

**Lal Bahadur Shastri Government College Saraswati Nagar Distt.
Shimla Himachal Pradesh Pin 171206**



Prospectus

For B.Voc. Courses 2026-27

Session 2026-27

Website: www.lbsgcsnagar.edu.in

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Contact: 01781-238149

CALENDAR OF ACTIVITIES

Session2026-27

Admission Schedule	Online, as per Schedule posted on college website (1 st June to 19 th June 2026
Orientation of 1 st Year Students	First week of Teaching
Change of subject/faculty	First week of regular Teaching
Van Mahotsav	August 2026
Address by Principal	1 st week of August 2026
Cleanliness Drive (Eco Club)	August 2026
International Youth Day	12 th August 2026
Online / Offline Quiz on General English	13 th August 2026
Independence Day	15 th August 2026
Enrollment of NCC, NSS and Rovers & Rangers	Up to 31 st August 2026
Date of CSCA Elections	As fixed by HPU Shimla
PTA General House Meeting	4 th week of August 2026
Teacher's day	5 th September,2026
Academic Committee Quiz / Debate/ Declamation/Painting/Photography etc. Contests	September 2026
Commerce Society Function	2 nd week of September
Hindi Diwas	14 th September 2026
World Ozone Day	16 th September 2026
Essay writing and poetry recitation, article writing (Literary Society.)	16 th September 2026
NSS Day	24 th September 2026
World Tourism Day	27 th September 2026
HPU ESE Odd Semester	October- November 2026
Gandhi Jayanti Celebrations	2 nd October2026
English Literary Fest	14 th October2026
Chemistry Week	October 2026
Tourism/Departmental Field Trip	October 2026
Green Diwali Campaign	October 2026
Academic Committee PPT presentation by	November 2026

Students	
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Diwali Break	As Notified by Govt.
Constitution Day	26 th November 2026
Industrial Visit (Commerce Dept.)	Last week of November
World AIDS Day	1 st December 2026
Human Rights Day	10 th December 2026
Anti-Drugs Campaign	December 2026
Field Trips	December 2026
Mid Term Examination (Annual System)	1 st week of December 2026.
NSS 7days Special Camp	3 rd week of December 2026
Annual Athletic Meet	29 th December 2025
Academic Committee Essay Writing Competition	February 2027
National Science Day	28 th Feb. 2027
International Women's Day	8 th March 2027
Annual Prize Distribution Function	March 2027
HPU Annual Practical Examination	1 th March to 15 th March 2027
HPU ESE Even Semester	April - May 2027

Vacation Schedule:

1. Winter Vacation	1 st January to 4 th February 2027
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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, established in 1986, stands as a beacon of higher education in the serene valleys of Himachal Pradesh. Located approximately 100 km from Shimla, near the renowned Hateshwari Temple in Jubbal Tehsil, the college is nestled amidst the picturesque landscape of the Pabbar river valley, surrounded by lush hills and flourishing apple orchards.

With a mission to deliver quality education to students from far-flung and rural areas, the college offers a wide array of programs under the Faculties of Arts, Science (Medical and Non-Medical), Commerce, and Computer Applications. Notably, Post Graduate courses in History and Political Science began in 2019. The BCA program was introduced in the academic session 2011–12, and PGDCA was added in 2022–23, expanding opportunities in the field of computer education. In a significant step towards skill-based learning, the college also launched B.Voc (Bachelor of Vocation) degree programs from the academic session 2023 onwards, aimed at enhancing employability through industry-oriented curriculum.

The college boasts state-of-the-art infrastructure including spacious classrooms, modern science laboratories, smart classrooms, an English Language and Career Aptitude Lab, a well-stocked library, girls' hostel, seminar room, gymnasium, and comprehensive sports facilities. Technological advancement has been a key focus, with multiple computer labs including a specialized lab for BCA and a dedicated Language Lab established in 2017.

A dedicated team of well-qualified and experienced faculty members ensures holistic development of students. Beyond academics, the institution nurtures students through various co-curricular and extracurricular platforms such as NCC, NSS, Rovers & Rangers, and cultural societies. The inclusive, co-educational environment continues to attract students from Himachal Pradesh and neighboring regions like Uttarakhand, fostering a vibrant academic community.

The consistent rise in student enrollment each year is a testament to the college's growing reputation and commitment to academic excellence, innovation, and student empowerment.

B.VOC FACULTY :

Teaching

Retail Management

Mr. Kush Bhardwaj	9857970007
Mrs. Meera Verma	9459161268
Ms. Sharmila Chaudary	7018635598
Miss Archana Nanda	8580456010

Hospitality & Tourism

Mrs. Neha Malokta	7503400004
Mr. Munish Jhota	7807500495
Mr. Harshvardhan Sasramta	8894588609
Ms. Akshita Bharota	6230844018

Non Teaching

Mrs. Monika Khalasta	9459040037
Mrs. Raj Kumari	8894338536
Mrs. Ashweta	6230543897

Admission Procedure:

Any student interested in seeking admission must pay the 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-by-Step Admission Process:

Step 1:

Every candidate seeking admission to the **first semester** shall have to apply **online** on the prescribed form.

Step 2:

Since the number of seats in each course is limited, the admission will be made **strictly on the basis of marks secured in 10+2**.

All candidates are required to **appear in person** for **centralized counseling** on the allotted dates.

Failing to do so will result in rejection of the admission form, and the seat will be given to the next candidate in the merit list during the specified admission dates.

Step 3:

Present yourself before the **Scrutiny Committee** for verification of documents.

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, **deposit the fee** on the **same day through online mode**.

Documents Required:

1. Original certificates along with photocopies of all academic certificates from Matriculation onward.
Fresh candidates must submit/upload two copies of:
 - Academic Certificates
 - Character Certificate / School Leaving Certificate
2. Three passport size photographs
3. Character Certificate issued by:
 - The institution last attended
 - Or Gram Panchayat Pradhan
 - Or a Gazetted Class I Officer (H.P.), in case the student is seeking admission to 1st semester or transferring from another college/university.
4. Fresh candidates seeking admission to 1st Semester must submit an enrolment form complete in all respects.
5. An affidavit/self-declaration in case of a gap year.
6. Category Certificate (if applicable) for:
 - SC/ST/OBC
 - IRDP
 - EWS
 - Ward of Sports/Cultural Activities
 - PWD candidates
7. Board Equivalence Certificate for candidates who passed +2 from any board other than H.P. Board.

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

Submission of Online Admission Form & Document Checklist

The online submitted admission form, complete in all respects, must be accompanied by the following documents in the sequence below:

- Admission Form
- Attested copies of all academic documents
- College Enrolment Form with attested copies of Matriculation and 10+2 certificates
(Applicable only for students seeking admission in the First Semester)
- Character Certificate (in case of fresh admission)
- Copy of Aadhar Card
- Bonafide Himachali Certificate (Only for Bonafide Himachali Girls)
- Migration Certificate (Only if 10+2 was passed from a board other than HPBOSE)

3. B.Voc. (Bachelor of Vocation) – UGC Approved 3-Year Regular Degree Programme

The college offers two NSQF-compliant, UGC-approved, 3-year regular degree programmes under the semester system for vocational studies:

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

4. About the B.Voc. Degree Programme

The University Grants Commission (UGC) has launched a skill development-based, job-oriented higher education programme as part of the College/University system, leading to the Bachelor of Vocation (B.Voc.) degree.

This programme is unique in its structure, offering multiple entry and exit options at different NSQF (National Skills Qualification Framework) levels, namely:

- **Certificate**
- **Diploma**
- **Advanced Diploma**
- **B.Voc. Degree**

These range from NSQF Level 4.5 to Level 5.5, providing students with the flexibility to earn and learn according to their needs. More details are provided in the college prospectus.

5. Objectives of the B.Voc. Programme

- To provide **multiple entry and exit options** at various levels through a curriculum designed in alignment with the **national skill ecosystem**
- To create **skilled manpower** for specific job roles across NSQF levels, in accordance with **National Occupational Standards (NOS)**
- To **empower youth** with job-ready skills leading to **employment and income generation**
- To offer a **judicious blend of vocational training and general education**
- To offer **flexibility** through pre-defined **entry and multiple exit levels**
- To integrate **NSQF-compliant skill-based education** with undergraduate-level higher education, enhancing **employability** and fulfilling industry demands

These graduates are not only trained to meet **local and national industry requirements** but are also equipped to be a part of the **global workforce**.

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8. Course Structure

The B.Voc. programme is structured with multiple exit points:

- Exit after 6 months: Certificate (NSQF Level 4)
- Exit after 1 year: Diploma
- Exit after 2 years: Advanced Diploma
- Completion of 3 years: B.Voc. Degree

All students pursuing diploma or higher levels will be treated at par from the second semester onward.

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

NSQF LEVEL	Skill Component Credits	General Education Credits	Total Credits For Award	Semester	Exit Points/Awards
4	18	12	30	First Sem.	Certificate
4.5	36	24	60	Second Sem.	Diploma
5	72	48	120	Forth Sem.	Advanced Diploma
5.5	108	72	180	Sixth Sem.	B.Voc. Degree

9. Multiple Entry and Exit Options

The **B.Voc. Programme** offers **flexibility through multiple entry and exit points** at various stages. The details are as follows:

- After Semester I
The candidate will receive a Certificate (NSQF Level 4). She/he may either take up a job or continue studies.
- Rejoin Semester II
After completing Semester II, the candidate will receive a Diploma. She/he may then choose to enter the workforce or pursue further education.
- Rejoin Semester III
After completing Semesters III and IV, the candidate will receive an Advanced Diploma. Again, she/he can either start working or continue with higher semesters.
- Rejoin Semester V
After completing Semesters V and VI, the candidate will be awarded the Bachelor of Vocation (B.Voc.) Degree.
Post this, students may:
 - Join the workforce
 - Start their own venture (entrepreneurship)
 - Pursue M.Voc. Degree (NSQF Level 6 onwards)
 - Register for a Ph.D. (NSQF Level 8) in Vocational Studies
 - Take admission in any other master's programme after completing the required Bridge Course
 - Appear in competitive exams conducted by State Public Service Commissions and the Union Public Service Commission (UPSC)

10. Internship Programme

An **internship** is a **mandatory and integral component** of the **B.Voc. Degree Programme**.

- At **every level**, an internship will be conducted at the **end of each semester/year**.
- The **internship carries credits**, which will be included in the **final evaluation** of the skill component.

- The internship is **fully sponsored by HPKVN** (*Himachal Pradesh Kaushal Vikas Nigam*), which also:
 - Facilitates the **skill component** of the programme
 - Provides the **courseware** for the entire 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.

B.Voc.Year 1

Detail of Courses in Retail Management

SEMESTER-1(LEVEL-4)								
Paper	Cours e Code	Title of the Course	General/Ski ll Component s	Credits	Total Hrs	Max Mar ks		
GeneralPaper-01	RA111	Business Communication & Personality Development	GC	6	90	100		
GeneralPaper-02	RA112	Fundamentals in Accounting & Technology (ComputerSkills)	GC	6	90	100		
Total of General Components				12	180	200		
SkillPaper-01	RA121	Introduction to Retail and Retail Store Operations, Health Safety & Security. Team and Organizational Dynamics	SC	3	45	50		
SkillPaper-02	RA122	Consumer Buying Behavior And Retail Sales	SC	Th 3 PR 1	Th 45 PR 30	67		
SkillPaper-03	RA123	Consumer Service and Customer Relationship Management	SC	Th 3 PR 1	Th 45 PR 30	67		
InternshipProject	RA124	On Job Practical Training and Report	SC	7	210	116		
Total Skill Components				18	405	300		
B.Voc. Level4 Certificates (Team Leader)			Total of Semester 1		30	585	500	
SEMESTER II (Level 4.5)								
Paper	Code No.	Title of the Course	General /Skill Components	Credits	Total Hrs	Max Mark s		
General Component	RA211	Business Communication & Personality Development-II	GC	6	90	100		
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 4.5–Diploma (Visual Merchandiser)				Total of 1st year	60	1170
					1000	

Detail of Courses 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	Th45 PR30	67
Skill Paper-02	TH122	Basics of Hospitality service	SC	4	Th65	67
Skill Paper- 03	TH123	Consumer Query and Complaint Management	SC	4	Th45 PR30	67
Internship	TH124	On Job Practical Training and Report	SC	6	190	99
Total Skill Components				18	405	300

B.Voc. Level 4 Certificates (Guest Service Associate)	Total of Semester I	30	585	500
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SEMESTER–II (LEVEL- 4.5)						
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	Th55 PR35	83
Skill Paper- 02	TH222	Guest Handling and Team Management	SC	4	Th55 PR30	67
Skill Paper- 03	TH223	Hospitality Supervisory Skills-I	SC	4	Th55 PR15	67
Internship	TH224	On Job Practical Training and Report	SC	5	160	83
Total Skill Components				18	405	300
Total of Semester–II				30	585	500
Total of Semester–I				30	585	500
B.Voc. Level 4.5 – Diploma (Front Office Executive)			Total of 1st year	60	1170	1000

JOB OPPORTUNITIES

RETAIL MANAGEMENT

After the completion of the first semester, the student will get a “Team Leader” 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 “Visual Merchandiser” 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 “Guest Service 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 “Guest Service 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 “Duty Manager” Advanced Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) 1 0 1 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 “Revenue 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	Team Leader	585
4.5	II	Visual Merchandiser	585

NSQF Level	Sem	Job Role	Training Hours
4	I	Guest Service Associates	585
4.5	II	Guest Service Executive	585

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.

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.

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.

MEDIUM OF INSTRUCTIONS

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

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.

Fee Structure of B. Voc. Courses

Sr. No.	Fund Name	Amount
1	Admission Fee	Rs. 25.00
2.	Re-admission Fee (1 st time)	Rs. 100.00
3.	Re-admission Fee (2 nd time)	Rs. 200.00
4.	Late Admission Fee	Rs. 10.00 per day
5.	House Examination Fund	Rs. 80.00
6.	Medical –Health Fund	Rs. 0 6.00
7.	Campus Dev. & Beautification Fund	Rs. 10.00
8.	Book Replacement Fund	Rs. 25.00
9.	Furniture Repair & Replacement Fund	Rs. 10.00
10.	Identity Card	Rs. 20.00
11.	Duplicate Identity Card	Rs. 40.00
12.	Magazine Fund	Rs. 50.00
13.	NCC Fund	Rs. 10-00
14.	Student Aid Fund	Rs. 20.00
15.	Cultural Activity Fund	Rs. 20.00
16.	Library Security(Refundable)	Rs. 100.00
17.	Computer & Internet Facility	Rs. 60.00
18.	Youth Red Cross	Rs. 40-00
19	Misc. (Flag , Student Prg.)	Rs. 100.00
	Total	Rs.616.00

University Charges		
1.	Continuation Fee (For Old Students)	Rs. 10.00
2.	Uni. Youth Welfare Fund	Rs. 100.00
3.	University sports Fund	Rs. 100.00
4.	Uni. Holiday Home Fund	Rs. 1-00
5	University Development Fund	Rs.500.00 (Rs.250 for BPL /IRDP)
	Total	Rs711.00 (Rs.461.00 for BPL /IRDP)
Monthly Charges (For full year)		
1	Tuition Fee (only for Boys) @Rs.50/-	Rs. 600.00
2	Amalgamated Fund @Rs.25/-	Rs. 300.00
3.	Sports Fund(Local) @Rs.20/-	Rs.240.00
4.	Building Fund @10/-	Rs.120.00
5.	Rangers and Rovers @Rs.5/-	Rs. 60.00
6.	PTA Fund	Rs.800.00
	Total	Rs.2120.00
Practical Fee		
	Other Charges (Skill Component) First & Second Semester	
1	Skill Component Practical –I (For Semester-I)	240.00
2	Skill Component Practical –II (For Semester –II)	240.00
3	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester @ Rs.800/-	1600.00
	Other Charges (Skill Component) 3 rd & 4 th	
1	Skill Component Practical –II (For Semester –II)	240.00
2	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester @ Rs.800/-	800.00
	Other Charges (Skill Component) 5 th & 6 th Semester	

1	Skill Component Practical –II (For Semester –II)	240.00
2	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester @ Rs.800/-	800.00

Note:-

Skill Component Practical Fees only **@240/-** will be charged in **2nd and 3rd Year** annually.

Assessment-cum-Certification Fee charged by Sector Skill Council only **@800/-** will be charged in **2nd and 3rd Year** annually.

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.

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.

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.

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).

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, withholding/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.

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.

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% .

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 15 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 valour. The girls and boys can join Rangers & Rovers activities.

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.

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.

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.

HOSTEL FEE STRUCTURE:

Admission Fee (Annual)	Rs. 75-00
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Annul Charge Refundable/Adjustable

Furniture Security	Rs. 100-00
Hostel Security	Rs. 500-00
Mess Advance	Rs. 1000-00

1. Total	Rs. 1600-00
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Annual Charges (Non-Refundable)

Utensil Fee	Rs.30-00
Hostel Identity Card	Rs. 10-00

2. Total	Rs. 40-00
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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 Karamchari 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.

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.

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 al 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.