



# PROSPECTUS

2023-24

**GOVT. DEGREE COLLEGE KOTLA BEHAR**

**Teh. Jaswan Kotla Distt Kangra (H.P.)**

**Contact No. 01970-253666**

**Website : [www.gdckotlabehar.in](http://www.gdckotlabehar.in)**

**E-mail : [gdckotlabehar@gmail.com](mailto:gdckotlabehar@gmail.com)**



## *Principal's Message*

*“Good, Better, Best! Never let it Rest.  
Till Your Good is Better and Your Better is Best.”*

*On behalf of the institution, it's a great honour to welcome you into our Higher Education Institution (HEI), Since 2018-19 onward our institution has been imparting quality education to the rural area perferably Girl Students. Education plays a key role in the overall development of the society. The role of education is definitely not limited to giving and grasping knowledge and theory. The ultimate goal of education is the discovery of the meaning of life and the fulfillment of life and all mankind as well as for oneself.*

*The College has a well-built infrastructure to meet up all the requirements of the student community. I wish that our College has been successful in providing quality education to its students. Further, I am also confident that we with the support of staff and students will grow and prosper and reach the new heights. I assure you that no stone will be left to unturned in helping you to realize your cherished goals.*

*Prof. Vijaya Sharma  
Principal  
Govt. Degree College Kotla Behar*

# GOVT. DEGREE COLLEGE KOTLA BEHAR

## 1. About the College

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

The Government Degree college Kotla Behar established in the year 2018 and started functioning in the campus of GSSS Kotla Behar. After completion of new college building the institute shifted to its own new fabulous in the month and year of october 2022. Which is located near the campus of school. It is also intimated with great proud that this college is selected in the categories of **“Utkrisht Mahavidyala”** in the financial year 2021-2022 and all the concerned activity are mounced under the banner of Utkrisht Mahavidyala.

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

## 2. Vision of College

To create, disseminate and proliferate knowledge to all section of society by developing a centre of academic excellence and to be a key factor for the economic and social transformation of the people of this region in particular and state and nation in general.

## 3. Mission of the College

To Develop human resource by providing multidimensional holistic education infused with Indian cultural ethos and values for the enlargement of intellectual and human dimensions leading to an egalitarian society and improved social, cultural and economic quality of life of people through community engagement.

## 4. Student's Pledge/छात्र प्रतिज्ञा

- \* मैं राजकीय उत्कृष्ट महाविद्यालय कोटला बेहड़ का छात्र/छात्रा, महाविद्यालय द्वारा स्थापित सभी नियमों का श्रद्धापूर्वक पालन करूंगा/करूंगी।
- \* मैं महाविद्यालय में अनुशासन और शैक्षणिक वातावरण बनाने में अपना संपूर्ण सहयोग करूंगा/करूंगी।
- \* मैं परिसर को सुंदर और स्वच्छ बनाने का प्रयत्न करूंगा/करूंगी।
- \* मैं किसी भी प्रकार के मादक पदार्थों का ना सेवन करूंगा और ना किसी को प्रेरित करूंगा/करूंगी।
- \* मैं महाविद्यालय में किसी भी प्रकार की राजनीतिक गतिविधियों में भाग नहीं लूंगा/लुंगी।
- \* मैं सभी धर्म, समुदाय, जाति तथा भाषा का सम्मान करूंगा/करूंगी।
- \* मैं अपने माता-पिता, शिक्षकों तथा समाज के प्रति सम्मान व शिष्टता का व्यवहार करूंगा/करूंगी।
- \* मैं स्वच्छ भारत, गरीबी मुक्त भारत, भ्रष्टाचार मुक्त भारत, आंतकवाद मुक्त भारत, संप्रदाय मुक्त भारत जाति मुक्त भारत बनाने का संकल्प लेता/लेती हूँ।
- \* जय हिंद। जय हिमाचल।

### 5. MODE OF ADMISSION

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

### 6. GENERAL ADMISSION RULES AND PROCEDURE

1. Fill up the admission form in your own handwriting and get it signed by parent/ guardian (guardian means only blood relation but he/she should not be a student of this college).
2. The students seeking admission in 1st year may apply in more than one "Core Elective Subjects" specifying their preference order in the admission form.
3. Attach two copies of latest passport size photographs to be pasted on the admission form and bio-data card, self-attested copies of School Board/University certificates from matric onwards, character certificate (original) last attended, SC/ST/OBC/IRDP/physically handicapped, sports/cultural certificate.
4. Attach photocopy Migration Certificate from School Boards other than H.P.B.S.E. Dharamshala.
5. In case of any gap for one or more years in academic career of an applicant must be supported by documentary evidence/undertaking as a proof of his/her activities during the gap period and character certificate (should have been issued within the last 6 months on the day of submission of application) from any Gazetted Officer/ Panchayat Pradhan.
6. Come with original documents and parents/local guardian at the time of admission/counselling.
7. The admission to 1st year will be on the basis of merit as per reservation roster as per the seats are limited in all departments.
8. Students seeking exemption from tuition fee for disability must attach a self attested copy of disability certificate issued by competent authorities.
9. Self attested photocopy of Himachal Domicile certificate for tuition fee concession (Girl students only).
10. Fresh applicant must not be more than 23 years of age (25 years for girl student only) as on 01-07-2022. However, the Vice Chancellor, H.P. University can permit age relaxation for reason to be recorded in writing up to a maximum of six months.  
Relaxation for SC/ST Students: Relaxation of 3 years of age for determination of upper age limit for admission.
11. Admission to various classes will be made on the recommendation of the admission committee constituted for the purpose.
12. Students are advised to pay their dues personally on the dates notified from time to time, failing which his/her claim for admission will be forfeited and seat(s) so vacated will be allotted to the next candidate in the merit. Fees and funds once deposited will not be refunded.
13. Fee structure can be changed / modified as per the directions/instructions of higher authorities.
14. A student expelled from any college/ university or found involved in any in disciplinary activities in the preceding years will not be admitted to the college.
15. The students having compartment in 10+2 examination are not eligible for admission under CBCS (Choice Based Credit System).
16. If the candidate got admitted by furnishing wrong information or by concealing the facts, his/her admission will be cancelled on detection of such fault by college/university.

### 7. REFUSAL OF ADMISSION

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

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

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

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

### Note:

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

## 9. CHOICE BASED CREDIT SYSTEM

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

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

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

1. Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a core course.
2. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
- 2.1 Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
- 2.2 Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/ support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/ faculty member is called dissertation/ project.
- 2.3 Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to knowledge enhancement;
- i. Environmental Science and ii. English/MIL Communication.
- These are mandatory for all disciplines, SEC courses are value-based and/or skill-based and are aimed at providing hands - on - training, competencies, skills, etc.
- 3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/MIL Communication.
- 3.2 Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

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

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

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

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

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

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

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

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

(Course Wise & Year Wise)

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

#### Basic Structure: Distribution of Courses

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

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

#### B.Com. Ist Year

Course No.	Course Title	Course Type
	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-1
BC 1.1	Financial Accounting	Core Course C-1
BC 1.2	Business Organisation and Management English - 1 Core English (Compulsory for B.A./B.Com) Language: English/Hindi/Modern Indian Language	Core Course C-2 Core Course C-3 Ability-Enhancement Compulsory Course (AECC)-2
BC 1.3	Business Law	Core Course C-4
BC 1.4	Business Statistics and Mathematics Hindi-I / Modern Indian Language	Core Course C-5 Core Course C-6

#### B.Com. IInd Year

BC 2.1	Company Law	Core Course C-7
BC 2.2	Income Tax Law and Practice English-II	Core Course C-8 Core Course C-9
BC 2.3	Computer Applications in Business	Skill-Enhancement Elective Course (SEC)-1
HIND 201	Hindi-II	Core Course C-10
BC 2.4	Corporate Accounting	Core Course C-11
BC 2.5	Cost Accounting	Core Course C-12
BC 2.6	E-Commerce	Skill-Enhancement Elective Course (SEC)-2

#### B.Com IIIrd Year

	Any one of the following BC 3.1(a) Human Resource Management BC 3.1(b) Principles of Marketing BC 3.1(c) Fundamentals of Financial Management	Discipline Specific Elective (DSE)-1
	Any one of the following BC 3.2(a) Corporate Governance and Auditing BC 3.2(b) GST	Discipline-Specific Elective (DSE)-2

BC 3.3	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-3
ECONA313	Economy of Himachal Pradesh	Generic Elective (GE)-1
	Any one of the following Discipline: BC 3.5(a) Corporate Tax Planning BC3.5(b)Banking and Insurance BC3.5(c)Management Accounting BC3.5(d) Computerised Accounting System	Discipline- Specific Elective (DSE)-3
	Any one of the following Discipline:- BC3.6(a)International Business BC3.6(b)Office Management and Secretarial Practice BC3.6(c)Fundamentals of Investment BC3.6(d)Consumer Protection	Discipline- Specific Elective (DSE)-4
BC 3.7	Personal Selling and Salesmanship	Skill-Enhancement Elective Course (SEC)-4
ECONA314	Indian Economy	Generic Elective (GE)-2

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

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

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

**DISCIPLINE SPECIFIC CORE (DSC) COURSES**

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

**SKILL ENHANCEMENT COURSES (SEC)**

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

**SKILL ENHANCEMENT COURSES (SEC)**

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

**Department of Political Science**

**DISCIPLINE SPECIFIC CORE (DSC) COURSES**

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

**SKILL ENHANCEMENT COURSES (SEC)**

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

**GENERIC ELECTIVE COURSES (GEC)**

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

## Department of English

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

## Skill Enhancement Courses

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

## Core Compulsory Courses

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

## AECC Courses

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

## Generic Courses

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

## Department of History

## DISCIPLINE SPECIFIC CORE (DSC) COURSES

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

## SKILL ENHANCEMENT COURSE (SEC)

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

## GENERIC ELECTIVE COURSES (GEC)

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

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

Year	Discipline Specific Core (DSC) course	Course	Course Code	Credits
1st Year	हिंदी साहित्य का इतिहास	DSC - 1A	HIND102	6
	मध्यकालीन हिंदी कविता	DSC - 1B	HIND103	6
2nd Year	आधुनिक हिंदी कविता	DSC - 1C	HIND202	6
	हिंदी गद्य साहित्य	DSC - 1D	HIND203	6

## Discipline Specific Elective (DSE) course

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

## Ability Enhancement Compulsory Course (AECC)

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

## Discipline Specific MIL- 1/HINDI-1, Compulsory course

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

## Skill Enhancement Course (SEC)

Year	Course	course Type	Course Code	Credits
2nd Year	कार्यालयी हिंदी	SEC - 1	HIND204	4
	अनुवाद विज्ञान	SEC - 2	HIND206	4
3rd Year	रंग-आलेख एवं रंगमंच	SEC - 3	HIND301	4
	समाचार संकलन और लेखन	SEC - 4	HIND303	4

## Generic Elective Course (GEC)

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

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

Sr. No.	Categories	B.A. 1st year		B.A. 2nd Year		B.A. 3rd Year		B.Com. 1st Year		B.Com. 2nd Year		B.Com. 3rd Year	
		Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
1.	General	1609	1309	1259	959	1259	959	1699	1399	1529	1229	1259	959
2.	General IRDP	1509	1209	1159	859	1159	859	1599	1299	1429	1129	1159	859
3.	OBC	1609	1309	1259	959	1259	859	1699	1399	1529	1229	1259	959
4.	OBC IRDP	1509	1209	1159	859	1159	859	1599	1299	1429	1129	1159	859
5.	SC	1609	1309	1259	959	1259	859	1699	1399	1529	1229	1259	959
6.	SC IRDP	1509	1209	1159	859	1159	859	1599	1299	1429	1129	1159	859
7.	ST	1609	1309	1259	959	1259	859	1699	1399	1529	1229	1259	959
8.	ST IRDP	1509	1209	1159	859	1159	859	1599	1299	1429	1129	1159	859

## 14. CODE OF CONDUCT

## 1 Attendance:

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

## 2 Leave Rules

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

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

## 3 Identity Card (I- Card)

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

## 4 General Conduct/ Discipline Rules

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

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

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

## 15. CAREER - GUIDANCE CELL

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

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

## 16. CLUB

1. **Rovers and Rangers:** The Bharat Scout and Guides is a voluntary organization. It is devoted to the development of the young generation and selfless service to the country. Young adults are enrolled as rover and rangers in the college and trained for leadership for the service of motherland and mankind.
2. **Red Ribbon Club:** Red ribbon club of this college came into being in 2019. Any number of college students can get registered as volunteers of this club. This club exclusively aims at launching an exhaustive campaign against AIDS. AIDS is not only a health issue but also an educational and social one. In order to translate these facts into reality, this club is not only educating and sensitizing college youths but also taking the leading out to the general public as well as the people who are unaware of AIDS. Hence it makes the institution really proud as how war against AIDS is gathering momentum year after year with the concrete effort of educators.
3. **Eco-Club:** In consideration to the alarming need to make students aware of the depleting environmental assets, Eco-Club is functioning at our college. This club with the active participation of the students carrying out various awareness programmes on environmental issues.
4. **Red-Cross Club:** Red-Cross club disseminate the awareness on the health issues among students and to conduct various activities pertaining to Red-Cross mission.

5. **Road Safety Club:** Road Safety Club disseminate the awareness on road safety among students and to conduct various activities organise to road safety.

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

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

#### 18. "BIPASHA" THE COLLEGE MAGAZINE

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

#### 19. SCHOLARSHIP/FINANCIAL ASSISTANCE

The college has provision for the following scholarship:

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

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

#### 20. PRIZES/ AWARDS

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

#### 21. ACADEMIC PRIZES:

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

#### 22. SPORTS/ CULTURAL/ NSS Etc.

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

#### 23. PARENT- TEACHER ASSOCIATION

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

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

# COLLEGE CALENDER FOR SESSION-2022-23

Sr. No.	Particulars	Period	Days	Remarks
<b>Admission/Regular Study Schedule</b>				
1.	Submission of admission forms for the Session 2023-24	30.06.2023 to 08.07.2023	08 days	
	Display of 1st Merit List	08.07.2023 at 5.00 PM		
	Fee to be deposited	10.07.2023 to 12.07.2023	03 day	
	Display of 2nd Merit List	12.07.2023 at 5.00 PM		
	Fee to be deposited	13.07.2023 to 14.07.2023	02 day	
	Orientation of 1st year Students	15.07.2023 to 17.07.2023	02 day	
	Regular teaching	18.07.2023 to 10.11.2023	116 day	
		16.11.2023 to 31.12.2023	46 days	
		06.02.2024 to 31.03.2024	55 days	
		Total Working Days	217 days	
<b>Vacation Schedule</b>				
2	Summer Vacation	05.06.2023 to 29.06.2023	25 days	
	Diwali Break	11.11.2023 to 15.11.2023	5 days	
	Winter Vacations	01.01.2024 to 04.02.2024	35 days	
		Total Vacation Period	65 days	
<b>Examination/Evaluation Schedule</b>				
3.	Examination	01.04.2024 to 23.05.2024	53 days	





Price ₹ : 70/-