



HANDBOOK OF INFORMATION -CUM- PROSPECTUS

SESSION 2023-24

GOVERNMENT COLLEGE KARSOG

DISTRICT MANDI (HP)- 175011

NAAC ACCREDITED GRADE 'B'

Contact No. : 01907-222116

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From The Principal's Desk

Dear student,

I extend my heartiest welcome to you on choosing this college for pursuing your higher studies. The natural environs here, calm and serene, provide you a perfect setting for fruitful serious studies leading to the desired outcomes. The teaching-learning environment in the college is very much conducive for you to realize your potential, ambitions and goals. A team of experienced and young dedicated, energetic, motivated and learned teachers, well qualified and experts in their respective fields is always ready to share knowledge and learning interactively to help you acquire relevant understanding, refined behaviour, good habits and employment related skills that will be very useful throughout your life. They serve as real mentors, inspirers and guides to their students to make them good human beings, concerned citizens and productive members of the society. The horizon of higher education is expanding ever. Higher Education, especially in the context of knowledge economy is more relevant in preparing the human resource potentials of the nation for greater contribution towards national development.

On the one hand opportunities for higher education and avenues of employment are growing for the professionally qualified youth. On the other hand the challenges are also big and tough enough for the youth in the path of progress. The higher education institutions play a critical role in bridging this gap by efficient design and delivery of the curricular programmes, creating state-of-the-art infrastructure and learning resources and involving qualified and talented faculty providing support-services which facilitate the process of teaching – learning that promote career opportunities of the students.

Government College Karsog, as reflected in its mission statement, is wedded to quality and efficient service to student community in pursuit of knowledge, values and growth. The learning resources including library books, computer lab, internet connectivity etc., available in the campus are excellent and more than enough. The learning environment is empathetic, affable and enabling whereby the students have the opportunity to get their hidden potentials manifested into mature capabilities. Seminars and guest lectures by eminent academicians make the real-time learning experience exhilarating. Well-equipped hostel for girls make the campus life convenient and student friendly. The college provides you highly developed infrastructure in terms of its classrooms; ICT, laboratory and library resources; language-cum-career lab; sports equipment and facilities and ample opportunities to use these actively in pursuit of your learning. There are options available to you to become active member of NSS, NCC, Rovers and Rangers, Dramatic Club, Red Ribbon Club, Women Cell and Eco Club. In addition to these, there are subject societies in whose activities you can involve yourself. The College also organizes various curricular and co-curricular activities from time to time and it is expected from you to actively take part therein. All this will help you develop many qualities and personality traits which will be your life-long assets.

As you embark on the path of higher education, I call upon you to lay down your goal and work with full dedication and sincerity to achieve it, develop keen interest in studies and learning, engage in self-study and learning from fellow students, manage your time properly and productively. I wish you a very fruitful learning experience in the college that will make you explore your potential and achieve what you aspire in life.

May God bless you!

Principal

GOVERNMENT COLLEGE KARSOG

Government College Karsog, District Mandi (HP) was established in the year 1994 by the Government of Himachal Pradesh in order to fulfill the foremost objective of establishing an institution of higher educational facilities for the needy students of this remote area. The college started its journey with 187 students (B.A. 176 and B.Sc. 11) and the number has risen to 2337 students in the session 2022-23.

The picturesquely beautiful campus of Government College Karsog sprawling over more than three acres nestles in the lap of nature. It is located at the centre of lush green valley of Karsog and provides ideal aesthetic environs with spiritual serenity in the proximity of the ancient Mamleshwar Mahadev temple. Geographically, the verdant valley of Karsog bows to the Shikari Devi peak (Height 11000 ft.) on one side; at the same time it spreads down to Kao by touching the feet of Goddess Kamaksha and further descends down to Parlog, the basin of river Sutlej. The place has for long been the seat of meditation of gods and goddesses and various eminent sages like Maharshi Bhrgu and Parshuram, etc. It is believed that Pandavas also stayed here during their 'living-incognito tenure' and freed this land from the atrocities and terror of a demon King. The demon had its dreadful terror among people and used to kill them for his food resulting into gloom and sorrow- 'Shog' in one or other house. The great and powerful Bhima killed this demon and liberated people from their sorrows. In later times this place came to be popularly known as Karsog. Also known as 'Beosh' region, the valley had been a territory of Suket's domain. The famous Suket Satyagraha started from this valley in 1948.

The college is affiliated to Sardar Patel University, Shimla. In addition to post-graduate courses in **English, Hindi and Political Science**, various under-graduate courses are being run under the streams of Science, Arts and Commerce. The courses at undergraduate level are offered on Annual system under the Choice Based Credit System (CBCS) introduced by Sardar Patel University from the academic session 2018-19. The instructions in the Humanities are provided in English, Hindi, Sanskrit, History, Political Science, Economics, Sociology, Public Administration, Music (I), Music (V), Geography, Physical Education and Mathematics as Elective subjects. The students of Science can opt for Chemistry, Botany, Zoology, Physics, Mathematics or Computer Science as their electives. The faculty of Commerce offers various related subjects integrated into its overall framework. Besides these major subjects, students are required to take up various ability and skill enhancement courses, which cover contemporary and cross-cutting issues like Environmental Science, Communication Skills and specialized courses in the subject(s) of their choice to equip them for the personal, social and professional challenges in future.

The number of students admitted to the college is increasing every year because of the good infrastructural facilities, remarkable teaching standards and amiable environment of the institute where they get an opportunity for their all-round development. This year in order to enable IT based teaching learning the campus has been upgraded with Wi-Fi facility. Along with it, four classrooms have been converted into smart classrooms equipped with modern infrastructure for structured lectures. A Language-cum-Career Lab and latest Tally Pro software have also been installed in the college to improve the professional skills and competence of the students besides upgrading the library infrastructure, with a special corner for e-learning, and laboratory equipment in different subjects.

Apart from degree courses in three streams, the college provides students the advantage of IGNOU courses through its centre active in college from the year 2007-08. Students also get to participate actively in extra-curricular activities, NSS, NCC, and Rovers & Rangers and mark their winning participation at various state and national level competitions. The college magazine 'Kamaksha' provides opportunities to the students to express their creative skills. Various clubs and societies formed in the college give students a platform to show their brilliance and make the college experience memorable and unforgettable. The IT lab has been upgraded with the inclusion of new terminals. Here, the students get an opportunity to use the internet, thus, updating themselves with

the latest trends in the modern global age. One IT room exclusively meant for teachers has been established. The infrastructural facilities that enrich the teaching-learning process and environment in the college include well equipped laboratories in the Departments of Chemistry, Physics, Botany, Zoology, Geography and Computer Science; a well-stocked library with spacious seating space for students to study; sufficient number of classrooms and lecture theatres; a well-furnished Seminar-cum-Conference Hall equipped with ultra-modern audio-visual facilities; a canteen and a hostel for girls having all facilities for their comfort.

The college is committed to qualitative, value based and progressive education. The emphasis is laid upon grooming the wholesome personality. The work-culture of college is in ambience with the mission statements and with the collaborative participation of everyone. The college is progressing every year towards new heights.

The college emblem “विद्ययाऽमृतमश्नुते” means that “Knowledge is the Elixir of Life.” So an attempt to attain a noble character and brilliance through knowledge is the motto of our college. The emblem reflects the objectives and goal of the institution. It comprise of an open book, a lighted candle, lush green trees, snow- capped mountains and the rising Sun. The open book communicates the message that the doors of higher learning are open. The lush green trees and snow covered peaks symbolize the rich ecological and cultural legacy of the region which needs to be preserved by making people aware about its importance. The lighted candle connotes destruction of ignorance and the rising sun epitomize the education as liberating force that leads one from darkness to the light of knowledge.

VISION

The vision of the institution is to achieve excellence and noble character through Knowledge.

MISSION STATEMENT

*To contribute richly to the development of the quality of the life of rural youths.
To foster value based qualities like discipline, character-building, humility and commitment.*

To encourage curiosity, innovative approach and scientific temperament.

To incorporate high-tech techniques to enhance the skills of the students.

To stimulate academic activity with integrated personality development.

OBJECTIVE

“CHARACTER AND COMMITMENT”

The mission statement is in consonance with the emblem of the college and both cumulatively underline the high and noble principles with which the college shall attempt to work in the field of education. These together frame a life- long philosophy to the students for addressing the needs of the society they live in. As such, this maintains the tradition of the institution and Value Orientation.

महाविद्यालय गीत

देव - भूमि पावन धरा पर , बना
हुआ ये महाविद्यालय
ज्ञान बांटते उन्नति करता , जा
रहा है ये शिक्षालय
जय हे । जय हे । जय हे ।
करसोग महाविद्यालय ।

कामाक्षा – कमरु – माहूनाग - ममलेश्वर
, देव यहां के शक्तिशाली
ईमला – बिमला ये दो नदियां ,
देती खेतों को हरियाली
फल - फूलों से लदी ये धरती , शिकारी
मां की शोभा निराली
तपो भूमि ये ऋषि – मुनि की , देती
हर मन को खुशहाली
जय हे । जय हे । जय हे ।
करसोग महाविद्यालय।

खेल हो या कोई युवा – उत्सव ,
आगे बढ़ रहे छात्र इसके शिक्षा हो या
सुरक्षा देश की , सहभागी बने हर
छात्र जिसके सजाते आंगन द्वार जो हर –
पल , एन एस एस के छात्र इसके
हर ऊंचाई छूने को आतुर , आज
बने हर छात्र जिसके
जय हे । जय हे । जय हे ।
करसोग महाविद्यालय।

लोक संस्कृति की झलकती आभा ,
जिसको सारा चराचर गाता
झूम - झूम कर ये नभ – मण्डल ,

गाथा पावन धरा की सुनाता
नाटी सुकेती बसी जन-मन में , झूम
के जिसमें मन बह जाता
आओ पढ़ें इतिहास यहां का , धर्म -
युग से जिसका नाता
जय हे । जय हे । जय हे ।
करसोग महाविद्यालय ।

आओ ज्ञान की इस नदियां में , पावन
अपने मन को कर लें
मात -पिता और गुरुजनों का , मन
से हम सम्मान कर लें
“प्रेम” भाव से पढ़ें हम मिलकर ,
गुणगान एकता का कर लें
बन कर अच्छे नागरिक देश के ,
रोशन नाम यहां का कर लें
जय हे । जय हे । जय हे ।
करसोग महाविद्यालय ।

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Principal Vacant		
TEACHING STAFF		
FACULTY OF HUMANITIES		
Department of English 1. Dr. Kulbhushan Sharma (MA, M. Phil., Ph.D.) 2. Ms. Anupama Sharma (M.A., M. Phil.) 3. Dr. Leela Dhar (MA, M. Phil., Ph.D.) 4. Vacant	Department of Political Science 1. Mrs. Sonia Chaudhary (M.A., M. Phil.) 2. Mr. Ritesh Kumar (M.A., M. Phil.) 3. Ms. Pushpa Devi (M.A.) 4. Dr. Lata Devi (On PTA)	Department of Hindi 1. Mr. Jai Kumar (M.A., M. Phil.) 2. Dr. Savitri Devi (M. Phil., Ph.D.) 3. Dr. Sumedha Sharma (M. Phil., Ph.D.) 4. Mr. Dalim Kumar (M.A.)
Department of Music 1. Dr. Om Prakash Kaushal (M.Phil., Ph.D.) 2. Mr. Dinesh Kumar (M.A.)	Department of Physical Education Dr. Yamuna Sharma (M. P Ed, Ph.D.)	Department of Sanskrit Vacant
Department of Economics Dr. Prem Prakash (M. Phil., Ph.D.)	Department of Geography Mr. Gaurav Thakur (M.A.)	Department of History Ms. Reena Devi (M.A., M. Phil.)
Department of Sociology Mr. Bhisham Kumar (M.A., M.Phil.)	Department of Public Administration Mr. Malwinder Singh (M.A.)	
FACULTY OF SCIENCE		
Department of Physics 1. Dr. Gulshan Mahajan (M.Sc., Ph.D.) Officiating Principal 2. Dr. Virender Thakur (M.Sc., M. Phil, Ph.D.)	Department of Zoology 1. Mr. Pankaj Gupta (M.Sc., M. Phil.) 2. Vacant	Department of Chemistry 1. Ms. Renuka Sharma (M.Sc.) 2. Ms. Shalini Thakur (On PTA)
Department of Botany 1. Dr. Lomeshwar (M.Sc., Ph.D.) 2. Ms. Poonam Thakur (On PTA)	Department of Mathematics 1. Mrs. Ruchi Narang (M.Sc., M. Phil.) 2. Mr. Hitesh Sharma (M.Sc.)	Department of Computer Science 1. Dr. Priyanka Rana (MCA, Ph.D.)
FACULTY OF COMMERCE		
1. Ms Vidya Devi (M.Com, M Phil)	2. Mr. Som Krishan (On PTA)	3. Vacant
NON-TEACHING STAFF		
OFFICE STAFF	LIBRARY	CLASS IV STAFF
1. Mr. Nand Kishore (Superintendent) 2. Mr. Tek Chand (Sr. Asstt.) 3. Mr. Sher Singh Kapoor (Jr. Asstt.) 4. Jr. Assistant (Vacant)	Librarian (Vacant)	1. Smt Kanta Devi 2. Smt. Meera Devi 3. Mr. Man Dhar 4. Smt. Kaushalya Devi 5. Mr. Khem Raj 6. Smt. Indira Devi 7. Mr. Prakash Chand 8. Ms. Gulabi Devi 9. Mr. Radha Devi
	LABORATORY STAFF 1. Mr. Thakur Sain (SLA) 2. Mr. Uma Dutt (SLA) 3. Mr. Sohan Lal (JLA) 4. Sh. Keshav Ram (JLA) 5. Sh. Lachhi Ram (JLA) 6. Smt. Urmila Devi (LA) 7. Smt. Sita Devi (LA) 8. Mr. Balak Ram (Tabla Vadak on PTA)	

Academic and Administrative Assignments

Dean of Studies	Dean of Students Welfare	Dean Women Affairs	Bursar
Dr. Gulshan Mahajan	Dr. Yamuna Sharma	Ms. Ruchi Narang	Dr. Prem Prakash

Activity/Club/Society	Teacher Incharge	Activity/Club/Society	Teacher Incharge
NSS Programme Officer	Dr. Kulbhushan Sharma Ms. Sonia Chaudhary <i>Associating Faculty:</i> Dr. Virender Thakur Ms. Renuka Sharma	Eco Club	Dr. Lomeshwar
NCC Officer	Dr. Yamuna Sharma <i>Associating Faculty:</i> Mr. Ritesh Kumar	Literary Society	Dr. Kulbhushan Sharma
Rover Leader	Mr. Pankaj Gupta <i>Associating Faculty:</i> Mr. Hitesh Sharma Mr. Gaurav Kumar	J.C. Bose Science Society/ Road Safety Club	Mr. Pankaj Gupta
Save Energy Club	Dr. Virender Thakur Ms. Renuka Sharma	Humboldt Club	Mr. Gaurav Kumar
Ranger Leader	Ms. Anupama Sharma <i>Associating Faculty:</i> Ms. Reena Devi	Social Science Society	Dr. Prem Prakash
Dramatic Club/ N-LIST/INFLIBNET	Dr. Kulbhushan Sharma	Commerce Society	Ms. Vidya Devi
Red Ribbon Club	Mr. Jai Kumar	AISHE	Ms. Ruchi Narang
Hostel Warden	Dr. Sumedha Sharma	Sports Club	Dr. Yamuna Sharma <i>Associating Faculty:</i> Mr. Ritesh Kumar
Electoral Literacy Club	Ms. Sonia Chaudhary	Sangeet Kala Manch	Dr. Om Prakash Kaushal

Sr. No	Committee	Convener/ Incharge	Member	Non-Teaching/ Student Member
1	College Governance Council (RUSA)	Principal (Chairman)	Dr. Yamuna Sharma Dr. Kulbhushan Sharma Mr. Pankaj Gupta Dr. Prem Prakash Ms. Vidya Devi	Mr. Nand Kishore (Office Supdt.) PTA President CSCA President
2	Anti-Ragging Committee	Principal (Chairman) Dr. Yamuna Sharma (Nodal Officer)	Ms. Ruchi Narang Dr. Leela Dhar Ms. Sumedha Sharma Mr. Bhasham Kumar Dr. Om Prakash Kaushal Mr. Malwinder Singh Mr. Dinesh Kumar	SHO Karsog Mr. Nand Kishore (Office Supdt.) CSCA President CSCA Secretary Hostel Prefect
3	Anti-Ragging Squad/ Discipline Committee	Dr. Yamuna Sharma (Chairperson)	Ms. Ruchi Narang Dr. Leela Dhar Ms. Sumedha Sharma Mr. Bhasham Kumar Dr. Om Prakash Kaushal Mr. Malwinder Singh Mr. Dinesh Kumar	President PTA President CSCA Hostel Prefect

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4	CSCA/College Advisory Committee	Principal (Chief Advisor)	Dr. Yamuna Sharma Dr. Kulbhushan Sharma Mr. Pankaj Gupta Dr. Prem Prakash Mr. Jai Kumar Ms. Vidya Devi Dr. Savitri Devi Ms Anupama Sharma	Mr. Gopal Singh Guleria Mr. Sher Singh
5	IQAC/UGC Committee	Principal (Chairman) Dr. Kulbhushan Sharma (Co-ordinator)	Mr. Pankaj Gupta Dr. Prem Parkash Ms Sonia Chaudhary Dr. Leela Dhar Ms Anupama Sharma Dr. Lomeshwar Dr. Priyanka Rana Dr. Virender Thakur Ms. Renuka Sharma	Mr. Nand Kishore Mr. Tek Chand
6	Grievance Redressal Cell/Internal Complaint Committee	Principal (Chairperson)	Dr. Yamuna Sharma Ms. Ruchi Narang Dr. Prem Parkash Mr. Jai Kumar Dr. Leela Dhar Dr. Savitri Devi Mr. Bhisham Kumar	Mr. Nand Kishore Mr. Tek Chand Mr. Sher Singh
7	Committee for SC/ST/OBC Cell/ Minority Cell	Ms. Ruchi Narang	Mr. Jai Kumar Dr. Savitri Devi Mr. Dalim Kumar Mr. Bhisham Kumar Ms. Pushpa Devi	Mr. Nand Kishore
8	Equal Opportunity Cell	Principal (Chairman)	Dr. Yamuna Sharma Ms. Ruchi Narang Dr. Leela Dhar Dr. Sumedha Sharma Mr. Dalim Kumar Dr. Lomeshwar Mr. Dinesh Kumar Ms. Reena Devi	Mr. Nand Kishore
9	Disaster Management Cell	Principal (Chairman)	Dr. Yamuna Sharma Dr. Kulbhushan Sharma Mr. Pankaj Gupta Mrs. Sonia Chaudhary Ms. Anupama Sharma Dr. Virender Thakur Mr. Hitesh Sharma Ms. Reena Devi Mr. Gaurav Thakur	Mr. Nand Kishore
10	Estate Committee- Campus Development Beautification	Dr. Kulbhushan Sharma	Mr. Pankaj Gupta Mr. Jai Kumar Mrs. Sonia Chaudhary Ms. Anupama Sharma Dr. Lomeshwar Mr. Dalim Kumar	Mr. Sher Singh Smt.Urmila
11	Library Committee	Ms. Ruchi Narang	Ms Vidya Devi Dr. Leela Dhar	Mr. Lachhi Ram

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			Mr. Dalim Kumar Mr. Bhasham Kumar Dr. Priyanka Rana	
12	House Examination Committee	Dr. Leela Dhar	Mr Dalim Kumar Mr. Bhasham Kumar Dr. Om Prakash Kaushal Mr. Dinesh Kumar	Mr. Thakur Sen Mrs. Sita Devi
11	Canteen Committee	Dr. Leela Dhar	Dr. Sumedha Sharma Mr. Bhasham Kumar Dr. Om Prakash Kaushal	Mr. Nand Kishore Mr. Tek Chand (Office Record)
12	Hostel Committee/ Day Care Centre	Dr. Sumedha Sharma	Ms. Sonia Chaudahry Ms. Anupama Sharma Ms. Priyanka Rana Ms. Pushpa Devi	Mr. Tek Chand (Office Record)
13	SPARSH/Committee against Sexual Harassment / Women Cell / Girl's Common Room	Ms. Ruchi Narang	Ms. Vidya Devi Dr. Savitri Thakur Ms. Sonia Chaudahry Ms. Anupama Sharma Dr. Sumedha Sharma Ms. Priyanka Rana	Mr. Nand Kishore Ms. Urmila Devi
14	Scholarship Committee	Dr. Yamuna Sharma	Dr. Prem Prakash Ms. Vidya Devi Dr. Savitri Thakur Mr. Dalim Kumar Mr. Bhasham Kumar Dr. Om Prakash Kaushal	Mr. Tek Chand
15	Purchase Committee	Dr. Yamuna Sharma	Ms. Ruchi Narang Mr. Jai Kumar Ms. Vidya Devi Dr. Lomeshwar Mr. Bhasham Kumar	Mr. Nand Kishore Mr. Tek Chand
16	University Form / Bus Pass Attestation	Ms. Ruchi Narang	Ms. Vidya Devi Dr. Savitri Devi Dr. Leela Dhar Dr. Sumedha Sharma Mr. Dalim Kumar Mr. Bhasham Kumar Dr. Om Prakash Kaushal	Mr. Tek Chand
17	College Website/ Computer Lab / Conference Hall / Cyber Awareness Cell/ UGC Resource Centre	Dr. Kulbhushan Sharma	Mr. Pankaj Gupta Dr. Lomeshwar Dr. Priyanka Rana	Mr. Sher Singh
18	Career Counselling Cell	Mr. Pankaj Gupta	Dr. Prem Parkash Dr. Lomeshwar Dr. Priyanka Rana Dr. Virender Thakur Mr. Hitesh Sharma Ms. Reena Devi Ms. Renuka Sharma Mr. Gaurav Thakur Ms. Pushpa Devi Mr. Malwinder Singh	Mr. Tek Chand
19	Sports / First Aid	Dr. Yamuna Sharma	Dr. Yamuna Sharma (Athletics and Boxing Women) Ms. Reena Devi (Badminton Women)	

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			Dr. Prem Prakash (Badminton Men) Mr. Jai Kumar (Cricket) Ms Vidya (Kho- Kho Women) Dr. Savitri Devi (Kabaddi Women) Ms. Sonia Chaudhary (TT Women) Ms Anupama Sharma (Chess) Mr. Bhasham Kumar (Kho-Kho Men) Mr. Ritesh Kumar (Volleyball) Mr. Gaurav Thakur (TT Men) Mr. Dalim Kumar (Boxing Men) Mr. Hitesh Sharma (Kabaddi Men)	
20	Time- Table Committee	Mr. Pankaj Gupta	Dr. Prem Parkash Ms. Vidya Devi	Mr. Tek Chand
21	College Magazine	Dr. Kulbhushan Sharma (Chief Editor/ Chronicle Section)	Dr. Leela Dhar (English) Dr. Savitri (Hindi/Sanskrit) Dr. Prem Prakash (Planning Forum) Dr. Lomeshwar (Science) Mr. Dalim Kumar (Pahari) Mr. Vidya Devi (Commerce)	
22	Legal Cell	Principal	Mr. Jai Kumar Mr. Nand Kishore	
23	Anti-Drug-Addiction Cell	Chief Adviser (Principal)	Dr. Yamuna Sharma(Convener) Mr. Jai Kumar Dr. Lomeshwar	
24	HPU/SPU Youth Festivals/ Cultural Committee			
	Group-I	Dr. Prem Prakash	Dr. Sumedha Sharma Dr. Leela Dhar Ms. Anupama Sharma Dr. Lomeshwar Dr. Virender Thakur Mr. Hitesh Sharma Ms. Renuka Sharma Ms. Pushpa Devi	
	Group-II/III	Mr. Om Prakash Kaushal	Mr. Dinesh Kumar	
	Group-IV	Dr. Kulbhushan Sharma		Ms. Anupama Sharma
25	Online Admission/ Software Management	Dr. Gulshan Mahajan	Mr. Pankaj Gupta	Mr. Tek Chand
26	IGNOU	Dr. Gulshan Mahajan (Co-ordinator)	Mr. Pankaj Gupta (Assistant Coordinator)	Mr. Nand Kishore Mr. Tek Chand

Admission Committees for the Academic Session 2023-24

Sr. No.	Subject	Committee
1	English	Dr. Leela Dhar
2	Hindi/Sanskrit	Dr. Sumedha Sharma Mr. Dalim Kumar
3	Political Science	Ms. Sonia Chaudhary
4	Sociology	Mr. Bhasham Kumar
5	History	Dr. Savitri Devi
6	Economics	Dr. Prem Prakash
7	Geography	Dr. Lomeshwar
8	Music (I & V)	Dr. Om Prakash
9	Public Administration	Mr. Anupama Sharma
10	Physical Education	Dr. Yamuna Sharma
11	Physical Science	Ms Ruchi Narang Ms. Priyanka Rana
12	Life Science	Mr. Pankaj Gupta
13	Commerce	Ms. Vidya Devi

“Climbing to the top demands strength, whether it is to the top of Mount Everest or to the top of your career.” – APJ Abdul Kalam

GUIDELINES AND GENERAL ADMISSION RULES

1. **Fill up the application form online. The link for the online admission is available on the college website: gckarsog.edu.in**
2. Admission to various classes will be made on a purely merit basis and the recommendation of the admission committee.
3. Attach your latest passport size photograph, signature, Matriculation, 10+2, latest Character Certificate and SC/ST/OBC/Single girl child and other relevant documents.
4. Before submitting the filled form, kindly check the details thoroughly. Discrepancy, if found later, will result in the rejection of admission.
5. A gap of one year or more in the academic career of an applicant must be supported by documentary evidence/ declaration as the proof of his/her activities during the period of gap.
6. **Applicants must produce all original certificates/documents for verification whenever called by the college office.**
7. *The candidates who have been placed under compartment in the 10+2 examination will not be admitted to the college.*
8. Applicants coming from Boards/ Universities other than the H.P. Board of School Education/Sardar Patel University must submit their original migration certificate during registration.
9. Only those students who have passed in all subjects in 10+2 from the National Open School (Delhi) shall be admitted to B.A. /B. Com. 1 subject to the minimum eligibility conditions stated above.
10. Handicapped applicants seeking fee concession must furnish their status certificate from the Medical Board having disability greater than 40%.
11. Admission is also open to an applicant who has any degree from foreign University /Board /College which is recognized by Association of Indian Universities or the Sardar Patel University.
12. The college reserves the right to grant admission subject to the number of seats available and reservation as per University rules/roster.
13. *In case of any difficulty, contact the Principal or any teacher for guidance and help.*

**“Education is the best friend. An Educated person is respected everywhere.
Education beats the beauty and youth.”**

- Chanakya

ELIGIBILITY CONDITIONS (CBCS)

A pass in the Senior Secondary (+2) Examination (any academic stream) conducted by the H.P Board of School Education (or in case of *Shashtri*, pass in *Prak Shashtri* from Sanskrit Colleges affiliated to the HPU) or an examination accepted as equivalent thereto by the various bodies of the Sardar Patel University.

1. An applicant who has passed the qualifying examination with science stream shall be given preference in admission to B.Sc. Programme. An applicant who has passed the qualifying examination with commerce stream shall be given preference in admission to B. Com. Programme.
2. An applicant must not be more than 23 years of age (25 years for girl students only) on 01-07-2022. The upper age limit is raised to 26 years for S.C. and S.T. applicants. However, in case of overage applicants, the Vice Chancellor, Sardar Patel University may allow a relaxation up to six months.
3. Only an applicant having passed 10+2 examination with English as one of the compulsory subjects from any Indian University/Board recognized by law can seek admission.
4. Admission of a student is liable to be cancelled in case he/she furnishes incomplete/ wrong/ false information or in case of concealment of facts. Disciplinary action will also be taken against such a candidate.
5. Initially all admissions shall be provisional and subject to the final approval by Sardar Patel University.
6. Rules of admission are subject to change as per the Sardar Patel University notifications issued from time to time.

FOR THE DEGREE

1. A regular candidate shall have to undergo the prescribed courses of study in the college for a period not less than three academic years (and not more than five academic years), and shall have to pass the examinations prescribed and fulfill such conditions as have been prescribed thereof.
2. For the degree (B.A./ B. Sc./ B. Com.), the student will have to cumulate a minimum of 132 successful credit hours of coursework over a minimum of three and a maximum of five years from the date of admission.

RULES FOR REFUSAL OF ADMISSION

1. Applicants who have passed intermediate from Hindi Sahitya Sammelan, Allahabad, Prabhakar or any other Board/University not recognized as equivalent to the HP Board of School Education are not eligible for admission.
2. Any candidate who has not appeared in/passed English as a subject at 10+2 level shall not be eligible for admission in BA I.
3. An applicant failing in all subjects in the qualifying /previous examination will not be admitted.
4. Failed students of other colleges will not be admitted.
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.

INTRODUCTION TO UGC-CBCS (CHOICE BASED CREDIT SYSTEM)

Sardar Patel University, Shimla has adopted the UGC framework of curriculum under CBCS from the academic session 2016-17 for the purpose of ensuring uniformity in the standards of higher education and to provide the students quality education on a par with the best in India. The relevant details of the new UGC-CBCS are as follows:

The UGC-CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce a uniform grading system in higher education in India. This will benefit the students to move across institutions within India. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Choice Based Credit System

Discipline Specific Core (DSC) Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

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.

Discipline Specific Elective (DSE) Course (2 each for regular courses): 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).

Dissertation/Project Work: An elective course of 6 credits, 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 work. A Project/Dissertation work *may be* given in lieu of a discipline specific elective paper.

Generic Elective Course (GEC): An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other subjects/disciplines is called a Generic Elective Course.

3. Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Development Courses/Foundation Course: The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They [(i) Environmental Science, (ii) English/MIL Communication] are *mandatory* for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

Ability Enhancement Compulsory Course (AECC): Environmental Science, English Communication/MIL Communication.

Skill Enhancement Courses (SEC) (Minimum 4): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

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.

4. **Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Development Courses/Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They (i) Environmental Science, (ii) English/MIL Communication] are *mandatory* for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3. Ability Enhancement Compulsory Course (AECC): Environmental Science, English Communication/MIL Communication.

4. Skill Enhancement Courses (SEC) (Minimum 4): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

5.

6. **Note: A student would be generally required to undertake the Skill Enhancement Courses (SEC) pertaining to the First Elective subject selected by her/him and the nature of the under graduate degree awarded to the candidate upon the successful completion of the course will be dependent upon it. For example, if a candidate has opted for History/Chemistry as her/his First Elective and completes four SE courses in History/Chemistry, s/he will be awarded the degree of B.A. with History/B. Sc. with Chemistry respectively.**

COURSE STRUCTURE AND PROCESS OF ADMISSION FOR BA/ B Sc/ B Com. I:

SUBJECT COMBINATIONS AVAILABLE

For Admission to B.A. I

A student will opt for a Discipline Specific Course (Elective I), which will be his/her major course in which s/he wishes to pursue his/her degree. *However, it is to be understood that admission to a particular subject will be granted purely on merit basis and availability of seats and merely opting for a particular subject is no guarantee of admission in that subject.*

The student will opt for second Discipline Specific Course (Elective II) from the given list.

In addition to the two elective courses, all students applying for admission to BA I will study Compulsory English and EVS as Compulsory Ability Enhancement Course (AECC).

Provided that a student seeking admission to BA 1st Year with mathematics as one of the subjects of study should have either 45% marks in aggregate or 45% marks in mathematics at +2 level.

A candidate can opt for TWO elective subjects out of the following three groups, choosing only one subject from a given group after proper counselling by the admission committee:

Group- I Economics / History / Music (V & I) / Physical Education

Group -II English / Hindi / Sanskrit / Geography / Sociology

Group- III Political Science / Public Administration / Mathematics

For Admission to B.Sc. I

A candidate applying for admission to B.Sc. I may choose **Physics, Chemistry, Math, Botany, Zoology and Computer Science** as her/his First Elective. The second and the third elective subjects will be allotted to the candidate by the software automatically.

All candidates admitted to B.Sc. I will have to opt for EVS as a Compulsory Ability

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Enhancement Course (AECC).

For Admission to B.Com. I

A candidate applying for admission to B.Com. I will study Commerce as her/his primary subject. Related subjects will be allotted to the candidate within the framework of the curriculum in Commerce approved by Sardar Patel University, Shimla.

In addition to the two elective courses, all students applying for admission to B.Com. I will study Compulsory English and EVS as a Compulsory Ability Enhancement Course (AECC).

NUMBER OF SEATS AVAILABLE FOR ADMISSION TO FIRST YEAR IN EACH SUBJECT (as First Elective)

S. No.	Subject	No. of Seats	S. No.	Subject	No. of Seats
1	English	80	9	Music (I)	10
2	Hindi	140	10	Political Science	140
3	Sanskrit	10	11	Public Administration	80
4	Economics	60	12	Geography	40
5	History	80	13	Physical Education	10
6	Sociology	80	14	Physical Science	80
7	Mathematics(Arts)	10	15	Life Science	80
8	Music (V)	10	16	Commerce	80

- The number of seats in Elective II for B.A. I students will also be restricted depending upon the availability of faculty and infrastructure.

For Admission to B.A./B.Sc./B.Com. II and III:

The students of I and II year will have to take provisional admission to second and third year respectively, which will be treated permanent only after the student is declared passed by Sardar Patel University in the previous year. The student who fails will get demoted to first/ Second year automatically and s/he will be required to collect her/his fresh roll number from the admission counter.

ADD-ON Courses

The college has started ADD-ON Courses from the session 2021-22 onwards. The details of Courses as follows:

- 1.Social Media Manager
- 2.Accounts Executive

GUIDELINES AND ADMISSION RULES FOR MASTERS' DEGREE

The college offers post-graduate programme in **English, Hindi and Political Science**. The number of seats including reserved **30** in each subject. The seats will be filled up on the basis of the centralized entrance test to be conducted by the Sardar Patel University. The students will have to apply in the college separately after the declaration of the entrance test result.

GENERAL RULES

1. A boy student who has attained the age of 26 years on 1st July, 2022 (upper age limit is raised to 29 years for ST/SC Candidates) and a girl student who has attained the age of 28 years on 1st July 2022 shall not be admitted in the College. The Vice-Chancellor shall have the power to permit age relaxation up to a maximum period of 6 months for reasons to be recorded in writing. However, the age bar shall not apply in the case of candidates in service nominated by the Government of H.P.
2. A candidate who fails in semester I, may be permitted to join semester II but he/she shall not be permitted to proceed from I semester to III semester without appearing in the examination.
3. At the time of semester I examination, the candidate may appear along with the semester II papers (if the University rules otherwise permit), but the student shall not be permitted to proceed from II semester to the IV semester without appearing in the examination.
4. The admission of a student migrating from another University shall be treated as provisional and shall be confirmed only when he/she produces the migration certificate and character certificate from the Head of the Institution last attended.
5. The admission will be made purely on merit in the entrance examination, subject to the number of seats available and the reservation as per University rules/roster.
6. All admissions are provisional subject to final approval by Sardar Patel University, Shimla.

ELIGIBILITY CONDITIONS

Candidates who have earned at least 20-24 credits in the concerned subject at UG Level will be eligible for admission to PG in that subject. PG courses are available in the subjects of Hindi, English and Political Science.

The tentative schedule of admission at Government College Karsog is as follows:

Sr. No.	Process	Date	Days
1	Submission of admission forms of UG Classes for the session 2023-24	30.06.2023 to 08.07.2023	9 Days
2	Display of 1 st Merit List	08.07.2023 at 5PM	
3	Deposit of Fees / Dues	10.07.2023 to 12.07.2023	3 Days
4	Display of 2 nd Merit List	12.07.2023 at 5 PM	
5	Deposit of Fees / Dues	13.07.2023 and 14.07.2023	2 Days

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6	Orientation of 1 st Year students	15.07.2023 and 17.07.2023	2 Days
7	Commencement of Regular Classes	18.07.2023 onwards	
8	Admission to PG Classes	As per Schedule to be issued by University	

SCHOLARSHIPS

The college offers various scholarships and awards to poor and meritorious students, regulated by detailed rules available in the college.

1. Government of India Scholarships to students belonging to **Scheduled Tribe/Scheduled Caste/OBC/ Economically Backward classes**
2. **District Soldier Board Scholarships**
3. **IRDP Scholarship**
4. **Maharishi Valmiki Chhatravriti Yojna** to the girl students belonging to the families of those engaged in unclean occupations
5. **Kalpna Chawla Chhatravriti Yojna** for Meritorious Girl Students
6. Government of India Scholarships for students belonging to **minority communities**.
7. **Central Sector Scheme** of scholarship for college and University students.

These scholarships are awarded to students as per norms and rules prescribed by the department. *The students shall apply online for these scholarships by submitting an application recommended by the tutor as per time schedule notified by the Government.*

The concerned student is also required to possess/open an **Account in any of the Scheduled / Commercial Bank and Aadhaar Enrolment. The Bank Account should be linked to the AADHAR number.**

FEES AND FUNDS AS APPROVED BY GOVERNMENT/HPU

1. For fees and funds consult the fee chart.
2. Every student must pay dues on the dates notified from time to time.
3. Failure to pay dues on the due date will entail a fine of Re.1/- per day.
4. In case of non-payment of dues on time, the name will be struck off the rolls at the end of the month.
5. Registration fee will not be charged from a student migrating from another college if he/she is already registered with Sardar Patel University.
6. On migration from other institutions, funds for the entire session and tuition fee from the time of joining the College shall be charged.

FEES AND FUNDS (2023-24)

DETAILS OF FEES AND FUNDS FOR THE SESSION 2023-24 (in Rs.)

Govt. Fees and Funds		Annual College Dues (payable in July, 2020)	
Admission Fee	25	Library Security (refundable) for New Admission	100
Re-admission Fee(1 st Time)	100	Identity Card	10
Re-admission Fee(2 nd time)	200	NCC Fund	10
Late admission Fee per day	10	College Magazine Fund	50
Tuition Fee per month (for boys and non-HP girls)	50	Campus Development, Beautification and Upkeep Fund	10

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Late payment of dues per day	01	Medical Fund	06
University Fees and Funds		Student Aid Fund	02
Registration Fee (on 1 st admission) for HP board	200	Furniture Repairs/Replacement Fund	10
	400	House Exam Fund	80
For other board			
Cost of Registration Form	20	Computer and Internet Facility Fund	20
Continuation Fee (old students)	10	Book Replacement Fund	25
Sports Fund	15	Cultural Activities Fund	20
Youth Welfare Fund	15	Online admission/Prospectus fee	50
Holiday Home Fund	01	<u>Monthly College Dues</u>	
University Development Fund (1 year only) (for IRDP Rs. 100)	250		
		Rovers and Rangers Fund @ Rs. 5.00 per month	60
<u>Practical Fund (Per year per subject)</u>		Building Fund @ Rs.10.00 per month	120
Geography/ Music/Mathematics	180	Amalgamated Fund @ Rs.25.00 per month	300
Computer Practical (Commerce / IT)	180	Sports Fund @ Rs. 20.00 per month	240
Chemistry/ Physics/Botany/ Zoology	240		
SPUExamination Fee : As per SPUnorms/ directions			

Fine for absence: Per period (Rs. 1.00), Per practical (Rs. 3.00) and Per paper in Mid Term Tests (Rs. 10.00)
The above fees and funds are subject to change as per HPU/HP Government Instructions.

DETAILS OF FEES AND FUNDS

		First Year		Second Year		Third Year	
		Boys	HP Girls/ PSA*	Boys	HP Girls/ PSA	Boys	HP Girls
1	Fees and Funds Payable	2729	2129	2184	1584	2184	1584

- 1) For B.A. students opting for Geography and Music have to pay a practical fee of Rs. 180 per subject.
- (2) For B. Com. I and II, a practical fee of Rs. 180 will be charged.
- (3) For B.Sc. students, a practical fee of Rs. 240 per practical subject will be charged extra.
- (4) For students studying mathematics as a subject will be charged Rs. 180 in final year as practical fee.
- (5) On migration from other institutions, funds for the entire session shall be charged and tuition fee shall be charged from the time of joining the College.
- (6) Rs. 100.00 will be charged extra from students migrating from other colleges on account of Library Security.
- (7) Fine, if any, from the students will be collected in the month of March, 2023.
- (8) Fees and funds once paid shall not be refunded in any case.
- (9) IRDP Students will pay Rs. 150.00 less as compared to others at the time of admission to first year on account of University Development Fund.
- (10) Students with special abilities (with minimum disability of 40%) will be exempted from fee.

LEAVE RULES FOR STUDENTS

1. A student can proceed on leave with prior permission from the Principal, but the application should also be signed by the parents/guardian of the student and duly recommended by the tutor.
2. A tutor can recommend leave up to 3 days and a senior tutor up to 6 days. For a longer duration, a student should get a leave application signed by the principal.
3. Leave during House Examination will be sanctioned by the Principal on the recommendation of the senior tutor in special cases only.
4. If a student absences continuously for more than 10 days without authorized leave, his/her name will be struck off the rolls of the college. Such students will have to apply for re-admission; giving adequate reasons for her/his continued absence. Readmission may be allowed by the Principal on the recommendation of the teacher concerned and on payment of the prescribed fee. Leave on account of illness must be accompanied by a Medical Certificate.

Important: A student can only be readmitted twice. He shall cease to be a student after that. Re-admission is required to be sought within ten days of the date on which the notice of strike-off is put on the Notice Board, failing which it is to be assumed that the student is not interested in continuing as such.

RULES FOR AWARD OF PRIZES IN ANNUAL FUNCTION

Prizes are given to the students who secure positions in the University Examinations, Sports and Co-curricular activities.

ACADEMICS:

1. Prize to students standing I and II respectively in the College in SPUExamination in each **major subject** class on the basis of SGPA/CGPA.
2. Prize to students of postgraduate classes standing I and II respectively in the College in SPUSemester Examination.
3. Students who have not passed in all subjects/courses of study shall not be considered for the prizes
4. "College Roll of Honour" will be awarded to a student securing a position in SPUmerit list

SPORTS/CULTURAL/NCC/NSS/R & R:

1. Prize to students securing I, II and III position respectively in National/Inter-zonal/Inter-Varsity/Sardar Patel University/HP State sports/Cultural events
2. Prize to students securing I and II position respectively in the College sports / cultural events
3. Prize to NCC students for participation in RD parade, selection in National Directorate Level Camp/ State RD, position in shooting, best turnout and selection as Best Cadet
4. Prize to NSS and R&R students for selection as Best Volunteer and Group Leader
5. "College Colour" to students for their outstanding performance in National / State / SPUsports or cultural or NCC or NSS events.

HOSTEL FACILITY FOR GIRLS

There is a hostel for SC/ST girls having a capacity of 53 students. A student can apply for hostel accommodation, after she is admitted to the college. Admission forms for hostel accommodation are available in the college. The recommendation of the warden is necessary for admission to the hostel. Students belonging to SC/ST category will be given preference in allotment. If vacancies in the college are left, the same can be filled from amongst the girls of general category also. It has all the facilities such as spacious hostel rooms with required furniture and curtains; Common Room with TV, Table Tennis, Carom and Chess; mess facility on

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contract/ co-operative basis and all other amenities to make the living experience very much conducive to studies.

HOSTEL DUES FOR THE SESSION 2023-24

Other Hostel Charges (Monthly Dues):	Rs.	Annual Dues:	Rs.
Room Rent	30	Admission Fee	10
Common Room	20	Utensil Fund	100
Attendant Fee	10	Hostel Identity Card	10
Establishment/ Clerical Charges	20	One Time Payment:	
Sweeper Charges	100	Security (Refundable)	1600
Water Charges	50	Total Charges Payable:	
Electricity Charges	100	July, 2023 (First Admission in Hostel)	4120
Telephone Charges	10		
First Aid	20	July, 2023 (Old residents	2520
Maintenance Charges (Electrical/ Hostel)	40	who have not taken their security back)	
Total	400	December, 2023	2400

Notes: 1. Monthly mess charges will be extra.

2. Hostel security will be charged from students seeking admission for the first time to the hostel and will be refunded only when the resident finally leaves the hostel or after completion of her course.

RULES FOR HOSTLERS

- Resident students are expected to arrive a day before the term begins with their own bedding, bed-linen, a lock, a tumbler, two plates, a spoon, a mug, curtains for the door and a 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 good condition.
- Hostlers are not permitted to keep record-players, firearms or any other electronic gadget in their rooms. Defaulters will be imposed a fine of Rs.50/- and the objects will be confiscated.
- The college will not take any responsibility for loss of valuable, jewelry or cash of the boarders.
- The resident student will be allowed one outing once a week between 2 PM to 5 PM.
- To visit a local guardian or friend, a resident student must ask for a special authority letter from the parents, which should be sent directly to the Principal, clearly specifying the days and date of the functions and number of days of leave.
- No day scholar or guest will be allowed to stay in the Hostel, except the mother of a student in case of her ward's illness, with prior permission from the Principal. Parents/Guardians of the boarders should meet the principal/Hostel warden once every two months.
- Food at reasonable rates is served in the dining room of the college hostel only. Whether meals are taken or not, mess dues should be paid by the 10th of every month/or as notified, failing which a fine of Rs.1/- per day will be charged, excepting for the college vacation periods.
- No visitor will be allowed during the college working hours without a letter of authority from the parents of the students in case of an emergency.
- Defiance of the Hostel rules or misbehaviour will render a resident-student liable to disciplinary action or even expulsion from the college.
- The Principal is the final deciding authority for the allotment of seats in the Hostel. The Principal can refuse admission to any student without giving any reason.
- The Principal and members of the Hostel Committee reserves the right of censoring all correspondence of the resident students.
- Dues (mess and washing) are chargeable from the date given by the warden for rejoining the hostel after the winder vacations.
- With the permission of the warden, the visitors shall meet their ward between 10 AM to 5 PM every Sunday in the visitor's room or in the sick room in case of illness, after signing the visitor's register.
- Failed boarders will not be given admission to the Hostel.
- The Principal is the final deciding authority for the allotment of seats in the Hostel. The Principal can refuse admission to any student without giving any reason.*

ATTENDANCE, LEAVE & HOLIDAYS

1. Residents of Girls Hostel will have to present themselves for 'Daily Roll Call' at 5:00 PM and any student absenting herself without the prior permission of the warden will be fined Rs.5/- per day. Disciplinary action will be taken against the defaulters.
2. The resident-student will have to apply separately for leave both from the college as well as the hostel.
3. No student will be allowed to go out of the town/home during working days without the prior sanction of leave by the Principal for which letters should be sent by the parents direct to the Principal at least two days in advance.
4. Parents should inform the Principal about the travelling arrangements proposed for their wards for the holidays. They should check the departure/arrival reports of their ward at each visit to ensure their security. No student will be allowed to stay in Hostel during summer vacations after the University examination (Theory & Practical) are over.
5. After vacation or holidays the resident students must reach the hostel on the given date. In case of unavoidable delays, the parents should write directly to the warden, intimating the new date of their ward's arrival failing which a fine of Rs.5/- per day shall be charged.

LIBRARY AND ITS RULES

1. The college library has a collection of more than 13000 books on different subjects on the shelves. It subscribes to a number of daily newspapers in English and Hindi, and periodicals regularly. There is a well maintained reading room.
2. A student after admission is required to collect the Library-cum-Identity card on production of his/her fee receipt. The card should be kept carefully by the student.
3. Ordinarily, two books are issued at a time for 15 days, but the librarian can recall the same at any time.
4. If the books are not returned by the due date, a fine of Rs. 1/- per book per day will be charged for the overdue period.
5. Books are issued only on production of the Library-cum-Identity card.
6. Reference books and periodicals/ journals/ magazines are not issued; however, the students can consult the same in the library.
7. The student shall be responsible for the book as soon as it is issued. Books torn/ damaged/ defaced in any manner will not be accepted. In case of loss of a book, the student will have to replace the book or pay a fine in addition to the present price of the book with special permission of the Principal.
8. In case of loss of the Library-cum-Identity card, the duplicate can be had by making an application to the Principal, paying Rs.20/- and on production of the copy of the FIR lodged with the police.

If a student fails to claim refund of library security within one year of leaving the college, it shall automatically stand lapsed.

NCC, NSS, ROVERS AND RANGERS

NATIONAL CADET CORPS (NCC)

The students can opt for NCC which provides them an opportunity to get 'C' certificate and preference in selection to the Defense Forces. The NCC training also inculcates a sense of discipline and sincerity which is a great virtue in one's life. The involvement of the NCC volunteers in college activities and functions exposes them to such a learning which is of importance in their lives. The college has N.C.C. Senior Division (Boys & Girls) unit under the Commanding Officer, 1 HP Boys NCC Battalion, Solan with cadet strength of 54 cadets. The student opting for NCC must be medically fit. Enrolment will depend upon availability of seats.

NATIONAL SERVICE SCHEME (NSS)

The NSS helps in developing a spirit of service among the students and is a very important part of the activities of an educational institution. The College has been allotted one unit (100 volunteers) of NSS by Sardar Patel

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University along with SFU (100 volunteers). The new students shall be enrolled as NSS volunteers to take up regular as well as special camp activities in and around the College under NSS Programme Officer as envisaged under the spirit of the scheme in the beginning of the session. The enrolment is made by selection keeping in view the interest of the student in social service. The NSS volunteers attend one-day camp, 7-Days Special Activity Camp, conduct village surveys and are involved in other college activities and functions and thus get great opportunities for their development and training.

ROVERS AND RANGERS (R & R)

The Bharat Scouts and Guides is a voluntary organization. It is devoted to the development of character of the young generation and selfless service to the country. The college has two rovers and rangers units for boys and girls of age group 17 to 25. One group consists of 24 Rovers and 24 Rangers. The Rovers and Rangers are sent to attend the training camps from time to time and are engaged in various college activities and functions resulting in great learning to them.

COLLEGE MAGAZINE

The College magazine "KAMAKSHA" provides an opportunity to the budding student writers to express their creative, innovative and analytical views with regard to various issues. Those students who want to contribute their vibrant write-ups should contact /consult staff/ student editors of various sections in this regard during the session.

ANTI-DRUG-ADDICTION CELL

As the incidences of drug addiction among youth is spreading widely across the globe which is depleting physical, mental and spiritual power of youth. Consequently, the Youth is not able to contribute his vast energy in nation building and harmony in the society. Therefore, an Anti Drug Addiction Cell is constituted from this academic session (2023-24). The main target of the Cell is to sensitize the youths about serious consequences of drug addiction. Apart from this, Anti Drug Addiction Cell aims at active participation of Youth in various activities like fitness, Yoga, meditation, value-based education, spiritual empowerment, channelization of energy etc. for the betterment of our society.

CAREER GUIDANCE, COUNSELLING AND PLACEMENT CELL

The College has established a Career Guidance, Counselling and Placement Cell for the benefit of the students as per the instructions of the Government. The members of the Cell are always available to guide the students in selecting and pursuing the careers most suitable considering their abilities. The Committee also aims at helping the students in developing their personalities and sharpening their communication skills.

CO-CURRICULAR ACTIVITIES, VARIOUS CLUBS AND SOCIETIES

Co-curricular activities along with classroom environment help the students to integrate the vital aspects of an individual (student) - the body, mind and soul. With the above objectives in mind, various clubs and societies have been constituted under the guidance of the able teachers. Students are advised to join at least one of the clubs and respective subject societies. A student with mere bookish knowledge and nothing else is a misfit in today's society and hardly acceptable to any job offering agency.

COMPUTER EDUCATION

There is a well-established computer labs in the college having 103 computers, one LaserJet printer, one dot matrix printer and other educational software for the benefit of students. This lab is also fitted with an LCD projector. There is also a separate Linux Lab with 20 computers and a LCD projector. The college also has three smart classrooms with all modern facilities to enhance the teaching learning experience. A language-cum-Career Lab, E-Corner in the library and latest Tally Pro software have also been instituted to augment ICT based learning skills for the benefit of the students.

UGC RESOURCE NETWORK CENTRE

This centre has been established recently with the help of a UGC grant to create awareness among staff and students about the use of computers in various activities like administration, finance, examination and research. In addition to information and communication networks, this would help college to have access to multimedia material in teaching and learning at places of eminence in India and abroad.

ALUMNI ASSOCIATION

The Alumni Association, formerly the Old Student Association was formed in the year 2009-10 with the aim for the welfare of students and college. The Association provides Vivekananda Annual Prize for the best student of the year. The alumni meet every year in the campus and refresh their memories of the college.

PARENT TEACHERS' ASSOCIATION (PTA)

Parent Teacher Association of Govt. College has been established with a motive of constructive interaction between parents and teachers. It has contributed a lot to the development of the College. Its main objectives include to establish the relationship between the parents and teachers, to arrange discussions with the elder persons of the society from time to time and incorporate their suggestions for the improvement of the educational standards, to make a collective effort to improve the conduct of the students and also to restrict the entry of anti-social elements in the campus, to inform the parents/guardians about the performance of their wards from time to time and to make arrangement for the parents to meet the concerned staff once in a quarter, to arrange teachers etc. when there is shortage of staff in the institution as a temporary measure, and to make the parents aware of various schemes of the Govt. in the area of education.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)

The college runs a regular study centre of IGNOU. The degrees of IGNOU are equivalent to any other recognized university in the country. The courses which are offered in this study centre are M.A., B.A. and B.Com. B.T.S., D.T.S., C.E.S., B.P.P. etc. Regular students of the college can also take admission in the diploma and certificate courses of IGNOU along with their regular studies to plan their future accordingly.

On admission of a student, his/ her parent (father or mother) or guardian (only blood relation) automatically becomes a member of the PTA.

Notice of Annual General Meeting of PTA

The Annual General House / Meeting of the PTA will be held in the College to transact the following agenda:

- 1. Election of the office bearers and members of the PTA Executive.*
- 2. Any other matter with the permission of the Chair.*
- 3. The dates will be notified and informed to all as and when the government permits.*

Parents/ guardians may please make it convenient to attend the meeting in the interest of the College and their wards.

It may please be noted that no separate communication regarding the Meeting will be sent. It is the duty of the students to remind and persuade their parents/ guardians to attend the same.

ZERO TOLERANCE TO RAGGING

RAGGING is completely banned in and around the College campus and hostel, and any one indulging in the same will be punished appropriately as per law which include imprisonment, fine or both or expulsion from the hostel, college or classes for a limited period or fine with a public apology.

CONTACT DETAILS IN CASE OF RAGGING

In case of an incident of ragging the students can contact the following:

<i>Name</i>	<i>Telephone/Mobile no.</i>
1. Principal	01907-222116
2. Dr. Yamuna Sharma (<i>Convener Anti-Ragging Squad</i>)	94181-58275
3. Ms. Ruchi Narang (<i>Female member Anti-Ragging Squad</i>)	70185-22964

ANTI-SMOKING/ ANTI- TOBACCO WARNING

Smoking and use of tobacco products is strictly prohibited in the college campus and hostel. Appropriate disciplinary/legal action will be initiated against the guilty.

CODE OF CONDUCT AND DISCIPLINE

1. Every student should carry her/his Identity Card, which is issued to the students after the admission. It should be produced on demand.
2. **Any act of ragging on the campus or in or around the hostel will be severely dealt with. Ragging implies harassment, physical or mental torture to another student by a student or group of students.**
3. Following acts will be construed as acts of misconduct and indiscipline and punished with either fine or suspension/expulsion or both:
 - i. Writing obscenities/dirty words on black boards, walls or furniture or banging doors, etc. and other furniture.
 - ii. Loitering aimlessly in the verandas/ corridors, making noise or trying to disturb classes.
 - iii. Smoking, taking drugs/alcohol and chewing tobacco, spitting, etc. in the college campus.
 - iv. Bringing outsiders/miscreants/anti-social elements to the campus.
 - v. Pasting posters on the walls or notices on the Notice Board without prior permission of the Principal.
 - vi. Misbehaving with teachers/other staff.
 - vii. Holding of any meeting on the campus without prior permission.
 - viii. Using mobile phones in the classrooms.
 - ix. Indulging in any rash/unbecoming behaviour
 - x. Writing slogans in the campus

Parents/Guardians are requested to remain in touch with the Principal and the teachers regarding the progress of their wards.

Academic Calendar

Admission/Regular Study Schedule 2023-24

S.N	Particulars	Period	Days
1	Submission of admission forms for the session 2023-24	30-06-2023 to 08-07-2023	9 Days
	Display of 1 st Merit List	08-07-2023 at 5 PM	
	Fee to be deposited	10-07-2023 to 12-07-2023	3 Days
	Display of 2 nd Merit List	12-07-2023 at 5 PM	
	Fee to be deposited	13-07-2023 & 14-07-2023	02 Days
	Orientation of 1 st year student	15-07-2023 & 17-07-2023	02 Days
	Regular Teaching	18-07-2023 to 10-11-2023	116 Days
		16-11-2023 to 31-12-2023	46 Days
		06-02-2024 to 31-03-2024	55 Days
		Total working Days	217 Days
Vacation Schedule			
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
Examination/ Evaluation Schedule			
3	Examination	01-04-2024 to 23-05-2024	53 Days

CELEBRATION OF IMPORTANT DAYS

International Yoga Day	21 st June 2023
Hindi Diwas	14 th September 2023
National Service Scheme Day	24 th September 2023
Flag Day (R&R)	7 th November 2023
National Education Day	11 th November 2023
National Cadet Corps (NCC) Day	26 th November 2023
World Aids Day	1 st December 2023
Science Day	28 th February 2024
International Women Day	8 th March 2024
World Theatre Day	27 th March 2024
Red Cross Day	8 th May 2024