, a gymnasium, well stocked library, which subscribes to several newspapers and periodicals. The college also provides hostel facility to the girl students who come from far flung areas to fulfill their dream of quality education.

The college has a well-qualified, experienced and committed teaching staff in the faculties of Humanities, Science , Commerce and BCA. To develop overall personality of students, the college has NCC, NSS, Rovers & Rangers units and various societies and clubs. In addition to this, the college has a big play ground for outdoor sports activities, outdoor stage for extracurricular activities.

The information and Technology Department, H.P. during the year 2008-09 has established a Computer Lab., comprising of 30 latest computers in the College. With the establishment of this lab, the students of the college are being enormously benefited not only in acquiring latest information and knowledge but also in acquiring the skills in handling the computers at their doorsteps. Besides two more computer labs, one for BCA and another for Computer application are functional in the college. A language lab was also established in the year 2017. Seminar room has been given a face-lift with advanced teaching-learning tools i.e. smart class rooms have been installed.

To meet the future challenges thrown up by the process of globalization and privatization, the Government has approved BCA under self financing scheme and two Add-on Courses, i.e. Marketing Management & Computer Applications. The college has been running these courses successfully since 2011-12.

The college is a co-educational Institution where students come from far-flung areas of not only Jubbal Tehsil but also from the adjoining areas of Uttarakhand to pursue their dreams. The students are innocent, hard working and respectful. The student strength shows an increase ever year due to introduction of new courses and additional facilities that are added every year in the college. Post graduation in the subjects of History and Political Science was started in year 2019 and B.Voc . degree courses will be started from current session.

1. Admission Procedure:

Any student interested in seeking admission must pay Prospectus-cum-Admission Form fee through online mode. After going through the prospectus and admission form, he/she should follow the steps given below:

- Step-1:** Every candidate seeking admission to first semester shall have to apply online on the prescribed form
- Step-2:** Since the number of seats in each course are limited the admission will be made strictly on the basis of marks secured in 10+2 class. All the candidates are required to appear in person in centralized counseling on the dates allotted failing which their admission form will be rejected and the seat will be given to the next in candidate in the merit list during specified dates of admission.
- Step-3:** Present yourself before scrutiny committee.
- Step-4:** Go to the Principal's office and present yourself before the Principal for his/her final approval.
- Step-5:** If the Principal approves your admission, then deposit the fee on the same date through online mode.

2. DOCUMENTS REQUIRED

1. Original certificates along with photocopies of all the certificate of Matric onward examination. Fresh candidate must submit/upload two copies of academic certificate and character certificate/school leaving certificate.
2. Three passport size photographs.
3. Character certificate from institution last attended or issued by Gram Panchayat Pradhan or by some H.P. Gazetted class I officer, in case student is seeking admission to the first semester of any course or an applicant from any other college/university seeking admission in any of the courses.
4. Fresh candidate seeking admission to 1st Sem. must submit enrolment form complete in all respects.
5. An affidavit / self declaration in case of gap.
6. Category certificate for SC/ST/OBC/IRDP/EWS/Ward sports/ cultural activities /PWD candidate.
7. Board equivalence certificate for the candidate passing +2 class from other than H.P. Board.

At the time of appearing before admission committee, the applicant should submit hard copy 5

of online submitted form complete in all respects with required documents in the following sequence:-

- Admission form
- Attested copies of academic documents.
- College enrolment form with attested matriculation and 10+2 certificate to be submitted separately. (In case seeking admission in first semester)
- Character certificate (in case of fresh admission)
- Copy of Aadhar Card
- Bonafied Himachal Certificate (Only for Bonafide Himachal girls)
- Migration Certificate (Only if 10+2 passed the board other than HPBOSE).

3. B.Voc. (Bachelor of Vocation) UGC Approved 3-Year Regular Degree Programme: COURSE OF STUDY

The college offers the following two 'NSQF' (National Skill Qualification Framework) complaints UGC approved 3- year regular degree programmes under semester system for vocational studies as mentioned below.

1. B.Voc. in Retail Management	40 Seats
2. B.Voc. in Hospitality & Tourism	40 Seats

4. ABOUT THE BACHELOR OF VOCATIONAL STUDIES (B.Voc.) DEGREE PROGRAMME:

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education program as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) degree. This degree Program is unique with the provision of multiple entry and exist at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience. This is further explained in the Prospectus.

5. OBJECTIVES

To provide multiple entry and exit options at various levels through program design in conformation to the skill eco system.

To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).

To empower the youth leading to employment and income generating opportunities.

To provide judicious mix of skills relating to a profession and appropriate content of general education.

To provide flexibility to the students by means of pre-defined entry and multiple exit levels.

To integrate skill based NSQF complaint vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are

also expected to be competent to become part of the global workforce.

6. COURSE STRUCTURE

B. Voc. programme is designed with the provision for multiple exit levels. All the candidates enrolled for diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advance diploma level courses leading to B. Voc. Degree.

Following table provides a snapshot of the various certificates and their duration:-

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc. Degree

7. MULTIPLE ENTRY AND EXIT OPTIONS:

After the completion of Semester I, the candidate will get a Certificate, and she/he may go for a job or continue studying.

The candidate may rejoin Semester II. After the completion of Semester II, the candidate will get a Diploma, and she/he may go for a job or continue studying.

The candidate may rejoin Semester III. After the completion of Semesters III and IV, the candidate will get an Advanced Diploma, and she/he may go for a job or continue studying.

The candidate may rejoin Semester V. After the completion of Semesters V and VI, the candidate will be awarded a B.Voc. degree, and she/he may go for a job or become an entrepreneur, or continue studying for the M.Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. degree (NSQF Level 10) after it in Vocational studies, or they can take admission in any other masters' programme after completion of required Bridge course, or appear in any competitive exams conducted by State Public Service Commission and Union Public Service Commission.

8. INTERNSHIP PROGRAMME:

In every level there will be internship at the end of the semester / Year. Internship is an integral/essential component of B. Voc. degree.

The Internship shall also carry credits to be added in the final evaluation of skill components. HPKVN (Himachal Pradesh Kaushal Vikas Nigam) is fully sponsoring the internship apart from facilitating the skill component of this programme along with courseware for whole of the programme.

Candidates enrolled for this programme are entitled for 'Kaushal Vikas Bhatta' of Rs. 1000/- per month as per state government policy as per state government policy.

9. Detail of Courses in Retail Management (B.Voc.)
B.Voc. Year 1

SEMESTER – 1 (LEVEL-4)						
Paper	Course Code	Title of the Course	General/Skill Components	Credit s	Total Hrs	Max Marks
General Paper-01	RA111	Business Communication & Personality Development	GC	6	90	100
General Paper-02	RA112	Fundamentals in Accounting &Technology(Computer Skills)	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	RA121	Introduction to Retail and Retail Store Operations, Health Safety & Security.Team and Organizational Dynamics	SC	3	45	50
Skill Paper -02	RA122	Consumer Buying Behaviour and Retail Sales	SC	Th 3 PR 1	Th 45 PR 30	67
Skill Paper - 03	RA123	Consumer Service and Customer Relationship Management	SC	Th 3 PR 1	Th 45 PR 30	67
Internship Project	RA124	On Job Practical Training and Report	SC	7	210	116
Total Skill Components				18	405	300
B.Voc. Level 4 Certificates (Sales Associate)			Total of Semester 1	30	585	500

SEMESTER II (Level 5)						
Paper	Code No.	Title of the Course	General /Skill Components	Credits	Total Hrs	Max Marks
General Component	RA211	Business Communication & Personality	GC	6	90	100
		Development – II				
General Component	RA212	Fundamentals in Accounting & Technology (Computer Skills) – II	GC	6	90	100
Total of General Components				12	180	200
Skill Component	RA221	Store Display and Visual Merchandising	SC	Th 3 PR 1	45 30	67

Skill Component	RA222	Sales Management and Customer Experience Management	SC	Th 4 PR 1	60 30	84
Skill Component	RA223	Organization and Team Dynamics	SC	2	30	33
Internship Project	RA224	On Job Practical Training and Report	SC	7	210	116
Total of Skill Components				18	405	300
Total of Semester – II				30	585	500
Total of Semester – I				30	585	500
B.Voc. Level 5 – Diploma (Team Leader)			Total of 1st year		60	1170
						1000

Detail of Courses in Hospitality & Tourism B.Voc. in Hospitality & Tourism - Year 1

SEMESTER – I (LEVEL-4)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks
General Paper-01	EN111	Learning a Foreign or Local Language including English Language	GC	6	90	100
General Paper-02	TH111	Introduction to Tourism Aviation, Hospitality Industry	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	TH121	Front Desk Operation	SC	4	60	67
Skill Paper -02	TH122	Basics of Hospitality service	SC	4	Th 30 PR 60	67
Skill Paper - 03	TH123	Consumer Query and Complaint Management	SC	4	Th 30 PR 60	67
Internship	TH124	On Job Practical Training and Report	SC	6	180	99
Total Skill Components				18	420	300
B.Voc. Level 4 Certificates (Front Office Associate)			Total of Semester 1		30	600
						500

SEMESTER – II (LEVEL5)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks

General Paper-01	EN211	Tourism Product	GC	6	90	100
General Paper-02	TH211	Communicative English for Tourism and Hospitality	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	TH221	Hospitality and Tourism products	SC	5	Th 35 PR 75	83
Skill Paper -02	TH222	Guest Handling and Team Management	SC	4	Th 30 PR 50	67
Skill Paper - 03	TH223	Hospitality Supervisory Skills-I	SC	4	Th 30 PR 50	67
Internship	TH224	On Job Practical Training and Report	SC	5	150	83
Total Skill Components				18	420	300
Total of Semester – II				30	600	500
Total of Semester – I				30	600	500
B.Voc. Level 5 – Diploma (Front Office Executive)			Total of 1 st year	60	1200	1000

10. JOB OPPORTUNITIES

RETAIL MANAGEMENT

After the completion of the first semester, the student will get a “Sales Associate” Certificate in the Retail Management sector from Retailers Association's Skill Council of India (RASCI). The candidate may work as a certified resource in any retail-related industry.

After the completion of the second semester, the student will get a combined “Team Leader” Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may get an opportunity to work in any retail- related industry.

After the completion of the second year, the student will get a combined “Departmental Manager” Advanced Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.

After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Store Manager” in retail-related industries as well as explore opportunities to become an entrepreneur.

HOSPITALITY & TOURISM

After the completion of the first semester, the student will get a “Front Office Associate” Certificate in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC). The candidate may work as a certified resource in any hospitality and tourism-related industry.

After the completion of the second semester, the student will get a combined “Front Office Executive” Diploma in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may get an opportunity to work in any Hospitality & Tourism-related industry.

After the completion of the second year, the candidate will get a combined “Guest Relations Manager” Advanced Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) 1

and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.

After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Duty Manager” in the Hospitality & Tourism-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Sem	Job Role	Training Hours
4	I	Sales Associates	585
5	II	Team Leader	585

NSQF Level	Sem	Job Role	Training Hours
4	I	Front Office Associates	600
5	II	Front Office Executive	600

11. ON THE JOB TRAININGS

On Job Training of trainees of B.Voc. is an immense part of the curriculum to give students/trainee exposure of industry practices. After every semester, the students have to undergo On the Job Training (OJT) as per their level of B.VOC in the relevant Industry.

The OJT helps the trainee:

- To get familiar with the work environment, modern tools and systems.
- To participate in teamwork- preferably as part of a multi-disciplinary team.
- To improve their communication skills.
- To understand the professional and ethical responsibilities of an employee.
- To make contacts for future employment.

12. CONDITIONS FOR ADMISSION

ELIGIBILITY CONDITIONS

Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.

The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board;10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45% marks in aggregate, OR any examination of a University/ Board/ College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 45 marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.

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

Maximum age limit for admission to B.Voc. Courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice Chancellor may permit age relaxation as per norms.

Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.

Students belonging to SC/ST category shall be given a relaxation in marks for admission purpose, i.e., they would require a minimum of marks in aggregate at 10+2 level.

Compartment students shall not be allowed admission in the B.Voc.programmes.

A candidate cannot pursue two full time undergraduate courses simultaneously.

The College /University reserves the right to cancel any admission at any stage.

In matters relating to undergraduate admissions, the decision of the Admission Committee/ Principal LBS GC Saraswati Nagar , Shimla, shall be final.

All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

13. MODE OF SELECTION

Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.) .

There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

Category 1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF.

Category 2: Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.

Category 3: Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

Note: Regarding selection of students for B.Voc. programme,10 extra weightage shall be given to Category-1; 5 extra weightage shall be given to Category-2 in 10+2 examination. Final list of students shall be finalized on merit.

14. MEDIUM OF INSTRUCTIONS

The course content of the B.Voc. programme will be taught in English.

15. CONDITIONS OF REGISTRATION AND ADMISSION

Application for admission shall be sent in the prescribed form to the Principal. Application should be registered in the College office.

True and correct particulars should be given in the application form.

1. A self-addressed post card shall be sent along with the filled-in application to be used for acknowledging the receipt of application.
2. The following certificates in original shall be produced at the time of admission:
3. Higher Secondary Certificate.
4. 10+2 Mark Sheet(s)
5. Conduct Certificate from the Head of the Institution where applicant last studied.
6. Copy of Aadhar Card.

16. Fee Structure of B. Voc. Courses

Sr. No.	Detail of Fee / Funds	Amount (in Rs.)
	Govt. Funds	
1.	Admission Fee	50.00
(A)	Total	50.00
	University Funds	
1.	Registration Fee (180+5)	185.00
2.	Continuation Fee	10.00
3.	Univ. Sports Fund	15.00
4.	Youth Welfare Fund	15.00
5.	Holiday Home Fund	1.00
(B)	Total	226.00
	Annual Charges	
1.	Library Fund (Refundable)	100.00
2.	Mid Term Fee	100.00
3.	Magazine Fund	50.00
4.	Identity Card Fund	10.00
5.	Medical Fund	6.00
6.	Red Cross Fund	10.00
7.	NCC Fund	5.00
8.	Student Aid Fund	2.00
9. (a)	Amalgamated Fund @ Rs. 25/- per month for 12 months	300.00
(b)	Sports and Cultural Activities Fund @Rs. 20/- per month for 12 months	240.00
10.	Building Fund @ Rs. 10/- per month for 12 months	120.00
11.	Furniture Repair/Replacement Fund	10.00
12.	Book Replacement Fund	25.00
13.	Cultural Activity Fund	20.00
14.	Computer and Internet Facility Fund	20.00
15.	Rovers and Rangers Fund @ Rs. 5/- per month for 12 months	60.00
15.	PTA Fund	600.00
(C)	Total	1678.00
	GRAND TOTALS OF (A + b + c)	1954.00
	Other Charges (Skill Component) per Semester	
	Skill Component Practical –I	240.00
	Skill Component Practical –II	240.00
	Tuition Fee	1000.00
	Late Fee (per day)	10.00
	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester	1200.00

Admission Fee + Funds

[Rs. 1954/- + Skill Component (2,680/-)]

Rs. 4,634/- For Girl candidates tuition Fee is exempted.

Therefore it shall be Rs. 3,634/-

* No Admission Fee + Funds including practicals fee shall be charged from candidates who have already paid. (i.e. Migrating to B. Voc. Programme from other streams).

17. Library

The college has well stocked library. There is a well-furnished and spacious Reading Hall. The library also subscribes to important dailies and periodicals. A student may borrow a maximum of four book sat a time for a period of 14 days. At the expiry of this period, there is a fine of Rs. 1/- per day per book. Reference books and periodicals are not given on loan.

Library -Cum-Identity Card

Soon after admission to the College, the Librarian will issue each student an Identity-cum- Library Card. The office will notify the dates for the said purpose. The students are advised to carry their Identity Cards with them all the time as student can be asked any time by the authorities to show the Identity Card.

18. COLLEGE DISCIPLINE

The college lays special emphasis on maintenance of discipline and decorum in and outside the classrooms. The following points may be carefully noted:

Students are expected to show proper respect to their teachers; they should be polite to one another and show courtesy to the all employees of the college.

In order to create favorable academic atmosphere in the college, students should maintain silence while moving in the college campus and sitting in the library. Movements from one classroom to other should be orderly.

Students should carry with them Identity Cards daily and on demand they will show it to the staff members. Students are strictly prohibited to bring any outsider to the college campus. They will be heavily fined in case they do so.

The following activities will be considered as violation of the college discipline and may result in fine, expulsion or rustication depending on gravity of the offence:

- 1. Using mobile phones in academic blocks/ inside corridors/classrooms will attract a fine of up to Rs. 500/-**
- 2. Making noise and disturbing classes.**
- 3. Damaging College property, furniture, door, windows, blackboards etc.**
- 4. Plucking flowers and destroying campus. Bringing outsider to the college Campus. Interfering with the electrical appliances. Writing on the walls**
- 5. Eve Teasing**
- 6. Crowding in the corridors.**
- 7. Putting up notice/ sticking bills on the notice board without permission of the Principal.**
- 8. Smoking: Any student found smoking will face the act of expulsion or rustication from the college.**
- 9. (v) Only those functions will be held on the college campus (Premises and Ground) which are organized by the college administration or allowed by the Principal. Such functions must be wound up within the permitted time frame.**
- 10. Any student, who is guilty of misconduct in any way, shall not be eligible for prizes/scholarships/ fee concession or membership of SCA, Sports Council or other important bodies in the college.**

19. Discipline Committee

It always takes two to make a quarrel. So all quarrels/disputes with fellow students should be avoided. A complaint in writing should at once be made to the Principal whenever there is a dispute.

Aggrieved parties, alternatively, may immediately report the matter to any of the Discipline Committee members who will enquire/settle the matter. They are advised not to take law in their own hands.

20. RAGGING

Definition of Ragging :Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or likely to cause annoyance, hardship, physical or psychological harm mental

trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which a student is not willing to do so or which cause him/her shame or embarrassment or danger to his/her life or limb or indulging in eve teasing. (Hon'ble Supreme Court of India).

21. Prohibition of Ragging

Ragging is completely banned by law in and outside the college campus and Hostel.

Penalty for Ragging

Whoever directly or indirectly commits, participates, abets or instigates ragging within or outside any education institution, shall be suspended, expelled, rusticated from the institution and shall be liable to fine which may extend to Rs. 10000/-. The punishment may also include cancellation of admission, suspension from attending classes, with-holding/withdrawing fellowship, scholarship and other financial benefits.

The Anti Ragging Committee and Anti-Ragging Squad have been constituted to implement Raghavan Committee Recommendations to deal with matters relating to ragging in the college.

22. RE-ADMISSION/WITHDRAWAL FROM THE COLLEGE ROLLS

Rules: The following rules govern withdrawal or removal of a student from the college rolls by the Principal:

A student who remains absent from the college for ten or more days without prior sanction of the Principal will be removed from the college rolls. Re-admission is allowed within 10 days from the date of the name has been struck-off. A student whose name is struck-off thrice will not be readmitted.

Re-admission first time: Rs. 100.00; Re-admission second time: 200.00.

Withdrawal by the student: A student who would like to withdraw himself/herself from the college rolls, will do so by giving application and his/her application must carry counter signature of his/her parents/ guardian. He/she must clear all his/her dues before he/she quit the college.

23. COLLEGE STUDENT'S CENTRAL ASSOCIATION (CSCA)

As per rules laid down by the H.P. University, College Students Central Association is formed every year in the beginning of the session to promote participation of students in college activities. The members of this body are chosen by merit basis as per norms laid down by the H.P.U., on a date approved and notified by the H.P.U. There is also a provision for academically brilliant students and others to enter this august body by nomination, as per norms laid down in CSCA constitution. It must be noted that there is a strict rule that a student cannot be nominated if he fails to fulfill lecture condition of 75% .

24. EXTRA CURRICULAR ACTIVITIES

The college encourages students to participate in co-curricular activities, under the supervision of our experienced and competent staff members. Every student has to compulsorily participate in either of the following activity.

N.C.C.: Students are lucky that this college has separate NCC units for Boys and Girls. NCC teaches students the lesson of discipline and inculcates in them quality of leadership. Anyone who is medically fit can join NCC. Students must

remember that the "C" certificate holder of N.C.C. is eligible to appear directly for interview in the Armed Forces. **N.S.S.:** The college has two NSS Units. The purpose of NSS is to encourage community services in young minds. Students are taught value of rendering their services for the improvement of rural and urban environment. NSS volunteers holding certificate of accomplishment of two year NSS regular activity along with a camp get 2% weightage in admission in postgraduate classes.

Rangers & Rovers: The College has one unit each of Rangers & Rovers to inculcate the value of adventure, discipline and velour. The girls and boys can join Rangers & Rovers activities.

25. SOCIETIES/CLUBS

A number of literary, cultural and subject societies/ clubs function in the college to inculcate the spirit of public speaking, quizzing, dramatics and talent among the students. These societies are: (i) English literary Society (ii) Science Society (iii) Social Science Society (iv) Geography Society (v) Commerce Society (vi) Red-Ribbon Club & (vii) Eco club. Every student of the college is expected to take an active participation in at least one of the societies/ clubs a fore listed.

26. CAREER COUNSELLING CELL

The college has a Career Counseling Cell. The purpose of this cell is to guide students in choice of careers that may be suitable in accordance with their temperament and profession skill. It is proposed that the cell will invite resource persons from different fields such as law, army, teaching, administration and others to inform students about the various jobs avenues available in these areas.

27. COUNSELLING CELL FOR ADOLESCENTS

The college has started a Health Mind Cell cum Counseling Cell for Adolescents in the college. The objective of the Cell is to provide psychological counseling to students. In this highly competitive age, it is common to observe many students undergoing stress and tension that may lead to acute depression and many other psychological problems. There may be many of psychological problems that a youth experiences but is unable to share with anyone. Talking about the problems is a big leap in the direction of solving it. The college,

Therefore, has formed the Cell under the chairpersonship of the Principal, which will provide counseling to students in the matters related to their mind's health. Students are free to

discuss and share any anxiety related problem with the members of the cell. They will be given patient listening and in this sharing some way out to their anxieties will be found.

Healthy mind is fundamental pre-requisite of a happy and positive human being.

28. WOMEN GRIEVANCES REDRESSAL CUM COUNSELING CELL

The cell has been constituted with the aim of giving a patient hearing to the problems of girls students and female staff of the institution. The cell also works towards making women aware of their rights and opportunities.

29. COLLEGE MAGAZINE "HATKESHWARI"

In order to encourage creativity among the students, the College magazine "Hatkeshwari" is published. There is an Editorial Board, consisting of college teachers and students. It consists of number of sections including articles of students from diverse fields of interest.

30. SCHOLARSHIPS

The following scholarships are available to the students under different schemes:

IRDP Scholarships.

Kalpana Chawla merit Scholarship for girls of HP.

Post Matric Scholarship for SC/ST/ minorities candidates.

The eligible students must fill the form at the time of Admission and submit along with admission form. Eligible SC/ST/OBC/PWD/ minorities students should submit their scholarship form for the academic year by February for processing of Scholarship

31. ANNUAL PRIZE DISTRIBUTION FUNCTION

Prizes are awarded at the Annual Prize Distribution Function of the college to the students for obtaining first and second position in aggregate as well as in individual subjects in the University and house examinations provided the students have (a) passed in all the subjects offered (b) obtained a minimum of 50% marks in the subject in which prize is claimed. In addition, prizes are also awarded to the outstanding achievements in sports, N.C.C., N.S.S. sports and other Co-curricular activities.

32. OLD STUDENTS' ASSOCIATION (OSA)

To maintain connectivity with the ex-students and to ensure their constructive role in developing vibrant academic environment in the college, Old Students Association (OSA) was constituted during the last session. OSA played a remarkable role to celebrate the Silver Jubilee of the college. OSA and PTA collectively created a bronze bust of Late Sh. Lal Bahadur Shastri in the college campus. OSA also organized a grand cultural function 'Milan' on 23rd December, 2011 to celebrate the Silver Jubilee.

33. PARENT-TEACHER ASSOCIATION (PTA)

To encourage community participation in education, college Parents-Teacher Association (PTA) meets twice during the session. The college PTA has been extending all the needed co-operation in improving the academic environment in the College. PTA enrolment form is attached with the Prospectus. In addition, the parents are welcome to visit the college and inquire about the progress of their wards any time.

34. HOSTEL FACILITIES

The college provides hostel facility to cater to the safe accommodation requirements of the girls students coming from far flung areas. Admission to the hostel shall be made on the merit basis, as per eligibility conditions and as per fee structure mentioned in the prospectus.

35. RULES AND REGULATIONS FOR BOARDERS OF GIRLS' HOSTEL

a) Eligibility

Admission in the Hostel will be strictly on the basis of merit depending upon the availability of the vacant seats. Priority will be given to the students belonging to SC/ST and to those students who come from more than 20 km. distance from the college.

List of the candidates selected for admission to the hostel will be displayed on the Notice Board by due date.

Only those students will be considered for admission to the hostel who have deposited their college fees on notified dates.

b) Document Required:

Medical fitness certificate to be issued by a doctor of Govt. Hospital.

SC/ST certificate from class 1, Magistrate.

A passport size photograph and specimen signature of parents/guardian who are allowed to see the boarder.

36. HOSTEL FEE STRUCTURE:

Admission Fee (Annual)	Rs. 75-00
Annul Charge Refundable/Adjustable	
Furniture Security	Rs. 100-00
Hostel Security	Rs. 500-00
Mess Advance	Rs. 1000-00
1. Total	Rs. 1600-00
Annual Charges (Non-Refundable)	
Utensil Fee	Rs.30-00
Hostel Identity Card	Rs. 10-00
2. Total	Rs. 40-00

Monthly Charges

Room Rent per Seat	Rs. 30-00
Attendant Fee	Rs. 50-00
Common Room Fee	Rs. 20-00
Water Charges	Rs. 50-00
Electricity Charges	Rs. 100-00
Telephone Charges	Rs.10-00
Clerical Assistance Fee	Rs.10-00
Safai Karamchhari Charges	Rs.40-00
News paper charges	Rs.10-00
First Aid Fund	Rs.10-00
Maintenance Charges	Rs.20.00
Pollution Charges	Rs.25.00

Annual Amount=375X12= Rs.4500/- Grand Total (1+2+3+4) = Rs. 6215/-

Note: 50% of the total hotel fee will be charged during admission to the college and remaining amount will have to be deposited in November with college fee.

37. INSTRUCTIONS FOR BOARDERS OF GIRLS' HOSTEL

- The boarders are expected to arrive a day before the term begins with their own bedding, a lock, a bucket, a mug, curtains for the windows and a CFL Bulb.
- Furniture will be issued to the resident student against her signature. Before leaving the hostel she must obtain a certificate from the warden that the furniture issued has been returned in working condition.
- The boarders are not allowed to keep mobile phones, record players and electric gadget in their rooms. Defaulters will be imposed a fine of Rs. 50/- and the objects will be confiscated.
- A weekly outing to market between 2:00 PM-5.00 PM is allowed on every Saturday.
- The girls will be allowed to visit local guardians (duly authorized by her parents) only once in a month with the prior permission of warden.
- No boarder will leave or enter the hostel without making an entry in the departure/arrival register of the hostel.
- Visitors/ Guests are allowed only on Sunday in the visiting room of the hotel. No visitor is allowed to enter the rooms of the girls.
- Absence from the hostel without prior permission of the warden will be deemed to be an act of indiscipline and punished accordingly. Parents/ guardians will have to take the wards with them after due permission of the warden.
- All boarders will report for the routine roll call daily at 5:00 PM, and any student absenting herself without the prior permission of the warden will be fined Rs. 5/- per day.
- Hostel shall have hostel committee consisting of prefect, Mess Manager, Common Room Secretary and Cleanliness In-charge etc. The committee will be appointed every year by the warden from amongst senior students of good standing to her in the administration of hostel.
- No hosteller will be allowed to stay in the hostel during summer vacation after the university examinations are over.
- Failed boarder will not be given admission to the hostel.
- The principal and member of the Hostel Committee reserve the right of censoring all correspondence of the resident students.

38. IMPORTANT UNIVERSITY/COLLEGE RULES FOR STRICT COMPLIANCE

- A student has to attend a minimum of 75% lectures in each course in Theory and Practical separately, otherwise the Examination form will not be forwarded to H.P. University.
- A student must obtain at least 20% marks in each subject (compulsory and elective) or 25% marks in aggregate in Mid Term examination in order to be eligible for the University Examinations.
- Smoking on college campus is strictly prohibited by law and any student found smoking, will be fined up to Rs. 500/- and may even face expulsion or rustication from the college.
- Students must utilize their free periods in reading books, magazines and newspapers available in the library or in pursuing some useful hobby or craft or in the practice of some sport.
- Every student must carry **Identity Card** and Admission Slip daily with them.

The information contained in this Prospectus is general in nature for the information of the students seeking admission in various classes. It is neither an exhaustive nor legal document. The information contained here is believed to be correct at the time of publication. However, the college reserves the right to make any alteration, subject to directions from H.P. Govt. and H.P.U. The college will not be responsible for any hardship or expense occurred by any student on account of such change.

Prohibition of ragging under H.P. EDUCATIONAL Institutions (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 or shall also be liable to 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 colleges.

COLLEGE ANTI- RAGGING COMMITTEE

Dr. P.P Chauhan (Principal (off.))	Chairperson	94184- 70677
Dr. Poonam Mehta	Convenor	82788-07978
Prof. Chander Sen Chauhan	Member	
Prof. Pawan Kumar	Member	
Prof. Rajesh Kumar	Member	
Sh. Mukesh Pathik Supdt Gr-1	Member	
Sh. Anil Kumar Negi	Member	
CSCA President	Member	
NSS President (Boys & Girls)	Member	
NCC SUO (Boys & Girls)	Member	
Best Sports person (Boys & Girls)	Member	
PTA President	Member	
PTA Vice President	Member	
SHO Jubbal	Member	
Incharge , Police Post Saraswati Nagar	Member	