

OUR VISION

"Gyan Swabhiman and Kalayan"- means knowledge adds grandeur to one's persona, confidence & helps him stand with his head held high and promotes individual and social welfare.

OUR MISSION

The motto of the college "Tamsa Ma Jyotir Gamaya," (means way to light from darkness) suggests that college has been striving all through to help the students to move forward on the path of progress and development.

INTRODUCTION

Government College Bangana became functional in June, 2007. Nestled in the splendour of the "Solah Singhi Dhar", the college has been running courses in three streams viz. Humanities, Science and Commerce since its inception. To cater to the changing educational needs, self-financing courses like BBA & BCA were introduced in 2014. The College provides congenial atmosphere for the all-round personality development of the students. The cherished motto and sublime philosophy that inspires all its staff and students is "Tamsa Maa Jyotir Gamaya"- **Shanthi Mantra** from Brihadaranyaka Upanishada This implies dispelling the darkness of ignorance with effulgence of knowledge. The collective efforts of teaching and non-teaching staff have consistently yielded splendid and brilliant results over the years. The college has a sanctioned strength of 17 teaching and 27 non-teaching staff members.

Our College is committed to overall welfare of the students. Teaching faculty along with supporting staff is leaving no stone unturned in imparting quality education to the students. Career guidance cell, sports, athletic activities, National Social Service scheme (NSS) unit, Rover & Rangers unit, eco-club and Red-ribbon club provide ample scope for individual development as well initiate social and environmental awareness among the students and society. The Parent-Teachers Association (PTA) is an inalienable part of the college and is always assisting the college administration in developmental pursuits. The college has ICT lab with more than 20 computers having access to internet with broad-band connectivity, a computer lab for BCA students and a separate computer lab for science students. The college has a sprawling campus for outdoor games. The college also provides facilities for indoor games along with a gymnasium for exercise. All the departments of science stream have well equipped and state-of-art labs. The college has often excelled in academic as well as sports and cultural activities. The college has its own website where details of courses offered and updates regarding other activities are readily available.

Principal : Prof. Ashwani Kumar, M.Sc. (Gold Medalist) M.Phil.

Teaching Staff

Commerce Faculty

S/N	Name	Qualification	Designation
1	Prof. Surinder Attri	M.Com, M.Phil.	Associate Professor
2.	Prof. Anil Sharma	M.Com, M.Phil.	Assistant Professor
3.	Vacant	(One post)	

Science Faculty

Department of Physics

1. Prof. Rekha Sharma M.Sc., M. Phil. Associate Professor

Department of Chemistry

1. Dr. Vijay Kumar Sharma M.Sc., Ph. D. Assistant Professor

Department of Botany

1. Prof. Sanjay Sharma M.Sc., M.Phil Assistant Professor

Department of Mathematics

1. Prof. Poonam Sharma M.Sc., M.Phil Assistant Professor

2. Prof. Anuj Sharma M.A., M.Phil Assistant Professor

Department of Zoology

1. Prof. Anuragini M.Sc. Assistant Professor

Arts faculty

Department of Music (Instrumental)

1. Sanctioned post (one): Vacant

Department of Hindi

1. Dr. Arti Devi M.A., M.Phil, Ph. D. Assistant Professor

Department of Economics

1. Prof. Pawan Kumar M.A., M.Phil. Assistant Professor

Department of Sanskrit

1. Dr. Vinod Kumar M.A., M.Phil, Ph.D Assistant Professor

Department of English

1. Prof. Anu Priya M.A., M. Phil Assistant Professor

2. Vacant (One Post)

Department of Pol Science

1. Prof. Sikander Negi M.A., M.Phil Assistant Professor

Department of History

1. Sanctioned post (one): Vacant

Ministerial Staff**Office Superintendent**

1	Sr. Assistant	Sh. B.L. Sharma
	Sanctioned post (one)	Vacant
2.	Clerk Sanctioned post (three)	Sh. Aman Kumar
		Vacant (two)

Library Staff

1	Librarian	
	Sanctioned post (one)	Vacant
2	Assistant Librarian	
	Sanctioned post (one)	Vacant
3	Librarian Attendant	
	Sanctioned post (one)	Vacant

Laboratory Staff

1	SLA	
	Sanctioned post (one)	Vacant
2.	JLA	
	Sanctioned post (three)	Vacant
3	Lab Attendant	Mr. Kewal Kumar
4	Lab Attendant	Mr. Gurdev Singh
5	Lab Attendant	Mr. Ram Prakash
6.	Lab Attendant	Smt. Meena Kumari
7.	Lab Attendant	Vacant (one)

Class IV Staff

1	Chowkidar	Mr. Kishori Lal
2	Peon	Mr. Pawan Kumar
3	Peon	Smt. Neelam Kumari
4.	Peon	Smt. Ajudhya Devi
5.	Peon	Smt. Ripta Devi
6.	Mali	Smt. Vimla Devi
7.	Sweeper sanctioned post (s) : Two	Vacant (two)

Administrative Committees :**College Advisory & CSCA Advisory Committee**

1.	Prof. Rekha Sharma	Convener
2.	Prof. Surinder Attri	Member
3.	Dr. Aarti Devi	Member
4.	Dr. Vijay Kumar	Member

NAAC Reaccreditation Committee

1.	Prof. Rekha Sharma	Convener
2.	Prof. Surinder Attri	Member
3.	Prof. Anil Shamra	Member
4.	Dr. Vijay Kumar	Member
5.	Prof. Poonam Sharma	Member

Grievance Redressal Cell & Appellate Committee

1.	Prof. Rekha Sharma	Convener
2.	Prof. Surinder Attri	Member
3.	Dr. Aarti Devi	Member

Rusa Grants & Rusa Grievance(s) Redressal Committee

1.	Prof. Anil Sharma	(Co-ordinator)
2.	Prof. Sanjay Sharma	Member
3.	Dr. Vijay Kumar	Member
4.	Prof. Poonam Sharma	Member
5.	Prof. Pawan Kumar	Member

College Prospectus Committee

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|------------------------|----------|
| 1. Prof. Poonam Sharma | Convener |
| 2. Dr. Vijay Kumar | Member |
| 3. Prof. Anu Priya | Member |

IQAC, Research Promotion Committee & UGC Affairs Committee

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|-------------------------|---------------------------|
| 1. Prof. Ashwani Kumar | Principal-cum-Chairperson |
| 2. Prof. Surinder Attri | Co-ordinator |
| 3. Prof. Rekha Sharma | Member |
| 4. Prof. Sanjay Sharma | Member |
| 5. Prof. Anil Sharma | Member |
| 6. Dr. Vijay Kumar | Member |
| 7. Prof. Poonam Sharma | Member |
| 8. Prof. Pawan Kumar | Member |
| 9. PTA President | Member |
| 10. CSCA President | Member |
| 11. OSA President | Member |

Campus Development & Beautification Committee

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|------------------------|----------|
| 1. Dr. Aarti Devi | Convener |
| 2. Prof. Sanjay Sharma | Member |
| 3. Prof. Poonam Sharma | Member |
| 4. Prof. Anu Priya | Member |
| 5. Prof. Anuragini | Member |

CCA Committee

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|----------------------|----------|
| 1. Dr. Aarti Devi | Convener |
| 2. Dr. Vinod Kumar | Member |
| 3. Prof. Anuj Sharma | Member |

Career Guidance -cum- Campus Placement Cell

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|----------------------|----------|
| 1. Dr. Vinod Kumar | Convener |
| 2. Prof. Pawan Kumar | Member |
| 3. Prof. Anu Priya | Member |
| 4. Prof. Anuj Sharma | Member |

Scholarship (s) Committee

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|------------------------|----------|
| 1. Prof. Sanjay Sharma | Convener |
| 2. Prof. Poonam Sharma | Member |
| 3. Dr. Vinod Kumar | Member |
| 4. Prof. Anu Priya | Member |
| 5. Prof. Anuj Sharma | Member |
| 6. Prof. Anuragini | Member |
| 7. Prof. Sikander Negi | Member |

Tent, Shamiyana, Public Address System and Photography Committee

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|---------------------------------|----------|
| 1. Dr. Vinod Kumar | Convener |
| 2. Prof. Anuj Sharma | Member |
| 3. Prof. Anuragini | Member |
| 4. Prof. Sikander Negi | Member |
| 5. Mr. Kewal Kumar (LA Physics) | |

Cultural Affairs Committee/Co-curricular Assignments Committee (including H.P.U. Youth Festivals)

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|------------------------|----------|
| 1. Dr. Aarti Devi | Convener |
| 2. Prof. Poonam Sharma | Member |
| 3. Dr. Vijay Kumar | Member |
| 4. Prof. Pawan Kumar | Member |
| 5. Prof. Anu Priya | Member |
| 6. Prof. Anuragini | Member |

Women Grievance(s) Redressal Cell

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|-----------------------------------|----------|
| 1. Prof. Rekha Sharma | Convener |
| 2. Prof. Poonam Sharma | Member |
| 3. Prof. Anu Priya | Member |
| 4. Prof. Anuragini | Member |
| 5. Sh. B.L Sharma (Office Supdt.) | Member |

Time Table Committee

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|---------------------------------|----------|
| 1. Dr. Aarti Devi (Arts) | Convener |
| 2. Dr. Vijay Kumar (Science) | Member |
| 3. Prof. Anil Sharma (Commerce) | Member |

Library Affairs Committee

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|------------------------|----------|
| 1. Dr. Vinod Kumar | Convener |
| 2. Prof. Pawan Kumar | Member |
| 3. Prof. Sikander Negi | Member |

College Magazine Committee

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|------------------------|---------------------------------|
| 1. Prof. Rekha Sharma | Chief Editor |
| 2. Prof. Anu Priya | English Section |
| 3. Prof. Poonam Sharma | Science Section |
| 4. Dr. Aarti Devi | Hindi Section |
| 5. Prof. Anil Sharma | Planning Section |
| 6. Prof. Pawan Kumar | Pahari Section |
| 7. Dr. Vinod Kumar | Sanskrit Section |
| 8. Prof. Sanjay Sharma | Environment Section |
| 9. Prof. Anuragini | Biological/Life Science Society |

Proctorial Committee**Contact No.**

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|-------------------------|----------|-------------|
| 1. Prof. Rekha Sharma | Convener | 94184-69839 |
| 2. Prof. Surinder Attri | Member | 94180-46937 |
| 3. Dr. Vijay Kumar | Member | 88949-57751 |

Note : The Proctorial Committee shall keep a continuous watch and vigil over ragging. The Committee shall promptly deal with incidents of ragging brought to its notice and summarily punish the guilty either by itself or by putting forth its findings/recommendations/suggestions to the Principal.

Anti-Ragging Squads/ Discipline Committee

		Contact No
1. Dr. Arti Devi	Convener	98165-12206
2. Prof. Poonam Sharma	Member	78072-94933
3. Prof. Sanjay Sharma	Member	94181-46274
4. Prof. Anil Sharma	Member	94595-03004
5. Prof. Pawan Kumar	Member	94185-74352

Note : The Discipline Committee will maintain their own record/ register of matters related to discipline and will take all necessary action such as suspension, expulsion and police cases. They can recommend such incidents to the appellate committee for further necessary action.

Press Committee

1. Dr. Arti Devi	Convener
2. Prof. Anu Priya	Member

Sports Committee

1. Prof. Anil Sharma	Convener
2. Prof. Sanjay Sharma	Member
3. Prof. Pawan Kumar	Member (Sports Incharge)
4. Sh. B.L. Sharma (Office Supdt.)	Member

Building, Water, Electricity, Telephone & Sanitation Affairs Committee

1. Prof. Anil Sharma	Convener
2. Dr. Vijay Kumar	Member
3. Prof. Anuj Sharma	Member
4. Prof. Sikander Negi	Member
5. Sh. B.L. Sharma (Office Supdt.)	Member
6. Sh. Ram Parkash (Laboratory Attendant)	
7. Sh. Kewal Kumar (Lab. Attendant)	

Canteen Committee

1. Dr. Vijay Kumar	Convener
2. Prof. Sanjay Sharma	Member
3. Prof. Pawan Kumar	Member
4. Prof. Anu Priya	Member

Students AID Fund & Book Bank Affairs Committee

1. Dr. Vinod Kumar	Convener
2. Prof. Anuj Sharma	Member

Bus Pass Attestation Committee

1. Prof. Anil Sharma	(Commerce)
2. Prof. Poonam Sharma	(Science)
3. Dr. Vinod Kumar	(Arts)

University Forms Attestation Committee

1. Prof. Surinder Attri
2. Dr. Arti Devi

Anti-Narcotics Committee

1. Prof. Sanjay Sharma	Convener
2. Prof. Anuragini	Member
3. Programm Officer NSS	Member
4. Rover and Rangers In-charge	Member
5. CSCA President	Member

Invitation Committee

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|------------------------|----------|
| 1. Prof. Poonam Sharma | Convener |
| 2. Prof. Anu Priya | Member |
| 3. Prof. Anuj Sharma | Member |

Stage Decoration Committee

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|------------------------|----------|
| 1. Dr. Arti Devi | Convener |
| 2. Prof. Poonam Sharma | Member |
| 3. Prof. Anuragni | Member |

College Purchase Committee

1. College Principal
2. Prof. Rekha Sharma (senior most faculty member)
3. Prof. Surinder Attri (faculty member)
4. Sh. B.L. Sharma (Office Superintendent)

Refreshment Committee

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|----------------------|----------|
| 1. Prof. Anil Sharma | Convener |
| 2. Prof. Pawan Kumar | Member |
| 3. Prof. Anuragni | Member |

Senior Tutors

1. Prof. Rekha Sharma
2. Prof. Surinder Attri

OSA Affairs Committee

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|-------------------------------------|-----------------------------|
| 1. Prof. Poonam Sharma | Convener |
| 2. Dr. Vijay Kumar | Member |
| 3. Prof. Pawan Kumar | Member |
| Bursar | Prof. Surinder Attri |
| Nodal Officer (AISHE) | Prof. Sanjay Sharma |
| Programme Officer NSS | Dr. Arti Devi |
| Rovers Unit Incharge | Dr. Vinod Kumar |
| Rangers Unit Incharge | Prof. Poonam Sharma |
| Red Ribbon Club/First Aid/Red Cross | Prof. Anuragini |
| BCA Coordinator | Prof. Sanjay Sharma |
| BBA Coordinator | Prof. Anu Attri |

RULES AND PROCEDURE FOR ADMISSION

Candidates seeking admission to this college are required to note the following instructions:

- A student seeking admission shall be required to obtain a copy of prospectus from the college office on a payment of Rs. 30/-
- All the particulars in the prescribed admission form must be legibly and completely filled up by the candidate in his/her own handwriting actually appearing before the admission committee.
- Every student must have personal e-mail id and Aadhar linked bank account.
- **Each applicant has to produce the following certificates/documents before the admission committee. (Self attested photocopies of the same are essentially to be attached):**
 - i. Matriculation certificate .
 - ii. Detailed Marks Sheet (original) of previous/ qualifying examination passed.
 - iii. Character certificate (original) from the head of the Institution last attended.
 - iv. Aadhar card.
 - v. Proof of Aadhar linked bank account.
 - vi. Two photographs of self and one photograph of Father/Mother/Guardian (all colored and passport size).
 - vii. Himachali Bonafide certificate (only for girl applicants).

viii. Category certificate in case of SC/ST/OBC/ specially abled/ sports /cultural capacity.

ix. Migration certificate (in original) if +2 is passed from a board other than HP Board.

Every candidate will appear personally before the admission committee at the time of admission along with his/her Parents/Guardian. **(Guardian means only blood relation and not a student of this college in any case).**

- In case a student is allowed to join provisionally subject to the production of Migration Certificate or Eligibility Certificate, he/she will continue his/her studies in this college entirely at his/her own risk, till registration with the H.P. University occurs.
- After filling up the admission form in all respects and attaching the required documents, each student will get it checked by the concerned college "Admission Committee", and has to deposit the form with convener of the Admission Committee.
- **The student selected for admission by the Principal shall be required to deposit the college dues in full on the same day. If any student fails to deposit the fee within stipulated time, his /her seat shall be treated vacant and will be allotted to next student in the waiting list.**
- Outstanding Players, Speakers, Singers/Artists shall be given due weightage for the purpose of admission to various classes as per the roster of H.P. University.
- A student seeking exemption from tuition fee for disability must attach an attested copy of disability certificate clearly indicating the extent of disability as per the requirements of University rules.

NOTE

- Admission will be purely on merit basis and the availability of no. of seats in each stream.
- Admission will be made by strictly adhering to fulfilment of eligibility conditions.
- Those students who are placed under compartment in +2 examination under H.P. Board or any other Board held in March 2017 are not eligible to seek admission in 1st sem of any stream.
- A candidate who has passed/cleared all the five papers including English from the National Open School, New Delhi is eligible to take admission in 1st sem (Vide letter no. 4-9/94 HPU (Acad.) of dated April 29,2002.) However, a candidate failed in any subject, out of five subjects is not eligible for admission as per University ordinance.

In case of gap of one year or more, following passing of qualifying exam, the applicant is essentially required to submit a self signed declaration for justification of gap regarding intervening period between leaving the institution last attended and the date of admission in the college. In such case, a latest character certificate from the Panchayat Pradhan of the village concerned or any Gazetted officer shall also be required. **(The character certificate must not have been issued more than six month prior to the date of admission.)**

- College dues once paid shall not be refunded/readjusted in any case.
- Rules for admission are subject to change as per HPU notification(s) from time to time. Any change regarding the rules governing admissions shall be duly notified on the college notice board.
- A student shall be liable for cancellation of his/her admission if he/she furnishes incomplete /wrong/false information or in case of concealment of facts in any manner. Moreover, disciplinary action may be initiated against such candidates.
- Notwithstanding eligibility for admission, the Principal can refuse admission if the conduct of a student has not been up to the mark during the past years.
- All admissions shall be provisional whose regularization shall subject to final approval by H.P. University.
- One seat is exclusively reserved for single 'Girl Child' of the parents' in each stream in addition to usual no. of seats.
- Candidate seeking admission for the first time in this college must be accompanied by his/her parents/guardian while appearing before the admission committee.
- One seat is exclusively reserved for wards of Kashmiri Migrants in each stream. (Letter no. EDN- H(8)-4(1) 9 2001-GNEL-7).

ADMISSION COMMITTEES

Admission time (10:00 to 1:00 P.M)

FINAL ADMISSION COMMITTEE:**Prof. Rekha Sharma & Prof. Surinder Attri**

ADMISSION COMMITTEE FOR SCIENCE (B.Sc. I, III & V sem.)			Venue
1.	Prof. Poonam Sharma	(Convener)	
2.	Prof. Sanjay Sharma	Member	LT-III
3.	Dr. Vijay kumar	Member	
4.	Prof. Anuragini	Member	
ADMISSION COMMITTEE FOR COMMERCE (B.Com. I, III & V sem.)			
1.	Prof. Anil Sharma	(Convener)	LT-IV
2.	Prof. Pawan Kumar	Member	
3.	Prof. Anuj Sharma	Member	
ADMISSION COMMITTEE FOR ARTS (B.A.I, III & V sem.)			
1.	Dr. Arti Devi	(Convener)	LT-I
2.	Dr. Vinod kumar	Member	
3.	Prof. Anu Priya	Member	
4.	Prof. Sikander Negi	Member	

Choice Based Credit System (CBCS) : An Introduction

The CBCS provides an opportunity for the students to choose courses from amongst the prescribed ones comprising Core, Elective, DSE, AECC or SEC. Evaluation follows the grading system, which is considered to be better than the conventional marks system. The uniform grading system in the entire higher education in India, will benefit the students to move across institutions within India and across countries. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

1. Choice Based Credit System (CBCS) for B.Sc/B.Com./B.A.**Eligibility for Admission:**

- A pass in the Higher Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of school Education or an examination accepted as equivalent to that by the various bodies of the HP University.
- The candidates who have passed the qualifying examination with Arts/Humanities stream shall be given preference in admission to B.A. programme.
- The candidates who have passed the qualifying examination with Science stream shall be given preference in admission to B.Sc. programme.
- The candidates who have passed the qualifying examination with Commerce stream shall be given preference in admission to B.Com programme.
- Applicant must not be more than 23 years (25 years for girls) of age as on 01/07/2017 and must not have been born earlier to 01/07/1994. However, in case of overage candidate, the vice-chancellor may allow age relaxation up to 6 months. In case of scheduled caste/ scheduled tribe, age relaxation up to 3 years is allowed as per rules.

Eligibility For The Degree

- The candidate shall have to undergo the prescribed courses of study in a college affiliated to H.P. University for a period not less than three academic years (and not more than five academic years) and pass the examination prescribed and fulfill such conditions as have been prescribed therefore.
- For the degree (B.A./B.Sc./B.Com.), the student will have to cumulate a minimum of 132 successful credit hours (22 credits each semester) prescribed of course work over a minimum of three and a maximum of five years from the date of admission.

2. Outline Of Choice Based Credit System

The UG (TDC) programme in a college affiliated to the HPU will comprise the following categories of courses:

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

ii. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

a. Discipline Specific Elective (DSE) Course (2 each for regular courses): Elective courses offered by the main discipline/subject of study is 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).

b. 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, which a candidate studies 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.

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

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

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

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

- 3. Semester system:** Each academic year of 180 working days in the least is divided into two semester of 90 working days each. Odd semesters shall run from June/ July to October/ November and the Even semesters shall be from November/ December to April/ May. Considering that each teaching day has 5 teaching / working hours, a teaching week would have $5 \times 6 = 30$ working / teaching hours and each semester will have $30 \times 15 = 450$ teaching hours available for students.

4. **Course:** A course is a structured set of instructions that are imparted to a student on the basis of a syllabus or a framework decided beforehand and has the sanction of the different academic (Board of Studies, Faculty, Academic Council) and executive (Senate / Executive Council, Finance Committee) bodies of the HPU extended over a semester. Each course is designed variously under instructions given as Lectures, Tutorials, and Practicals (laboratory and field exercises). Usually these components are referred to as L, T and P components. The credits for each course determine the volume of the course content.

5. **Credit :** 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 hours'. The credits also determine the volume of course content and delivery of programme such as lectures, tutorials, practicals, assignments etc.

Credit stands for following in the context of CBCS :

i.) Term Credit has a connotation of achievement or earning through learning effort. It also implies successful completion of a course of study measured in terms of class room instruction hours/week in the courses being studied in that semester.

ii.) It also implies learning effort required on the part of the learner.

iii.) It also measures the volume of the content to be delivered in the course being studied.

For the purpose of credit determination, instruction is divided into three components:-

i.) **Lectures (L) :** Classroom lectures of one hour duration.

ii.) **Tutorials (T) :** Special, elaborate instructions on specific topics (from Lectures) of one hour duration. It consists of participatory discussion/desk work/ problem solving/ brief seminar on a topic or any such other novel method that makes learners absorb and assimilate more effectively the contents delivered in a lecture session.

iii.) **Practicals (P) :** Field exercises in which the student has to perform experiments or other practical work of two hour duration. Practice session consists of hands on experience/ laboratory experiments/Field Studies/Case studies that equip students to acquire the much required skill component.

Each one of these components is considered as equal to one credit. One lecture (L) as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. If T is the number of one hour Tutorials per week, and P is the number of two hour Practicals per week, the credit weightage for a particular course can be written as:- $C = L + T + P$. The total minimum credits required for an undergraduate degree programme is 132. Credits of a course also indicate the weightage of a course for calculating Grade Point Average (GPA). Though credits are not directly related to marks, as a thumb rule we may consider 1 credit=25 marks.

6. **Continuous Comprehensive Assessment:** Continuous comprehensive assessment shall be carried out in the form of quizzes, assignments, group discussions, seminars, one minor test and shall be reflected in the syllabi for a course of study.

Continuous Comprehensive Assessment (CCA) Scheme-For 30% of total marks i.e. 100, for a course in a semester.

Minor Test (Marks)	Class test/ tutorials/ assignment/ seminar presentation	Attendance	Total Marks
15	10	5	15+10+5=30

8. Programmes: B.A. (Arts / Humanities / Languages)**i. Language Group:** English, Hindi, Sanskrit.**Social Science / Humanities Group:** Economics, Political Science, History, Mathematics.**Fine Arts and Applied Social Science Group:** Music.**ii. B.Sc. (Sciences / Physical Sciences / Bio-Sciences)**

Natural Science Group: Physics, Chemistry, Botany, Zoology, Mathematics.

iii. B. Com. (Commerce / Management)

Commerce, Management.

7. Grading

Credit Weighed Marking System: Performance of a student is evaluated in terms of earned credits 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 learner pass in that course. In this way two performance indices emerge.

Semester Grade Point Average (SGPA) for the semester is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded. $SGPA = \frac{\text{Points secured in the semester}}{(\text{credits registered in the semester excluding audit, satisfactory courses and course continuation courses})}$.

Cumulative Grade Point Average (CGPA) for the student is calculated on the basis of all pass grades obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded, obtained in all completed semesters. $CGPA = \frac{\sum(\text{course credits earned } (C_i) \times \text{Grade points } (G_i))}{\sum(\text{Total course credits } (C_i \text{ in all the semesters except satisfactory, audit credits or course continuation credits})}$ Or $CGPA = \frac{\text{cumulative Points secured in all passed courses}}{(\text{Cumulative earned credits excluding audit, satisfactory courses and course continuation courses})}$.

Distribution of Marks and Teaching Hours

S/N.	Type of Course	Max. Marks	Internal Assessment	End Semester Examination (ESE)	Teaching per week (each lecture/tutorial of one hour)	Credits
1	Core (DSC)	100	30	70	5 Lectures 1 Tutorial	6
2	Elective (DSE, GEC)	100	30	70	5 Lectures 1 Tutorial	6
3	Ability Enhancement (AEC), AECC)	100	30	70	4 Lectures	4
4	Skill Enhancement (SEC)	100	30	70	4 Lectures	4

9. Details of Courses Under TDC Programme in CBCS (2016-17 onwards)

Course	Credits	
	Theory + Practical	Theory + Practical
1. Core Course (12 Papers) 04 Courses from each of the 03 disciplines of choice	12 x 4 = 48	12 x 5 = 60
Core Course Practical / Tutorial* (12 Practical / Tutorials*) 04 Courses from each of the 03 Discipline of choice	12 x 2 = 24	12 x 1 = 12
II. Discipline Specific Course Elective Course (6 Papers) Two papers from each discipline of choice including paper of interdisciplinary nature	6 x 4 = 24	6 x 5 = 30
Discipline Specific Course Practical / Tutorials* (6 Practical / Tutorials*) Two Papers from each discipline of choice including paper of interdisciplinary nature	6 x 2 = 12	6 x 1 = 6
Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in Semester VIth.		
III. Ability Enhancement Courses		
1. Ability Enhancement Compulsory Course (2 Papers of 4 credits each) environmental Science English/ MIL Communication	2 x 4 = 8	2 x 4 = 8
2. Skill Enhancement Course (Skill Based) (4 Papers of 4 credits each)	4 x 4 = 16	4 x 4 = 16
	Total credit = 132	Total credit =132

* Wherever there is practical there will be no tutorials and vice-versa.

CBCS Under Graduate Programme Course Structure for (B.A. / B.Sc./ B.Com) TDC (2016-17 onwards)

A. Outline of Courses For B. Sc.

Semester	Course Title	Course Code	Credits i = 4 ii = 6 (4T+ 2 P)	Total Credits
I	Ability Enhancement Compulsory Course - I	English/Hindi (Communication /Environmental Science	4	22 Credits*
	Subject 1 (Core Course I)	DSC - 1A	6	
	Subject 2 (Core Course I)	DSC - 2A	6	
	Subject 3 (Core Course I)	DSC - 3A	6	
II	Ability Enhancement Compulsory Course -II	English/Hindi (Communication /Environmental Science	4	22 Credits*
	Subject 1 (Core Course II)	DSC - 1B3	6	
	Subject 2 (Core Course II)	DSC - 2B	6	
	Subject 3 (Core Course II)	DSC - 3B	6	
III	Skill Enhancement Course-I (SEC 1 or SEC 2)	SEC-1	4	22 Credits*
	Subject 1 (Core Course III)	DSC-1C	6	
	Subject 2 (Core Course III)	DSC-2C	6	
	Subject 3 (Core Course III)	DSC-3C	6	
IV	Skill Enhancement Course-II (SEC 3 or SEC 4)	SEC-2	4	22 Credits*
	Subject 1 (Core Course IV)	DSC-1D	6	
	Subject 2 (Core Course IV)	DSC-2D	6	
	Subject 3 (Core Course IV)	DSC-3D	6	
V	Skill Enhancement Course-III (SEC 5 or SEC 6)	SEC-3	4	22 Credits*
	Discipline Specific Elective Course I DSE - 1 (Subject-1)	DSE-1A	6	
	Discipline Specific Elective Course I DSE - 1 (Subject-2)	DSE-2A	6	
	Discipline Specific Elective Course I DSE - 1 (Subject-3)	DSE-3A	6	
VI	Skill Enhancement Course IV SEC 7 or SEC 8	SEC-4	4	22 Credits*
	Discipline Specific Elective Course II DSE - II (Subject-1)	DSE-1B	6	
	Discipline Specific Elective Course II DSE - II (Subject-2)	DSE-2B	6	
	Discipline Specific Elective Course II DSE - II (Subject-3)	DSE-3B	6	
Total Credits				132

Comprehensive Continuous Assessment (CCA) and End-semester Examination (ESE) Scheme for B.Sc. (TDC)

Scheme of examination for every course except Skill enhancement course*

Examinations shall be conducted at the end of each semester as per the academic calendar notified by H.P. University Shimla. Each course of 6 credits will carry 100 marks (theory + practical) and will have following components:

I. Theory	80 Marks
i) Comprehensive Continuous Assessment	30 marks
ii) End- Semester Examination	50 marks
II. Practical	20 marks

B. Basic Structure & Distribution of Courses for (B. Com.) Under CBCS

1.	Ability-Enhancement Compulsory Course	2 Papers of 4 Credit Hrs. each (Total Credit Hrs.4x2)	8
2	Skill-Enhancement Elective Course (SEC)	4 Papers of 4 Credit Hrs. each (Total Credit Hrs.4x4)	16
3	Core Course	12 Papers of 6 Credit Hrs. each (Total Credit Hrs.12x6) (5 Lectures and 1 Tutorial)	72
4	Discipline Specific Elective (DSE)	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 4x6) (5 Lectures and 1 Tutorial)	24
5	Generic Elective (GE)	2 Papers of 6 Credit Hrs. each (Total Credit Hrs. 2x6) (5 Lectures and 1 Tutorial)	12
	Total Credits Hours		132

- Note:**
- i) Ideal Lecture Class size : 50 to 60 Students
 - ii) Ideal Tutorial Group Size : 12 to 15 Students
 - iii) Ideal Laboratory Practical Batch Size : 20 Students

Outline of courses for B.Com. (TDS)

Course code	Course Title	Course Type
Semester I		
BC 1.1	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-1
BC 1.2	Financial Accounting	Core Course C-1
BC 1.3	Business Organisation and Management	Core Course C-2
ENGL 101	English-1 Core English (Compulsory for B.A./ B.Com)	Core Course C-3
Semester II		
BC 2.1	Language : English/Hindi/MIL	Ability-Enhancement Compulsory Course (AECC)-II
BC 2.2	Business Law	Core Course C-4
BC 2.3	Business Mathematics and Statistics	Core Course C-5
Hindi 200	Hindi/Modern Indian Language	Core Course C-6

Semester III		
BC 3.1	Company Law	Core Course C-7
BC 3.2	Income Tax Law and Practice	Core Course C-8
	English 2 (core course)	Core Course C-9
BC 3.4	Computer Applications in Business	Skill-Enhancement Elective Course (SEC)-1
Semester IV		
Hindi 400	Hindi	Core Course C-10
BC 4.2	Corporate Accounting	Core Course C-11
BC 4.3	Cost Accounting	Core Course C-12
BC 4.4	E-Commerce	Skill-Enhancement Elective Course (SEC)-2
Semester V		
BC 5.1	Any one of the following a. Human Resource Management b. Principles of Marketing c. Auditing and Corporate Governance	Discipline Specific Elective (DSE)-1
BC 5.2	Any one of the following a. Fundamentals of Financial Management b. Indirect Tax Law	Discipline Specific Elective (DSE)-2
BC 5.3	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-3
BC 5.4	Principles of Micro Economics	Generic Elective (GE)-1
Semester VI		
BC 6.1	Any one of the following Discipline a. Corporate Tax Planning b. Banking and Insurance c. Fundamentals of Investment d. Consumer Protection	Specific Elective (DSE)-3
BC 6.2	Any one of the following Discipline a. International Business b. Office Management and Secretarial Practice c. Fundamentals of Investment d. Consumer Protection	Specific Elective (DSE)-4
BC 6.3	Personal Selling and Salesmanship	Skill-Enhancement Elective Course (SEC)-4
BC 6.4	Indian Economy	Generic Elective (GE)-2

C. Basic Course Structure for Bachelor of Arts (B.A.)

Semester	Course	Course	Credit (22)	Credits
I	English/Hindi/MIL-1 Subject 1 Subject-2 (English/Hindi/MIL Communication)/EVS	Lang. Core DSC-1A DSC-2A AECC-1	6 6 6 4	22 Credits* Language Core 06 DSC 1 & 2 Sub 12 AECC 04
II	English/Hindi/MIL-1 Subject 1 Subject -2 (English/Hindi/MIL Communication)/EVS	Lang. Core DSC-1B DSC-2B AECC-1	6 6 6 4	22 Credits* Language Core 12 DSC 1 & 2 Sub 24 AECC 08
III	English /Hindi/MIL-2 Subject 1 Subject -2 (SEC 1 or SEC 2)	Lang. Core DSC-1C DSC-2 C SEC-1	6 6 6 4	22 Credits* Language Core 18 DSC 1 & 2 Sub 36 AECC 08 SEC 1 or SEC 2 Sub 04
IV	English / Hindi/MIL-2 Subject 1 Subject -2 (SEC 3 or SEC 4)	Lang. Core DSC-1D DSC-2D SEC-2	6 6 6 4	22 Credits* Language Core 24 DSC 1 & 2 Sub 48 AECC 08 SEC 3 or SEC 4 Sub 08
V	Subject 1 Subject 2 SEC 5 or SEC 6 Generic Elective	DSE-1A DSE-2A SEC -3 GE-1	6 6 4 6	22 Credits* Language Core 24 DSC 1 & 2 Sub. 48 AECC 08 SEC 1 or 2 Sub. 12 DSE 1 & 2 Sub. 12 GE 06
VI	DSE-II Subject 2 SEC 7 or SEC 8 Generic Elective	DSE-1B DSE-2B SEC -4 GE-2	6 6 4 6	22 Credits* Language Core 24 DSC 1 & 2 Sub. 48 AECC 08 SEC 1 or 2 Sub. 16 DSE 1 & 2 Sub. 24 GE 12 Cumulative Credits 132

NOTE: * Each semester accounts for 22 credits; Cumulative Credits mentioned in the table are the total credits earned in successive semesters, therefore a minimum of 132 credits have to be earned in six semesters, for a student to successfully complete the degree of B.A.

Clarification: For students of BA , out of total 8 SEC offered in semesters III to VI, the student has to choose a minimum of 4 (four) SEC. Therefore the student must earn 52 credits in the respective subject out of total 132 credits over six semesters to successfully complete the degree of B.A.

10. Course Evaluation

The CBCS evaluation system comprises of the following two components:

1. Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course, and
2. End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

*****A student will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful in a course. The pass percentage is 45 (forty five per cent) i.e. 14 marks out of 30 in CCA and 32 marks out of 70 in ESE.**

1. Continuous Comprehensive Assessment (CCA): Continuous Comprehensive Assessment (CCA) will have following components:

Sr. No.	Component	When	Marks
I	Class Room Attendance	During the Semester	5
II	Mid Term Test	After 40-45 Teaching days, Ideally covering at least 1/2 Syllabus	15
III	Practical including Seminar/ Assignment/Term Paper	During the Semester	10
		Total (I+II+III)	30

Marks for Attendance:

Criterion for **marks on the basis of Class-room attendance (0 - 5 marks)** under component CCA/ IA is defined as follows:

Below 75% = Zero (0) mark; 75 -80% = 1 mark; 80- 85% = 2 marks;
 85 -90% = 3 marks; 90- 95% = 4 marks 95 -100 % = 5 marks

Note : For students of Distance Education (ICDEOL) there will be no Continuous Comprehensive Assessment (CCA) component.

2. End Semester Examination (ESE): The remaining 70% of the final grade of the student in a course will be assessed on the basis of end semester examination (ESE) that will be for three hours duration and will cover the entire syllabus of the course.

3. Project Work: Project in any course shall be for 100 marks and the 70:30 marking ratio shall be as follows: 30 marks for synopsis submission (CCA - mid semester) and remaining 70 marks (ESE) to be distributed as 50 marks for Dissertation + 20 marks for Viva Voce.

All the admission committees shall ensure :

- i) That all the columns in the admission form are duly filled by the candidate himself/herself.
- ii) That important columns such as date of birth, permanent address, chronological academic record right from 10th onwards, are duly checked and verified. Gaps, if any, be pointed out in red ink.
- iii) That any declaration/undertaking required from the candidate must be pointed out in the column, "for office use" by the admission committee. Declaration or undertaking may be written in candidate's own handwriting.
- iv) That a student seeking admission in the college is accompanied by his/her father/mother or guardian. The photograph pasted on the 'PTA membership form' must be of father/mother or guardian having blood relation with the candidate. This card is essentially required as an identity proof for casting a vote during PTA election. A collegestudent can't act as guardian to candidate.
- v) The lower part (part-II) of PTA membership form is to be detached and handed over to the parent/guardian of applicant by admission committee at the time of admission.

Migration

The admission of the students migrating from one affiliated college of University (including ICDEOL) to another affiliated college or institution shall be governed by the regulations framed by the Executive Council of the University from time to time. For inter University migration Ordinance 3.11 will be followed strictly.

Fees and Funds as Approved by H.P. Govt./ University

Detail of Fees & Funds in Govt. College Bangana:

H.P. Govt. dues	Rs @	To be Charged/ for during the full year
Admission Fee	25/- per sem.	50/-
Re-admission 1st time	100/-	-----
Re-admission 2nd time	200/-	-----
Late admission fee	10/- per day	-----
Tuition Fee (only for boys)	50/- per pm	600/-only in two equal installments.
University Dues		
Registration Fee	210/-	210/-(at the time of admission in 1st sem)
Migration Fee	200/-	200/-(for other than H.P. Board)
Continuation Fee	10/- per sem.	20/-
Sports Fee	15/-per annum	15/-
Youth Welfare Fund	15/-per annum	15/-
University Holiday Home Fund	1/-per annum	1/-
College Dues		
Library Security Fund (Refundable)	100/-per annum	100/- (at the time of admission in 1st sem)
Building Fund	10/-pm	120/-only in two equal installments.
Boys Fund/Pupil Fund		
Sports Activity Fund	20/-pm	240/-only in two equal installments.
Cultural Activity Fund	20/-per annum	20/-
College Magazine Fund	50/- per annum	50/-
Campus Development Fund	10/- per annum	10/-
Identity Card Fee	10/- per sem.	20/-only in two equal installments.
House Exam Fee	40/- per sem	80/-only in two equal installments.
Book Replacement Fund	25/-per annum	25/-
Furniture Repair/Repalcment Fund	10/-per annum	10/-

Medical Aid Fund	6/-per annum	6/-
Student Aid Fund	2/-per annum	2/-
Amalgamated Fund	25/-pm	300/-only, in two equal installments
R.R.F.(Rover & Ranger fund)	5/- pm	60/-only, in two equal installments
Science Practicals		
Physics	20/-pm	240/-only, in two equal installments
Chemistry	20/-pm	240/-only, in two equal installments
Botany	20/-pm	240/-only, in two equal installments
Zoology	20/-pm	240/-only, in two equal installments
Music	15/-pm	180/-only, in two equal installments
Computer and Net Fee	20/-per annum	20/-
Red Cross youth fund	40/-per sem	80/- in two equal installments
University Development Fund	500/-per annum (Rs. 250/- from students of IRDP/BPL only)	500/- (Rs. 250/- from students of IRDP/BPL)

Note 1:

- i) PTA fund @ Rs. 300/- will be charged from each student at the time of admission.
- ii) Students are advised to bring exact amount of fee/dues to the fee counter. In case of balance payment (if any), student shall ensure its receipt before actually leaving the fee counter.

Fine:

- i) Absentee fine (theory) @ Re. 1/- per period, absentee fine (practical) @ Re. 3/- per practical, absentee fine (MTT) @Rs. 20/- per paper, late payment of dues @ Re. 1/- per day, late return of Library books @ Re. 1/- per day per book shall be charged.
- ii) Fees & other dues are to be paid without fine on the date fixed for each class as notified by the office from time to time. After the due date is over, late fee fine shall be charged as per rules.
- iii) The names of the students who fail to pay their dues by the close of date with fine, shall be struck off the college rolls. Such students can be readmitted on payment of readmission fee, but it will be on Principal's discretion only.
- iv) A student will not be readmitted if his/her name is struck off the college rolls for the third time, under any circumstances.
- v) Dues, once paid at the college counter shall not be refunded except in case of human error or amendments of rule by competent authority in this regard. Such cases shall be decided by the Principal only.

Exemption in Fee

1. As per Govt. Notification No. EDN & H. (8) 3 (7) 1/76 dated 29-06-2007, all bonafide Himachali girl students are exempted from tuition fee on production of such certificate at the time of admission.
2. Only siblings studying in the college are entitled to get half tuition fee exemption. Out of two, only one can apply for exemption.

Scholarship

The following scholarships and stipends are available to the college students as per existing rules and directions of the Govt.

1. Indira Gandhi Utkrishta Chhatravritti yojna For Post Plus Two Students
2. IRDP Scholarship Scheme
3. Kalpna Chawla Chhatravritti Yojna
4. Post-Matric Scholarship Scheme to SC, ST and OBC Students
5. Dr. Ambedkar Post-Matric Scholarship Scheme for the Economically Backward Classes

The eligibility rules and last date of applying for availing these scholarships shall be notified by the college office as and when required. The Students shall have to apply online through web portal hp-epass. **Every student must read all notices pasted on notice board in this regard regularly.**

Library :

“A good library is a place where the lofty spirits of all nations and generations meet”. Library plays a pivotal role in promoting the knowledge and is an integral part of any educational institution. It serves as an intellectual and cultural gathering place that fosters and enhances learning, research and personal fulfillment. The library of our college is fully computerized and well equipped with relevant study material. It is also catering to the needs of the students, teachers and other staff members of the college. It is spacious and houses more than 2000 books. Presently, it subscribes many leading newspapers and journal of genuine interest and significance.

1. The library has separate sections for text and reference books.
2. Generally, two books may be issued to each student simultaneously for a period of 7 days only.
3. Books may also be issued from book bank for the entire academic session to the 'needy poor students' on special recommendation of the concerned tutor/library affairs committee or both.
4. Reference books are not issued.
5. In case of loss of a book, the student will have to either replace the book with a new one or pay fine in addition to the present price of the book(s) as per rules.

General Leave & Duty Leave Rules:

Students are required to attend their classes regularly and punctually as soon as the time table is notified. Student(s) can proceed on leave only with a prior permission from concerned tutor after applying on leave proforma available in the college. Concerned tutor can recommend maximum leave up to 3 days. Senior tutor can recommend maximum leave upto 7 days. For a long leave i.e. for more than 7 days, student must get the application recommended by concerned tutor and sanctioned by Principal before proceeding on leave. The names of students who remain absent without prior sanction of leave for six consecutive days will be struck off the college rolls automatically. Readmission is the sole discretion of the Principal and it can be allowed within 10 days only and that too after the due recommendations of concerned class teacher. However, under special circumstances/exceptional cases (having unavoidable situation and sufficient reason on the part of student to go on such leave), Principal can consider such leave cases on the special recommendation of tutor concerned. Leave for sickness must be accompanied by a medical certificate from the competent medical authority.

Participation by the students in Sports/Cultural/NSS/Co-curricular activities/inter-College or University competitions shall be considered as duty leave (for the duration of respective competition(s) or activity) subject to the condition that it has been duly got recommended by the concerned activity incharge (s) and approved by the Principal before the commencement of such event.

Mid-term Examinations (MTT)

All the students have to compulsorily appear in MTT in each semester as internal assessment is based on it. MTT is very useful exercise as the students come to learn about their shortcomings. Moreover, Mid-Term Examination is a rehearsal for the end semester examination. **No kind of leave shall be allowed during mid-term examinations.**

Annual Prize Distribution Function And Rules For Prizes

The college organizes Annual Prize Distribution Function towards the end of each academic session, date for which is duly notified well in advance. Prizes are awarded to those students who excel in the field of academics, sports; cultural, NSS and other co-curricular activities. The criteria for the award of various prizes to our students is basically based on merit but the extent of the prize money and its kind is decided by the Prize Committee constituted for this purpose in consultation with the College Advisory committee and the Principal.

Tutorial Groups :

The students of different disciplines are assigned Tutorial Groups which are guided by tutors (Teacher In charge). The students have to seek advice of their tutor for sorting out subject related problems. They will get their identity cards signed by the concerned tutor/HOD before getting the signatures of librarian. Finally, students shall get their I-card signed by the Principal. In case the tutor/HOD is on leave, the students can get the signatures of the senior tutor.

NSS And Rover & Rangers

National Service Scheme is currently having one unit in the college. This unit organizes regular as well as special camp activities in and around the college campus, as envisaged under the spirit of the scheme. The college also has Rover & Ranger units for boys and girls respectively.

College Magazine-Govindika

The College magazine "GOVINDIKA" is published every year to give expression to the creative writing talent of our students. The Magazine has eight sections. Each section is edited by the student editor under the able guidance of staff editor appointed for this purpose.

Career Guidance And Placement Cell

Keeping in mind the career of students, the college runs a Career Guidance and Placement cell under the guidance of convener from amongst the teaching faculty. The students are made aware of various career opportunities available to them. They are also advised about the preparation for availing various career opportunities and appearing in different competitive examinations.

Co-curricular Activities, Societies & Clubs

Various curricular activities in the class rooms help in imparting bookish knowledge to the students as per the requirements of the examination system, but unless certain other activities are taken up, education can never be holistic in true terms. It is here that the role of co-curricular activities comes in (activities such as music, debate, declamation, skit, poster making, rangoli, quiz, clay modeling, photography, mime, essay writing, painting, slogan writing and collage making etc.) which along with active class room involvement help integrating the vital aspects of an individual's outer and inner self namely the body, mind and soul.

Various 'subject societies' have been constituted to enhance the knowledge of the student participants besides creating a very fulfilling, stimulating and promising environment in the college. They add adequate colour and taste to formal education; we have Cultural society, Language society, Chemical society and biological society in our institution.

The Red Ribbon Club is also engaged in conducting regular activities in and around the college for the purpose of disseminating awareness about HIV and AIDS among youths and society. The club also organizes on-campus interaction programmes for students to impart relevant knowledge and related information.

Sports Activities

The college provides excellent facilities to sports persons who wish to make a mark in different games. The students participate in different University championships such as Athletics, Cross Country, Volley Ball, Badminton, Cricket, Table-Tennis, etc. A committee of teachers selects the teams which represents the college during different tournaments. **No student of the college is allowed to play for an outside team or vice-versa.**

Lecture Attendance

The students are essentially required to be punctual and regular in their classes. According to the University rules, every student must attend at least 75% lectures both in theory & practical, separately which forms the basis of awarding internal assessment and granting permission for taking end semester examinations. The Principal can condone the shortage upto 10% in special deserving cases.

Parent Teachers Association (PTA)

PTA plays a vital role in the development and smooth functioning of the institution by rendering co-operation to college administration. The association is run by the elected executive committee which helps in taking various decisions. At the time of admission the students contribute towards PTA fund as may be decided by the PTA from time to time.

Educational/study tours

Educational tours may be arranged for final year students and such tours are allowed only during winter vacation. Routes for such tours shall be approved by the Principal only as per the recommendation of educational/study tour committee constituted for such purpose. The students proceeding on such tours must handover their identity-cum library card to the teacher incharge accompanying students and their cards shall be returned to students only after the completion of tour.

- For such tours Professors-in-charge or Heads of Departments should fix the itinerary of tours.
- The college will provide limited financial support as admissible under rules.
- Students will have to produce written permission from their parents for joining such tours.
- All applications for educational tours must be routed through Educational Tour Committee and HOD.

CSCA

The college students body called the CSCA is elected as per the norms and directions of H.P University. It follows the recommendation of Lyngdoh committee. The CSCA extends helping hand to the college administration in the smooth functioning of all activities.

Discipline Code And Related Matters

Every College student automatically comes under the code of discipline in the College campus. Any act of indiscipline will invite disciplinary action against the erring student (s). The code of discipline is as under:-

1. Student's behavior shall be marked by courtesy, dignity and respect for others. Indecent behavior towards teachers or fellow students shall invite disciplinary action.
2. The whole campus is provided with wi-fi facility. Any misuse of this facility shall entail punishment as per rules in terms of fine or suspension from class and confiscation of mobile/related electronic gazette.
3. Adherence to the college rule and regulations is compulsory. Ignorance of the rules/regulations/orders as issued from time to time is no excuse. Students are expected to go through the hand book of information and college notice board(s) regularly. Defaulters shall invite penalties/disciplinary action.
4. Smoking or consumption of alcohol/drugs/ narcotics/intoxicants/ chewing tobacco/pan masala etc. in the college campus is strictly prohibited and punishable under law.
5. Idle sitting on wayside leading to college/parapet junction/unauthorized locations in the campus will tantamount to an act of indiscipline.
6. Every student is required to carry his/her valid identity card and show the same to college authorities on demand. A student without I-card can be asked by the college authorities to leave the campus. Habitual offenders may even be fined/handed over to police as an outsider.
7. Torturing physically or mentally/eve teasing/passing derogatory remarks or making gestures to the new entrants shall tantamount to ragging - an offence, punishable under law and may lead to one's expulsion from the college. Rioting, slogan shouting, misbehavior with students/faculty/others staff members in all manifestations are serious acts of indiscipline and shall invite severe punishment as per recommendations of college discipline committee (CDC) and existing rules.
8. Bringing outsiders into the college campus without any valid official work by any college student will be considered a violation of code of conduct. The college discipline committee will initiate suitable action against such students. Parents/Guardians of the students can, however, meet their wards only after seeking due permission from the Principal.
9. Writing slogans on walls, putting private notices on the college notice-board, writing obscene remarks on the desks, disfiguring any piece of furniture, holding assembly or meeting or general house etc. in college premises especially without prior permission of Principal is strictly prohibited. Defaulters in such cases shall be liable for appropriate action as per law.
10. No student is allowed to roam about in the college corridors, in front of classes, library or administrative block. Ensuring cleanliness and safety of the college building or property is responsibility of every student. Any student found causing damage to building, furniture, electric fittings, fans, lab equipments etc. of college shall have to deposit the matching amount of the cost of items damaged. Besides it, disciplinary action may be initiated against such defaulters.
11. Any other activity which may be considered unbecoming of a student by the College Discipline committee shall also attract the provisions of strict and appropriate action with an immediate effect.
12. Attestation of documents if any, shall be routed though the office Superintendent (by showing originals). Parents/Guardian are expected to keep contact with Principal of the college to know their ward's progress. No visitor shall directly approach the Principal.

Academic calendar for the Session 2017-18

Admission Schedule

	16/06/2017 to 23/06/2017	8 days	Submission of Admission forms
	24/06/2017 to 27/06/2017	4 days	Display of 1st Merit list
	28/06/2017 to 30/06/2017	3 days	Fee deposit and display of 2nd merit list & final fee deposit

Teaching & Evaluation

A.	Regular teaching (I, III, and V semester)	01-07-2017 to 12-10-2017 = 104 days
B.	End semester examination (I, III and V semester)	13-10-2017 to 12-11-2017 = 31 days
C.	Regular teaching (II, IV and VI semester)	13-11-2017 to 20-12-2017 = 38 days 05-02-2018 to 10-04-2018 = 65 days Total teaching days of II, IV and VI semester = 103 days
D.	Evaluation (I, III and V semester)	21-12-2017 to 31-12-2017 = 11 days
E.	End semester examination (Practical & theory II, IV and VI semester)	11-04-2018 to 10-05-2018 = 30 days
F.	Evaluation (II, IV and VI semester)	11-05-2018 to 20-05-2018 = 10 days

Vacation schedule

G.	(i) Winter Vacation	01-01-2018 to 04-02-2018 = 35 days
	(ii) Diwali Break	One day before Diwali & Two days after Diwali = 04 days
	(iii) Summer Vacation	21-05-2017 to 15-06-2017 = 26 days
		Total Vacation = 65 days