



# Prospectus



2023-24

**GOSWAMI GANESH DUTT SANATAN DHARAM COLLEGE**

**RAJPUR, PALAMPUR, DISTT. KANGRA (H.P.)**

Website : [www.ggdsdrajpur.org](http://www.ggdsdrajpur.org) E-mail : [info@ggdsdrajpur.com](mailto:info@ggdsdrajpur.com)

# SOURCE OF INSPIRATION



**PT AMAR NATH JI (1894-1989)  
FOUNDER OF THE COLLEGE**

Born in 1894 at Sargodha (Pakistan), Pt Amar Nath Sharma, Matriculated from Khalsa High School, Sargodha in 1919. Joined Medical School, but left the same in non-cooperation days and joined National Independence Movement. Became teacher in Khalsa High School. Became the Captain of the Volunteers Corps, DCC, Sargodha. In 1920-21 became teacher in S.D. High School Sargodha. In 1925, joined S.D. Sabha, Punjab as organizer and in 1927 become its Office Secretary and remained as its Hony. General Secretary till his death. Also remained as General Secretary and Working President of S.D. Mahavir Dal. After partition of India settled in North India and made Himachal Pradesh as his Karam Bhumi. Opened 18 High School, one Polytechnic College, One B.Ed College, Two J.B.T. Schools and 5 Degree Colleges in Himachal Pradesh. Remained as M.L.A. for 10 years from 1957 to 1967 in Punjab and Himachal Vidhan Sabha and also President of Himachal Pradesh Congress Committee. Took voluntary retirement from Active politics in 1967 and remained in service of society till his last days.

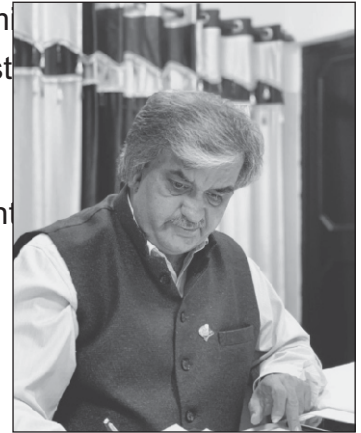
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## ***Message from Director cum Principal***

**Dear Prospective Students**

It is with great pleasure that I welcome you to the new academic session at our college. I take this opportunity to extend my warmest greetings and sincere congratulations on taking this important step forward in your academic journey. I would also like to express my deep sentiments of gratitude to parents and wards for their constant support, love and concern towards the college which enables and encourages us to strive hard to carry forward the mission of spreading value-based knowledge to one and all as envisaged by Founder of the College, Educationist and Philanthropist Late Pt Amar Nath Sharma.



At GGSDS Rajpur it will be endeavour in providing a holistic education that not only focus on academic excellence, but our emphasize the importance of character building, values and leadership development. Through our various programs and extracurricular activities, we provide an environment that supports students in fulfilling their potential and encourages them to pursue their passions.

In the current dynamic and changing scenario of education, we strive to adopt new approaches, technologies to upgrade the skills of the students to make them survive in the competitive domain and also provide them best facilities. These facilities include well stocked library, modern laboratories, Wi-Fi enabled campus and dedicated faculty members who are expert in their respective subjects.

College has a reputation for producing some of the best graduates who are successful in their respective careers and making a meaningful contribution to society. We take immense pride in our alumni, who have excelled in various fields, including business, politics, academic, media and entertainment not only in India but abroad also.

I hope by becoming a part of our vibrant community of learners, you will explore your full potential to achieve excellence in your career and will bring laurels for institutions.

Wishing you all the best for the upcoming academic session.

**(Dr. Vivek Sharma)**

principal@ggdsdrajpur.com



## GGDSD COLLEGE RAJPUR - THE PREFACE

The Sanatan Dharam Institutions in Himachal Pradesh have been in service of the people of Himachal Pradesh since Last nine decades under the control and management of GGDSD Education Society and under aegis of Shri Sanatan Dharam Pratinidhi Sabha (Pb) New Delhi with working area in state of Himachal Pradesh, Punjab, Haryana, Uttaranchal, Rajasthan and Delhi. Established By Late Pt Amar Nath Sharma, Great Educationist, Philanthropist, in 1984, GGDSD College Raipur was the first Co-educational college in Rajpur (Palampur). The College is affiliated to Sardar Patel University Mandi and recognized by UGC under 2(F)12 (B) Category. Starting with a small campus in the outskirts of Palampur, Distt Kangra, the institution now boasts of well built infrastructure and facilities which complement the quality education by qualified and experienced faculty. Our dream is to grow and develop into an education facility that provides education in multiple domains and make the youth self-sufficient to cater the higher educational requirements that are current in nature and demanded in the industry.

Currently there are Five Graduate courses and One Post Graduate Diploma Course. College has MOU with Bulls Eye for enhancing the skills and improving students' industry readiness through structured Skill Training Programmes. Core Value of the Institution is in practical and smart training of the students as well as their academic progressions.

## VISION AND MISSION

The College Managing Society has continuously read the pulse of the society and working with a mission to provide easy accessibility of Higher Education to the students of the area at their door step at very affordable fee structures. College is run by GGDSD Education Society, Baijnath (Regd.) without any financial support from Government. Our vision is to become a pioneer college of excellence in the area where students are given the roadmap to fully utilize their inherent and inbuilt capabilities & skills to become the best and most competitive in achieving their professional pursuits. We want to create environment for innovation, Creativity, Developing Leadership among the students for competitive advantage over others and producing knowledge based citizen.

## DISTINCTIVE FEATURES

1. Ethical & Professional Governance
2. Moral Values & Character Building
3. Career Development Approach
4. Guest Lecturers | Field Work | Seminars | Workshops | Internship
5. Students Welfare | Facilitation | Feedback

## COURSES & PROGRAMMES

1. Bachelor of Arts (BA) (Hindi, English, Pol. Science, History, Economics, Sanskrit, Maths)
2. Bachelor's of Commerce (B.Com.)
3. Bachelor of Science (B.Sc.) ( Physics, Chemistry, Math, Botany, Zoology)
4. Bachelor of Business Administration (BBA)
5. Bachelor of Computer Application (BCA)
6. Post Graduate Diploma in Computer Application (PGDCA)
7. Online Skill Certification (Optional)



## GGSD COLLEGE RAJPUR (PALAMPUR)

### ADMISSION SCHEDULE FOR BA/B.Com/B.Sc/BBA/BCA

### BBA AND BCA 1<sup>ST</sup> 2<sup>ND</sup> & 3<sup>RD</sup> YEAR ACADEMIC SESSION 2023-24

ONLINE REGISTRATION	:	OPEN WEF 01.06.2023
OFFLINE REGISTRATION	:	PROSPECTUS AVAILABLE FROM
WITH PROSPECTUS:	:	25.05.2023 AT COLLEGE OFFICE COUNTER
SCHEDULE OF ADMISSION	:	AS PER SCHEDULE TO BE NOTIFIED BY AFFILIATING UNIVERSITY

### INSTRUCTIONS FOR FILLING ONLINE ADMISSION FORM

- Students can apply online using following links on internet to fill admission form available at college website <https://www.ggdsrajpur.org> then click on apply online.
- All new and old candidates must register and apply before last date, which will be notified by University.

#### 1. 1<sup>st</sup> Step (Sign up to Student Panel)

Candidate must have following document/particulars handy.

- A valid won Mobile Number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS.
- Mobile Number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber Cafe's Mobile Number.
- An E-mail Id belonging to the candidate or any family member.
- Aadhar Number of the candidate which will be his/her **username**.
- Candidate has to create his/her own password.



Sign up to Student Panel

Name
Aadhar Number
@ E-mail
+91 Contact/Mobile
Password
Confirm Password
<b>SIGN UP</b>

Already have an account? Log in

## 2. 2<sup>nd</sup> Step (Choose Course & Subject Combination)

Candidate must ensure to fill his entire details well in time after getting login credentials.

- a) In the Registration Section please select the Course and Semester/Year in which you are seeking admission. Subject selection will be visible after you successfully register and Login into portal.

The screenshot displays the 'Student Panel' interface. On the left is a navigation menu with options: ProfileImg, View Website, Dashboard, Course/Subject Combination, Personal Information, Education Qualifications, Document Upload, and Registration Form. The main content area is titled 'STEP - 1 : CHOOSE COURSE/SUBJECT COMBINATION'. It features three dropdown menus: 'Admission Type\*', 'Choose Course\*', and 'Choose Semester\*'. Below these are 'SUBMIT' and 'NEXT' buttons.

## 3. 3<sup>rd</sup> Step (Personal Information)

- a) Fill Candidate's correct Personal Information.
- b) Candidate's photo size should be less than 100 KB.

## 4. 4<sup>th</sup> Step (Education Qualification)

- a) Detailed Marks Card of previous passed examination.

## 5. 5<sup>th</sup> Step (Document Upload)

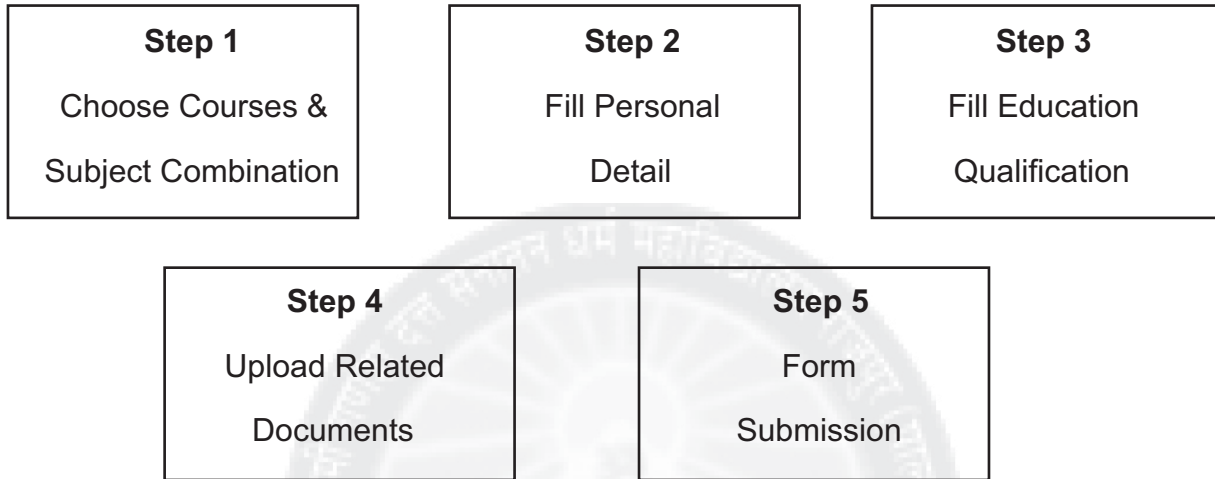
- a) Candidates willing to apply for Reservation must have a valid supporting document.
- b) Upload of documents related to the candidate's sub-category and registration.
- c) Supporting document size should be less than 200 KB.

## 6. 6<sup>th</sup> Step (Registration Form)

- a) The registration form will not be verified by the college until the candidate submit hard copy of the registration along with his/her copy of testimonial.
- b) Candidate can print his/her registration form.

## 7. 7<sup>th</sup> Step (Payment Receipt)

- a) When the registration form of the candidate is verified by the college, the payment option will appear on the dashboard of the student through which the candidate can pay the fee.
- b) As soon as roll number assigned to the candidate by the college authorities, then candidate can take a print out of his payment receipt.



- ◆ It is advised to regularly check E-mail, SMS and visit College site for latest updates over admission process.

### CONTACT US

Phone No. 01894-293215

Mobile No. +91 9882950530, +91 8580529410

Time - Working days between 9:30 AM to 3:30 PM

Email - [info@ggdsdrajpur.com](mailto:info@ggdsdrajpur.com)



## COURSES OFFERED AND AVAILABILITY OF SEATS :

Courses	Number of Seats
BSc (Physical Science /Life Science) in Chemistry, Physics, Maths, Botany, Zoology.	80+60
BA English, Hindi, Economics, Pol. Science, History, Mathematics, Sanskrit.	80+60
BCom	80+60
BBA	60
BCA	60

- Note :i) One Seat is reserved for single girl child in each subject.  
ii) Reservation of seats as per the roaster of the affiliated University.  
iii) First section will be of 80 students and second section will be of 60 students

## MINIMUM QUALIFICATION FOR ADMISSION

### BACHELOR OF ARTS (B.A. PASS COURSE)

1. +2 examination under 10+2 or an (B.A.) examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (including English) with 33% marks.

OR

Provided that a student seeking admission to B.A. 1<sup>st</sup> Year with Mathematics as one of the subject of study, should have either 45% marks in aggregate or 45% marks in Mathematics at +2 level. Pre-University examination (two years) after 10 years schooling of an Indian University/ Board recognised by H.P. University with 33% marks. OR

Intermediate examination of an Indian University/Board or an examination recognised equivalent thereto (pass in four subjects). One language and three other pass elective subjects with 33% marks.

OR

Any examination of a University/Board/College or School in Foreign country recognised as equivalent for the above purpose by the Vice- Chancellor/Equivalence Committee or either of its own or on the recommendations of Association of Indian Universities with 33% marks.

OR

B.A./B.Sc./B.Com Part-I of old three year degree course of a recognised University/Board College with 33% marks.

### **BACHELOR OF SCIENCE (B.Sc. PASS COURSE)**

+2 examination Science (B.Sc.) under 10+2 examination or an examination equivalent thereto of a Board/ University established by law in India with pass in four written subjects (three Science elective subjects & one English) with 45% marks.

**OR**

Pre-University Science examination (two years) after 10 years schooling of an Indian University/ Board recognized by H.P. University in four written papers (one English plus three Science subjects with 45% marks).

**OR**

21 Intermediate Science Examination of an Indian University/ Board or an examination recognized equivalent thereto with pass in four written subjects (one English plus three science elective subjects with 45% marks).

**OR**

Any examination of a University/ Board/ College or School in a Foreign Country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 45% marks. OR B.Sc. Part-I old three-year degree course of a recognized University/ Board/ College with 45% marks.

Universities with 45% marks. OR B.Sc. Part-I old three-year degree course of a recognized University/ Board/ College with 45% marks.

### **BACHELOR OF COMMERCE (B.COM. PASS COURSE)**

(i) +2 examination under 10+2 Commerce or an examination equivalent thereto of a Board/ University established by law in India with pass in four written subjects (including English) with 45% marks.

**OR**

Pre-University examination (two years) after 10 years Schooling of an Indian University/Board recognised by H.P. University with 45% marks or 40% for those who have passed +2 examination under Commerce Group.

**OR**

Intermediate examination of an Indian University / Board or an examination recognised equivalent thereto (pass in four written subjects) one language and three other pass elective subjects with 45% or 40% marks for those who have passed +2 examination under Commerce Group.

**OR**

Any examination of a University/Board/College or School in a Foreign Country recognised as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee either of its own or on the recommendations of Association of Indian Universities with 45% marks or 40% for those who have passed +2 examination under Commerce Group. OR B.A/B.Sc./B.Com. Part-I old three years degree course of a recognised University/ Board/ Colleges with 45% marks or 40% for those who have passed +2 examination under Commerce Group.

Provided that for admission to B.Com. Part-I, the minimum eligibility condition for girls students only shall be 33% marks in +2 examination under 10+2 of any recognised Board.

- (ii) for admission to B.Com. Pass/Honours the candidate must have passed Math./Economics as a compulsory subject at his +2 stage.
- (iii) if candidates do not produce the actual marks from a University/Board in respect of +2 examination or equivalent examination where the result is shown in grades and standards etc. the minimum percentage of marks for each subject given in standards will be taken into consideration for determining their eligibility.

### **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

- (a) Plus two examination under 10+2 system examination Business equivalent thereto of a Board/ University established by Administration law in India with 45% marks (5% relaxation for SC/ST).

**OR**

Any examination of a University/Board/College or School in Foreign country recognised as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee of its own or on recommendations of Association of Indian Universities with 45% marks (5% relaxation for SC/ST)..

- (b) Admission shall be made on the basis of merit determined on the basis of marks obtained in Matriculation and +2 examinations. A candidate with Commerce or Mathematics at +2 level will be given additional 10% of the percentage marks obtained in +2, while computing merit for admission. 75% of seats shall be reserved for those who have passed their qualifying examinations from H.P. Board of School Education/H.P. University.

### **BACHELOR IN COMPUTER APPLICATION (BCA)**

#### **For regular students only:**

Candidates who have passed 10+2 examination from H.P Board or any other examinations considered equivalent by the Himachal Pradesh University with 50% marks (45% marks for SC/ST category) shall be eligible for taking admission to BCA course based on Merit List prepared by the College

**OR**

Any examination of University/Board/College/School in Foreign Country recognised as equivalent for the above purpose by equivalence committee of its own or on recommendations of Association of Indian Universities with 50% marks (45% marks for SC/ST) shall be eligible for taking admission to BCA course based on Merit List prepared by the College

### **PG DIPLOMA IN COMPUTER APPLICATION (PGDCA)**

Admission will be made on merit basis determined Bachelor Degree from a Recognized University established by law in India or abroad with 50% marks (45% for SC and ST candidates). There will be no age bar and no entrance examination and admission will be based on merit of qualifying examination.

## ADMISSION PROCESS

### Admission to BA/B.Sc/B.Com/BBA/BCA (1<sup>st</sup> YEAR)

A student will be eligible for admission to BA/BSc/BCom/BBA/BCA 1st Year/Semester if he/she has passed the Senior Secondary (10+2) Examination (Academic Stream) conducted by the Himachal Pradesh Board of School Education or an examination of any other board accepted as equivalent there to by the various bodies of affiliating University.

- (i) Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to BSc.
- (ii) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to BCom .

### Admission Procedure:

- i) Every candidate seeking admission to any class has to apply on the prescribed form available in the college prospectus/ online on college website.
- ii) All the columns of the form as per eligibility condition.
- iii) Applicant has to submit the downloaded copy of dully filled online application form in college for physically verification. The applicant has to bring his/her mother/father/"guardian" means only blood relation. No student of this college should sign in the place of parents/guardian.
- iv) After getting the form verified and approved from the members of the admission committee, the applicants of 2<sup>nd</sup> Year & 3<sup>rd</sup> year will proceed to deposit their fee. The students seeking admission to 1st year will deposit their fee after the merit list is displayed.
- v) In case of any clarification or guidance, the applicant can approach admission guidance committee of the college.
- vi) 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.
- vii) Initially all admission shall be provisional and subject to the final approval by affiliating University.
- viii) Rules of admission are subject to change as per affiliating University notifications issued from time to time.
- ix) Students seeking admission in BA/BSc/BCom 2<sup>nd</sup> and 3<sup>rd</sup> year will be admitted on Roll-On basis without waiting for the previous Term End Examination (TEE) result.
- x) No admission will be granted after the last date of admission notified by affiliating University.



### Eligibility Conditions for BBA/BCA :

- a) **BBA** : Plus two examination under +2 system or examination equivalent there to of a Board/University established by law in India, with 45% Marks (40% marks in case of Scheduled Caste/Scheduled Tribe Candidates)
- b) **BCA** : Plus two examination under +2 system or examination equivalent there to of a Board/University established by law in India, with 40% Marks (35% marks in case of Scheduled Caste/Scheduled Tribe Candidates)

**NOTE** : As per the regulations of affiliating University any candidate with compartment in 10+2 will not be eligible for seeking admission in under graduate courses.

### DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

**College will retain only photocopy of original documents of the students**

Following original documents should be produced for verifications before the admission committee and submit copy of following documents.

- i) Three latest passport size photographs.
- ii) Matriculation certificate for Date of Birth.
- iii) 10+2 Mark sheet.
- iv) Migration Certificate in original (for students who have passed their 10+2 from any other Board/University other than HP).
- v) 40% disability certificate, sports/cultural quota and category certificate in case of students seeking admission against these seats.
- vi) **Original character certificate from Head of the institution last attended in case of a student seeking admission in 1<sup>st</sup> year of any course.**
- vii) For seat against single girl child, an affidavit of single girl child from parents is to be submitted with the form .
- viii) Any gap of one year or more in the academic career (after 10+2) of an applicant must be supported by documentary evidence /undertaking as the proof of his/her activities during the period of gap.
- ix) Photocopy of Aadhar Card of the student.

**NOTE :** The Character certificate must not have been issued more than six months prior to the date of admission. In case a student who has discontinued his/her studies for one or more years, the character certificate, from the institution last attended, must be supplemented by another character certificate obtained from gazetted class-I officer or the panchayat pradhan of the village with gap certificate from Executive Magistrate.

**Refusal of Admission:**

- i) Failed/compartament candidate in 10+2 will not be eligible for seeking admission in under graduate courses.
- ii) 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 the previous years.
- iii) The Principal reserves the right to disallow or cancel any admission.

**Mode of Selection:**

The admission will be made purely on the basis of merit of the previous qualifying examination .

**Reservation of Seats:**

15%, 7.5%, 5% and 10% of the seats shall be reserved for SC, ST, physically disable and economically backward general category candidates respectively as per Himachal Pradesh University roaster norms. This reservation policy will be applicable to those who have passed their qualifying examination from Himachal Pradesh Board of School Education or from any other school located within the territorial Jurisdiction of Himachal Pradesh or bonafide of Himachal Pradesh. One Seat will be reserved for single girl child.

**NOTE :** As per the regulations vacant reserved seats meant for SC and ST & economically backward general categories in educational institutes, which remain unfilled will be thereafter offered and filled from amongst eligible candidates from open category on the basis of merit.

**AGE BAR FOR ADMISSION TO 1<sup>st</sup> YEAR**

The maximum age limit for admission to B.A./B.Com./B.Sc./BBA/BCA course is 21 years for Boys and 23 years Girls and 24 years for SC/ST candidates. As on 1st July of the year concerned. Provided further that Vice Chancellor of University under his discretionary powers can permit age relaxation for reasons to be recorded in writing up to a maximum of six months.

## ELIGIBILITY FOR ADMISSION IN 1<sup>st</sup> YEAR

COURSES	ELIGIBILITY	SELECTION CRITERIA
<b>Bachelor of Arts (BA)</b>	33% in Plus Two in any stream	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Bachelor of Commerce (B.Com)</b>	40% in Plus Two with Commerce & 45% in Plus Two with Science with Math or Arts with Economics or Math	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Bachelor of Science (Medical &amp; Non- Medical)</b>	45% in Plus Two with PCM & PCB	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Bachelor in Business Administration (BBA)</b>	10+2 with 45% in any stream for General Category & 40% Marks for SC/ST Category	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Bachelor in Computer Application (BCA)</b>	10+2 with 45% in any stream for General Category & 35% Marks for SC/ST Category	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Post Graduate Diploma in Computer Application (PGDCA)</b>	BA/B.Sc/B.Com from a recognized University or equivalent with 50% marks (45% SC/ST)	Merit will be finalized on basis of percentage(%) score obtained in qualification exam (Plus Two) as per eligibility criteria prescribed by the HPU
<b>Bachelor &amp; Post Graduate Programmes Through IGNOU</b>	For eligibility & further details Prospectus is available at College IGNOU Study Centre	
<b>Skill based Certification Spoken English/ Communicative English/Short Term Personality Development Programmes/Short Term Computer Course/Interview Skill/Group Discussion/Coaching for Competitive Exams.</b>	Optional as per demand and willingness to enroll and payment for the course.	

### IMPORTANT NOTE

- | Each subject in Arts / Science will have<sup>st</sup>1 Section of 80 student & Subsequent section of 60 each.
- | Reservation of seats in all courses are as per the Reservation Roaster of Himachal Pradesh University with one seat reserved for Single Girl Child in each Course.
- | All the rules concerning admission, college dues with regard to students are subject to change under orders received from affiliating University, Education Department (Govt. of Himachal Pradesh), Management and HP Private Educational Regulatory Commission. Therefore, no dispute, whatsoever, will be entertained.

## THE COLLEGE FACULTY

Sr. No	NAME	DESIGNATION	QUALIFICATION	DEPARTMENT
1	Dr. Vivek Sharma	Director cum Principal	B.Com (Hons), M.Com, LLB, Ph.D	Commerce
2	Mr. Suman Kumar	Assistant Professor	M.A., M.Phil	History
3	Dr. Dhruv Dev Sharma	Assistant Professor	M.A., Ph.D., SET,NET	Sanskrit
4	Mr. Arvind Kumar	Assistant Professor	M.A.(Economics), NET	Economics
5	Mr. Vineet Rana	Assistant Professor	MCA, NET	Computers
6	Mr. Anurag Sharma	Assistant Professor	MBA, M.Com, NET	Business Administration
7	Ms. Isha Chawla	Assistant Professor	M.Sc M.Phil. NET	Botnay
8	Ms. Pooja Vasudeva	Assistant Professor	M.A,M. Phil, NET	English
9	Mr. Yashwinder Singh	Assistant Professor	M.Com, NET	Commerce
10	Mr. Vaneet Thakur	Assistant Professor	M.Sc., M.Phil	Physics
11	Dr. Anita Kumari	Assistant Professor	M.Sc. Ph.D, SET	Chemistry
12	Dr. Shilpy	Assistant Professor	B.A. (Hons), MA, Ph.D	Hindi
13	Ms. Seema Bhatia	Assistant Professor	MA, NET	Pol Science
14	Ms. Sukanksha	Assistant Professor	M.Com, NET	Commerce
15	Ms. Aina	Assistant Professor	M.Com, NET	Commerce



## OFFICE STAFF

Sr. No.	NAME	DESIGNATION/DEPARTMENT
1.	Mr. Subhash Chand	Office In-charge (Accounts)
2.	Mr. Rajesh Sharma	Student Registration & Migration
3.	Mr. Manoj Vyas	Office Assistant (Fee)
4.	Mr. Arun Sharma	Data Entry Operator
5.	Ms. Shivani Sharma	Library Incharge
6.	Mr. Parveen Patial	Office Assistant (University Examination)
7.	Mr. Sandeep Gopal	IT Head(ERP)
8.	Mr. Gaurav Sharma	Office Assistant

## LABORATORY STAFF

1.	Mr. Rakesh Awasthi	Laboratory Assistant (Chemistry)
2.	Mr. Vijay Nag	Laboratory Assistant (Chemistry)
3.	Mr. Ravinder Singh	Laboratory Assistant (Zoology)
4.	Mr. Manmohan Singh	Lab Assistant (Physics)
5.	Mr. Pardeep Chadha	Lab Assistant (Botany)
6.	Ms. Manju	Lab Assistant (Computer)

## CLASS IV STAFF

1.	Mr. Purshotam Singh	Office Peon
2.	Mr. Roop Lal	Office Peon
3.	Mr. Karam Chand	Office Peon
4.	Mr. Khem Chand	Library Peon
5.	Mr. Raj Kumar	Security Guard
6.	Mr. Rajesh Kumar	Night Watchman

## COURSE CURRICULUM REGULATIONS

All courses being taught in the college will be as per the regulations notified by the UGC/Affiliating University from time to time and will be changed accordingly.

In the year 2013 Choice Based Credit System was introduced for undergraduate courses in Arts, Science and Commerce. Further in the year 2016 the new Choice Based Credit System was introduced in accordance with UGC guidelines. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. The courses can be evaluated following grading system, which is considered to be better than the conventional marking system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India and across countries. 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, presently following regulations formulated by the UGC/Affiliating University.

1. **Core Course/Discipline Specific Course (DSC)** : A Course, which should compulsorily be studied by a candidate as a core requirement is termed as a core course. Core course is also referred as Discipline Specific Course (DSC). The course, designed under this category, aims to cover the basics that a student is expected to imbibe in that particular discipline.
2. **Elective Course** : Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the proficiency/skill is called an Elective Course.
  - (i) **Discipline Specific Elective (DSE) Course** : Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective Course. The University/Institute may also offer discipline related Elective Courses of interdisciplinary nature (to be offered by main discipline/subject of study)
  - (ii) **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.
  - (iii) **Generic Elective (GE) Course** : An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure to other subjects/

disciplines is called Generic Elective Course.

**Note :** A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

**3. Ability Enhancement Courses :** The Ability Enhancement Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

(i) **Ability Enhancement Compulsory Course (AECC) :** These are the courses based upon the content that leads to knowledge enhancement. AECC to be studied are i) Environmental Science and ii) English/Hindi/Sanskrit. These are mandatory for all disciplines.

(ii) **Skill Enhancement Courses (SEC) :** These courses may be chosen from a pool of courses designed to provide value-based and/or skill based knowledge and are aimed at providing hands-on-training, competencies, skills etc. to increase the employability of students.

### **Duration (Time Frame) :**

The under Graduate programmes is for a minimum period of three years and a maximum of five years, from the date of admission of the candidate.

### **Credits :**

The term "Credit" refers to the weight age 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 hours". The credits also determine the volume of course contents and delivery of programmes such as lectures, practicals, assignments etc. For the purpose of credit determination, instruction is divided into three components:-

**Lectures (L) -** Classroom lectures of 40 minutes duration.

**Practicals (P) -** Laboratory of field exercises in which the student has to do experiments or other practical work of 40 minutes duration.

### **Summary of credits for BA & BCom**

S.N.	Course Type	No. of Courses	Credits Per Course	Total Credits
1.	DSC-I	4	6	24
2.	DSC-II	4	6	24
3.	Core Language	4	6	24
4.	AECC	2	4	8
5.	SEC	4	4	16
6.	DSE-I	2	6	12
7.	DSE-II		6	12
8.	GEC	2	6	12
TOTAL				132

The Total minimum credits required for an undergraduate degree programme as per the university regulation.

### Summary of credits for BA & BSc

S.N.	Course Type	No. of Courses	Credits Per Course	Total Credits
1.	DSC-I	4	6	24
2.	DSC-II	4	6	24
3.	DSC-III	4	6	24
4.	AECC	2	4	8
5.	SEC	4	4	16
6.	DSE-I	2	6	12
7.	DSE-II	2	6	12
8.	DSE-III	2	6	12
TOTAL				132

**Evaluation/Assessment:** All courses involve an evaluation system of students that has two components :

- A) Continuous Comprehensive Assessment (CCA).
- B) Term End Examination (TEE).

#### A) Continuous Comprehensive Assessment (CCA):

Continuous Comprehensive Assessment accounts for 30 % of the final grade that a student gets in a course of study.

**This would have the following components :**

- (I) **Classroom attendance** : Each student will have to attend a minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the Term End Examination (TEE).
  - a) Provided that those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence, to the authorized functionaries.
  - b) Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied with a Medical Certificate from a Government Hospital. Exemption from 75% attendance will be given to those students who have participated in prescribed co-curricular activities (e.g. NSS, Youth Festivals, Sports, etc.) Exemption to the extent of 25% will be given to such students (making the necessary attendance as 50% in these cases).

Further those students getting the exemption, except for those getting exemption for co-curricular activities, will not be entitled to the CCA marks for classroom attendance.

**Classroom Attendance** : The students having greater than 75% attendance and who also participated in co-curricular activities, 25% will be added to percent attendance.

All students will get weightage for attendance as enlisted below:

- = 75% to 80%          attendance 1/5
- = 81% to 85%          attendance 2/5
- = 86% to 90%          attendance 3/5
- = 91% to 95%          attendance 4/5
- = 96% to 100%        attendance 5/5



### **Term End Examination (TEE) :**

- i) For courses without practicals, the remaining 70% of the final grade of the student in a course will be on the basis of a TEE that will be of three hours duration and will be covering the whole syllabus of the course.
- ii) For courses with practicals, the TEE (70% of the final grade of each course) will consist of Term End Practical Examination (20% of the final grade) and Term End Theory Examination (50% of the final grade). Both will be of three hours duration, each.
- iii) For the Odd semester the TEE will be in the month of October, and for the Even Semester and for the students appearing under Annual system of examination TEE will be in the month of April as per schedule notified by University.
- iv) A candidate who does not pass the examination (TEE) in any course(s) or due to some reason is not able to appear in the TEE (other conditions being fulfilled), shall be considered as, Fail. Such a failed candidate shall be permitted to appear in the subsequent TEE to be held in October or April as the case maybe.
- v) The registration for the University will be done at the time of enrollment for the course at the beginning of the academic session. University registration and TEE fee will be directly paid by the student online in the University account.
- vi) student who is not permitted to appear in the TEE due to shortage of attendance beyond the exemption limit (<50% attendance) shall be deemed to have dropped the course. However, such a candidate on his/her written request (made immediately), can be permitted to redo the missed course after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and TEE.

### **Grievances and Redressal Mechanism:**

The student will have the right to make an appeal against any components of evaluations. Such appeal has to be made to the Grievance Redressal Committee (SGRC), chaired by the Chairperson (SGRC). The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

### **Grading:**

**Credit Weighed Marking System :** Performance of a student is evaluated in terms of credits earned in Credit Weighed Marking System. Earned credits are defined as the sum of course credits in which grade points above a certain cut off have been obtained for declaring the learner "Pass" in that course.

### **In this way two performance indices emerge:**

- a) Grade Point Average (GPA)
- b) Cumulative Grade Point Average (CGPA) Note :-

CCA is subjected to modification as per affiliating University guidelines.

**Subject Combination :**

a) **Arts** : A student choosing to enroll in BA I, will choose a main subject as DSC-I. He/She will then be enrolled in BA with DSC-I, for example BA with Economics. He/She will choose a second subject as DSC-II. Discipline Specific Core (DSC) courses offered by the college are English, Hindi, Sanskrit, Economics, History, Political Science, Maths,. The subject combinations offered by the college are displayed on the notice board and are also available with the admission committee.

b) **Commerce** : The core courses for the students have already been prescribed by the university.

**Note** : In addition to the Discipline Specific Core Courses a student of BA/BCom -1st year will study :

- i) Core language compulsory courses.
- ii) Two Ability Enhancement Compulsory Courses, (Environmental Science & English Communication/Hindi/Sanskrit), during the 1st year.
- c) **Science** : A student choosing to enroll in BSc I will choose DSC-I from the following options. He/she will then be enrolled in BSc with DSC-I, for example BSc with Physics. He/she will study DSC-II and DSC-III corresponding to DSC-I. In addition to this he/she will also study two Ability Enhancement Compulsory Courses, during the 1st year.

Discipline Specific Core (DSC) Courses		
DSC-I	DSC-II	DSC-III
Physics	Mathematics	Chemistry
Chemistry	Mathematics	Physics
	Botany	Zoology
Botany	Zoology	Chemistry
Zoology	Botany	Chemistry
Mathematics	Physics	Chemistry

**Note** : The department committee of the college will decide the Discipline Specific Course to be offered and size of the class when it is offered.

## CREDIT ACCUMULATION SCHEME FOR BA/BCOM COURSE

A Detail of Courses		Proposed Scheme for CBCS BA/B.Com					
Course	*Credits* Th+Pr	Year	Discipline Specific Course DSC (12)	Ability Enhancement Compulsory course (AECC) (2)	Skill Enhancement Course (SEC)/AECC (4)	Elective Discipline Specific DSE (4)	Elective Generic (GE) (2)
<b>1. Discipline Specific Course (DSC) 12 papers of total 6 credits</b> Theory(12papers) (4credits) Core course Practical/ Tutorial (12 papers)	12x4=48	1 <sup>st</sup> Year	Core Language	Environmental Science			
	12x2=24		DSC -1 A				
			DCC -2 A				
<b>2 Elective Courses (6 papers of total 6 credits)</b>  <b>Two papers-</b> Discipline Specific Elective -1 (DSE-1) <b>Two papers-</b> Discipline Specific Elective -2 (DSE-2) <b>Two papers-</b> Interdisciplinary Generic Elective(GE) Elective course Practical/Tutorials (6 practical's/tutorials)	6x4=24	2 <sup>nd</sup> Year	Core Language	(English/Hindi /Skt)			
	6x2=12		DSC -1 B				
			DSC -2 B				
<b>3. Ability Enhancement Courses</b> <b>C.</b> Ability enhancement compulsory Courses (AECC) (2 papers of 4 credits each) 1. Environment Science 2. English/Hindi <b>D.</b> Skill Enhancement course (SEC) (4 paper for 4 credit each)	1x4=4	2 <sup>nd</sup> Year	Core Language		SEC-1		
	1x4=4		DSC-1 C				
			DSC-2 C				
			Core Language				
			DSC-1 D				
4x4=16	DSC-2 D	SEC-2					
<b>Total Credits = 132</b>		3 <sup>rd</sup> Year			SEC-3	DSE-1 A	GE-1
<b>Optional dissertation or project work</b> <b>In place of discipline specific elective</b>  Paper(6 credits) in 3 <sup>rd</sup> year						DSE-2 A	
<b>Institute has evolved a system about</b> <b>General interest/hobby/sports/NSS/NCC</b> <b>Related courses on its own.</b>					SEC-4	DSE-1 B	GE-2
						DSE-2 B	

## CREDIT ACCUMULATION SCHEME FOR B.Sc COURSE

A Detail of Courses		Proposed Scheme for CBCS B.Sc					
Course	*Credits* Th+Pr	Year	Discipline Specific Course DSC (12)	Ability Enhancement Compulsory course (AECC) (2)	Skill Enhancement Course (SEC)/AECC (4)	Elective Discipline Specific DSE (6)	
<b>1. Discipline Specific Course (DSC) 12 papers of total 6 credits</b> Theory(12papers) (4credits) Core course Practical/ Tutorial (12 papers)	12x4=48	1st Year	DSC-1 A	Environmental Science	SEC-1		
	12x2=24		DSC-2 A				
			DSC-3 A				
<b>2 Elective Courses (6 papers of total 6 credits)</b>  Two papers from each disciplines of choice including paper of inter disciplinary nature.(DSE) <b>Elective course Practical/tutorials</b> (6 practical's/ tutorials) Two papers form each disciplines of choice including paper of inter disciplinary nature.(DSE)	6x4=24		DSC-1 B	(English/Hindi /Skt)			
			DSC-2 B				
			DSC-3 B				
<b>3. Ability Enhancement Courses</b> <b>C. Ability enhancement compulsory Courses (AECC)</b> (2 papers of 4 credits each) 1. Environment Science 2. English/Hindi <b>D. Skill Enhancement course (SEC)</b> (4 paper for 4 credit each)	6x2=12	2nd Year	DSC-1 C	SEC-2			
		DSC-2 C					
		DSC-3 C					
	1x4=4		DSC-1 D	SEC-3			
1x4=4		DSC-2 D					
4x4=16		DSC-3D					
<b>Total Credits = 132</b>							
<b>Optional dissertation or project work In place of discipline specific elective</b>  Paper(6 credits) in 3 <sup>rd</sup> year  <b>Institute has evolved a system about General interest/hobby/sports/NSS/NCC Related courses on its own.</b>		3 <sup>rd</sup> Year			SEC-4	DSE-1 A	
						DSE-2 A	
							DSE-3 A
							DSE-1 B
							DSE-2 B
							DSE-3 B



# RULES & REGULATIONS

## 1.1 ATTENDANCE REGULATIONS

- (a) Students are required to attend lectures regularly & punctually under the University regulations, students who do not attend at least 75% of lectures delivered in each course, his/her examination form will not be forwarded to University by the college and will not be allowed to appear in University examination. Details attendance regulations are given under CBSC regulations.
- (b) Student Internal Assessment will be marked on actual attendance and overall performance basis. and student who fails to score minimum passing marks in IA will be failed in subject in annual exam.
- (c) **If a student remains absent without sanctioned leave continuously for 6 days his/her name will be struck off from the college rolls from all the subjects and he/she will not be allowed to attend the classes till he/she is readmitted on Rolls with readmission charges of Rs 500/- for 1<sup>st</sup> time & in case name is struck off for 2<sup>nd</sup> time the readmission charges will be Rs. 1000/- readmission will be done on the recommendation of Teachers/Discipline Committee in the presence of parents with undertaking from Parents fulfilling attendance regulation in future.**
- (d) All the matters pertaining to admission / readmission will be decided by the admission guidance committee /discipline committee in the presence of parents.
- (e) For repeated offenders College may impose heavy fine which may extend up to Rs. 5000/- as per the recommendation of Discipline committee in the presence of parents.
- (f) Absence from college without leave will entail a fine of Rs.5/- per Theory Class for one class & Rs.10/- Per Practical Class for B.Sc, B.Com & BCA
- (g) If the student fail to deposit his/her project report to the Teacher In-charge till the due date, he/she will be charged Rs. 500/- as penalty.
- (h) **Student attendance will be marked in the Bio-Metric Machine at the time Arrival /Departure as per timetable and attendance will be marked manually in the class by class teacher.**

## 1.2 LEAVE RULES

- (a) As a rule, leave for absence from the college has to be obtained from the concerned teacher in advance on the prescribed form available from the Library on payment of Rs. 1/- .
- (b) In case any student proceed on leave on medical ground that leave will be granted on return, if student produce the Medical record from the Hospital in which he/she was in treatment. if student fails to inform the college authorities about his medical leave through his parents/Guardian during medical Treatment, his/her name will be struck off from the Rolls and he/she will have to pay re-admission charges as mentioned in clause 1.1 ( C )
- (c) An application for leave must be signed by the Parent/Guardian & must be supported by a medical certificate in case of sickness for more than 3 days.
- (d) Leave for absence from college will be granted by the Director-cum-Principal on the recommendation of the Head of the Department/Teacher concerned.
- (e) It will be the duty of student to get his leave recorded with all the teachers teaching him or her failing which teacher will mark him/her absent and absence fine will be charge accordingly.
- (f) Maximum of 20 leaves in annual system and 10 leaves in semester system will be allowed to students in case of medical sickness/ unforeseen event.

### 1.3 TESTS/MID TERM EXAMINATION/ASSIGNMENT/SEMINARS

- (a) Regular class tests on monthly basis, Unit Tests, Mid Term Examination, assignments and project work activities will be conducted by class teachers and appearing / participating in all these assessment activities and will be compulsory and non compliance will invite punitive action as recommended by the concerned Class Teachers and student internal assessment will be affected in those cases.
- (b) Student will not be considered for any prize/scholarship if he/she fails to appear in Mid Term tests conducted or fails to appear in all the papers.
- (c) Student who absent themselves from monthly test will be fined Rs.50/- per paper and in case of the House/Mid Term exams the fine will be Rs.100/- per paper.

### 1.4 DISCIPLINE RULES

- (a) Efforts are made to allot a separate class room and it will be the duty of the particular class to keep that room in an orderly manner and ensure that students of particular class do not damage the property/assets lying in that classroom otherwise the whole class will be fined.
- (b) Students are expected to show due respect to all the members of teaching & non teaching staff, behave properly towards fellow students and be courteous to the college office staff and also to the visitors who come from outside. Misbehave will entail strict disciplinary action.
- (c) Every Boy must extend every courtesy & respect to every girl students and girls too should conduct themselves with dignity, modesty and simplicity.
- (d) Serious action will be taken on the students found sitting in ground, canteen or loitering outside, while their classes are going on.
- (e) **Playing of music, use of mobiles (Music, Internet, Clicking Images / Selfies) in any way in college campus is strictly prohibited.**
- (f) **Use of Mobile phone in the Corridors, Classes, Labs, Library, Campus is strictly banned, and anyone found using Mobile in the College Campus will be fined Rs. 500/- and Mobile will be confiscated and handed over to parents only.**
- (g) Students must not cause any damage to the college building, furniture or property. Strict Disciplinary action will be taken against those, who are found guilty of causing damage to college property.
- (h) **Students must make it a point to look at notice board and visit college Website regularly to read latest notice & circulars. Students must keep their email accounts registered in college office active. Important notifications from the college office will be sent to students on their e-mail mobile No. ignorance of knowledge of notices duly displayed on the notice board and website shall not be accepted as an excuse for non-compliance.**
- (i) Students found guilty of misconduct in any nature shall not be eligible for any prize or scholarship, fee concession or financial aid or holding membership of Students Association.
- (j) Any student found involved in any immoral activities in and around the college campus will be reported and handed over to police administration. The College administration will not be responsible for any action taken against him/her by the Police Administration
- (k) **Seating in or around the residential area near by the college is strictly prohibited. Any student of the college found in these residential areas and involved in immoral activities will be handed over to police administration by the municipal representative of the area and action will be initiated by the college for rustication of students from college.**

- (l) Students should not bring along with them any outsiders within the college campus. Strict action will be taken against the defaulters.
- (m) Students should not unnecessarily sit for the long time in college canteen by bunking their classes. Strict action will be taken against the defaulters.
- (n) **The faculties in which dress code is compulsory, students are directed to come properly dressed. The students who will not follow the said rules can be debarred from entering college campus and can be fined also.**

### **1.5 IDENTITY CARD**

Every student will be issued an Identity Card with a passport size photograph. The Identity Card must be carried by every student daily and must be produced on demand. Refusal or inability to do so will be treated as an act of indiscipline. The loss of card must be communicated immediately in writing to the college authorities. A new duplicate identity card will be supplied on payment of full price of Rs.50/-. Student must come daily with his/her Identity Card to the college which can be checked by Director-cum-Principal, any faculty member of the College or Security In-charge at college gate and if student is found without Identity Card he/she will not be allowed to enter in college campus.

### **PT MADAN MOHAN MALIVIYA COLLEGE LIBRARY**

The college has a good library with procured koha software. The college has big reading room and has more than 8000 books on its shelves. It subscribe to 10 news papers and more than 15 journals regularly.

Every student will be issued an Library Card. The library contains a large number of books on topics of course study as well as general interest in different subjects. Books will be issued to the students on the production of their identity cards, which must be produced at the time of the issue and return of books. The following rules should be compiled with.

- (a) A student can borrow two books at a time for a period of 14 days after which book must be returned.
- (b) Books will be reissued if not in demand by other students.
- (c) Reference Books, rare book and periodical can be consulted in the library and will not be issued.
- (d) A delay fine of Rs. 5.00 per day will be charged, if books are returned after due date.
- (e) Student studying in the library & reading room must be in possession of their identity cards.
- (f) Books issued from the library must be kept carefully and must not be underlined or disfigured, if a book is already damaged, the fact should be brought to the notice of the librarian at the time of issue, otherwise the borrower will be held responsible for the damage.
- (g) Books lost or damaged will have to be replaced by the borrower in case a book cannot be replaced, the borrower will have to pay twice its current market price. If the book is a part of series the current market price of the entire series shall have to be paid by the borrower Second hand Books will not be accepted as replacement.
- (h) Students are required to observe perfect silence in the library & reading room & should not disturb others.
- (l) Library will remain open from 10.00 A.M. To 3:30 P.M. on all working days.

### **SC / ST CELL**

For providing the equal opportunities and special benefit to the students belonging to schedule Caste/ Schedule Tribe, SC/ST cell is constituted in the college with one faculty member incharge and convener and in charge. Students of these categories will be provided the following benefit.

- (a) Coaching classes in the subject, where they feel extra coaching are required will be provided at nominal fees.
- (b) Coaching for preparation for competitive exams conducted by State Public Service Commission and Union Public Service Commission and Entrance Examinations will be provided at nominal fees

### **STUDENT'S DEPARTMENTAL ASSOCIATIONS/CLUBS**

Following Cultural and faculty Associations will be constituted under the mentorship of a teacher in-charge to organize the various activities and to inculcate leadership skills organising and to motivate the students to particular at inter college level and university level competitions.

1. MANAGEMENT STUDENTS ASSOCIATION
2. COMPUTER & IT STUDENTS ASSOCIATION
3. COMMERCE STUDENTS ASSOCIATION
4. SCIENCE STUDENTS ASSOCIATION
5. ARTS STUDENTS ASSOCIATION
6. RED RIBBON CLUB
7. ROTARACT CLUB
8. NSS
9. PHYSICAL FITNESS, SPORTS, PSYCHOLOGICAL & EMOTIONAL WELL-BEING CENTRE
10. ENVIRONMENT & GREEN CLUB
11. ECONOMIC ASSOCIATION
12. RESEARCH & DEVELOPMENT CELL

### **CAREER GUIDANCE & TRAINING/PLACEMENT CELL**

Career Guidance and Training and Placement cell for better exposure of the students in job market in the changing academic and research environment will be the college will provide infrastructure for effective functioning of the cell. Training/work shops will organize throughout the year in an effort towards preparing the prospective students for jobs in Govt/private sector and giving better exposure to the students in the changing academic & research environment.

It also provides the programmes like:

- \* Personality Development & Soft Skills
- \* Interpersonal & Communication Skills
- \* Career Planning and Career Mapping

The college will be arranging the Guest Lecture, Field Visits / Industrial Visits and Trainings for the students of 1ST/2ND/3RD year and which will be compulsory activity for all the students. The college aims to provide placement assistance/ opportunities to all the students who successfully complete their Graduation without any backlog & as per the eligibility criteria of the concerned organization.

### **OLD STUDENT'S ASSOCIATION (OSA)**

College is privileged to have the alumni who are placed well in their career in present time and it has been endeavor of the college to bring all the brilliant students and good students of the college back to their alma mater through the Old Students Association Annually. Students who will be joining the college can pass on this information to the old students of the college in their contacts to become the member of the Old Students Association. The registration form for becoming the member of the old student association is available on the college website. It can be filled online or downloaded from website and submitted through e-mail or in person to the college.

### **PARENT TEACHER ASSOCIATION (PTA)**

Parents Teacher Association in the college will be formed as per the Constitution of the Association after the admission process is over giving due representation to Parents for bringing in their suggestions for improvements in the affairs of the college.



## STUDENT GRIEVANCE REDRESSAL COMMITTEE

The objective of the Student Grievance Redressal Committee is to uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc . The function of the SGRC is to provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the college. The Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox / suggestion box of the Grievance Cell at Administrative Block. Students can E-mail their complaint at [sgrc@ggdsdrajpur.com](mailto:sgrc@ggdsdrajpur.com). or submit it in writing to chairperson of Students' Grievance Cell. The SGRC of the college will be formed as per the guideline of UGC notified in April 2023 and detailed composition of committee along with its function and responsibility will be notified given on the website of the college.

## INTERNAL COMPLAINT COMMITTEE

The Sexual Harassment of women in the Workplace (Prevention, Prohibition and Redressal) Act 2013 (commonly known as the PoSH Act) has developed a grievance procedure in the form of a grievance redressal forum called the Internal Complaints Committee or ICC. The function of the committee is to prevent, prohibit, and redress complaints of sexual harassment at the workplace. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college. Complaints regarding Sexual Harassment can be made in written (legible handwriting) or typed on paper to the Presiding officer of the committee. All such complaints will be dealt with confidentially. Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC. The composition and details of members of the committee will be available on the website of the college. Student's complainant can E-mail their complaint at [icc@ggdsdrajpur.com](mailto:icc@ggdsdrajpur.com).

**GGDSD COLLEGE RAJPUR PALAMPUR  
FEE SCHEDULE FOR B.Sc. I/II/III**

HEAD OF FEE	AT	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
	ADMISSION	INSTALLMENT	INSTALLMENT	INSTALLMENT
<b>ANNUAL CHARGES</b>				
ADMISSION FEE	25.00	0.00	0.00	0.00
STUDENT AID FUND	20.00	0.00	0.00	0.00
PRINTING & STATIONARY	55.00	0.00	0.00	0.00
CORRESPONDENCE CHARGES	100.00	0.00	0.00	0.00
ELECTRICITY & WATER	150.00	0.00	0.00	0.00
IDENTITY CARD	40.00	0.00	0.00	0.00
SANITARY CHARGES	120.00	0.00	0.00	0.00
REPAIR & REPLACEMENT FUND	300.00	0.00	0.00	0.00
SD FUND	30.00	0.00	0.00	0.00
COLLEGE MAGAZINE	90.00	0.00	0.00	0.00
HOUSE EXAM	100.00	0.00	0.00	0.00
MEDICAL FEE	20.00	0.00	0.00	0.00
TUITION FEE	1780.00	1780.00	1780.00	1780.00
LIBRARY FEE	450.00	450.00	450.00	450.00
SPORTS FEE	450.00	450.00	450.00	450.00
CULTURAL ACT FEE	450.00	450.00	450.00	450.00
SCIENCE FEE	500.00	500.00	500.00	500.00
COMPUTER FEE	450.00	450.00	450.00	450.00
<b>TOTAL</b>	<b>5130.00</b>	<b>4080.00</b>	<b>4080.00</b>	<b>4080.00</b>

**Total Annual charges = Rs/ 17370.00- (To be paid in Four Installment in the Month of July August 2023 / October 2023/ December 2023 /February 2024 . Late Fee fine of 50.00 per day will be charged for delayed payment of fee. Brother Sister Concession & other concessions in Fee will be given in second, third and fourth installment.**

**NOTE:** Student can deposit fee through four modes.

- i) At College fee counter through Debit card & UPI
- ii) Online mode through their online account created at the time of filling of admission form
- iii) Through College website link of SBI Collect.
- iv) Through Net Banking in below given College Bank Account

**(BANK DETAILS FOR DEPOSITING COLLEGE FEE)**

**Branch - State Bank of India Palampur, Account No. - 37069416723, IFSC CODE - SBIN0050126  
Account Beneficiary Name - Principal GGDSD College Rajpur**

Sd/-  
Principal  
GGDSD College Rajpur (Palampur)

**GGDSD COLLEGE RAJPUR PALAMPUR  
FEE SCHEDULE FOR B.A. & B.COM I/II/III**

HEAD OF FEE	AT	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
	ADMISSION	INSTALLMENT	INSTALLMENT	INSTALLMENT
<b>ANNUAL CHARGES</b>				
ADMISSION FEE	25.00	0.00	0.00	0.00
STUDENT AID FUND	20.00	0.00	0.00	0.00
PRINTING & STATIONARY	55.00	0.00	0.00	0.00
CORRESPONDENCE CHARGES	100.00	0.00	0.00	0.00
ELECTRICITY & WATER	150.00	0.00	0.00	0.00
IDENTITY CARD	40.00	0.00	0.00	0.00
SANITARY CHARGES	120.00	0.00	0.00	0.00
REPAIR & REPLACEMENT FUND	300.00	0.00	0.00	0.00
SD FUND	30.00	0.00	0.00	0.00
COLLEGE MAGAZINE	90.00	0.00	0.00	0.00
HOUSE EXAM	100.00	0.00	0.00	0.00
MEDICAL FEE	20.00	0.00	0.00	0.00
TUITION FEE	1990.00	1990.00	1990.00	1990.00
LIBRARY FEE	450.00	450.00	450.00	450.00
SPORTS FEE	450.00	450.00	450.00	450.00
CULTURAL ACT FEE	450.00	450.00	450.00	450.00
COMPUTER FEE	500.00	500.00	500.00	500.00
<b>TOTAL</b>	<b>4890.00</b>	<b>3840.00</b>	<b>3840.00</b>	<b>3840.00</b>

**Total Annual charges = Rs 16410/- (To be paid in Four Installment in the Month of July August 2023 /October 2023/ December 2023 / February 2024. Late Fee fine of 50.00 per day will be charged for delayed payment of fee. Brother Sister Concession & other concessions in Fee will be given in second, third and fourth installment.**

**NOTE:** Student can deposit fee through four modes.

- i) At College fee counter through Debit card & UPI
- ii) Online mode through their online account created at the time of filling of admission form
- iii) Through College website link of SBI Collect.
- iv) Through Net Banking in below given College Bank Account

**(BANK DETAILS FOR DEPOSITING COLLEGE FEE)**

**Branch - State Bank of India Palampur, Account No. - 37069416723, IFSC CODE - SBIN0050126  
Account Beneficiary Name - Principal GGDSD College Rajpur**

**Sd/-**  
Principal

GGDSD College Rajpur (Palampur)

**GGDSD COLLEGE RAJPUR PALAMPUR  
FEE SCHEDULE FOR BBA I/II/III**

HEAD OF FEE	AT ADMISSION	2 <sup>ND</sup> INSTALLMENT	3 <sup>RD</sup> INSTALLMENT
<b>ANNUAL CHARGES</b>			
ADMISSION FEE	1000.00	0.00	0.00
STUDENT AID FUND	20.00	0.00	0.00
PRINTING & STATIONARY	200.00	0.00	0.00
CORRESPONDENCE CHARGES	100.00	0.00	0.00
ELECTRICITY & WATER	150.00	0.00	0.00
IDENTITY CARD	40.00	0.00	0.00
SANITARY CHARGES	120.00	0.00	0.00
REPAIR & REPLACEMENT FUND	300.00	0.00	0.00
SD FUND	30.00	0.00	0.00
COLLEGE MAGAZINE	90.00	0.00	0.00
HOUSE EXAM	100.00	0.00	0.00
MEDICAL FEE	150.00	0.00	0.00
OTHER STUDENT ACTIVITIES FEE	750.00	0.00	0.00
TUITION FEE	8300.00	8300.00	8300.00
LIBRARY FEE	600.00	600.00	600.00
SPORTS FEE	400.00	400.00	400.00
CULTURAL ACT FEE	400.00	400.00	400.00
COMPUTER FEE	600.00	600.00	600.00
<b>TOTAL</b>	<b>13350.00</b>	<b>10300.00</b>	<b>10300.00</b>

**Total Annual charges: Rs 33950/- (To be paid in Three Installment in the Month of July/August 2023 /November 2023/February 2024/. Late Fee fine of 50.00 per day will be charged for delayed payment of fee. Brother Sister Concession & other concessions in Fee will be given in second, third and fourth installment.**

**NOTE:** Student can deposit fee through four modes.

- i) At College fee counter through Debit card & UPI
- ii) Online mode through their online account created at the time of filling of admission form
- iii) Through College website link of SBI Collect.
- iv) Through Net Banking in below given College Bank Account

**(BANK DETAILS FOR DEPOSITING COLLEGE FEE)**

**Branch - Canara Bank Palampur, Account No. - 3030201001105, IFSC CODE - CNRB0003030  
Account Beneficiary Name - Principal GGDSD College Rajpur**

**Sd/-**  
Director cum Principal  
GGDSD College Rajpur (Palampur)

**GGDSD COLLEGE RAJPUR PALAMPUR  
FEE SCHEDULE FOR BCA I/II/III**

HEAD OF FEE	AT ADMISSION	<sup>ND</sup> 2 INSTALLMENT	3 <sup>RD</sup> INSTALLMENT
<b>ANNUAL CHARGES</b>			
ADMISSION FEE	1000.00	0.00	0.00
STUDENT AID FUND	20.00	0.00	0.00
PRINTING & STATIONARY	200.00	0.00	0.00
CORRESPONDENCE CHARGES	100.00	0.00	0.00
ELECTRICITY & WATER	150.00	0.00	0.00
IDENTITY CARD	40.00	0.00	0.00
SANITARY CHARGES	120.00	0.00	0.00
REPAIR & REPLACEMENT FUND	300.00	0.00	0.00
SD FUND	30.00	0.00	0.00
COLLEGE MAGAZINE	90.00	0.00	0.00
HOUSE EXAM	100.00	0.00	0.00
MEDICAL FEE	150.00	0.00	0.00
OTHER STUDENT ACTIVITIES FEE	750.00	0.00	0.00
TUITION FEE	8300.00	8300.00	8300.00
LIBRARY FEE	400.00	400.00	400.00
SPORTS FEE	400.00	400.00	400.00
CULTURAL ACT FEE	400.00	400.00	400.00
COMPUTER FEE	2000.00	2000.00	2000.00
TOTAL	14550.00	11500.00	11500.00

**Total Annual charges: Rs 37550/- (To be paid in Three Installment in the Month of July/August 2023 /November 2023/February 2024 / . Late Fee fine of 50.00 per day will be charged for delayed payment of fee. Brother Sister Concession & other concessions in Fee will be given in second, third and fourth installment.**

**NOTE:** Student can deposit fee through four modes.

- i) At College fee counter through Debit card & UPI
- ii) Online mode through their online account created at the time of filling of admission form
- iii) Through College website link of SBI Collect.
- iv) Through Net Banking in below given College Bank Account

**(BANK DETAILS FOR DEPOSITING COLLEGE FEE)**

**Branch - Canara Bank Palampur, Account No. - 3030201001105, IFSC CODE - CNRB0003030  
Account Beneficiary Name - Principal GGDSD College Rajpur**

**Sd/-**

Director cum Principal  
GGDSD College Rajpur (Palampur)



## FEE & REFUND RELATED RULES

Fee will be refunded to students as per the rules of Govt by UGC/HPU/SPU/HPPEREC from time to time presently following rules are in force.

1. If a student choose to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of refund of aggregate fees*	Point of time when notice of withdrawal of admission is served of HEI
1.	100%	15 Days before the formally-notified last date of admission.
2.	80%	Not more than 15 days after the formally - notified last date of admission.
3.	50%	More than 15 days but less than 30 days after formally-notified last date of admission.
4.	00%	More than 30 days after formally-notified last date of admission.

- \* (Inclusive of course fees and non-tuition fee but exclusive of caution money and security deposit)
  - \* In case of at Sr.No. 1 in the table above, the Higher Education Institution concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
  - \* Fee shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
2. On confirmation of Admission students will have to Deposit the First Installment of Fee on the due date for which he/she will be issued the Receipt and in case he/she fails to deposit the fee on due date, his/her seat will fall vacant and will be allotted to the students in the waiting list
  3. In case any student change his faculty after taking the admission in any faculty/stream his/her fees will be adjusted in other faculty and he will have to fill a fresh Admission Form for joining in other faculty and will have to pay the difference of fee if any.
  4. For the convenience of the student the total amount of fee has been divided into 3 to 4 Installment and student should pay his/her installation of fee in time. Otherwise after due date fine of Rs. 50/- per day will be charged from the Student.
  5. Pending declaration of result of the semester, student joining the next semester will have to pay fee of the next semester/next installment of the fee irrespective of his/her result.
  6. The student will be entitled to claim his security refund within 6 Months of completing the final year exam of the college which is maximum up to 31<sup>st</sup> October. After that no security will be refunded.

## DRESS CODE

Dress Code will be compulsory for all the Boys & Girls except Wednesday and violation will attract fine.

	<b>BBA</b>	<b>BCA</b>	<b>B.Sc</b>	<b>B.Com</b>	<b>BA</b>
<b>Boys</b>	Sky Blue Shirt	White Shirt	White Shirt	White Shirt	White Shirt
	Black Pant	Grey Pant	Black Pant	Black Pant	Black Pant
	Maroon Tie	Blue Tie	Black Tie	Black Tie	Black Tie
	Black Shoes	Black Shoes	Black Shoe	Black Shoes	Black Shoes
	Grey Sweater	Blue Sweater with grey lining	Grey Sweater	Grey Sweater	Black Sweater
	Grey Coat with College Logo	Blue Coat with College Logo	Grey Coat with College Logo	Grey Coat with College Logo	Black Coat with College Logo
<b>Girls</b>	Light Sky Blue Salwar Kameez	Light Cream Salwar Kameez	Light Sky Blue Salwar Kameez	Salwar Kameez	Off White Salwar Kameez
	Maroon Sweater	Blue Sweater	Grey Sweater	Grey Sweater	Black Sweater
	Black Shoes	Black Shoes	Black Shoes	Black Shoes	Black Shoes
	Grey Coat with College Logo	Blue Coat with College logo	Grey Coat with College Logo	Grey Coat with College Logo	Black Coat with College Logo

**It is optional for girl students to wear either Shirt, Trousers or Salwar Kameez of respective color code of her faculty.**



**H.P PRIVATE EDUCATIONAL INSTITUTIONS  
REGULATORY COMMISSION (HP-PERC)**

**HAPPY NEST BUILDING, BELOW BCS, KAGNADHAR, NEW SHIMLA-171009**  
TEL.0177-2673664, TELE FAX,+91-177-2673663  
EMAIL [\\_secy-perc-hp@nic.in](mailto:secy-perc-hp@nic.in) WEBSITE: <http://hp.gov.in/hpperc>

**NOTICE**

It is mandatory under the **HIMACHAL PRADESH PRIVATE EDUCATIONAL INSTITUTIONS (REGULATORY COMMISSION) ACT, 2010** that all the Private Higher Educational Institutions including Universities & Colleges in the State shall offer approved courses, make admissions on merit, charge fees as approved by the State Govt, conduct fair examination/evaluation and adhere to the relevant regulatory body norms regarding faculty and infrastructure.

Any **violation of the norms** by the private educational institutions **will attract penal provisions** under section 11 of the Act *ibid*.

For **grievances/complaints** concerning and academic or administrative lapse(S), such as overcharging of fees, admission in contravention of norms, mal practices in teaching and examinations, and deficiencies in faculty and infrastructure please contact the **Secretary/Public Grievance Officer, HP-PERC** at the above address through email/Fax/by post along with relevant supporting documents, if any, for taking necessary action.

<b>Helpline No.</b>	0177-2673664
<b>E-Mail</b>	<a href="mailto:secy-perc-hp@nic.in">secy-perc-hp@nic.in</a> ; <a href="mailto:regulation-perc-hp@nic.in">regulation-perc-hp@nic.in</a>
<b>Tele Fax</b>	0177-2673663

By Order  
**CHAIRMAN**

**COLLEGE TOPPERS IN UNIVERSITY EXAMINATION 2021-2022**



**ANCHAL SHARMA**  
CLASS - B.Sc  
CGPA- 9.43



**KHUSHBOO**  
CLASS - B.Sc  
CGPA- 9.21



**AKSHAT SHARMA**  
CLASS - B.Sc  
CGPA- 9.08



**NIVEDITA RANA**  
CLASS - BA  
CGPA- 8.27



**KAJAL**  
CLASS - BA  
CGPA- 8.8



**RAHUL**  
CLASS - BA  
CGPA- 8.7



**DIKSHA**  
CLASS - B.Com  
CGPA- 8.56



**NANDINI SOOD**  
CLASS - B.Com  
CGPA- 8.51



**SACHIN**  
CLASS - B.Com  
CGPA- 8.46



**NITIN**  
CLASS - BBA  
CGPA- 8.25



**POOJA KUMARI**  
CLASS - BBA  
CGPA- 8.13



**AKSHAY KUMAR**  
CLASS - BBA  
CGPA- 7.88



**PAYAL**  
CLASS - BCA  
CGPA- 9.23



**VISHAL**  
CLASS - BCA  
CGPA- 8.77



**AKSHAY SHARMA**  
CLASS - BCA  
CGPA- 8.75

# GGDSD EDUCATION SOCIETY (REGD.) BAIJNATH

## NOTIFICATION

In exercise of the powers conferred under section 5(1) & 5(2) of the right to information Act, 2005, the following persons of the GGDSD Education Society are here by designated as the Public Information Officers and appellate authority as cited under section 19 of the right to information Act 2005.

<b>Public Authority:</b>	<b>Appellate Authority</b>	<b>Public Information Officer</b>
GGDSD College Rajpur, Palampur	Sh. U.R. Cheema HAS (Retd.) Working President GGDSD Education Society, Baijnath	Dr. Vivek Sharma Director-cum-Principal GGDSD College, Rajpur, Palampur

Sd/-  
Dr. Desh Bandhu  
President  
GGDSD Education Society,  
Baijnath

No SDES/16-17/RTI 08.12.2016



# **RAGGING IS STRICTLY PROHIBITED BY LAW**

**Ragging means and includes any type of physical or mental torture done by any individual or group of Individual either by words or by conduct which gives an apprehension in the mind of the Boy or girl that he cannot peruse his/her studies from any mental disturbance / torture created thereby. Any person who aids or abets such an action shall be guilty of ragging.**

**There shall be no ragging in and outside the teaching departments of the college Ground, Canteen or the Hostels and also the Roads/Approaches leading to College.**

**If a person is found indulging in ragging directly, or indirectly and written complaint is received against him/her from the aggrieved student, the student is likely to be punished appropriately, if proved guilty, which punishment include suspension or expulsion from college, imprisonment, fine or both.**

**Any person affected by Act of ragging can report his/her complaint to Principal or following members of Anti Ragging Committee formed in the college.**

## **ANTI RAGGING COMMITTEE**

- **Mr. Suman Kumar**, Head Department of History, +91 9418676625
- **Dr. Dhruv Dev Sharma**, Head Department of Sanskrit, +91 9816274815
- **Mr. Arvind Kumar**, Head Department of Economics, +91 7559620273
- **Pooja Vasudeva**, Head Department of English, +91 7018290802
- **Dr. Shilpy**, Head Department of Hindi, +91 9736277109

**Toll Free Helpline - 1800-180-5222**

**Note: - Every student taking admission will have to fill online Anti Ragging Affidavit confirmation of their admission in college by visiting [www.antiragging.in](http://www.antiragging.in)**

जीजीडीएसडी कॉलेज में गायक ३ राजपुर को डॉक्टर विवेक शर्मा ने दि प्रायश्चित्त के साथ पुरानी यादों को



अभिनेता विवेक शर्मा के साथ गायक ३ राजपुर के छात्रों का समूह।

एसपी ने सम्मानित किए राजपुर कालेज के



एसपी ने राजपुर कालेज के छात्रों को सम्मानित किया।

राजपुर कालेज में लगाया मोरि

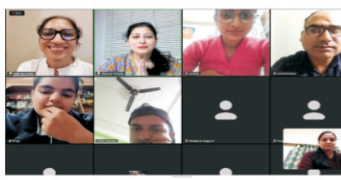


राजपुर कालेज में लगाया मोरि।

जीजीडीएसडी कालेज राजपुर में दो दिवसी



जीजीडीएसडी कालेज राजपुर में दो दिवसी।



GOSWAMI GANESH DUTT SANATAN DHARAM COLLEGE, RAJPUR

A Premier Multi Faculty (Co-Educational) Institution

Location : Palampur - Andretta Road (Two Km From the Palampur Co-operative Tea Factory)

Telephone : 01894-239041

Website : https://www.ggdsrajpur.org, E-mail : principal@ggdsrajpur.com, info@ggdsrajpur.com, studentsupport@ggdsrajpur.com

Price Rs. 180/-

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