



तस्यै तपो दमः कर्मणि प्रतिष्ठा

Prospectus 2025-26



GOVERNMENT DEGREE COLLEGE BAROTIWALA

**A Co-educational College : Arts & Commerce
(AFFILIATED TO THE H.P. UNIVERSITY)**

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WELCOME



Principal's Opening Remarks: Redefining Education & Inspiring Excellence Session 2025-26

As we begin the academic session 2025–26, it gives me immense pleasure to welcome you all—both our new students and those returning—to Government College Barotiwala. You are now a part of a vibrant academic family that believes in the power of education to shape not just careers, but lives.

At Government College Barotiwala, our mission is not only to equip you with knowledge but to help you grow into thoughtful, responsible, and compassionate individuals. We strive to create an academic environment that challenges your intellect, nurtures your creativity, and encourages collaboration. Here, learning doesn't stop at the classroom door—it continues through seminars, research projects, clubs, community work, and those meaningful conversations with your peers and mentors.

As we move ahead, let's remember that a great institution is built not just by its infrastructure, but by its values. We are committed to maintaining a safe, respectful, and inclusive campus for everyone. Ragging, discrimination, and substance abuse have no place here—and each one of us has a role to play in upholding these principles. Let's stand together to create a space where everyone feels seen, heard, and valued.

College is more than a stepping stone to a job. It's a journey of self-discovery. These years will shape your thoughts, friendships, and future. So dream big—but also stay grounded. Set your goals—but stay open to new experiences. Work hard—but take care of yourself and others. This is your time—to learn, to grow, to transform.

Jai Hind!

Dr. Anjori Sharma
Principal, GC Barotiwala

OVERVIEW OF THE COLLEGE LANDSCAPE

Government Degree College, Barotiwala came into existence through Himachal Pradesh Government's notification EDN -A- Kha (1)1/2015 dated 29 May 2015. It became functioning on 10 June 2015 with the beginning of the academic session 2015-16. The college was functioning at Government Senior Secondary School Barotiwala for almost 7 years. The classes became functional from April 2023 at its own building. Presently, the college provides education in Arts and Commerce streams with the help of well qualified, experienced, and committed teaching staff. The programmes are being run in accordance with H.P. University, Shimla guidelines and directions of the state Government.

Vision and Mission of Government College Barotiwala

Vision

"विद्यया मृतमश्नुते"

The vision statement of our college truly exhibits the real meaning of education which aims at "attainment of divine elixir through education". College aims at providing excellent educational opportunities to students while equipping them with knowledge skills in their chosen streams and providing opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all responsible global citizens

Mission

तस्यै तपो दमः कर्मेति प्रतिष्ठा

By focusing on the three essential pillars of education- discipline, harnessing the mind's potential, and fulfilling one's duties—the mission aligns with the vision of empowering students to become innovative leaders who contribute positively to a rapidly changing world. Our mission supports the above vision by committing to the holistic development of students, emphasizing critical thinking, effective communication, and creativity within a safe and supportive environment. In meeting the needs of our demographically diverse students, we uphold the values of equality, integrity, and accountability, aiming to shape students as socially responsible citizens who respect gender equality, human rights, and ecological sustainability. We prepare students to adapt to the global landscape and pursue diverse career paths, nurturing their creative potential and encouraging critical thinking.

COLLEGE FRATERNITY

PRINCIPAL: Dr. Anjori Sharma (M.A., M.Phil., Ph.D.)

Mob. No. 94180 22905

TEACHING FACULTY

Dept. of Economics	Vacant
Dept. of English	Dr. Anupama S Pathak, (B.Ed., BJMC, M.A., M.Phil., MMC, Ph.D.) Mob. No 9463455206 Dr. Shishu Bala (M.A., M.Phil., Ph.D.) Mob. No. 9418219333 Dr Suneela Sharma (M.A., PGCTE, PGDTE, PGDDE , Ph.D.)

	Mob. No. 9418013297 Prof. Pallavi Chauhan (B. Ed, M.A., M.Phil.) Mob No. 9418993174
Dept. of Geography	Dr. Shalini Dharmani (M.A. , M.Phil., Ph .D, NET) 9418002029
Dept. of Hindi	Dr Shyam Singh (M.A., Ph.D) Mob No 7018005660
Dept. of History	Prof. Krishna Prakash (M.A..M.Phil.,NET. SET) Mob. No. 9459409870
Dept. of Political Science	Prof. Visheshar Lal (M.A., NET, SET) Mob. No.9459381991
Dept. of Commerce	Dr. Veshalee Singh (M.Com, NET, Ph.D) Mob.No. 9805502004 Dr. Mamta (M.Com, NET, Ph.D) 8628965366
Dept. of Music (Instrumental)	Dr. Niti Gupta (M.A., M.Phil., NET, Ph.D) Mob. No. 7807256900
Tabla vada	Vacant
Librarian	Vacant

NON-TEACHING STAFF

Supdt. (Grade-II)	Mrs. Shally Mahajan Mob.No. 9418532325
Senior Assistant (1 Post)	Vacant
Junior Assistant	Mr. Naveen Singh Mob.No. 7888393189
Clerk (2 Posts)	One Vacant
CLASS-IV	Vacant
	Mrs.Maya Devi (Peon cum Chowkidar)
	Mrs. Shanti Devi (Peon)
	Mrs. Lajo Devi (Peon)
	Sh. Ravinder Kumar (Chowkidar) Mob. No. 9816329636

ENGAGE, EMPOWER, EXCEL:

A SPOTLIGHT ON COLLEGE CLUBS AND SOCIETIES

RED RIBBON CLUB

Red Ribbon Club is a movement started by the Government of India in schools and colleges through which students will spread awareness about HIV / AIDS. The objective of Red Ribbon Club formation in colleges is to encourage peer-to-peer messaging on HIV prevention and to provide a safe space for young people to seek clarifications of their doubts and myths surrounding HIV/AIDS. It aims to instill among students of the college values of charity and community service.

CAREER COUNSELLING AND PLACEMENT CELL

The Career Counselling Cell of a college serves as a vital resource for students as they navigate their academic and professional journeys. It offers personalized guidance, support, and resources to help students make informed decisions about their careers. This cell typically provides services such as aptitude testing, career assessments, resume building workshops, mock interviews, and information sessions on various career paths and industries. Additionally, it may facilitate internships, job placements, and networking opportunities with alumni and industry professionals. By utilizing the services of the Career Counselling Cell, students can gain clarity, develop skills and plan for their future.

NSS

National Service Scheme (NSS) is a voluntary program under which young students from colleges, universities, and +2 level work towards creating a campus-community linkage. Popular as NSS, this program is conducted by the Ministry of Youth Affairs & Sports. NSS, the scheme was launched in the Gandhi centenary year, 1969 and was aimed at developing the personality of students through community service. The scheme orients the students to community service. The student gets the opportunity to participate in various National / State level programme such as National Integration, Adventure camps, workshops, Youth exhibition, cultural programmes etc. The NSS volunteer gets appropriate weightage if he/she completes 2 years in NSS and gets the certificate.

ROVER AND RANGER

Rover/ Ranger is the senior wing of Scouting and Guiding. It was started by founder of the scouting movement Lord Powell in 1919. Any regular student of the College/ University between the age group of 16-25 years can be enlisted as Rover (Boy)/ Ranger (Girl). A unit consists of 24 Rovers called Rover crew and 24 Rangers called ranger team. The purpose of the movement is to contribute towards the development of young people in achieving their full physical, intellectual, social and spiritual potential as an individual and as a community, through several outdoor and community service campaigns. Any regular student (boy) can join Rover crew and student (girl) can join Ranger Team.

ROAD SAFETY CLUB

Road Safety Club serves as a platform to engage and educate students on various aspects of road safety to reduce accidents and promote responsible behaviour among road users. Under this club different activities are organised to raise awareness and promote a culture of safe driving.

ANTI- DRUGS CLUB / DRUG PREVENTION SQUAD

The Primary objective of an Anti-Drugs club in colleges is to create a supportive and an empowering environment that encourages students to make informed choices and live a healthy, drug -free lives. It aims to raise awareness about the dangers of drug abuse through educational campaigns and workshops.

ECO CLUB

Eco club is established to create consciousness about the clean and green environment and promote ecofriendly practices. It also plays a pivotal role in instilling a sense of responsibility towards the planet among students and faculty. Under this club, various activities like campus beautification and cleanliness drives are organized. Both students and faculty members actively participated in these initiatives, demonstrating their commitment to improving and maintaining the clean and green environment on campus.

DEBATE CLUB “SAMVAD”

Debate clubs serve as a valuable platform for intellectual growth, skill development and prepares the students to become effective communicators. “Samvad” organizes debates every Saturday, focusing on various topics of public significance. To facilitate these debates, an organizing committee of students is formed, responsible for coordinating and conducting the sessions.

WOMEN CELL

The role of Women Cell is to promote gender equality, addressing issues related to women's safety, providing support and guidance to female students, enlighten the women students and employees about their legal rights and to strive towards the empowerment of the women through the promotion of gender amity and programs concerning women welfare.

INTERNAL COMPLAINTS COMMITTEE / STUDENT GRIEVANCE REDRESSAL CELL

The Cell provides a platform for addressing and resolving grievances of students and staff in a fair, transparent and confidential manner. This includes ensuring a safe and supportive environment, addressing issues of harassment or discrimination, promoting accountability, and fostering a culture of trust and respect within the institution.

COLLEGE MAGAZINE “PRAYAS” AND COLLEGE WALL MAGAZINE “EXPRESSIONS”

The College takes out college magazine “Prayas” annually. It serves as a platform for students and faculty to express their creativity, share knowledge and promotes intellectual discourse.

Wall Magazine called “Expressions” aims to offer students an open platform to express their creativity freely through articles, poems, photos, slogans, and posters.

E-JOURNAL

Our college proudly launched its official E-Journal in the academic session 2024–25 as a step towards fostering academic excellence and transparent communication. The first issue, covering the period from July to December 2024, serves as a comprehensive record of the college's academic, cultural, and co-curricular activities. It reflects the significant milestones, achievements, and contributions made by both students and faculty members. This E-Journal not only highlights various events and initiatives but also showcases the college's continuous progress, innovations, and its commitment to holistic development. It stands as a dynamic platform for documenting the rich and evolving journey of the institution.

INNOVATION, RESEARCH AND SUPPORT CELL

The Innovation, Research, and Support Cell of the college serves as a central hub for promoting creativity, academic excellence, and practical problem-solving. It is committed to fostering a culture of innovation and research by encouraging students and faculty to engage in interdisciplinary projects, explore new ideas, and develop impactful solutions. What makes this cell unique is its inclusive structure—bringing together the convenors of all clubs, societies, and cells of the college under one umbrella. This collaborative approach ensures a diverse exchange of ideas, unified support for initiatives, and a strong network that drives collective growth. By providing mentorship, resources, and guidance, the cell empowers the academic community to pursue innovation with confidence and purpose.

GENDER SENSITIZATION AND WOMEN CELL

The Gender Sensitization and Women Cell in the college is dedicated to promoting awareness, equality, and respect for all genders within the campus community. It aims to create a safe, inclusive, and empowering environment for women while addressing gender-related issues through education, dialogue, and support. The cell organizes workshops, seminars, awareness campaigns, and interactive sessions to challenge stereotypes, sensitize students and staff, and promote a culture of mutual respect and understanding. It also serves as a supportive space for addressing grievances and ensuring the well-being and rights of women are upheld. Through its continuous efforts, the cell plays a vital role in fostering gender equity and social responsibility in the college.

IQAC

The Internal Quality Assurance Cell works in planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. IQAC is developing and applying quality benchmarks for academic and administrative activities of the institution. The departments conduct and carry out the activities as per the institutional procedures. The IQAC has also brought improvement in strategies in facilitating the learner-centric environment towards quality education and faculty development.

ICT LAB

A fully equipped ICT (Information and Communication Technology) Lab has been established in campus to enhance digital learning and technical skills among students. The lab features twenty

modern computer systems donated by Dr. Reddy's Laboratories, supporting our mission to integrate technology into education. This facility is accessible to students of all disciplines and is intended to foster computer literacy, innovation, and academic excellence.

SMART CLASSROOMS

The college is equipped with two smart classrooms to enhance the teaching-learning experience.

ELECTORAL LITERACY CLUB

The Electoral Literacy Club (ELC) is established with the aim of educating and informing students about elections, the electoral process, voter registration, voting patterns, practices, and issues in India.

LITERARY CLUB

College Literary club promises to provide a platform for various literary activities in both English and Hindi medium. The aim of the club is to promote and cultivate a love for literature, language and creative expressions among students. It facilitates discussions on literary works and encourages reading habits among students.

PARENT-TEACHERS ASSOCIATION (PTA)

To encourage community participation in education, Parents-Teachers Association has been established. It helps in better coordination and interaction between parents and teachers for improvement in academic standards and infrastructural facilities. Parents, guardians (who are in blood relation of the students), teachers and head of the institution are members of this association. Parents are advised to attend the meeting of the General House scheduled for August/September so that they may make meaningful contribution to the development of the college.

OLD STUDENT ASSOCIATION (OSA)

OSA is an association of graduates or of former students. It provides a variety of benefits and services the help alumni maintain connections to their educational institution and fellow graduates. The old student's community shares their experience in the outside world, which they face after stepping out of the institution. College is in the process of registering of OSA of the college.

COLLEGE STUDENTS' CENTRAL ASSOCIATION (CSCA)

To encourage student's participation in maintaining proper academic atmosphere, in organizing various cocurricular activities, and to promote opportunities for the development of character, leadership and discipline, the Student's Central Association is constituted every year. Elections are conducted for the posts of four office bearers and class representatives as per the schedule announced by H.P. University every year. Elections/nominations to the CSCA are governed by the rules and regulations prescribed by H.P. University, Shimla from time to time. Other members of CSCA are nominated by the principal in accordance with the CSCA Constitution.

EDUCATIONAL / STUDY TOURS

Educational tours are arranged only for final year students and such tours are allowed only during winter vacation. The routes will be recommended by the concerned committee and approved by the Principal.

- The college will provide limited financial support as permitted under rules.
- Students will have to produce written permission from their parents for joining such tours.
- The college will not recognize any organization other than Central Student Association or Subject Societies as are established by college authorities. Application for educational tours must reach via Convener of Educational Tour Committee.

UNIQUE INITIATIVES

- **Preservation of Cultural Heritage through Music Projects :** In this project, the students create models of Indian musical instruments, Sitar, Tabla, Tanpura, Xylophone and Guitar. The purpose of the project is to combine artistic skills with a technical understanding of musical instruments. Students gain hands-on experience with instrument construction and developed a deeper understanding of the sitar's role in Indian classical music.
- **Preservation of Cultural Heritage of the Region:** It aims to keep alive the traditional songs of the local dialect which are on the verge of extinction, to connect the younger generation with their culture which is getting distanced from their culture, to inculcate a sense of pride and respect towards the local culture. The initiative aims to preserve and promote the Pahari folk culture by engaging students in collecting traditional folk songs from the villagers. This activity promoted the connection between the younger generation and their cultural roots.
- **Industry-Academia Collaboration Initiatives:** At Government college Barotiwala, we believe in bridging the gap between academic learning and Industry practices through sustained and structured collaboration. Our Industry -academia collaboration initiatives are designed to foster innovations, strengthen the infrastructure, enhance employability and drive mutual growth by integrating academic expertise with real-world industrial experience.

ONLINE LEARNING FACILITIES

The college uses virtual platform for students to strengthen the classroom learning experience and allows students to continue their reading and learning after the class hours and outside the classroom. All the necessary information related to upcoming events, reading material including notes, presentations, videos, assignments, discussion forums, tests and quizzes, grade-book is provided to the students, faculty and staff through this medium

STUDENT EVALUATION

Internal Assessment of students is formulated through home assignments, viva, group discussions, presentations and theatrical representation of ideas.

MENTOR- MENTEE SESSIONS

These sessions are held to analyze the potential of students. It plays an important role to understand the student's mental and emotional phase. The session provides moral support and motivation to the students, directing them to move on the correct path to achieve their goals. Major subject teachers regularly mentor students to support their academic and personal development.

TRAINING STUDENTS FOR PERSONAL INTERVIEW AND PERSONALITY BUILDING

The college provide students with workshops and seminars which help them to enhance their skills, to qualify the personal interview rounds. These sessions help them to identify and apply the questioning techniques to target appropriate competencies.

WORKSHOPS ON LIFE SKILLS

These workshops prepare students to deal with real life struggles and stress, boosting their confidence to overcome the peer pressure.

VALUE ADDED COURSES / ADD ON COURSES

These courses help the students to have a better understanding of leadership and its traits. It gives an insight on how to manage the conflicts in work place & society. This will not only make the students ready but also give a vision to choose entrepreneurship as their career.

SCHOLARSHIPS

A number of Government- sponsored scholarship schemes are available to the eligible and deserving students. Information regarding the dates and eligibility conditions are notified on the Notice Board from time to time. Students are guided about the online application process by the teachers who constitute the Scholarship Committee. The application should be supported by the relevant documents. Eligibility and conditions for the scholarships are detailed on the **National Scholarship Portal**. Students must regularly visit the college website to check the eligibility criteria for registration modalities and important deadlines. Following are some of the scholarship opportunities available under various government schemes:

1. Centrally Sponsored Post Matric Scholarship Scheme for SC Students – Himachal Pradesh
2. Centrally Sponsored Post Matric Scholarship Scheme for ST Students – Himachal Pradesh
3. PM – Yashasvi Post Matric Scholarship for OBC/EBC/DNT Students – Himachal Pradesh.
4. Kalpana Chawla Scholarship for brilliant girl students of H.P. Board Merit.
5. Scholarship belonging to Minority Communities (Muslims/ Christians/ Sikhs/ Buddhists/ Parsis)
6. Merit Cum Means Scholarship.

The college provides financial assistance to needy students with weak financial backgrounds under the Student Welfare Fund.

LEAVE RULES:

1. Application for leave from college should be submitted on the prescribed Leave Application Form. It should be signed by Parents/Guardians. It is compulsory for all students to get their leaves sanctioned before proceeding on leave for whatever reason.
2. Teacher teaching major subjects will sanction leave **up-to six days** which will be finally approved by the principal. After the approval, students should get it signed by all the teachers teaching him/her. Students must retain one photocopy of the approved application and submit the approved original copy of the leave application to the JOA (I. T. In case of sickness, Medical Certificate should be submitted during leave days for office record. Leave for longer duration will be sanctioned by the Principal.

3. Leave during House examination will be sanctioned by the principal on the recommendation of the senior tutor.
4. A student will not be allowed to avail more than 10 days leave during the entire academic session, except under exceptional circumstances.
5. If a student remains absent for 7 days continuously without information, his/her name will be struck off from the rolls of the College.
6. Even if a student is on leave, he/she will have to deposit his/her fee as per the scheduled dates decided by the College.
7. Re-admission: Students can seek readmission only twice during the session. First re-admission will be allowed within 7 days after the name is struck on paying a fine of Rs 100/- and a fine of Rs 200/- will be charged for the second readmission within 5 days after the name is struck off from the rolls.

CODE OF CONDUCT FOR THE STUDENTS

- Ragging in any form is a crime and will lead to heavy fines and even expulsion or other actions as recommended by the Government of India. Each and every student will have to give undertaking (mentioned in the prospectus) not to indulge in ragging of any kind.
- If a student fails to attend 75% of the total lectures delivered in each subject, the University examination roll number shall be detained as per norms.
- Indiscipline in the College campus amounts to striking off the names from the college rolls.
- Wearing of Bonafide Identity Card in the campus and classes is compulsory. The students without Identity Card will not be allowed to enter in the college.
- Damage to the College property would invite a fine double the damage and / or striking off the name from the College rolls.
- Use of mobile phone is strictly prohibited. Any student using cell phone in the class/campus would invite a fine of Rs. 100/- and / or forfeiture of Cell Phone.
- Use of alcohol and drugs is strictly prohibited in the College campus.
- Use of Tobacco products is banned under COPTA 2003 (Cigarette & other Tobacco Products Act, 2003). If someone is found using these products, he/she will be penalised under the act.

Students are not allowed to bring/invite outsiders to the college premises.

Note:

In case of any grievance, the students are advised to put it before college Grievance Committee/Principal. If any student approaches to any external authority/media directly, his/her name may be struck off from the college rolls. Students must read the Notice board regularly to get information about instructions/orders issued by the principal from time to time.

LIBRARY RULES

A student can be issued books on the basis of Identity card for 28 days only. After due date of book, fine would be charged Re. 1/- per day, per Book.

UNDER GRADUATE PROGRAMMES (ANNUAL SYSTEM)

The college provides UNDERGRADUATE PROGRAMME in two streams:

1) Bachelor of Arts

2) Bachelor of Commerce

The programmes are being run in accordance with HP University guidelines and directions of the state government.

1. Framework of Undergraduate Courses under New (U.G.C./H.P.U.) Choice Based Credit System:

Since H.P.U. has adopted the UGC pattern of curriculum for undergraduate courses under CBCS, the structure of UG degree is strictly in accordance with this pattern. However, the structure of the Degree Programme will depend upon the regulation adopted by HP University as per directions of Himachal Pradesh Government from time to time. Instructional Template for Facilitating Implementation of Choice Based Credit System (CBCS) Annual Pattern UG Courses.

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A./B. Com.

Year	Core Course (12)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Courses (SEC) (4)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
1.	English-1= 6-Credit Skt./Hindi-1= 6-Credit DSC-1A= 6-Credit DSC-1B= 6-Credit DSC-2A= 6-Credit DSC-2B= 6-Credit 36 Credits	Env. Studies= 4 Credits Hindi/English/Skt. (One out of three) = 4 Credits 8 Credits	Nil	Nil	Nil

	Total Credits= 44				
2.	English-2= 6- Credit Skt./Hindi-2= 6- Credit DSC-1C= 6- Credit DSC-1D= 6- Credit DSC-2C= 6- Credit DSC-2D= 6- Credit 36 Credits Total Credits= 44	Nil	SEC -1 = 4 Credits SEC -2 = 4 Credits 8 Credits	Nil	Nil
3.	Nil	Nil	SEC -3 = 4 Credits SEC -4 = 4 Credits 8 Credits	DSE-1A=6- Credit DSE-1B=6- Credit DSE-2A=6- Credit DSE-2B=6- Credit 24 Credits	GE-1 =6 Credits GE-2 =6 Credits 12 Credits

Total Credits in Degree Course BA/B. Com = 132
132 credits fulfil the requirements of RUSA and UGC.

Subjects offered in BA/B.Com 1st Year

S. No.	Subjects offered
1.	English
2.	Hindi
3.	Political Science
4.	History
5.	Geography
6.	Economics
7.	Music (I)
8.	Commerce

SUBJECT COMBINATIONS

The college offers the following combination:

S.No.	DSC I	DSC II
1.	Hindi	- History, Political Science, Geography & Music (I)
2.	English	- Economics, History, Political Science, Geography & Music (I)
3.	Economics	- English, Hindi, History, Political Science, Geography
4.	History	- English, Hindi, Political Science, Geography & Music (I)
5.	Political Science	- English, History, Economics, Geography & Music (I)
6.	Music (I)	- English, Hindi, History & Political Science
7.	Geography	- English, Hindi, History, Economics & Political Science

Note:

- Students are directed to choose their DSC Subjects carefully since the First DSC Subject chosen by them will ipso-facto become their SEC Course/Subject from Second Year onwards. No change in DSC Courses/Subjects is permissible at a later stage.
- In addition to the two DSC Subjects each student will have to study Two Compulsory (Core/Language) Subjects, i.e, English and Hindi of 06 Credit Weightage each.
- The Students of B.A. 1st Year will also have to study One AECC Language Course/Paper from the two Language papers (English/Hindi), whereas Environment Science will be a Compulsory AECC Course/Paper for all.

2. ELIGIBILITY FOR THE DEGREE

2.1 A regular candidate shall have to undergo the prescribed course of study in a college affiliated to the H.P. University for a period not less than three academic years (and not more than five academic years), pass the examinations prescribed and fulfil such conditions that have been prescribed by HP University from time to time.

2.2 There shall be no private or other category of students and the candidates shall be eligible for degree through regular mode only.

2.3 For the degree (B.A./B.Com.) the student will have to accumulate a minimum of 132 successful credits (PASSED) of coursework over a minimum of three and maximum of five years from the date of admission.

2.4 Provided that not more than three attempts will be allowed to pass a course.

3. Choosing Study Courses Under Programme: -

3.1 At the time of admission in the First Year Degree Programme each student shall have to take four CORE COURSES including two compulsory language courses. In addition to these core courses, they shall have to study two Ability Enhancement Compulsory Courses (AECC), one of which will be Environmental Studies and one Hindi/ English communication course.

3.2 DSC – 1 and DSC – 2 once identified would not be changed unless the student quits a programme and joins a new programme.

3.3 B.A. with a particular subject would require a student to study Skill Enhancement Courses (SEC) of that subject in the II & III Year.

3.4 The Generic Elective required to be offered in the III Year by the student will be other than the two Discipline Specific Courses already offered by the student

4. Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'Credit Hour'. The credit also determines the volume of course contents and delivery of programme such as lectures, tutorials, practical, assignments, etc.

For purpose of credit determination, the instructions are divided into three components: -

Lectures (L)- Classroom Lecture of One Hour Duration.

Tutorial (T)-Special, elaborate instruction on specific topics of one hour duration.

Practical (P)- Laboratory of field exercises in which the students must do experiments or other practical works of two-hour duration.

Each one of these components is considered as equal to one credit. One Lecture (L) as well as one Tutorial (T) is considered as one credit whereas one Practical (P) two hours is considered as one credit. So, in the form of symbols it can be written as $C=L+T+P$ where C stands for credit.

5. Students' Course-wise Continuous Comprehensive Assessment (CCA) and Evaluation:

All courses that are undertaken by a student involve an evaluation system that has the following two components.

- Continuous Comprehensive Assessment (CCA):** As per scheme of evaluation 30% of the final grade that the student gets in a course is through Internal Assessment.
- Term End Examination (TEE):** The remaining 70% of the final grade that the student gets in a course constitutes a Term End Examination.

5.1 Continuous Comprehensive Assessment (CCA): This would have the following components.

5.1.1 Classroom Attendance: Each student will have to attend a minimum of 75% Lectures / Tutorial/Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination. Those having greater than 75% attendance (for those participating in co-curricular activities e.g., NSS, NCC, Sports, Youth Festival, RRC etc. 25% will be added to percent attendance) will be awarded CCA marks as follows: - 75% but <80%=1 marks; 80% but <85%= 2 marks, 85 but <90%= 3 marks, 90% but < 95%=4 marks, >95%=5 marks.

5.1.2 Class Test: There will be one class test for 5 marks after completion of at least 40% of syllabi of all courses opted by the student.

5.1.3 Mid-Term Test: There will also be one mid-term test for 10 Marks after completion of at least 75% of syllabi of all courses opted by the student.

5.1.4 Seminar / Assignment / Term Paper: The remaining 10 marks of the CCA will be awarded based on seminar/ Assignment / term paper, etc. that the teacher would give to students in respective disciplines.

Class (Marks)	Test (Marks)	House Test (Marks)	Tutorials/ Assignments etc. (Marks)	Attendance (Marks)	Total Marks
05		10	10	05	30

5.2 Term End Examination (TEE): The remaining 70% of the final grade of the student in a course will be on the basis of Term End Examination (TEE) that will be of three hours duration and will be covering the whole syllabus of the course.

5.3 Practical: In practical courses, the division of marks is different from other courses which is shown as below:

Subject	Course code	CCA	Practical	Term end examination
Geography	GEOGP 102CC,	30 Marks	20 Marks	50 Marks

	GEOGP 204SEC, GEOGP 301SEC, GEOGP 302SEC			
Commerce	BC 1.1, BC 2.2, BC 2.3, BC 2.6	30 Marks	20 Marks	50 Marks

For Music (I), the division of marks is as follows: Class	Course Code	CCA	Term-end examination/ Practical	Total
BA 1st Year	MUSA 101TH	15	35	50
	MUSA 102 PR	15	35	50 =100
	MUSA 103TH	15	35	50
	MUSA 104PR	15	35	50 =100
BA 2nd Year	MUSA 201TH	15	35	50
	MUSA 202PR	15	35	50 =100
	MUSA 203TH	15	35	50
	MUSA 204PR	15	35	50 =100
	MUSA 205PR	15	35	50
	MUSA206PR (SEC)	15	35	50 =100
BA 3rd Year	MUSA 303TH	15	35	50
	MUSA 304PR	15	35	50 =100
	MUSA 305TH	15	35	50
	MUSA 306PR	15	35	50 =100
	MUSA 301PR	15	35	50
	MUSA302PR (SEC)	15	35	50 =100
BA 3rd Year (Generic Elective)	MUSA 307TH	30	70	100
	MUSA 308PR	30	70	100 =200

Grievances and Redressal Mechanism: The students will have the right to make an appeal against any component of evaluation. Such appeal must be made to the Principal of the College on a prescribed form and should clearly state in writing the reasons(s) for the complaint / appeal.

The appeal will be placed before the Grievances Redressal Committee (GRC), Chaired by the College Principal, composed of the Head of the Department, course Teacher, and a senior Teacher of the Department. The decision of the Committee will be final.

For further details of CBCS, Term End Examination and for any modifications in scheme of programme obviously as per directions of HP University or Government of Himachal Pradesh, the students are advised to go through the notices displayed from time to time on the College Notice Board.

ADMISSION PROCEDURE

- GDC Barotiwala offer B.A. and B.Com. programs affiliated to Himachal Pradesh University, Shimla. Admission under CBCS will be open for main subjects(DSE/DSC) of English, Hindi, Economics, Political Science, History, Geography and Music(Instrumental). The college () and H.P University () websites are full of information and every student must visit university website for filling Examination Forms, for registration, for date sheet, etc. The ignorance of any information/rule(s) etc., will be no excuse under any circumstances. For any inadvertent printing mistakes and wrongly presented information or rules, due to one or any other reason, the college and university will not be responsible.
- “With the Implementation of NEP in the State of Himachal Pradesh, the Courses/Subject Combination are subject to Change as per the latest guidelines as and when received from Himachal Pradesh University, Shimla /Department of Higher Education, Shimla, Himachal Pradesh”.

Schedule of Admission/Teaching/Examination and Vacation for the Academic Session 2025-26 onwards in r/o all Govt/Private/GIA Degree/ Sanskrit Colleges affiliated to HPU/SPU 2025-26

S. No.	Particulars	Period
1.	Submission of admission forms for the session 2025-2026 <i>(All admissions through online mode only)*</i>	01.06.2025 to 19.06.2025
2.	Pre-admission Counselling of Students <i>(Counselling in college campus, Commerce-Room no. 001, Arts-Room no.101)</i>	13.06.2025 to 19.06.2025
3.	Display of 1st Merit List (UG 1st Year students)	20.06.2025 up to 5:00 PM
4.	Fee to be deposited	21.06.2025 to 23.06.2025
5.	Display of 2nd Merit List	24.06.2025 up to 3:00 PM

6.	Fee to be deposited	25.06.2025 to 27.06.2025
7.	Orientation of 1st Year students	28.06.2025 to 30.06.2025
8.	Admission of UG 2nd Year and Final Year students on Roll on basis	01.06.2025 to 19.06.2025
9.	Fee to be deposited	12.06.2025 to 23.06.2025
10.	Post-admission Counselling, online submission of scholarship forms and student feedback	24.06.2025 to 30.06.2025
11.	Regular teaching	1st July to 15th March of next year excluding vacation period
12.	Annual Practical Examination/ Remedial/ Need based classes/ Self-study by students	16 March to 25 March 2026
13.	Theory Examinations	26 March to 10 May 2026
14.	Festival Break	2 days before and 2 days after Diwali
15.	Winter Vacation	1st January to 4th February 2026
16.	Summer Vacation	18th May to 11th June 2026

Note:-

- If any activity of admission process falls (starts) on a Gazetted holiday/ Sunday in ibid schedule, it will be shifted to next working day
- Candidate failing to deposit the fee on the notified dates will lose his/her claims on the seat and seat will be provided to the next candidate in the merit list.
- Admission to 2nd and 3rd year of the degree course will be done on roll on basis. They can apply online from the college website and deposit the print out of admission form along with fee receipt in the office.

WHOM TO CONTACT FOR QUERIES	
Prof. Pallavi Chauhan	Mob. No. 9418993174
Dr. Shalini Dharmani	Mob. No. 7035700029
Mrs. Shally Mahajan	Mob. No. 9418532325
Mr. Naveen Singh	Mob. No. 7888393189

Important Instructions regarding filling up of online application form:

1. Applicant(s) are required to apply online through Govt. Degree College Barotiwala Dist. Solan, H.P. official website i.e. <https://gcbarotiwala.edu.in/> and deposit the hard copy of the same along with the photocopies of all the supporting documents in the college office before the last day of the submission of the admission form,
2. Applicant(s) must have a valid Email ID and Mobile Number before registering and creating login credentials.
3. Applicant(s) must verify the email before logging in. It is a onetime process.
4. Verification mail may reflect in inbox or spam folder of the email account holder.
5. After creating login credentials, applicant(s) need to login with these credentials. He/she will be redirected to dashboard page, from where he/ she can apply for the relevant course.
6. Applicant(s) need to click on 'Click Here to Apply' link, to apply for the Course.
7. Applicant(s) should carefully fill all the information asked in the Form and then SAVE it.
8. The Applicant(s) is required to **upload at the appropriate web links** provided for that purpose (**Self attested photocopies of following original documents have to be attached along with application form generated after completion of all formalities**).
 - Matriculation Certificate, in support of his date of birth/proof of age.
 - 10+2 marks sheet for merit generation.
 - Character certificate and school leaving certificate in original from the institution last attended.
 - Migration certificate in original (if +2 passed from board other than H.P.)
 - Certificate of equivalence from H.P. Board if +2 is passed from board other than H.P.
 - Candidates with gap year will upload a self-attested affidavit stating facts/reasons for discontinuation of studies during gap year.
 - The category certificates for claiming reservation, fees relaxation, age relaxation etc. against their respective category, they do belong to.
 - Size of documents should not exceed 1 MB.
 - Upload his/her recent photograph image. Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. =4.5 X 3.5 cm).

9. Only the applications of applicants who fulfil all the requisite eligibility criteria will be accepted by the system.
10. Applicant(s) will not be allowed to edit their application form after its final submission.
11. Applicants for 2nd and 3rd year will fill up the forms online only for roll on admissions.

Note:

- **Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would render immediate disqualification of the Applicant(s).**
- **Fresh entrants will also fill University Registration form.**
- **Candidates who have passed the last examination in private capacity must upload Character certificate issued by Gazetted Officer/ Pradhan of their Panchayat/Municipal Councillor. The Character certificate should not be more than six months old.**

RULES FOR ADMISSION

1. The eligibility criteria for admission to BA/B. Com. in the 1st Year is strictly as per the latest ordinances/guidelines/calendar notified by the HP University/Government.
2. Candidates/parents/ guardians must read all instructions given in the prospectus carefully and submit application form complete in all respects online.
3. The candidate must fill up the particulars in the prescribed online admission form carefully.
4. Admission will be granted strictly on fulfilment of all eligibility conditions.
5. Any gap in the academic career of an applicant must be supported by a self-declared undertaking. In this case original Character-Certificate from the 1st class Magistrate/Gazetted Government Officer/Panchayat Pradhan, is a must.
6. A student must produce original documents at the time of counselling.
7. Rules of admission are subject to change as per HPU notification from time to time.
8. Candidates coming from Boards / Universities other than HP Board of School Education, Dharamshala/HPU, Shimla, must produce a migration certificate in original.
9. A Candidate having **compartment in 10+2 in any subject is not eligible** for seeking admission in B.A. I /B.Com. I Year.
10. Admission of a candidate is liable to be cancelled if he/she furnishes incomplete / false information or in case of concealment of facts. Disciplinary action will be taken against such candidates.
11. Girl students of H.P. seeking admission in any class must bring an attested copy of **H.P. Bonafide Certificate** to avail fee concession.
12. Principal of the college has the power to refuse or terminate the admission, if the conduct of a student during his or her stay in the college is unsatisfactory.
13. Students seeking exemption from tuition fee on the ground of special ability must attach the certificate issued by the medical board.

14. Only those candidates who have passed all the five papers including English from National Open School are eligible.

15. Candidates' ineligible for Admission:

- A) A candidate having a compartment in any subject at 10+2 level.
- B) A candidate who has been expelled or rusticated from any other institution.
- C) A candidate who has passed Prabhakar examination without passing 10+2 examination.

16. Initially all the admission will be provisional (i.e., subject to approval by HPU).

17. A student can migrate from one college to another in accordance with the rules laid down by Himachal Pradesh University.

18. The admissions will be on the basis of merit.

19. The reservation of seats will be according to the HP University "120 points" roster given ahead.

20. Students may change their subjects up to 15th July 2025.

Eligibility for Admission in B.A./ B.Com. 1st Year:

1. Maximum age limit for admission to B.A./B.Com. First Year is 23 years for boys and 25 years for girls as on July 1, 2025(Chapter 3, 3.3.A of University Ordinance). For SC/ST candidates a relaxation of three years in the upper age limit is permissible. The Vice Chancellor of HPU may, in exceptional cases/ circumstances, to be recorded in writing, give relaxation in age up to a maximum of six months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by principal and a consolidated list of all such cases will be sent to the Vice Chancellor for necessary approval. Relaxation in upper age is also available to especially abled candidates.

2. Parents/Guardian's signatures are essential on the admission form failing which no admission will be entertained.

3. If the admission is cancelled by the University, the college will not be responsible.

4. Student with a record of misconduct/indulged in ragging in previous years will not be given admission in the current session.

Eligibility criteria for admission to B.A. 1st Year (Pass Course)

- Candidate must be clear pass at 10+2 level.
- Candidate who has passed all the five subjects including English from NOS is eligible to take admission.

Eligibility criteria for admission to B.Com. 1st Year (Pass Course)

- Candidate must have secured 45% marks in 10+2 in aggregate with Mathematics/Economics as one of the compulsory subjects at 10+2 level or 45% marks in aggregate for students from relevant vocational stream.
- A minimum percentage of 40% for those students who have passed 10+2 under commerce group.
- In case of girl students, the minimum percentage is 33% at 10+2 level(clear cut pass)

RESERVATION OF SEATS (Ordinance 3.14) 15%, 7.5% 3%, of the seats shall be reserved for S.C., S.T. & especially abled candidates respectively as per H.P. University 120 seats roster norms. This reservation will be applicable to those candidates who have passed their qualifying examination from H.P. Board of School Education or from School affiliated to any board but located within territorial Jurisdiction of Himachal Pradesh and must be bonafide of Himachal Pradesh.

Note: One Seat will be reserved for the Single Girl Child

Fee Structure

Fee will be charged at the time of admission for full session 2025-26 as under:-

ANNUAL CHARGES	Rs.
Admission Fee	25
Univ. Continuation Fee (BA/B.COM 2nd & 3rd YEAR)	10
Univ. Sports Fee	15
Youth Welfare Fund	15
Holiday Home Fund	01
Library Security (only for 1st Year) Refundable	100
Magazine Fund	50
Identity Card Fund	10
Duplicate Identity Card	20
Medical Fund	06
Red Cross Fund	40
NCC Fund	10
Student Aid Fund	02
Furniture Repair/Replacement Fund	10
Campus Development/ Beautification Up-keep Fund	10
Book Replacement Fund	25
PTA Fund	500
Migration Fee (Inter College)	300
Migration Fee (Inter Univ.)	400
University Development Fund (1st Year only)	250
University Development Fund (IRDP/BPL) (1st Year only)	100
Computer & Internet Facility Fund	20

HALF YEAR FEES	Rs.
Tuition Fee (Only for Boys & Non-Himachali Girls)	300
House Examination Fee	40
Amalgamated Fund	150
Building Fund	60
Cultural Activities Fund	10
Sports Fund	120
Practical Fee (Wherever applicable)	90
Rovers & Rangers Fund	30

Late Admission Fee @Rs.10/-per day

Note: Re-Admission Fee

First time	Rs.100/-
Second time	Rs.200/-

Absence and other Fines

Absence fine per period	Rs. 1/-
Absence from Practical per practical	Rs. 3/-
Absence from House Test per Paper	Rs. 10/-
Late return of Library book per day	Rs. 1/-

Note: Tuition fee from the following students will not be charged:

- I Girls students (Only for Himachali Girls)
- II Amongst real brothers/sisters, one will be exempted.
- III Especially disabled with Physical disability above 40%.

Note: In addition to the above fees PTA Fund of Rs. 500 per year will be charged from only one child of the family which is subject to change that means if the fee is revised the student will have to pay the revised fee.

- Prospectus will be available online for Rs. 50/- per access.
- Library security Rs. 100/- is payable by student on migration from other college affiliated with H.P.U.
- No fee/funds will be charged from students with special needs having more than 40% disability upon the production of medical certificate in compliance with DHE, H.P. letter No: EDN-H(8)B(15)-HPU-15/2013 dated 01-02-2020.
- Fee and Funds are subject to change as per HPU/HP Government instructions.
- Refund and transfer of fee will be regulated as per GoHP, HPU and UGC regulations. PTA fee once paid will not be refunded.

RULES OF MIGRATION

1. A student can migrate from one college to another in accordance with the rules laid down by the HP University. However, students migrating from other colleges must obtain the approval of the concerned Admission Committee.
2. Students who migrate either from this college to any other or vice-versa must ensure that college name is changed on university online Rolls with the Exam co-coordinator and concerned clerk.

REFUND OF SECURITY

A student can get back his security amount deposited at the time of admission. It will be refunded within 6 months of the year after leaving the College. No refund of security will be allowed after that and the security will lapse to the College.

Readmission Fee and Other fines:

First Time Readmission fee 100/-

Second Time Readmission fee 200/-

Absentee and Other Fines

Absentee fine per period 1/-

Absentee from practical per practical 3/-

Absentee from house test per paper 10/-

Late return of Library book per day 1/-

IDENTITY CARD

It is mandatory for every student to carry his/her college identity card while in college. The identity card must be produced by the student whenever it is demanded by the college authorities. Replacement of Photo in the Identity card is not permitted under any circumstances whatsoever. In case the identity card is lost, one must file an FIR to get a duplicate identity card on payment of Rs 20/- (within one week only).

IMPORTANT PHONE NUMBERS TO REMEMBER

Sr. No.	Name of Official/Helpline	Phone Number
1	Dr. Anjori Sharma, Principal	9418022905
2	Dr. Anupama S. Pathak, Convener of Women Cell of the College	9463455206
3	Dr. Suneela Sharma, Convener of Anti-Ragging cum Discipline Committee & Students' Grievance Redressal Cell of the College	9418013297
4	Prof. Pallavi Chauhan, Convener of the SC/ST/Minorities Redressal and Development Cell	9418993174
5	Ms. Shally Mahajan, Supdt. (Grade-II)	9418532325
6	Emergency (All over India)	112
7	Disaster Management	1078
8	Women Helpline (All over India)	1091
9	Anti-Ragging Helpline	1800 180 5522
10	Gudiya Helpline(24x7)	1515

CALENDAR FOR THE ACADEMIC SESSION 2025-26

a. Admission Schedule for UG Classes <ul style="list-style-type: none"> • Submission of Admission Forms • Pre-admission counselling of students • Display of First Merit List • Fee Deposition by Students (1st Merit List) • Display of 2nd Merit List • Fee to be deposited (2nd Merit List) • Orientation for 1st Year Students • Online Admission of 2nd & 3rd year on roll on basis. • Fee to be deposited • Post Admission Counselling 	01.06.2025 to 19.06.2025 12.06.2025 to 19.06.2025 20.07.2025 up to 05.00 pm 21.06.2025 to 23.06.2025 24.06.2025 up to 03.00 pm 25.06.2025 to 27.06.2025 28.06.2025 to 30.06.2025 01.06.2025 to 19.06.2025 12.06.2025 to 23.06.2025 24.03.2025 to 30.06.2025
b. Teaching Learning Schedule Regular Teaching Change of Subject / Streams Orientation of 1st year students	01.07.2025 to 15.03.2026 Till 15.07.2025 only July
c. Examination Schedule Class Test/Projects/Assignments/Quiz Mid Term Exams Annual Practical Exams Final Exams	To be intimated by the course teachers regularly. 2nd Week of December 2025. w.e.f. 1st Week of March 2026 Last week of March 2026
d. Vacation Schedule Summer vacation Diwali Break Winter vacation	18.05.2026 to 11.06.2026 2 Days before & 2 Days After Diwali 01.01.2026 to 04.02.2026
e. Co-Curricular and Extra-curricular Activities Registration to NSS, Rovers-Rangers, Clubs and Societies Plantation Drive by Eco Club Talent Hunt Fresher's Party Drill on mitigating Disaster Risks	w.e.f. 2nd week of July July / August August 3rd week August September
Career counselling Guest Lectures /Activities Blood Donation Camp Quiz/Painting/Slogan Writing/Essay Writing / Club activities Electoral Literary Club Debate Club Initiatives Farewell Party for 3rd year	To be notified separately November To be notified separately 3rd Saturday of each month 2nd & 4th Saturday of each month 2nd week of March 2026

f. Noteworthy Engagements PTA General House Filling Up Scholarship forms CSCA Elections CSCA Oath Taking Ceremony Annual Athletic Meet NSS special camp Annual Prize Distribution Function.	1st Week of September October As per the notification of HPU One week after the constitution of CSCA November / December 5th week of December March 2026
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Note:- 1. All dates mentioned are tentative and subject to change as per notification by H P University and Director of Higher Education. 2. Subject base class tests/ quiz/ seminars/presentations/extra co-curricular activities to be conducted every month and all activities will be documented with IQAC Cell of the college.

Celebration / Commemoration of Important Days , Session 2025-26

International Yoga Day	21st June
International Day against Drug Abuse & Illicit Trafficking	26th June
International Youth Day	12th August
Independence Day	15th August
Teacher's Day	5th September
Hindi Diwas	14th September
Ozone Day	16th September
NSS Raising Day	24th September
Gandhi Jayanti	2nd October
Education Day	11th November
Children's Day	14 th November
Constitution Day	26th November
World AIDS Day	1st December
Human Rights Day	10th December
NSS Day	24th December
International Women's Day	8th March

Note: Ragging and Eve teasing is an offence. The offender will be handed over to the police immediately.

ADMISSION COMMITTEES (Session 2025-26)

The following committees have been constituted for admission/ Registration in B.A./B.Com. 1st, 2nd & 3rd Year for the academic session 2025-26.

Humanities (B.A.)			Commerce (B.Com.)		
1	Dr. Shyam Singh	Convener	1	Dr. Veshalee Singh	Convener
2	Prof. Krishna Prakash	Member	2	Dr. Suneela Sharma	Member
3	Dr. Shalini Dharmani	Member	3	Dr. Mamta	Member
4	Prof. Visheshar Lal	Member			
5	Dr. Niti Gupta	Member			

ADMINISTRATIVE AND CO-CURRICULAR COMMITTEE (2025-26)

Prospectus, Online Admission and Website Committee

Prof. Pallavi Chauhan (Convener)
Dr. Shalini Dharmani
Dr. Mamta
Mr. Naveen Singh J.O.A.

Anti-Ragging cum Discipline Committee

Dr. Shyam Singh
Dr. Suneela Sharma
Prof. Krishna Prakash
Prof. Pallavi Chauhan
Dr. Shalini Dharmani
Prof. Visheshar Lal
Dr. Mamta
Prof. Niti Gupta
Mr. Naveen Singh J.O.A.

Advisory Committee

Dr. Anupama S Pathak
Dr. Shishu Bala
Dr. Veshalee Singh
Dr. Shyam Singh
Dr. Suneela Sharma
Prof. Krishna Prakash
Ms. Shally Mahajan, Supdt.

Scholarship/Fee Concession Committee

Dr. Shyam Singh
Dr. Shalini Dharmani
Prof. Visheshar Lal
Dr. Mamta
Mr. Naveen Singh J.O.A.

Internal Quality Assurance Cell/ NAAC Committee

Principal- Chairperson
Dr. Veshalee Singh (Coordinator)
Prof. Krishna Prakash
Dr. Pallavi Chauhan
Dr. Shalini Dharmani
Prof. Visheshar Lal
Dr. Mamta
Dr. Niti Gupta
CSCA Representative (President)
Stakeholder Representative (PTA President)
Community Representative (Panchayat Pradhan)

UGC Affairs Committee

Prof. Krishna Prakash (Member)
Prof. Visheshar Lal
Dr. Mamta

CSCA Advisory Committee

Dr. Anupama S. Pathak
Dr. Veshalee Singh
Dr. Suneela Sharma
Prof. Krishna Prakash
Dr. Shalini Dharmani

Bus Pass Attestation Committee

Dr. Shalini Dharmani
Prof. Visheshar Lal
Dr. Niti Gupta

University Affairs Committee

Dr. Shalini Dharmani
Prof. Visheshar Lal
Mr. Naveen Singh J.O.A.

Mid-Term Exam Committee

Dr. Shyam Singh
 Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Dr. Mamta
 Mr. Naveen Singh JOA (I.T.)

College Magazine Committee

Dr. Shyam Singh (Convener cum Hindi section)
 Prof. Pallavi Chauhan (English)
 Dr. Shalini Dharmani (Photo section)
 Prof. Visheshar Lal (Chronicle Section)
 Dr. Mamta (Commerce & Planning)
 Dr. Niti Gupta (Pahari Section)
 CSCA President (Student Representative)

Cultural Activities & Youth Festival preparation Committee**Group -I (Literary Events/Quiz)**

Dr. Shyam Singh
 Dr. Shalini Dharmani
 Prof. Visheshar Lal

Group -II (Classical and Vocal)

Prof. Krishna Prakash
 Prof. Pallavi Chauhan
 Dr. Mamta

Group -III (Folk Dance)

Dr. Veshalee Singh
 Prof. Krishna Prakash
 Dr. Niti Gupta
 Ms. Shally Mahajan (Office Supdt.)

Group IV (Theatre)

Dr. Suneela Sharma
 Dr. Mamta
 Dr. Niti Gupta
 Mr. Naveen Singh, JOA (IT)

Counselling Cell for Adolescents

Dr. Shishu Bala
 Dr. Shalini Dharmani
 Prof. Niti Gupta
 NSS Volunteers

Career Counseling and Placement Cell

Dr. Suneela Sharma
 Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Dr. Mamta

Maintenance of College Property & Assets (Building/Water/Electricity Committee)

Dr. Shyam Singh
 Prof. Krishna Prakash
 Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Dr. Niti Gupta
 Ms. Shally Mahajan (Supdt. G-II)
 Mr. Naveen Singh JOA (I.T.)

Grievance Redressal Committee

Dr. Suneela Sharma
 Prof. Krishna Prakash
 Prof. Pallavi Chauhan
 Ms. Shally Mahajan (Office Supdt.)
 Mr. Naveen Singh JOA (I.T.)

Internal Complaints Committee

Principal (Chairperson)
 Dr. Anupama S. Pathak
 Dr. Shishu Bala
 Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Advocate Mamta (External Member)

First Aid cum Health and Hygiene Committee

Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Dr. Mamta
 Mr. Naveen Singh JOA (I.T.)

SC/ST/Minorities Redressal Cell / Equal Opportunities Cell

Prof. Pallavi Chauhan (Convener)
 Dr. Shalini Dharmani (Member)
 Dr. Mamta (Member)

Time Table Committee

Dr. Veshalee Singh
 Prof. Krishna Prakash

Purchase Committee (GeM & Local)

Prof. Krishna Prakash
 Dr. Shalini Dharmani
 Prof. Visheshar Lal
 Dr. Mamta
 Librarian
 Ms. Shally Mahajan (Supdt. G-II)
 Mr. Naveen Singh JOA (I.T.)

AISHE & Website Committee

Prof. Pallavi Chauhan

Dr. Mamta

Mr. Naveen Singh JOA (I.T.)

IT Lab / Cyber Safety Cell

Dr. Mamta (In charge)

Identity Card Committee

Prof. Pallavi Chauhan

Prof. Visheshar Lal

Dr. Niti Gupta

Librarian

College Canteen Committee

Prof. Krishna Prakash

Dr. Shalini Dharmani

Dr. Mamta

Prof. Visheshar Lal

Ms. Shally Mahajan, Supdt.

Library Committee

Prof. Visheshar Lal

Dr. Mamta

Dr. Niti Gupta

Librarian

CSCA Representative (Nominated)

**Campus Cleanliness and
Beautification/Waste Management
Committee**

Prof. Krishna Prakash

Prof. Visheshar Lal

Dr. Mamta

Dr. Niti Gupta

Ms. Shally Mahajan (Office Supdt. G-II)

Mr. Naveen Singh JOA (I.T.)

Disaster Management Committee

Prof. Krishna Prakash

Prof. Visheshar Lal

Dr. Niti Gupta

Ms. Shally Mahajan (Office Supdt. G-II)

Mr. Naveen Singh JOA (I.T.)

Girls Common Room Committee

Dr. Shishu Bala

Dr. Shalini Dharmani

Dr. Mamta

Librarian

Mr. Naveen Singh, JOA (IT)

**Research Development, Innovation
Institution Incubation Centre**

Dr. Shalini Dharmani

Prof. Visheshar Lal

Dr. Mamta

Dr. Niti Gupta

**Faculty and Student Empowerment
Committee**

Dr. Shyam Singh

Prof. Visheshar Lal

Dr. Niti Gupta

Women Cell Cum POSH Committee

Dr. Anupama S. Pathak (Coordinator)

Prof. Krishna Prakash

Dr. Shalini Dharmani (Member)

Prof. Visheshar Lal (Member)

Ms. Shally Mahajan (Office Supdt.)

Ms. Shanti Devi (Peon)

**Press Media Coverage and Photography
Committee**

Dr. Shyam Singh

Prof. Visheshar Lal

Mr. Naveen Singh, JOA (IT)

**Records, Information Management and
RTI**

Prof. Visheshar Lal

Prof. Niti Gupta

Ms. Shally Mahajan (Office Supdt.)

Educational Tour Committee

Prof. Pallavi Chauhan

Prof. Visheshar Lal

Prof. Niti Gupta

Clubs /Cells and Societies

Sr. No.	Name of Club / Society / Others	Members	Designation
1.	NSS	Prof. Krishna Prakash Mr. Naveen Singh	Nodal Officer Dealing Clerk
2	Rovers Rangers	Prof. Visheshar Lal Dr. Niti Gupta	Rover Leader Ranger Leader
3	Anti-Drug Club	Dr. Shalini Dharmani Prof. Visheshar Lal Dr. Niti Gupta	Incharge Member Member
4	Red Ribbon Club cum Red Cross	Dr. Mamta Dr. Niti Gupta Mr. Naveen Singh, JOA(I.T)	Incharge Member Incharge
5	Road Safety & Sports Club	Prof. Pallavi Chauhan Prof. Visheshar Lal Dr. Mamta Dr. Niti Gupta	Incharge Member Member
6	Eco Club	Dr. Veshalee Singh Dr. Mamta Librarian	Incharge Member Member
7	Electoral Literacy Club/ Energy Club	Prof. Visheshar Lal Dr. Niti Gupta Mr. Naveen Singh JOA (LT.)	Incharge Member Member
8	Samvad Club	Prof. Krishna Prakash Prof. Visheshar Lal	Incharge Member
9	SWAYAM Cell	Prof. Pallavi Chauhan Dr. Mamta	Incharge Member
10	AISHE	Dr. Mamta Mr. Naveen Singh, JOA (IT)	Nodal Officer Member
11	Bio-Metric Attendance	Dr. Anupama S. Pathak	Nodal Officer
12	Library	Librarian/ Dr. Mamta & Dr. Niti Gupta	Incharge
13	NEP	Dr. Anupama S. Pathak	Co-ordinator
14	Alumni/ OSA	Prof. Visheshar Lal Dr. Niti Gupta Ms. Shally Mahajan (Office Supdt.)	Incharge Member Member
14	ABC	Dr. Krishna Prakash Dr. Mamta	Co-ordinator Member
15	Music Club	Prof. Pallavi Chauhan Dr. Niti Gupta CSCA Member	Incharge Member Member

16	Dance Club	Dr. Veshalee Singh Prof. Krishna Prakash Dr. Mamta Ms. Shally Mahajan (Office Supdt.)	Incharge Member Member Member
17	Theatre Club	Dr. Suneela Sharma Dr. Mamta Dr. Niti Gupta Mr. Naveen Singh, JOA (IT)	Incharge Member Member
18	Commerce Society	Dr. Veshalee Singh Dr. Mamta	Incharge Member
19	Social Science Society	Prof. Krishna Prakash Dr. Shalini Dharmani Prof. Visheshar Lal	Incharge Member Member
20	Fine Arts Society	Dr. Shishu Bala Dr. Veshalee Singh Dr. Mamta	Incharge Member Member
21	Literature Society	Dr. Anupama Pathak Dr. Shyam Singh Dr. Shalini Dharmani Prof. Visheshar Lal	Incharge Member Member
22	Annual Report	Prof. Pallavi Chauhan Dr. Shalini Dharmani	Incharge Member
23	E-Magazine	Dr. Shyam Singh Prof. Pallavi Chauhan	Incharge Member
24	Secretary	Prof. Krishna Prakash	Staff Secretary
25	Bursar	Dr. Shyam Singh	-----
26	Senior Tutor	Dr. Anupama pathak	

Note:

- Senior most person in the committee will act as Convener/ incharge.
- Consequent upon transfer of a convener/member /incharge the new incumbent will automatically replace him/her.
- Upon the necessity other committees will also be formulated through an office order of the Principal at any point of time.

RAGGING IS A PUNISHABLE OFFENCE UNDER LAW

Specimen of Forms of Certificate to be attached to Admission Forms Wherever Applicable

ANTI-RAGGING AFFIDAVIT/UNDERTAKING

The Chairperson of the Teaching Departments / Heads of the Colleges or Institution affiliated to or maintained by the University, at the commencement of each session when new admission takes place, shall have an online/electronic undertaking from every student (old or new) as specified on the given proforma at www.antiragging.in/affidavit_registration_disclaimer.html or www.c4yindia.org/Home/ Undertaking to comply with the UGC regulations on anti-ragging. In addition, at the time of admission, students must submit Anti-Ragging Affidavit with Reference Number which must be similar to the Application Form Number. Undertaking of the Parents/Guardians must also be submitted by the students with the similar Reference Number. The Reference Number must be inserted by the students as per the following prescribed column of the admission form:



DECLARATION FROM STUDENTS (REGARDING ABUSE OF ILLICIT DRUGS)

1. I aged years
son/daughter of Sh./Smt R/O
..... hereby declare that: 1. I shall not make any form of abuse of
narcotic drugs or psychotropic substances while being a student of the University.
2. I shall bring into the notice of authorities designated by the University for this purpose, the
incidence of any illicit drug or substance abuse occurring within the University Campus which
might have come to my knowledge and also about any drug dealer/peddler who according to my
information is carrying out or is trying to carry out activities related to supply of illicit drugs
within the University Campus.
3. If I am found with illegal drugs in the University Campus, I will have no objection for expelling
me from the University at any time.

Declaration: I aged years, son/daughter
of Sh R/o

Hereby declare that the contents of the above declaration have been issued by me at my own will and
I have concealed nothing therefrom.

Signature Signed on this day of (Month/Year).



ZERO TOLERANCE TO RAGGING

Ragging is a criminal offence. It is strictly banned by the Supreme Court Orders. Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abets such an action shall also be guilty of such ragging. Ragging is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged to initiate legal action & also expel the guilty student (s) from the college. On a written complaint from the newcomers, those ground indulging in ragging will be handed over to the police.

Any student found involved in ragging in any form whatsoever will be punished appropriately which may include:

- | | |
|---|--|
| 1. Imprisonment, fine or both. | 5. Debaring from representation in events. |
| 2. Suspension from the classes. | 6. Suspension and expulsion from college. |
| 3. Fine with public apology. | 7. Legal proceeding under criminal law shall be initiated. |
| 4. Withholding scholarship or other benefits. | |

रैगिंग/छात्रोत्पीड़न

मानसिक अथवा शारीरिक रूप से किसी व्यक्ति अथवा समूह द्वारा किसी भी छात्र/छात्रा का उत्पीड़न जिससे विद्यार्थी के मन में यह मन्य उत्पन्न हो जाए कि वह अपना अध्ययन उपयुक्त वातावरण में नहीं कर सकता, रैगिंग कहलाता है। किसी भी प्रकार का छात्रोत्पीड़न, महाविद्यालय अथवा उनकी ओर से आने वाले सस्ते परपूर्ण रूप से वर्जित है। रैगिंग एक दंडनीय अपराध है। अगर कोई विद्यार्थी उत्पीड़न में संलिप्त पाया गया तो जांच-पड़ताल के उपरांत उसे यथोचित दंड दिया जाएगा, जिसमें महाविद्यालय से निष्कासन, 50000 रूपए तक जुर्माना और तीन वर्ष तक की कैद सम्मिलित है।

छात्राओं से छेड़छाड़ करना अपराध है। दोषी को तुरंत पुलिस के सुपुर्द किया जाएगा।

Use of Tobacco products and Alcohol is Prohibited in the College Campus.

PRINCIPAL: DR ANJORI SHARMA | MOB. : 94180 22905

It is suggested to all the students to select one value-added online course from the NPTEL, Swayam portal, as per the Government of India's MOOCs program. And to support you in your learning journey, online mentoring and counselling services will be available thrice a week in the college.

Don't miss out on this opportunity to enhance your skills and broaden your horizons! Take charge of your future today by enrolling in these enriching courses.

For more information and assistance, stay tuned for further updates from the college administration. Happy learning! Link of the Portal - <https://swayam.gov.in>