PROSPECTUS -CUM - HANDBOOK OF INFORMATION
2023 -24

Government College, Arki

(UTKRISHT MAHAVIDYALAYA)

District Solan, Himachal Pradesh-173208

Website:- www.gcarki.com   Phone:- 01796 220690

ADMISSION SCHEDULE (2023-24)
For Admission to B.A./B.Com./B.Sc. First, Second and Third Year
BCA- I, III, V Sem. and PGDCA

Submission of duly filled Online Admission Forms	30-06-2023 to 08-07-2023
Display of First Merit List	08-07-2023 at 5:00PM
Fee Deposit	10-07-2023 to 12-07-2023
Display of Second Merit List	12-07-2023 at 5:00PM
Fee Deposit	13-07-2023 to 14-07-2023
Regular Teaching	18-07-2023 onwards
Examination	01-04-2024 onwards

DOCUMENTS AND CERTIFICATES REQUIRED AT THE TIME OF ADMISSION

1. Self-attested copies of School Board/University of the last examination passed.
2. Self -Attested copy of Matric Certificate.
3. Character Certificate in Original duly signed and stamped from the Head of the Institution last attended. In case of private candidate character certificate shall be issued by the First Class Magistrate of the area to which student belongs. The character certificate should have been issued within the last 6 months on the day of submission of application. Character certificates issued by Gram panchayat / notary are not valid.
4. Attested Copy of Aadhaar Card.
5. Two copies of latest passport size photograph.
6. SC/ST/OBC/IRDP/Low Income: A certificate signed by First Class Magistrate/ Competent Authority.
7. Migration certificate in original from the students other than H.P. Board, Dharamshala should also be submitted.
8. **Gap affidavit – the candidate with one year or more gaps should bring** the affidavit attested by First Class Magistrate clearly stating the activities during the period. If any information is found false in affidavit, the admission stands automatically cancelled and legal action will be taken against the candidate.
9. Himachal Bonafide certificate for fee concession (for girl students only).
10. Candidate other than H.P. Board/ H.P.University required Equivalence certificate issued by H.P. Board of School Education.
11. Any other certificates i.e. Sports/ Extra – curricular activities etc.

IMPORTANT INSTRUCTIONS

☐ Register yourself at college website :- www.gcarki.com and fill up the online admission form through admission portal for the session 2023-24.

☐ The respective admission committee will check and verify the admission form.

☐ Candidate has to regularly visit college website to check any query or discrepancy in the admission form.

☐ Principal is the final authority for verification or rejection of the admission form.

☐ The student will have to check his/her name in the subject wise merit list on the website/ notice board of the college.

☐ Once approval for admission has been granted by the Principal, the student will proceed for the online deposition of admission fee.

☐ After depositing the fee, the students must submit the admission form along with fee receipt and other relevant documents in the office of college.

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From the Principal's Desk

Dear students,

Welcome to Government College, Arki.

I extend my heartiest welcome to you on choosing this college for pursuing your higher studies. As you step into your college life you must be filled with hopes and dreams of scaling new heights. I wish you success with a promise that this college will act as the best and a great platform for you to realize your dreams.

Keep in mind that hard work, dedication and perseverance are the most important traits in a person that leads tosuccess. Try to imbibe these traits while you are in this college. Dear students, do not forget -

> The heights by great men reached and kept,
> Were not attained by sudden flight,
> But they, while their companions slept,
> Were toiling upward in the night. (H.W. Longfellow)

So, learn to enjoy hard work – particularly your studies. At every step your efforts will be supported by our experienced and dedicated teachers. The motto of the college is : विद्ययाऽमृतमश्नुते i.e. 'We taste immortality through knowledge' and our teachers strive relentlessly to bring the very best out of you. So be ready to expand the horizons of your knowledge and skills by dreaming big and working hard. Take every advantage of our excellent infrastructure and overall learning friendly milieu by involving yourself in co-curricular activities that are offered every now and then. Finally, take an oath to preserve our heritage and environment for ourselves as well as for our next generations. Always act as a soldier to defend and preserve our traditions and our territory. The future belongs to you. Prepare yourself for an active participation in the world. May God bless us all in this pursuit of excellence.

With best wishes,

Dr. Jagdish Chand Sharma
PRINCIPAL (Officiating)

GOVERNMENT COLLEGE, ARKI

OUR VISION	OUR MISSION
To be a key factor for the economic and social transformation of the people of Arki region.	To provide multi-dimensional holistic education to the students for enlargement of intellectual and human Dimensions

A BRIEF PROFILE

Since its inception in the year 1994, Government College Arki has proved to be an important educational landmark of District Solan and is imparting education at the undergraduate level in all the three streams, viz., Science, Humanities and Commerce under the Choice Based Credit System (CBCS). In addition to these, Bachelor of Computer Applications (BCA), PGDCA and MA in English & History have also been introduced. Located in pristine, picturesque surroundings of Batal Ghatti, just 4 km from Arki, the college offers a very conducive environment for learning and envelopes even those who have the propensity to go wayward. The college, affiliated to H.P. University - Shimla, has brought higher education to the doorsteps of every household in the vicinity. Now, the students don't need to go to other places for their higher learning.

Starting its journey on 15 July, 1994 from the campus of GSSS, Arki, initially for two months and thereafter in the temporarily modified premises of Jal Shakti Vibhag, Arki this NAAC accredited, coeducational institution has evolved as a fountain head of learning providing quality education to the students of this primarily rural area. The number of students has exponentially risen from 110 in the first batch in 1994 to 1149 in 2018. The college was shifted to its present sprawling campus at Batal Ghatti in 1998. Here, it has separate Arts, Science and Administrative Blocks. The Science-Block was constructed with a substantial amount of three crores whereas the construction of the Arts-Block was sponsored by the Gujrat Ambuja Cement Ltd. Today, the college possesses adequate infrastructure in terms of class-rooms, laboratories, a library, a well-equipped computer lab with Wi-Fi connection and a playground etc. To cater to the needs of SC and ST students (only girls) a four-storied hostel has also been constructed. However, the journey has not come to an end here only. Keeping in view the future educational scenario the college is exploring the possibilities of offering professional courses like BBA,BTA & JMC etc. as well as M.A. in other subjects. That is why college is striving hard for its infrastructural expansion.

- The motto of the college, विद्ययाऽमृतमश्नुते which means 'We taste immortality through knowledge', reflects the vision of the founder members of the college. They were wise enough to envision that the future would belong to people believing in 'meritocracy' and not 'mediocrity'. Keeping in with this dream the students also realize in all earnestness that 'quality' and not 'quantity' is the watch-word of the time. Hence, the excellent result in the university examination year after year and other co-curricular achievements of our students proves that they are continuing the traditions set by their predecessors. Our Alumni, who are making their presence, felt in all walks of life, carry forth a legacy which exudes more responsibility than privileges. It is hoped that the college fraternity will consider it sacrosanct to keep the reputation of the institution unsullied.

TEACHING STAFF

PRINCIPAL VACANT		
SANSKIT		
Dr. Jagdish Chand Sharma	Associate Professor	M.A., M.Phil., Ph.D.
ENGLISH		
Dr. Ramesh Sharma	Assistant Professor	M.A., M.Phil., Ph. D.
Dr. Veena Sharma	Assistant Professor	M.A., M.Phil., Ph. D.
Dr. Sanjeev Kumar	Assistant Professor	M.A., M.Phil., Ph.D.
HINDI		
Dr. Rajan Tanwar	Associate Professor	M.A., M.Phil., Ph.D.
MATHEMATICS		
Ms. Suman Kumari	Assistant Professor	M.Sc., M.Phil.
Mr. Chaman Pista	Assistant Professor	M.Sc., M.Phil.
PHYSICS		
Dr. Mast Ram	Associate Professor	M.Sc., M.Phil.,Ph.D.
CHEMISTRY		
Ms. Manju Lata Sharma	Associate Professor	M.Sc., M.Phil.
Dr. Yashwant Shandil	Assistant Professor	M.Sc., M.Phil., Ph.D.
BOTANY		
Dr. Sushil Sharma	Assistant Professor	M.Sc., Ph.D.
ZOOLOGY		
Dr. Hem Raj Surya	Assistant Professor	M.Sc., M.Phil., Ph.D.
POLITICAL SCIENCE		
Mr. Yesh Pal	Assistant Professor	M.A., M.Phil.
PUBLIC ADMINISTRATION		
Dr. Anjan Kaur	Assistant Professor	M.A., Ph.D.
COMMERCE		
Dr. Arun Kumar	Assistant Professor	M.Com., M.Phil., Ph.D
Dr. Munish Sharma	Assistant Professor	M.Com., M.Phil., Ph.D.
Mr. Puneet Thakur	Assistant Professor	M.Com., M.Phil.
GEOGRAPHY		
Dr. Dhan Dev Sharma	Assistant Professor	M.A., M.Phil., Ph.D
Mr. Adarsh Sharma	Assistant Professor	M.A., M.Phil.
HISTORY		
Dr. Hem Lata	Assistant Professor	M.A., Ph.D.
SOCIOLOGY		
Ms. Sohan Singh Negi	Assistant Professor	M.A., M.Phil.
MUSIC – INSTRUMENTAL		
Dr. Het Ram	Assistant Professor	M.A., Ph.D.
MUSIC – VOCAL		
Mr. Yogesh Kumar	Assistant Professor	M.A., M.Phil.
ECONOMICS VACANT		
PHYSICAL EDUCATION		
Mr. Ravi Ram	Assistant Professor	M.A., M.Phil.
LIBRARIAN		
Ms. Arun Bala	Librarian	M. Lib.

NON-TEACHING STAFF

	Name	Designation
1.	Ms. Kanta Pankaj	Superintendent G-I
2.	Mr. Chaman Lal Raghuvanshi	Superintendent G-II
3.	Mr. Raju	Sr. Assistant
4.	Mr. Rajeshwar Sharma	Clerk
5.	Mr. Rohit Sharma	Sr. Lect. Asstt.
6.	Mr. Parmanand Sharma	Sr. Lect. Asstt.
7.	Mr. Kishore Kumar	Junior Lect. Asstt.
8.	Ms. Parwati Devi	Lab Attendant
9.	Mr. Lokesh Kumar	Tabla Player
10.	Mr. Ved Prakash	Lab Attendant
11.	Mr. Prakash Chand	Peon
12.	Ms. Savitri Devi	Peon
13.	Ms. Nirmla Devi	Peon
14.	Mr. Jagtar Singh	Peon
15.	Smt. Roshani Devi	Peon

ADMISSION COMMITTEE FOR THE SSESSION 2023-24

Sr. No.	Members	Subject	Class/Year
	ARTS (Staff Room/Cabins)		
	Convener cum Dean : Dr. Het Ram		
1	Dr. Jagdish Chand Sharma	Skt.	I, II & III Year
2.	Dr. Rajan Tanwar	Hindi	I, II & III Year
3.	Mr. Yesh Pal	Political Science	I, II & III Year
4.	Dr. Dhan Dev Sharma	Geography	I, II & III Year
5.	Dr. Anjan Kaur	Public Admin.	I, II & III Year
6.	Mr. Sanjeev Kumar	English	I, II & III Year
7.	Mr. Adarsh Sharma	Economics	I, II & III Year
8.	Dr. Hem Lata	History	I, II & III Year
9.	Mr. Ravi Ram	Physical Edu.	I, II & III Year
10.	Mr. Sohan Singh Negi	Sociology	I, II & III Year
11.	Mr. Yogesh Kumar	Music (I/V)	I, II & III Year
12.	Dr. Ramesh Sharma Mr. Chaman Pista Dr. Anjan Kaur Mr. Yogesh Kumar	BCA	I, II & III Year
13.	Mr. Sushil Sharma Mr. Puneet Thakur Dr. Hem Lata	PGDCA	Ist, II SEM
14.	Mr. Adarsh Sharma Mrs. Suman Kumari Mr. Neeraj Sharma	Add. On	I, II & III Year

SCIENCE (Department Labs)
Convener cum Dean : Ms Manju Lata Sharma

Sr. No.	Members	Subject	Class/Year
1.	Mr. Chaman Pista	Physics	I, II & III Year
2.	Dr. Yashwant Shandil	Chemistry	I, II & III Year
3.	Dr. Sushil Sharma	Botany	I, II & III Year
4.	Dr. Hem Raj Surya	Zoology	I, II & III Year
5.	Ms. Suman Kumari	Maths (B.A./ B.Sc.)	I, II & III Year

COMMERCE (NCC Room/Cabin)
Convener cum Dean : Dr. Mast Ram

Sr. No.	Members	Subject	Class/Year
1.	Mr. Arun Kumar	Commerce	3rd Year
2.	Mr. Munish Kumar	Commerce	2nd Year
3.	Mr. Puneet Thakur	Commerce	1st Year

INTRODUCTION TO UGC-CBCS (CHOICE BASED CREDIT SYSTEM)

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

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

OUTLINE OF CHOICE BASED CREDIT SYSTEM

1. **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.

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

   Discipline Specific Elective (DSE) Course (2 each for regular courses): Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

   Dissertation/Project Work: An elective course of 6 credits, designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project work. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

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

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

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

Skill Enhancement Courses (SEC) (Minimum 4): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction. **P.S.:** A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as **Generic Elective.**

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

COURSE STRUCTURE

1. An undergraduate degree in Science discipline may be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.

2. An undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective Papers based on the two disciplines of choice selected above, respectively, and 2 papers from the list of Generic Elective papers.

3. A regular candidate shall have to undergo the prescribed courses of study in the college for a period not less than three academic years (and not more than five academic years), and shall have to pass the examinations prescribed and fulfil such conditions as have been prescribed thereof.

4. For the degree (B.A./ B. Sc./ B. Com.), the student will have to cumulate a minimum of 132 successful credit hours of coursework over a minimum of three and a maximum of five years from the date of admission.

ELIGIBILITY CONDITIONS (CBCS)

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

1. An applicant who has passed the qualifying examination with science stream shall be given admission to B.Sc. Programme. An applicant who has passed the qualifying examination with commerce stream shall be given preference in admission to B. Com. Programme.

2. An applicant must not be more than **23 years of age (25 years for girl student only) on 01-07-2023**. The upper age limit is raised to 26 years for S.C. and S.T. applicants. However, in case of overage applicants, the Vice Chancellor, H.P. University may allow a relaxation up to six months.

3. Only an applicant having passed 10+2 examination with English as one of the compulsory subjects from any Indian University/Board recognized by law can seek admission.

4. The candidates who have been placed under compartment in the 10+2 examination will not be admitted to the college.

5. Only those students who have passed in all subjects in 10+2 from the National Open School (Delhi) shall be admitted to B.A. /B. Com. I subject to the minimum eligibility conditions stated above.

6. Initially all admissions shall be provisional and subject to the final approval by H.P. University.

7. 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.

8. Rules of admission are subject to change as per the Himachal Pradesh University notifications issued from time to time.

NUMBER OF SEATS AVAILABLE

The total number of available seats for admission in first year will be **80 for each DSC- I** Course. However, the number of seats, in DSC-II for B.A. 1st year students will also be restricted depending upon the availability of faculty and infrastructure.

IMPORTANT: All admissions will be made on merit basis and as per the reservation criteria of the state government and university roaster in this regard.

Seats		SC	ST	SPORTS	CULTURE	PWSA	SINGLE GIRL CHILD*
BA & B.Sc (In each subject)	**80**	15%	7.5%	5%	5%	5%	2 Seats (on Merit basis) in addition to allotted seats.
B.Com	**140**						

*The applicant will have to submit a certificate from the competent authority as a proof of her status as a Single Girl Child.

SUBJECT COMBINATIONS AVAILABLE (For Admission to B.A. 1st year)

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

The second Discipline Specific Course (Elective II) will be allotted to the candidate by the respective admission committee subject to the availability of seats.

In addition to the two elective courses, all students applying for admission to BA I will study Compulsory English and EVS as Compulsory Ability Enhancement Course (AECC).
A candidate can opt for TWO elective subjects out of the following four groups, choosing only one subject from a given group after proper counseling by the admission committee

Group	Core Subjects
I	English/ Hindi/ Sanskrit
II	Political Science/ Public Administration/ Mathematics
III	Physical Education/Music Vocal/ Music Instrumental/ Geography
IV	Sociology / Economics / History

An overview of the Course Structure for B.A. Stream

COURSE TYPE	CODE	SUBJECT	PAPERS	1ST YEAR	2ND YEAR	3RD YEAR	CREDIT VALUE	TOTAL SCORE
DISCIPLINE SPECIFIC CORE COURSES **(DSC)** (TOTAL= 12 PAPERS)	CORE (COMPULSORY)	ENGLISH	2	1	1	---	6	12
	CORE (ELECTIVE)	SKT /HINDI	2	Hindi	Skt	---	6	12
	DSC-1A & DSC- 1B	FIRST OPTED SUBJECT	4	2	2	---	6	24
	DSC-2A & DSC - 2B	SECOND OPTED SUBJECT	4	2	2	---	6	24
ABILITY ENHANCEMENT COMPULSORY COURSES **(AECC)** (TOTAL= 2 PAPERS)	AECC-I (COMPULSORY)	ENVIRONMENT SCIENCE (COMPULSORY)	1	1	--	--	4	4
	AECC-II (COMPULSORY)	HINDI/SKT/ENGLISH (COMPULSORY)	1	1	--	--	4	4
SKILL ENHANCEMENT COURSES **(SEC)** (TOTAL = 2 PAPERS)	SEC-1 & SEC-2	RELATED TO FIRST OPTED SUBJECT	4	--	2	2	4	16
DISCIPLINE SPECIFIC ELECTIVE COURSES **(DSE)** (TOTAL =04 PAPERS)	DSE-I & DSE-II	RELATED TO FIRST OPTED SUBJECT	2	--	--	2	6	12
	DSE-III &DSE-IV	RELATED TO SECOND OPTED SUBJECT	2	--	--	2	6	12
GENERIC ELECTIVE **(GE)** (TOTAL=2 PAPERS)	GE-I & GE-II	(AS PRESCRIBED IN THE SYLLABUS OF FIRST OPTED SUBJECT)	2	--	--	2	6	12
				TOTAL CREDITS				132

For Admission to B.Sc. 1st Year

A candidate applying for admission to B.Sc. 1st year may choose **Physics, Chemistry, Math, Botany, Zoology** as her/his First Elective. Following Subject combination will be available for the student of Science Stream:

First (Major) Subject	Elective Subjects
Physics	Mathematics, Chemistry
Chemistry (Non-Medical)	Physics, Mathematics
Chemistry (Medical)	Botany, Zoology
Botany	Zoology, Chemistry
Zoology	Botany, Chemistry
Mathematics (Science Stream)	Physics, Chemistry

Note: B.Sc. I Students will have to opt for EVS as Compulsory Ability Enhancement Course AECC)

An Overview of the Course Structure for B.Sc. Stream

S.N.	COURSE	CREDITS	SUBJECT	1ST YEAR (TOTAL=8 PAPERS)	2ND YEAR (TOTAL=8 PAPERS)	3RD YEAR (TOTAL=8 PAPERS)	TOTAL CREDITS
1	DSC	6	1st OPTED SUBJECT	DSC-1A DSC-1B	DSC-1C DSC-1D	----	72
			2nd OPTED SUBJECT	DSC-2A DSC-2B	DSC-2C DSC-2D	----	
			3rd OPTED SUBJECT	DSC-3A DSC-3B **6x6 = 36**	DSC-3C DSC-3D **6x6 = 36**	----	
2	DSE	6	RELATED TO 1st OPTION	----	----	DSE-1A DSE-1B	36
			RELATED TO 2nd OPTION	----	----	DSE-2A DSE-2B	
			RELATED TO 3rd OPTION	----	----	DSE-3A DSE-3B **6X6 = 36**	
3	AECC	4	ENVIRONMENT SCIENCE	AECC-I	----	----	8
			ENG/HINDI/SKT	AECC-II **2X4=8** English	----	----	
4	SEC	4	RELATED TO 1ST OPTION	----	SEC1	SEC3	16
			RELATED TO 1ST OPTION	----	SEC2 **2x4=8**	SEC4 **2x4=8**	
5	GE	N/A	----	----	----	----	**----**
	TOTAL CREDITS			**44**	**44**	**44**	**132**

For Admission to B.Com. 1st Year

	B. Com 1 st Year		
1	Environmental Studies		AECC-1
2	B.C 1.1 Financial Accounting	Core Course	C-1
3	B.C 1.2 Business Organization and Management	Core Course	C-2
4	English-1 Core Course (Compulsory for B.A / B.Com)	Core Course	C-3
5	Language: English/Hindi/Modern Indian Language **SKt.**		AECC-2
6	B.C 1.3 Business Law	Core Course	C-4
7	B.C 1.4 Business Statistics and Mathematics	Core Course	C-5
8	Hindi/Modern Indian Language	Core Course	C-6
	B. Com II nd Year		
1	B.C 2.1 Company Law	Core Course	C-7
2	B.C 2.2 Income Tax Law and Practice	Core Course	C-8
3	English – II	Core Course	C-9
4	B.C 2.3 Computer Application in Business	SEC-1	
5	HIND400 Hindi – II	Core Course	C-10
6	B.C 2.4 Corporate Accounting	Core Course	C-11
7	B.C.2.5 Cost Accounting	Core Course	C-12
8	B.C 2.6 E-Commerce	SEC-2	
	B. Com III rd Year		
1	Discipline Specific Elective		DSE-1
2	Discipline Specific Elective		DSE-2
3	B.C 3.3 Entrepreneurship		SEC-3
4	ECONA 313 Economy of Himachal Pradesh		GE-1
5	Discipline Specific Elective		DSE-3
6	Discipline Specific Elective		DSE-4
7	B.C 3.7 Personal Selling & Salesmanship		SEC-4
8	ECONA 314 – Indian Economy		GE-2

A candidate applying for admission to B.Com. 1st year will study Commerce as her/his primary subject. Related subjects will be allotted to the candidate within the framework of the curriculum in Commerce approved by H.P. University, Shimla.

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

However, for the details of the syllabus of each subject, students may visit the official website of Himachal Pradesh University **www.hpu.ac.in**

CHANGE OF SUBJECT /FACULTY

Change of subject/faculty is allowed only once and that too in the first year within 15 days of the commencement of teaching provided

- He/she fulfils eligibility criteria
- Seats are available in the concerned subject

Hence, a student is expected to be very careful while exercising the option for the first time in order to save himself from inconvenience later.

PROCEDURE OF ADMISSION

i. An applicant who intends to seek admission in the College should apply through online admission form available on the college website www.gcarki.com .

ii. Students have to submit the hard copy of the admission form as and when notified by the college.

iii. The selected candidates shall have to deposit the dues by the dates and time mentioned after getting their certificates verified from the concerned admission committee w.e.f. 10.07.2023 to 12.07.2023.

iv. An applicant who fails to deposit the dues by the prescribed date and time shall forfeit her/his right to admission in the College and the seat shall be offered to the next applicant in the merit list for which the notices shall be displayed on the College notice board accordingly. In no case shall the third waiting list be issued /considered.

v. In case of a tie in selection, the candidate older in age will be given weightage.

vi. A candidate who wishes to apply for more than one Major subject shall have to fill in a separate form available on payment from the office.

vii. It is also mandatory for all the students to get library-cum-identity card issued from the library on production of admission form after the confirmation of admission

GENERAL GUIDELINES AND RULES FOR ADMISSION

1. Fill up the online application form yourself and get the hard copy signed by your parent/local guardian before submitting with the Admission Committee.

2. Admission to various classes will be made purely on merit basis and the recommendation of the admission committee.

3. Paste your latest passport size photographs at the designated place in the admission form and attach photocopies of Matric, 10+2, latest Character Certificate and SC/ST/OBC/PWSA / Single girl child, bonafide certificate for girl student and other relevant documents.

4. Submit the duly filled in form in the college office by last date fixed for the submission of admission forms.

5. A gap of one year or more in the academic career of an applicant must be supported by documentary evidence/ affidavit as the proof of his/her activities during the period of gap.

6. **The application form must be complete in all respects along with the following documents:**
   i. Attested copy of detailed marks card of the previous examination passed. In case of non-receipt of this certificate, the applicant must attach a certificate issued by the Head of the institution last attended to this effect.
   ii. Attested copy of matriculation / Date of birth certificate.
   iii. Character certificate from the institution last attended. However, original character certificate will be required at the time of final admission.

7. **Applicant must produce all original certificates/documents for verification at the time of admission.**

8. Applicants coming from Boards/ Universities other than the H.P. Board of School Education/H.P. University must submit migration certificate in original.

9. Specifically mention the preference of subjects you wish to opt for as your First Elective.

10. Aadhaar Card and Bank Account details with IFSC Code and Branch.

11. Handicapped applicants seeking fee concession must furnish their status certificate from the Medical Board.

12. Mention the phone no. which is used for whatsapp group.

13. Admission is also open to an applicant who has any degree from foreign University/Board /College which is recognized by Association of Indian Universities/ or the H.P. University.

14. The college reserves the right to grant admission subject to the number of seats available and reservation as per University rules/roster.

   NOTE:
   1. The character certificate should have been issued within the last six months.
   2. In case of a private /gap year student the character certificate should be issued by Gazetted Class-I Officer/ Panchayat.
   3. On the appointed day, go to the Librarian, show him your application form and get your College Identity Card issued. ***In case of any difficulty, contact the Principal or any teacher for guidance and help***

ADMISSION TO B.A. /B.SC. / B.COM. II & III YEAR ON ROLL-ON BASIS

i.   Students of B.A. / B.Sc./ B.Com. II & III Year are required to submit the admission form complete in all respects to the Admission Committee concerned as per the details given at the inside of the title page.

ii. Notwithstanding eligibility for admission, the Principal may refuse admission, if the conduct of a student has not been up to the mark during the previous semester/Year.

iii. A student disqualified/expelled/rusticated by any College/university shall not be admitted to any course during the period of her disqualification. (HPU Ordinance No. 3.6)

iv. The Principal reserves the right to refuse or cancel admission without assigning any reason.

v.   Original documents along with Photostat copies of School/Board/University certificates from Matriculation onwards to be attached.

vi. Any gap (latest) in the academic career of an applicant must be supported by a documentary evidence/affidavit as the proof of her activities during the period of gap.

vii. *Bonafide Himachali* Certificate for the exemption of tuition fee. (only girl students)

viii. Character certificate issued by a gazetted officer in the case of an ICDEOL candidate.

ix. Submission of false information of any kind for the purpose of admission is a serious offence. Any such act will be viewed seriously, penal proceedings will be initiated and admission will be cancelled forthwith.

x.   All admissions are provisional unless regularised by the University and the College will assume no responsibility, in case, the University, for any reason whatsoever, does not approve the admission of a student.

MIGRATION

1. Migration from any other College to Govt. College, Arki or vice-versa is governed by H.P. University rules.

2. No migration certificate can be issued unless the student is registered with the University.

3. A student interested in migrating from one College to another must submit the following documents:

   - Lecture attendance statement.
   - Statement of marks obtained in Mid Term Test/Tests.
   - Character certificate from the Principal of the College last attended.
   - After migration has been sanctioned and notified by the H.P. University, the student must join the second college within the time period specified (15 days) by the University.
   - The college first joined is entitled to the tuition fee for the month in which the University sanctions the migration. The second college is not entitled to the tuition fee for that month or part thereof.

FEE STRUCTURE

Annual details of fee/funds to be charged from the students

Fee Structure for the Session 2023-24 inR/o Govt. Degree College, Arki Distt. Solan H.P.			BA Ist	B. Com.Ist	B.A. II & III Year	B.ComII &III Year	B.Sc. Ist Medical	B.Sc. II & III YearMed.	B.Sc. Ist Non Med.	B.Sc. II &III Year Non Med.
			Girls	Girls	Girls	Girls	Girls	Girls	Girls	Girls
Govt. Charges		Admission Fee	25	25	25	25	25	25	25	25
		Tuition Fee	0	0	0	0	0	0	0	0
		Total 1	**25**	**25**	**25**	**25**	**25**	**25**	**25**	**25**
University Fee		University Cont. fee	0	0	10	10	0	10	0	10
		Youth Welfare	15	15	15	15	15	15	15	15
		Univ. Sports	15	15	15	15	15	15	15	15
		Holiday Home	1	1	1	1	1	1	1	1
College Funds	**Annual Charges**	College Magazine	50	50	50	50	50	50	50	50
		House Exam	80	80	80	80	80	80	80	80
		I/Card	10	10	10	10	10	10	10	10
		Red Cross	40	40	40	40	40	40	40	40
		NCC Fund	5	5	5	5	5	5	5	5
		Student Welfare Fund	2	2	2	2	2	2	2	2
		Health Fund	6	6	6	6	6	6	6	6
		College Development Fund	10	10	10	10	10	10	10	10
		Furniture Repair Fund	10	10	10	10	10	10	10	10
		Cultural Activity Fund	20	20	20	20	20	20	20	20
		Computer Fund	20	20	20	20	20	20	20	20
		Book Replacement Fund	25	25	25	25	25	25	25	25
	Monthly Charges	Amalgamated fund @ Rs 25/- PM	300	300	300	300	300	300	300	300
		Building Fund @Rs 10/-PM	120	120	120	120	120	120	120	120
		R.R.F./Scout & Guide @ Rs 5/-PM	60	60	60	60	60	60	60	60
		Library Security	100	100	0	0	100	0	100	0
		Sports Fund	240	240	240	240	240	240	240	240
		Chemistry Practical @ Rs 20/-PM	0	0	0	0	240	240	240	240
		Physics/Zoology Practical @ Rs.20/- PM	0	0	0	0	240	240	240	240
		Botany Practical @Rs 20/- PM	00	0	0	0	240	240	0	0
		Other Practical @ Rs 15/- PM	0	180	0	180	0	0	0	0
		Univ Dev. Fund	250	250	0	0	250	0	250	0
		PTA Fund	400	400	400	00	00	400	400	400
		Total 2	**1779**	**1959**	**1439**	**1619**	**2499**	**2159**	**2259**	**1919**
Grand Total		**Total 1 + Total 2**	**1704**	**1884**	**1364**	**1544**	**2424**	**2084**	**2184**	**1844**

1. Tuition fee @ Rs 600/- Per Year will be charged from all the boys and from all those girls who are notbonafied resident of H.P.

2. Library security @ Rs 100/- will be charged only from the students who are seeking admission in thiscollege for the first time.

3. Students opting Music/Geography/Physical Education as a subject will be charged extra Rs 180/- peryear as practical subject fund.

4. Students belonging to IRDP category will be charged Rs 100/- and others will be charged Rs 250/- asUniversity Development Fund.

5. Cost of Prospectus will be charged extra

Tuition Fee (from non-Himachali girls only) &**Practical Fee** Physical Education, Music & Geography will be charged @Rs. 15 /- p.m.

Note: The above fee and funds are subject to change as per H.P.U. / H.P. Govt. Instructions.

Absence and Other Fines (For all the Classes)

i. Absence fine (Per Period)   1/   ii. Absence fine (Per Practical)   3/

iii. Late return of library books (per Day)   1/

iv. Late payment of dues (Per Day)   1/

v. Re-admission fee 1st Time   100/ (on the recommendation of teachers
   only)

vi. Re-admission fee 2nd Time   200/

vii. Duplicate Identity Card   20/

viii. Absence from House Test (per subject)   50/- per subject

Note: A duplicate identity card will be issued only after proof of FIR registered with the nearest police station is attached with the application.

FINES & PENALTIES

i. In case, a student does not deposit her dues on the dates notified, her name will be struck off from the College rolls at the end of the month.

ii. The name of a student shall also be struck off from the college rolls, if she remains absent without sanctioned leave for continuous 10 days or more.

iii. If the name of a student is struck off, she must be accompanied by her parent or guardian at the time of readmission.

iv. Once the name is struck off, the student must seek readmission within seven days.

v. Every student will have to procure no dues certificate from College/Library/ Concerned Science Department/ N.S.S. / Sports/ College Canteen/ Fee Clerk etc. If she wants to leave the college.

vi. The library security deposited at the time of first admission will lapse if a student does not apply for refund within one year of leaving the college.

vii. In case a student does not appear in House Examination, He/She will be charged with fine of Rs. 50/- per paper.

viii. Every student has to get his/her I- card-cum-Library card ready within 20 days of starting the regular classes. A fine of Rs. 50/- is for next 10 days and Rs. 100/- after that.

ix. If any student found misusing the cell phone (taking photos, playing games, listening songs, making reels etc.) within campus, a disciplinary action may be taken against him/her and a fine of 100/- will be charged.

Half Fee Concession: A concession of 50% in tuition fee will be admissible to only one of the siblings, provided they are boys, or only those girls who are not bonafide Himachalis.

SCHEME OF EXAMINATION

Credit determination:

An undergraduate program degree in Humanities / Commerce may be awarded if a student completes 4 core papers, each in two disciplines of choice, 2 core papers each in English and MIL respectively, 2 Ability Enhancement compulsory courses (AECC), minimum 4 Skill Enhancement courses) SEC, 2 papers each from a list of Discipline specific Elective papers based on the two disciplines of choice selected above, respectively and two papers from the list of Generic Elective (GE) papers. BA / B. Com. degree will be awarded if the student acquires 132 credits.

Evaluation System:

All courses involve an evaluation system of students that has the following components:

1. **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course. 30% assessment will be determined on the bases of class room attendance (out of 5 marks), Midterm (Minor) Test (out of 15 marks), Assignments / Seminars (out of 10 Marks).
2. **A student will have to attend at least 75% lectures**/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the Term End examination.
3. **Classroom Attendance Incentive:** The incentive for the classroom attendance (for those participating in Co- curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:
   - 75% but<80%   1 mark
   - 80% but<85%   2 marks
   - 85 % but<90%   3 marks
   - 90 % but<95%   4 marks
   - 95% and above 5 marks
4. **Term End Examination** will be accounting for the remaining 70% of the final grade that a student gets in a course. The Term End Examination will be of three hours' duration and will be covering the whole syllabus of the course. For UG with semester system, Odd semester examination will be in the month of November/December and for the even semester, it will be in the month of May/June.

Note: Detailed description of examination pattern for each subject is available on the official website of Himachal Pradesh University www.hpu.ac.in. For this please download the pdf file of syllabus of your subject.

BACHELOR OF COMPUTER APPLICATIONS (BCA)

About the Course

Bachelor of Computer Applications (BCA) is three years under graduate course spread over six semesters under self-financing scheme. It is a three-year degree course leading to the award of the degree of Bachelor of Computer Applications of Himachal Pradesh University. The total number of seats in BCA Course is 20. The distribution of seats is as under:

S. No.	Category	No. of Seats
1	Subsidized Seats	10
2	Non-subsidized Seats	10
Total		**20**

Basis of Admission

- The admission to BCA-I Year shall be made on the basis of merit.
- Separate merit lists shall be prepared for subsidized category and non-subsidized category.
- The 10 subsidized seats shall be filled-in first and the remaining 10 seats in self-financing category shall be filled after all the seats in subsidized category are filled.
- NRIs/NRI sponsored candidates can apply for admission only in the non-subsidized category.
- There is no provision of reservation of any kind in the non- subsidized category.

Admission to subsidized seats shall be subject to the roster for reservation of seats for various categories as per rules of H.P. University.

Mode of Selection

The admission to BCA course will be made on the basis of merit of the qualifying examination. As per H.P. University rules 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

Eligibility

Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla, with 40% Marks (35% marks for SC/ST category), shall be eligible.

Maximum age limit for admission to BCA course is 21 years for general category, 24 years for SC/ST category and 23 years for girl candidates, as on the 1st July of the year concerned. The Vice Chancellor may permit age relaxation up to maximum of three months.

ADMISSION PROCEDURE

Step: 1

The hard copy of the Application form filled in online, with the following documents enclosed, should be submitted in the College on or before 08 July 2023 up to 5:00 p.m.
- One attested photocopy of Matriculation certificate as a proof of date of birth.
- One attested photocopy of 10+2 certificate.
- Character-cum-school leaving certificate (issued by the Principal of the institution last attended for regular students or by a gazetted officer in case of private candidates) in original.
- The character certificate should have been issued within the last 6 months on the day of submission of application.

- Migration certificate in original for those candidates who have done 10+2 from School Boards other than

  H.P. Board, Dharamshala. NRIs/NRI sponsored candidates & foreign nationals are eligible only for Non-subsidized seats.

  Step: 2

- A list of shortlisted candidates shall be displayed on the college notice board.
- Shortlisted candidates shall have to deposit the dues, after getting their certificates verified and admission approved from the admission committee.
- University Registration form is to be filled and a copy each of Matriculation and 10+2 certificate is to be attached. Migration certificate, in original, is to be attached with the registration form. Library cum identity card will be issued from the library to a student on the production of fee receipt and library membership form.

FEE STRUCTURE

Subsidized Seats:

Consolidated Fee:	Rs. 12,000/
PTA Fund	Rs. 400/
Examination fee (Per Semester, may be changed as per the HPU Rules)	0
Library Security (Refundable)	Rs. 500/
University Development Fund (From students other than IRDP/BPL)	Rs. 500/
University Development Fund (From IRDP/BPL)	0
Red Cross Fund	0
Total	Rs. 13,400/

Non-Subsidized Seats:

Consolidated Fee:	Rs. 25,000/
PTA Fund	Rs. 400/
Examination fee (Per Semester, may be changed as per the HPU Rules)	0
Library Security (Refundable)	Rs. 500/
University Development Fund (From students other than IRDP/BPL)	Rs. 500/
University Development Fund (From IRDP/BPL)	0
Red Cross Fund	0
Total	Rs.26,400/

Note:

Examination fee, Registration fee/ migration fee/ continuation fee will be charged extra by H.P.U.

The above fee and funds are subject to change as per HPU /HP Govt. Instructions. Fee once deposited shall not be refunded.

COURSE STRUCTURE FOR B.C.A

First Year (1st Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	70	30	100	3
BCA0102	Applied English	4	70	30	100	3
BCA0103	Computer Fundamentals	4	70	30	100	3
BCA0104	C Programming	4	70	30	100	3
BCA0105	Office Automation Tools	4	70	30	100	3
BCA0104(P)	C Programming Lab-I	3	35	15	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	35	15	50	3
TOTAL:					**600**	

First Year (2nd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204(P)	Data Structure Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3
TOTAL:					**600**	

Second Year (3rd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practices &Management	4	70	30	100	3
BCA0303	Computer Organization	4	70	30	100	3
BCA0304	Object Oriented Programming with C++	4	70	30	100	3
BCA0305	Desktop Publishing & Designing	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	35	15	50	3
BCA0305(P)	Desktop Publishing & DesigningLab-VI	3	35	15	50	3
TOTAL:					**600**	

Second Year (4th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0401	Personnel Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis & Design	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	35	15	50	3
BCA0405(P)	Programming Visual Basics Lab-VIII	3	35	15	50	3
	TOTAL:				**600**	

Third Year (5th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented StatisticalMethods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented StatisticalMethod Lab-X	3	35	15	50	3
	TOTAL:				**600**	

Third Year (6th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA0606	Major Project	3	35	15	50	3
	TOTAL:				**600**	

IMPORTANT

All the applicants are advised to see the college notice board for any change in the schedule. Claim to the admission will stand cancelled if a candidate fails to report for counseling on the date and time mentioned in the prospectus.

A candidate is required to deposit fee immediately on the date and time mentioned, otherwise his claim to the admission will stand cancelled and the seat will be allotted to the next candidate in the merit list.

SCHEME OF EXAMINATION

The pass percentage in each subject will be 40%.

(i) Theory Papers:

For Regular students each paper will be of 100 marks (50 marks for theory exam and 50 marks for internal assessment) and duration of each paper will be 3 hours. For ICDEOL students each theory paper will be of 100 marks and of 3 hours duration. In each theory paper, nine questions are to be set. Two questions are to be set from each Unit and candidate is required to attempt at least one question from each unit. Question number nine will be compulsory, which will be of short answer type with 5010parts, out of the entire syllabus. In all, five questions are to be attempted.

ii) Practical Examination Max. Marks: 50 INT.:25, EXT.:25; Duration: 3 hours.

Practical exam will be conducted by the external examiner from the panel submitted to The Chairman, Computer Science Department, and Himachal Pradesh University and duly approved by the university authority/evaluation branch, Himachal Pradesh University, Shimla.

(iii) Project Work:

In the 3rd Year the student has to develop one project, which will be evaluated by the external examiner from the panel submitted to The Chairman, Computer Science Department, Himachal Pradesh University, and duly approved by the university authority/evaluation branch, Himachal Pradesh University, Shimla on the following basis:

1. Project Report   10 Marks
2. Seminar   10 Marks (To be evaluated Internally)
3. Viva-Voce   30 Marks
4. Medium of Instruction: English will be the medium of instruction as well as examination.
5. Promotion Rule: As per the University norms.

ROLL-ON ADMISSION

Admission to 3rd Semester and 3rd Year of B.C.A. shall be on Roll-on basis. Without waiting for their University result, the students must fill in the admission form, attach relevant documents and seek admission to the next higher class as per the admission schedule of H.P. University.

Documents Required:

- Certificates of lower classes.
- Four passport-size photographs (To be pasted on the admission form, library membership form, identitycard, Bio-data card).
- Certificate as proof of SC/ST status, Excellence in sports, Excellence in cultural activities, Physical Disability

Important Instructions:

- All the students of B.C.A. III are directed to pay the college fee under the roll-on system well within the notified dates. No one will be permitted to attend the classes without depositing the prescribed fee.

- Lectures attended under roll-on system will also be counted for determining eligibility to appear in the final examination.

- All admissions under roll-on system are provisional and the admission of a student who fails to fulfill eligibility criteria after the declaration of the University result will stand automatically cancelled.

- It is mandatory for all the students getting admission based on roll-on system to get their admission regularized within ten days of the declaration of the University result.

Eligibility conditions for regularization of admission:

B.C.A.III

A candidate should have passed at least 50% of papers of B.C.A. 2nd Year Examination and all the papers of 1st Year Examination.

N.**B.:** As per decision of the Academic Council in its meeting held on 02.04.2011 vide item no. 9, the Vice- chancellor has been pleased to allow promotion of a candidate who has passed/cleared all papers of 1ST year and 50% of second year to take admission/ promotion in 3rd year. Further it was also decided that a candidate who appears in supplementary examination will also be promoted to the next year as well as in the final year who has got admission in BCA and qualifies 50% or more than 50%papers after the declaration of re-evaluation result/supplementary result. The concession is admissible from the academic session 2010-11.

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

PGDCA is one year diploma course split over two semesters, leading to the award of Diploma in Computer Applications, from Himachal Pradesh University. The admission to the course is open under two Categories:

Sr.	Category	No. Of Seats	Fee Structure
1	PGDCA	40	
2	Subsidized	20	Annual Consolidated Fee of Rs. 14000/- +PTA500/-+Library Security Refundable of Rs. 500/-
3	Non-Subsidized	20	Annual consolidated Fee of Rs. 25000/-+PTA500/-+Library Security Refundable of Rs. 500/-
	Total	**20+20=40**	

The above fee and funds are subject to change as per HPU/HP Govt. Instructions. The fee will be paid in full at the time of admission. Fee once deposited shall not be refunded. Admission-cum- Advisor Committee

Principal & Director	Dr. Jagdish Chand Sharma	
Co-ordinator PGDCA	Dr. Shushil Sharma	98931 28635
Admission committee	Mr. Puneet Thakur Dr. Veena Sharma Mr. Chaman Pista	85447 46351 8988246685 8219076927

ADMISSION SCHEDULE PGDCA FIRST SEMESTER

Availability of prospectus and admission will be online and starting from June, 30th 2023. Admission in PGDCA shall be made on the basis of merit.

Elgibility Conditions

Graduation in any discipline or equivalent of any University established by law in India with 50% marks (45% marks in case of Scheduled Caste/Scheduled Tribe).

Students appearing in examination of final year of Graduation course may aslo apply provided they fulfill eligibility conditions at the time of counseling.

Age Limit

The maximum age limit is 28 years on July 1, 2023 for general category candidates and 29 years for candidates belonging to SC/ST category.

Admission Procedure

Step: 1 Application form duly filled-in, with the following documents uploaded, should be submitted online in the college website after the HP University latest notification for admission.

One attested copy of Matriculation certificate as a proof of date of birth.

One attested copy of 10+2 certificate.

One attested copy of B.A./B.Sc./B.Com. III certificate.

Three passport-size photographs (To be pasted on the admission form, library membership form and identity card).

Certificate as proof of SC/ST status, Excellence in sports, Excellence in cultural activities, Physical Disability.

Valid character-cum-College leaving certificate (issued by the Principal of the institution last attended for regular students or by a gazetted officer in case of private candidates) in original.

Migration certificate in original for those candidates who have Graduated from a University other than H.P. University.

Step:2

University Registration form is to be filled and a copy each of Matriculation, 10+2 and Graduation certificate is to attached by those candidates who have done Graduation from a University other than H.P. University.

Migration certificate, in original, is to be attached with the registration form. Admission will finally be approved by the Principal.
Students are also required to fill in library membership form which is not to attached with the admission form.

Library-cum-identity card will be issued from the library to a student on the production of fee-receipt and library membership form.

Course outline PGDCA-First Semester

Paper No	Title	Maximum Marks	Continual Internal Assessment
DCS-101	Fundamentals of Programming Using C	75	25
DCS-102	PC Software	75	25
DCS-103	Operating System	75	25
DCS-104	Computer Organization and Architecture	75	25
DCS-105	Practical-I (C language)	75	25
DCS-106	Practical-II (PC Software)	75	25

PGDCA - Second Semester

Paper No	Title	Maximum Marks	Continual Internal Assessment
DCS-201	Data and File Structure	75	25
DCS-202	System Analysis and Design	75	25
DCS-203	Object Oriented Programming & C++	75	25
DCS-204	Data Base Management System	75	25
DCS-205	Practical-III(DFS Using C++	75	25
DCS-206	Practical-IV (Date Base Management System)	75	25
DCS-207	Project Word	200	--------

N.B. The project will involve development of application software for some industry/institution.

PG COURSES (M.A.)

The PG in English and History is also starting during the session 2023-24, but the final approval by University is under process:

Sr. No.	PG Course Subject	Number of Seats
1.	English	--
2.	History	---

Note: Admissions to all the above PG courses of M.A. will be as per the merit list of the entrance test conducted by HP University on the dates mentioned in HP University Handbook of Information for the session 2023-24 or as per its latest notification.

ADD-ON COURSES

i. Realizing the importance of vocational courses, the college has started Certificate/Diploma/Advance Diploma Add- on Courses in Computer Applications.

ii. Students of B.A. /B.Sc. / B.Com. (Only regular students) with the minimum percentage of 50% in 10+2 Examination can join any of the above-mentioned courses. Admission form can be purchased from the office.

iii. In the first year, a candidate can earn a Certificate Course, in the second year an Advanced Certificate Course and in the third year a Diploma Course. He / she is free to complete one course or all the three courses.

iv. An amount of Rs. 3000/- will be charged in two equal instalments (First, at the time of admission and Second in the month of December) for each Add-on course and Rs. 1250/- as annual examination fee. v. More information can be had personally from the In-charge.

LEAVE RULES FOR STUDENTS

1. A student can proceed on leave with the prior permission of the Tutor concerned obtained on the application form but it must be signed by her parent or guardian.
2. Once the leave is sanctioned, a student is required to inform the teachers concerned.
3. The Tutor concerned can sanction leave up to 7 days while leave for more than 7 days will be sanctioned by the Principal.
4. Leave on account of illness of more than 7 days, must be accompanied by a Medical Certificate/Registration slip.
5. A student may proceed on any kind of leave but she must deposit his/her fees/fines on the appointed day and date. Otherwise her admission will stand cancelled. Similarly, she is also required to return the book on the due date.
6. Students, who represent college in various inter-college games or other competitions, will have to get their leave sanctioned from the Dean & noted by the subject teachers concerned before their departure for the event.
7. No leave will be granted during Mid Term Tests.
8. Leave application duly sanctioned must be dropped in the leave box installed in the college premises.

LIBRARY & ITS RULES

The college provides library and reading room facility to all its students. It has a fairly good collection of books & has different sections for text books and reference books. The library subscribes to as many as 10 newspapers, 10 magazines and 5 specialized journals regularly. Students are encouraged to avail library facility during working hours on all working days. Besides this, the association of the library with the INFLIBNET's project allows all the library members to use 2100 e-journals of national and international repute and more than 50,000 e-books.

Rules:
i. Library-Cum-Identity Card will be issued by the Librarian at the time of admission and every student is required to register herself as a member of the library.
ii. Books are issued on the Library-Cum-Identity Card and they must produce the card every time they visit the library.
iii. Only 2 books are issued at a time for 30 days but the librarian has the right to re-call the books at any time.
iv. Reference books are not issued to students.
v. In case of loss of a book, the student will have to replace the book or pay fine in addition to the printed price of the book with the permission of the Principal.
vi. Student is responsible for the book as soon as it is issued. In case a book is defaced / damaged in any way, the book is to be replaced by him/her. vii. Students can get books issued from the book bank by paying 20% of the cost of the book in addition to the actual cost of the book

SCHOLARSHIPS/ CONCESSIONS

The College offers the following Scholarships & Concessions:
i. Post +2 Merit Scholarship.
ii. IRDP/BPL Scholarship
iii. Scholarship to the children of Armed forces personnel killed/disabled during different wars.
iv. Post-Matriculation scholarship to SC/ST/OBC students.
v. National merit scholarship.
vi. Kalpana Chawla Scholarship
vii. Maharishi Valmiki Scholarship for girls.
viii. Govt. of India scholarship for Handicapped students.
ix. Local scholarships: Certain local scholarships are also available to the meritorious students in different areas which are awarded at the Annual Function of the college every year. Scholarships worth Rs. 2000/- each are awarded by Dr. O.P. Gupta, (Retd. Principal) and Dr. Meera Gupta (Retd. Principal).

The eligible students are directed to obtain scholarship forms from the college office and submit these forms complete in all respects within the specified dates. Members of the scholarship committee, after screening the forms, help students in the online submission of forms.

SPORTS

Realizing the importance of physical fitness for young boys and girls living stressful lives, the college has taken an initiative to train and prepare the players for participation in inter-college and interuniversity sports championships in Basket Ball, Volley Ball, Badminton, Cricket, Kho-Kho, Athletics, Cross-country, Chess, Handball and Hockey.

COLLEGE MAGAZINE

The college brings out the yearly issue of its magazine 'Pushpita' to explore the potential of students and to provide them a platform to give words to the ideas that otherwise remain hidden in the inner recesses of their minds. Students, having a flair for writing, may submit their articles within the specified dates for publication in the magazine.

INFORMATION &TECHNOLOGY LAB

The college has a well-equipped Information Technology Lab with 10 systems and 1 server to impart ICT education to the students. Besides this there are 10 systems in B.C.A. Lab also.

CLUBS AND SOCIETIES

Numerous academic, cultural and extension activities are organized with gusto by the college fraternity throughout the year to encourage and recognize talent in students. Every effort is made to foster in young students a sense of cooperation, responsibility and discipline. Extension activities undoubtedly give stimulus to those students who are keen to explore new ideas and horizons. The institution runs various clubs & societies:

1. The Literary Society	4. The Planning Forum	7. Eco Club
2. The Environment Club	5. The Red Ribbon Club	8.Economics Society
3. The Cultural Society	6. Electoral Club	9. Theatre Society

Each Department has its subject society which initiates & undertakes various activities to prepare students for Inter- College competitions like the H.P.U. Youth Festivals. They are also encouraged to celebrate occasions of national importance. The activities are:

i. Seminars ii. Workshops iii. Group discussions iv. Assignments v. Paper reading vi. Quiz competition vii. Field activities etc.

Composition of Subject Societies:

1. President - Head of the Department
2. Secretary - Elected/Nominated student
3. Joint Secretary - Elected/Nominated student
4. Members - All students of particular Society & Subject

Various Subject Societies have further been grouped & each group organizes an academic function once a year. (Details on Annual activity calendar):

Groups	Subjects	
Group 1	The Commerce Faculty	All subjects of Commerce
Group 2	The Science Faculty	All subjects of Science, BCA
Group 3	The Arts Faculty	All subjects of the Faculty of Arts

Note: Activities of the societies will be organized after 1.30 p.m. On the days of functions all periods will be shortened by 5 minutes. Classes will continue as per the time table. Only the members of the club or society concerned may be exempted for making arrangements.

Career Counselling and Placement Cell

Career Guidance Cell, with the help of subject societies and under the guidance of the committee, guides the students regarding different career prospects and job inlets in the administrative and professional arenas open to them. Clippings of advertisements for different posts/training programmes, from various newspapers, are also displayed on the notice board for the benefit of students. Resource persons from government and private agencies are also invited. Many national/multinational companies flock the campus to pick up the best talent available.

Women's Grievances & Redressal Cell

This cell has been constituted to achieve the objective of gender equality by making the girls aware of their rights and duties. Gender disparity manifests itself in various forms and the underlying causes for the discrimination are related to social and economic structure, which is based on informal and formal norms, and practices. The cell frequently organizes interactive sessions with students to get an insight into women-specific problems which need to be addressed on priority basis for emancipation of women. Disaster Management Cell, with the help of Police Personnel and Home Guards, makes sincere efforts to train and produce a team of young, alert, informed volunteers who will be able to work without losing equanimity of mind, in the event of any natural or a man- made disaster.

Anti-Ragging Squad/Cell:

An anti-ragging squad/cell, with Principal as the Chairman, has been formed to sensitize students about the menace of ragging which has sullied the name of many a reputed institution by scarring lives of new entrants. Following measures have been taken to ensure safe environs for the seekers of higher education:

i. Putting up of notices for making students aware of the consequences of indulging in any form of ragging.
ii. Display of names and phone numbers of members of anti-ragging squad at vital points of the college.
iii. Regular counselling sessions for students by members of the anti-ragging committee and squad.
iv. At the time of admission, an undertaking is given by the parent that his/her daughter will not indulge in ragging, which both the ward and the parent understand is an offence and is punishable under law.

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EXTENSION ACTIVITIES

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N.S.S.

National Service Scheme volunteers of the college, working towards social welfare activities, social awareness and national integration, make sincere efforts to motivate people to overcome selfishness and be the comrades of the message that the motto of the NSS 'Not me, but you' conveys. The college has one unit of this organization.

Rovers & Rangers

Activities undertaken by the Bharat Scouts & Guides are primarily based on community development. The college has one unit of this organization and voluntary membership can be obtained by depositing a fee of Rs. 20/- only.

Red Ribbon club

The Red Ribbon Club is working actively in the College. Any number of students can get registered as volunteers of this club which exclusively aims at launching an exhaustive campaign against AIDS. The Club is not only educating and sensitizing college youth but also taking a lead in reaching out to the general public.

Educational Tours, Field Visits & Excursions

The college allows various educational tours, excursions and field visit & during the session, provided the students adhere to certain conditions, i.e. :
i. No educational tour, excursion can be organized without a teacher and without the prior permission of the Principal.
ii. Excursions will not be of more than three days.
iii. A written consent signed by the parent is to be submitted in the office before a student goes for Educational Tour/Field Visit /Excursion/Inter-college competition.
iv. A Project report of each visit is to be submitted by every student

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WORKING IN HARMONY

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Parent-Teacher Association: Since both parents and teachers are responsible for the welfare of the students, a Parent-Teacher Association has been formed in the college. The main objective of this Association is to foster healthy relationship between the two in order to promote their participation in the developmental activities of the college. Their presence and valuable suggestions are eagerly solicited by the Staff in P.T.A. meetings. Elections to the general body of the P.T.A. are held at the start of academic session every year and separate invitation letters are sent to all the parents. The executive body comprises the following members:

    i.   Principal of the college—Patron of the Body.

    ii.   Parents or guardians (only those who have blood-relation with the students studying in the college.) iii. Teachers

Old Students Association (OSA): The Old Students Association (ALUMNI) of the college was formed in the year 2012-13. It is a platform that ensures the bonding of the college to its students. During the ALUMNI meetings the old students not only revive the memories of their college days but also interact with the students to share their experiences of their professional life. Old/Outgoing students can join this association by filling a simple membership form available on the college website.

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STUDENT SUPPORT SYSTEM

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A. **TUTOR GROUP:** The college provides remedial classes for students through its subject specific Tutorial Groups. Students may seek solutions/clarification to complicated topics in these classes.

B. **MENTOR GROUP:** Apart from the academic needs of its students the college also plays an important role in students' life by providing them guidance, support and counselling to face the challenges of their personal and social life through the Mentor Groups.

C. **HOBBY GROUPS:** Students may also join hobby classes in music department or participate in Fine Arts workshops /Theatre-workshop that are organized for the inter-college Youth festivals.

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MORALE BOOSTER

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Prizes are awarded to promising students at the Annual Prize Distribution Function, for securing first second & third position in the aggregate, and also for securing first & second position in the individual subjects in the Annual as well as Mid Term Tests as per rules of the college. Apart from academic prize winners, outstanding performers in sports, NSS and cultural activities are also felicitated.

Notice of Annual General Meeting of PTA

Parents may please make it convenient to attend the Annual General House / Meeting of the Parent Teacher Association (PTA) in 2nd week of September, 2023.
It may please be noted that no separate communication regarding the Meeting will be sent. It is the duty of the
students to remind and persuade their parents/ guardians to attend the same.

*Parents must note that their presence, **in person, is mandatory** during admission or re-admission and during all disciplinary proceedings of their ward. Further, their written consent is also essential for their ward's participation*
in any educational tour or inter-college event.

**Parents/ Guardians are requested to remain in contact with the college administration regarding the progress
of their wards.**

ANTI-SMOKING/ TOBACCO/ DRUG WARNING

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

CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS

The College shall have the jurisdiction over the conduct of its students and to take cognizance of all acts of misconduct, including incidents of ragging or otherwise which may take place in the College campus. Every student will have to observe the following Code of Conduct and Discipline in the college campus:

1. He/she shall be regular in classes. The name of a student will be struck off from the college rolls, if he/she remain absent without sanctioned leave for continuous 10 days.

2. Readmission must be sought within seven days of name struck off and the student must be accompanied by his/her parent(s) or guardian.

3. A student without an identity card, duly signed by the Principal, is deemed an outsider and will not be allowed to enter the college premises.

4. All the students are advised to see the college notice board, website and their emails daily.

5. Participating in following activities will invite disciplinary action by the college administration:

    a) Organizing meetings, processions and slogan shouting without prior permission.
    b) Loitering aimlessly in the corridors, making noise or disturbing / disrupting classes.
    c) Smoking, taking drugs/alcohol, chewing tobacco, spitting in the campus.
    d) Indulging in any rash/unbecoming behavior with the students or the administration.
    e) Damaging /defacing the property of the institute or an individual.
    f) Writing obscenities/dirty words on black boards, walls or furniture; banging doors or furniture etc.
    g) Pasting posters on the walls or notices on the Notice Board without prior permission.
    h) Interacting with media, in any form whatsoever, on behalf of the College, without the permission of the College authorities.
    i) Bringing outsiders/miscreants/anti-social elements to the campus.
    j) Using mobile phones in the campus, except in the space specified (college canteen).
    k) Parking vehicles in area earmarked for the college staff.
    l) Rash driving, playing loud music in the campus that may cause any inconvenience to others.

6. Students must deposit their dues on the dates notified otherwise their names will be struck off from the college rolls at the end of that month.

7. Students are expected to use 'social media' carefully and responsibly.

8. Submission of false information of any kind for admission or scholarship etc is a serious offence. Penal proceedings will be initiated and admission will be cancelled forthwith.

9. All the students are expected to be readily available for social service and other college activities.
10. All the students will be the ambassadors of the college outside the campus too, so they should be Courteous.

ZERO TOLERANCE TO RAGGING

RAGGING is completely banned in and around the College campus and hostel, and any one indulging in the same will be punished appropriately as per law which may include imprisonment, fine or both, besides expulsion from the college.

Note: Every student, at the time of admission, must fill an online anti-ragging undertaking either at the site www.amanmovement.org or www.antiragging.in and must abide by it.

COMMITTEES FOR THE SESSION 2023-2024

Advisory Committee:
Dr. Mast Ram   (Convener)
Ms. Manju Lata Sharma
Dr. Het Ram
Dr. Ramesh Sharma
Dr. Hem Raj Surya
Mr. Sohan Singh
Mr. Arun Kumar
Dr. Sushil Sharma
Mr. Adarsh Sharma
Smt. Kanta Pankaj (Supdt. G-I)
Mr. Chaman Lal Raghuvanshi (Supdt G-II.)

Building and College Purchase/ Development Committee:
Principal
Dr. Sushil Sharma   (Convener)
Mr. Adarsh Sharma
Pradhan, Batal Panchayat
SDO, HPPWD
President, PTA
President, OSA
Senior Teacher (Concerned Deptt.)
Smt. Kanta Pankaj (Supdt. G-I)
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Parma Nand Sharma   (SLA)
Mr. Rajeshwar Sharma (Clerk)
Store Incharge (Concerned Deptt.)

Rusa Coordination Committee:
Dr. Hem Raj Surya   (Convener)
Dr. Sushil Sharma
Dr. Dhan Dev Sharma
Mr. Puneet Thakur
Mrs. Suman Kumari
Mrs. Kanta Pankaj (G-I)
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)

House Examination Committee:
Dr. Munish Sharma   (Convener)
Mr. Puneet Thakur
Dr. Anjan Kaur
Mr. Chaman Pista
Dr. Sanjeev Kumar
Mr. Yesh Pal
Mr. Ravi Ram
Mr. Khem Raj
Ms. Nirmla Devi, Peon.

UGC Affairs Committee:
Dr. Ramesh Sharma   (Convener)
Dr. Sushil Sharma
Mr. Sanjeev Kumar
Mr. Yesh Pal
Dr. Dhan Dev Sharma
Ms. Arun Bala (Librarian)
Mr. Raju (Sr. Assistant)

DSW (Dean, Student' welfare):
Mr. Sohan Singh

Bursar:
Dr. Hem Raj Surya

General Purchase Committee:
Principal / DDO
Dr. Mast Ram   (Convener)
Dr. Yashwant   Shandil
Dr. Munish Sharma
Dr. Sushil Sharma
Mr. Chaman Pista
Mr. Ravi Ram
Ms. Arun Bala (Librarian)
Senior Teacher (Concerned Department)
Mrs. Kanta Pankaj (Supdt G-I)
Mr. Chaman Lal Raghuvanshi (Gem Incharge)
Mr. Parma Nand Sharma Sharma (SLA)
SLA/JLA/LA (Concerned Lab / Store)
Mr. Rajeshwar Sharma (Clerk)

Internal Quality Assurance Cell:
Mr. Chaman Pista   (Convener)
Dr. Yashwant Shandil
Mr. Sanjeev Kumar
Mr. Yesh Pal
Mr. Yogesh Kumar
Mr. Ravi Ram
President, PTA
President, OSA
Mrs. Kanta Pankaj (Supdt. G-I)
Mr. Raju (Sr. Asstt)
President, CSCA
Mr. Rajeshwar Sharma Clerk)

CSCA Advisory:
Principal/DDO
Dr. Mast Ram   (Convener)
Dr. Rajan Tanwar
Mr. Sohan Singh
Mr. Arun Kumar
Dr. Sushil Kumar
Mr. Sanjeev Kumar
Dr. Dhan Dev Sharma
Mr. Adarsh Sharma
Mrs. Kanta Pankaj (Supdt G-I)
Mr. Chaman Lal Raghuvanshi (Supdt. G-II)

BCA (Self-Financing):
Dr. Ramesh Sharma   (Co-ordinator)
Dr. Sushil Sharma
Mr. Chaman Pista
Dr. Anjan Kaur
Mr. Yogesh Kumar
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Raju   (Sr. Asstt.)

PGDCA Committee (Self Financing Course):
Dr. Sushil Sharma (Co-ordinator)
Mr. Puneet Thakur
Mrs. Hem Lata
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)

Add-On-Course (Computer Application) Committee:
Mr. Adarsh Sharma (Co-ordinator)
Mrs. Suman Kumari
Mr. Neeraj Sharma
Mr. Rajeshwar Sharma

Time Table Committee:
Dr. Hem Raj Surya (Convener)
Mr. Chaman Pista
Mrs. Suman Kumari
Mr. Puneet Thakur
Dr. Dhan Dev Sharma

Prospectus-Cum- Library Identity Card Committee:
Dr. Ramesh Sharma (Convener)
Mr. Yesh Pal
Mr. Puneet Thakur
Dr. Sushil Sharma
Ms. Arun Bala (Librarian)
Mr. Rajeshwar Sharma (Clerk)

Attestation of University Forms & Others forms:
Mr. Sohan Singh (Convener)
Mr. Arun Kumar
Mrs. Suman Kumari
Mr. Yesh Pal
Dr. Anjan Kaur
Dr. Veena Sharma
Mr. Adarsh Sharma
Mr. Ravi Ram
Mrs. Kanta Pankaj (Supdt G-I)

Bus Pass Form Attestation:
Dr. Rajan Tanwar Convener)
Dr. Yashwant Shandil
Mr. Sohan Singh
Dr. Munish Sharma
Dr. Veena Sharma
Mrs Suman Kumarri
Mr. Ravi Ram
Mr. Kanra Pankaj (Supdt. G-I)
Mr. Chaman Lal Raghuvanshi (Supdt G-II).)

(AISHE)All India Survey on Higher Education Committee:
Mr. Chaman Pista (Convener)
Dr. Dhan Dev Sharma
Mr. Sanjeev Kumar
Mr. Ravi Ram
Mr. Yogesh Kumar
Mrs. Hem Lata
Ms. Arun Bala (Librarian)

Discipline Committee:
Dr. Sohan Singh (Convener)
Mr. Arun Kumar
Dr. Munish Sharma
Mr. Yesh Pal
Dr. Dhan Dev Sharma
Mr. Adarsh Sharma
Ms. Hem Lata
Mrs. Arun Bala
Mrs. Kanta Pankaj (Supdt. G-I)
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Raju Sr. Asstt.

Scholarship Committee:
Mr. Arun Kumar (Convener)
Dr. Munish Sharma
Mr. Yesh Pal
Mr. Adarsh Sharma
Mr. Ravi Ram
Mr. Raju (Sr. Asstt)

Cell for Empowerment of SC/ST/OBC/Minorities/Specially Abled:
Dr. Yashwant Shandil (Convener)
Mr. Arun Kumar
Mr. Punit Thakur
Dr. Anjan Kaur
Mr. Chaman Pista
Mr. Ravi Ram

Anti ragging committee:
Dr. Rajan Tanwar (94189-78683) (Convener)
Dr. Ramesh Sharma (94592-54037
Mr. Arun Kumar (94592-71661)
Dr. Veena Sharma (89882-46685)
Mr. Adarsh Sharma (94596-00100)
Mr. Ravi Ram (94590-42202)
Ms. Hem Lata (98826-250297)
SHO, PS, Arki
Mr. Chaman Lal (Supdt.G-II)(94184-57205)

Result Analysis Committee:
Dr. Hem Raj Surya (Convener)
Mr. Puneet Thakur
Dr. Sushil Sharma
Mrs. Suman Kumari
Mr. Sanjeev Kumar
Mr. Yesh pal
Dr. Dhan Dev Sharma

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Dr. Anjan Kaur
Mr. Yogesh Kumar
Ms. Suman Sharma
Mr. Kishor Kumar
Mr. Sudhir Pal
Mrs Parvati Devi
Mr. Lokesh (Tabla Instructor)

Literary Society:
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Mr Puneet Thakur
Dr. Veena Sharma
Mr. Sanjeev Kumar
Mr. Yogesh Kumar

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Mr. Ravi Ram
Mr. Yogesh Kumar
Ms. Hem Lata
Mr. Sudhir Pal
Ms. Parvati Devi
Mr. Ved Prakiash (LA)

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Dr. Jagdish Chand Sharma (Sanskrit)
Dr. Het Ram   (Pahari Section)
Dr. Rajan Tanwar   (Hindi Section)
Dr. Dhan Dev Sharma   (Chronicle Section)
Dr. Sushil Sharma   (Science Section)
Mr. Sanjeev Kumar   (English Section)

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Dr. Munish Sharma
Mr. Adarsh Sharma
Ms. Arun Bala (Librarian)
Mr. Jagtar Singh

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Dr. Ramesh Sharma
Mr. Sohan Singh
Mr. Arun Kumar
Dr. Veena Sharma
Mr. Yesh Pal
Dr. Sushil Sharma
Mr. Adarsh Sharma

Ex-Officio Member:
SDM, Arki
Block Employment officer, Arki
Tehsil Welfare Officer, Arki
GM, HR, Ambuja cement
President, OSA

**Women Cell/ Sexual Harassment &
Grievances Redressal Cell:**
Ms. Manju Lata Sharma(98160-90793)
Dr. Anjan Kaur   (98171-83007)
Dr. Veena Sharma   (89882-46685)
Mrs. Hem Lata   (98826-25097)
Ms. Arun Bala (Librarian)(94184-74511)
Mrs. Kanta Pankaj (Supdt G-I)(98160-56185)

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Dr. Anjan Kaur
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Ms. Suman Kumari
Mrs. Kanta Pankaj (Supdt G-I)
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Parma Nand Sharma (SLA)
Mr. Rajeshwar Sharma (Clerk)

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Mr. Adarsh Sharma
Dr. Dhan Dev Sharma
Mr. Ravi Ram
Mrs. Arun Bala
Mr. Kishor kumar (JLA)
Mr. Ved Prakash (L.A.)
Mr. Lokesh Kumar (Tabla Vadak)

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Mr. Adarsh Sharma
Mr. Ravi Ram
Mr. Yogesh Kumar
Mr. kishore Rawat (JLA)
Mr. Ved Prakash (LA)
Ms. Parvati Devi (LA) and All Class-IV

Disaster Management Committee:
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Dr. Chaman Pista
Dr. Dhan Dev Sharma
Mr. Adarsh Sharma
Mr. Ravi Ram
Ms. Parvati Devi (LA)
Mr. Prakash Chand (Class-IV)

Audio System Committee:
Mr. Yogesh Kumar   (Convener)
Mr. Prakash (Peon)

First Aid Committee:
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Mr. Puneet Thakur
Ms. Hem Lata
Mr. Ravi Ram
Ms. Parvati Devi (L.A)
Ms. Nirmla Devi

ECO Club:
Dr. Sushil Sharma   (Convener)
Ms. Suman Kumari
Mr. Adarsh Sharma
Mr. Kishore Rawat (JLA)

Electoral Literacy Club:
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Ms. Arun Bala (Librarian)
Mr. Yogesh Kumar
Ms. Hem Lata

Press and Photography:
Dr. Rajan Tanwar   (Convener)
Mr. Sanjeev Kumar
Mr. Yesh Pal
Ms. Arun Bala (Librarian)

IT / Smart Class Room/CCTV/Website Committee:
Dr. Mast Ram   (Convener)
Dr. Sushil Sharma
Dr. Dhan Dev Sharma
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Raju (Sr. Asstt.)
Mr. Sudhir Pal
Mr. Rajeshwar Sharma (Clerk)

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Dr. Sushil Sharma
Dr. Anjan Kaur
Mrs. Suman Kumari
Mr. Chaman Lal Raghuvanshi (Supdt.G-II)
Mr. Sudhir Pal (JLA)
Mr. Prakash (Peon)
Smt. Savitri Devi

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Dr. Yashwant Shandil   (Convener)
Mr. Puneet Thakur
Mr. Yesh Pal
Mr. Dhan Dev Sharma
Mr. Adarsh Sharma
Mr. Ravi Ram
Mr. Kishore Kumar (JLA)
Ms. Parvati Devi (LA)
Mr. Prakash (Peon)
Ms. Savitri Devi (Peon)
Mr. Jagtar Singh (Peon)

Annual Report Writing:
Dr. Rajan Tanwar   (Convener)
Dr. Ramesh Sharma
Dr. Hem Raj Surya
Dr. Munish Sharma
Mr. Sanjeev Kumar
Mr. Ravi Ram

Stage Decoration & Reception Committee:
Dr. Anjan Kaur   (Convener)
Mr. Yesh Pal
Ms. Suman Kumari
Ms. Hem Lata
Ms. Arun Bala (Librarian)
Mr. Kishor Kumar (JLA)
Ms. Parvati Devi (LA)
Mr. Ved Prakash (L.A.)
Mr. Prakash Chand (Peon)

Stage Conduct Committee:
Dr. Ramesh Sharma   (Convener)
Dr. Anjan Kaur
Dr. Sushil Sharma
Ms. Hem Lata

Prize Purchase, Certificate & Distribution Committee:
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Dr. Veena Sharma
Dr. Munish Sharma
Dr. Dhan Dev Sharma
Mrs. Suman Kumari
Mr. Ravi Ram
Mr. Parma Nand Sharma(SLA)
Mr. Rajeshwar Sharma (Clerk)
Mr. Prakash Chand (Peon)

Refreshment Committee:
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Mr. Yesh Pal
Mr. Yogesh Kumar
Mrs. Hem Lata
Ms. Arun Bala (Librarian)
Mrs. Kanta Pankaj
Ms. Parvati Devi (LA)
All Class-IV

OSA/Alumni (Old Students Association):
Dr. Het Ram   (Convener)
Dr. Sushil Sharma
Mr. Yesh Pal
Dr. Dhan Dev Sharma
Mr. Adarsh Sharma
Mr. Neeraj Sharma
Ms. Suman Sharma
Mr. Rajeshwar Sharma (Clerk)

PTA (Parents Teacher's Association):
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Dr. Anjan Kaur
Mr. Yesh Pal
Mr. Dhan Dev Sharma
Mr. Ravi Ram
Mrs. Arun Bala
Mrs. Kanta Pankaj (Supdt G-I)
Mr. Parma Nand Sharma (Sr. Lect. Asstt.

National Service Scheme :
Dr. Dhan Dev sharma   (Coordinator)

Rovers & Rangers:
Mr. Puneet Thakur
Ms. Hem Lata

In-Charge, NCC:
Mr. Arun Kumar

Youth Red Cross & Red Ribbon Club:
Dr. Dhan Dev Sharma   (Coordinator)
Mr. Ravi Ram
Ms. Prakash Chand (Peon)
Road Safety Club Committee:
Dr. Munish Sharma   (Convener)
Dr. Dhan Dev Sharma
Mr. Adarsh Sharma
Ms. Ravi Ram
Ms. Nirmla Devi (Peon)

(NEP) National Education Policy 2020 Committee:

Dr. Ramesh Sharma   (Convener)
Dr. Hem Raj Surya
Dr. Yashwant Shandil
Dr. Sushil Sharma
Mr. Puneet Thakur
Mr. Chaman Pista
Mr. Sanjeev Kumar
Mr. Yesh Pal
Mrs. Arun Bala

Anti-drug Club and Prahari Club:

Dr. Rajan Tanwar   (Convener)
Mr. Arun Kumar
Mr. Puneet Thakur
Dr. Dhan Dev Sharma
Mr. Ravi Ram
Ms. Hem Lata
Smt. Kanta Pankaj
Mr. Sudhir Pal
Mr. Ved Prakash

Utkrisht   Mahavidyalya   Yojana" Committee:
Dr. Mast Ram   (Co-ordinator)

I Academic Upgradation
1   Dr. Ramesh Sharma   (Convener)
2   Dr. Sushil Kumar
3   Dr. Dhan Dev Sharma
4   Sh. Parma Nand Sharma

II Smart and Virtual Classroom
1   Dr. Sushil Kumar   (Convener)
2   Dr. Dhan Dev Sharma
3   Sh. Parma Nand Sharma

III Cultural and Sports Infrastructure
1. Dr. Munish Sharma   (Convener)
2. Sh. Chaman Pista
3. Sh. Adarsh Sharma
4. Sh. Ravi Ram
5. Sh. Rajeshwar Sharma

IV Digitalization of Office Work and e-Library
1. Mr. Puneet Thakur   (Convener)
2. Mrs. Suman Kumari
3. Mr. Yogesh Kumar
4. Smt. Arun Bala
5. Sh. Chaman Lal (Supdt. G-II)
6. Sh. Rajeshwar Sharma

V Civil Work
1. Dr. Hem Raj Surya   (Convener)
2. Sh Arun Kumar
3. Sh. Adarsh Sharma
4. Sh. Ravi Ram
5. Sh. Chaman Lal   (Supdt. G-II)
6. Sh. Rajeshwar Sharma

AAYUSH GARDEN COMMITTEE
Dr. Rajan Tanwar   (Co-ordinator)
Mr. Arun Kumar   (Assistant Co-ordinator)
Dr. Dhan Dev Sharma   (Member)

TEAM PRESIDENTS/INCHARGES
SESSION 2023-24

Sr. No.	Name	Department	Game
1.	Mr. Sohan Singh Negi	Sociology	Judo
2.	Ms. Manju Lata Sharma	Chemistry	Chess
3.	Dr. Het Ram	Music Instrumental	Youth Festival Group-II
4.	Mr. Yogesh Kumar	Music Vocal	Youth Festival Group-III
5.	Mr. Ravi Ram	Physical Education	Hockey, Badminton, Athletics
6.	Dr. Ramesh Sharma	English	Youth Festival Group-IV
7.	Dr. Hem Lata	History	Basket Ball
8.	Dr. Rajan Tanwar	Hindi	Youth Festival Group-I
9..	Mr. Arun Kumar	Commerce	Kabaddi
10.	Dr. Veena Sharma	English	Volleyball (Women)
11.	Dr. Dhan Dev Sharma	Geography	Handball
12.	Mr. Munish Sharma	Commerce	Football
13.	Mr. Puneet Thakur	Commerce	Cricket
14.	Dr. Sushil Sharma	Botany	Volley ball (Men)
15.	Dr. Anjan Kaur	Public Add.	Basketball (Women)
16.	Mr. Sanjeev Kumar	English	Cross Country
17.	Mr. Adarsh Sharma	Geography	Boxing
18.	Dr. Yashwant Shandil	Chemistry	Kho-Kho
19.	Mr. Yesh Pal	Pol. Science	Table Tennis

	ACADEMIC SESSION 2023-24 **Regular Teaching & Examination**	
1.	Regular Teaching of I, II, III Year	18.07.2023 to 31.03.2024
2.	House Examination	November/December 2023
3.	Annual Examination	1.04.2024 to 23.05.2024

ACTVITY CALENDER SESSION

Introductory Session	29th, 30th July , 2023
Formation of various clubs/societies	2nd Week of August
Enrolment of NSS/Rovers & Rangers	2nd Week of August
Library orientation week	1st Week of August
PTA General House	2nd Week of September
CSCA (Formation)	Dates to be notified by HPU
Oath Taking Ceremony	After formation of CSCA
SCA Function-Aagaz	To be fixed in consultation with CSCA
Literary Society Function/Science Function	September
Van Mahotsav	August
Cleanliness Campaign/Anti-drug campaign	September
Blood Donation/Health awareness camp	December
Inter-University Sports & Youth Festival	As per HPU schedule
College Sports Meet	December
NSS Residential Camp	December
Annual Prize Distribution Function	March, 2024
Farewell Party	March, 2024

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Tel: 01796-220690

Price:-
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