

# Government Degree College Jawali

District Kangra, Himachal Pradesh, PinCode176023

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## PROSPECTUS- CUM- ADMISSION BROCHURE FOR

ADMISSION TO UNDERGRADUATE CLASSES UNDER CBCS

SESSION 2020-21





## From The Principal's Desk

I am pleased to share few words with parents, students and other stakeholders of Govt. Degree College Jawali in the beginning of the new academic session i.e.2020-21. Within two years of its establishment, the college has developed beautiful infrastructure and providing qualified and experienced faculty to run undergraduate classes under CBCS Annual System. Department of Higher Education, Himachal Pradesh is making special efforts to provide quality education with required skill and knowledge. College administration is committed to prepare its students for this ever changing and challenging world and to impart value education with professional ethics.

We have established a computer lab with latest technology under M.L.A. Local Area Development Fund of Rs. Ten Lakh with a seating capacity for fifty students. Library has also been established in the college. Three additional classrooms have been added to our existing infrastructure and sufficient furniture has been provided by the department of higher education in order to cater to the needs of girl students. We have separate girls common room various clubs, societies and career counseling and placement cell is also functioning effectively for developing communication skills and personality of the students. Our students are participating and performing excellent in different state and university level sports, cultural and other extracurricular activities. In the year2018 college provided a national level platform by organizing a National Seminar on Business Sustainability and Society to give research exposure to its students and faculty in which more than 150 professors, research scholars, academician and corporate from different leading universities, colleges and business world participated. Even in the days of Covid-19 and lockdown our committed faculty remained in touch with our students through online mode and did their best to continue teaching for revision of syllabus already completed.

It is my profound privilege to express my heartfelt thanks to GSSS JAWALI administration for providing newly constructed building and sharing campus with us. I am thankful to local MLA for providing timely support enabling us to come up to the expectations of people. My special thanks to PTA, Director Higher Education Himachal Pradesh, Vice Chancellor Himachal Pradesh University and local administration for providing every possible help.

I extend my heartiest welcome to all the students joining this college in the academic session 2020-21.

With best wishes.

Dr.N.N.Sharma.

Principal

GDC Jawali

## 1. ABOUT THE INSTITUTION

Hon'ble Chief Minister of Himachal Pradesh Sh. Jai Ram Thakur Ji announced the opening of Govt. Degree College at Jawali in Feb. 2018 on the strong recommendation of Sh. Arjun Singh Thakur Ji, Hon'ble MLA of Jawali Constituency and it was made functional on 8 June 2018 with Humanities and Commerce streams in one independent portion of the school building having sufficient teaching rooms, principal office, administrative office, staff room and newly constructed three rooms are also added to the existing infrastructure of the college.

This college is started by the Govt. of HP mainly with the objective to fulfill the higher educational needs and aspirations of people of this area. Jawali is a historical town and sub-divisional headquarters of Sub-division Jawali of district Kangra. Most of the area is Hilly and inhabited by Pong Dam-oustees and others communities. Within one year of its establishment this college has all the basic infrastructure and faculty for students. The selection of land to develop permanent campus is under process which shall be completed shortly.

## 2. ADMISSION SCHEDULE SESSION: 2020-21

Proposed admission schedule in respect of Govt. Degree Colleges for 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup> year of B.A, B.Com, under CBCS annual system for the session 2020-21.

S.No	Period	Remarks
1	13--07-2020 to 31-07-2020	Online Registration for admission to B.A, B.Com-I
2	02-08-2020	Display of Merit List
Schedule for Fee deposit shall be notified separately		

**Note:** Admission to B.A, B.Com 2<sup>nd</sup> and 3<sup>rd</sup> year is open to all students on Roll-on Basis, who are otherwise eligible without waiting for the final result of B.A, B.Com.1<sup>st</sup> and 2<sup>nd</sup> year. Students shall be provisionally admitted to the second and third year of respective stream. However, he/she will have to fulfill all the formalities laid down by the college authority, like filling up the admission form, if any, and depositing the prescribed fees by the scheduled time with all requisite documents.

## 3. STAFF POSITION PART-I

S. No	Name	Subject	Designation	Qualification
1	Dr. N.N. Sharma	Commerce and Management	Principal	M.Com, MBA, PGDMM, M.Phil. PhD.

## TEACHING FACULTY PART-II

S.No	Name	Subject	Designation	Qualification
1	Mrs Neeru Thakur	Hindi	Associate Professor	M.A, SLET, PG Diploma in Translaltion, M.Ed (Guidance and Counselling),

2.	Sh. Ashwani Kumar Sharma	English	Associate Professor	M.A, M.Phil,
3.	Sh. Niraj Kumar	Political Science	Assistant Professor	M.A, M. Phil
4.	Sh. Sulakshan Kumar	History	Assistant Professor	M.A., M.Phil
5	Mrs. Sonika	Economics	Assistant Professor	M.A,M.Phil, NET, B.Ed
6	Sh. Shashi Kumar	Commerce	Assistant Professor	M.Com, M.Phil, NET, SLET, B.Ed
7.	Ms. Madhu Bala	Commerce	Assistant Professor	M.Com, M.Phil, NET, SLET.

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#### NON- TEACHING STAFF PART-III (i)

S.No	Name	Qualification	Designation	Vacancy Position
1	Sh. Rajneesh Chand	10+2, Diploma in Library Science	Assistant Librarian	-----

#### MINISTERIAL STAFF PART-III(ii)

S.No	Name	Designation	Vacancy Position
1	Mr. Sumer Nath	Superintendent Grade- II	
2.		Sr. Asstt.	Vacant =01
3.	Mr Sunil Kumar	JOA	Vacant=01

#### Class IV Staff

S. No	Name	Designation	Vacancy Position
1.	Sh. Kesar Singh	Peon Cum Chowkidar	Filled
2.	Sh. Sudarshan Singh	-do-	Filled
3.	Smt. Swarna Devi	-do-	Filled
4.	Smt Veena Devi	-do-	Filled
5	Sh. Pritam Chand	-do-	Filled

#### 4. RULES OF ADMISSION AND MIGRATION :-

The candidate desirous to seek admission is required to fill-up the prescribed Application form appended on the prospectus available in the college office on payment of Rs.50/- only.

## **GENERAL RULES:-**

1. Admission will be strictly on fulfillment of prescribed eligibility conditions.
2. Any gap in the academic career of an applicant must be supported by the documentary evidence i.e. undertaking/ declaration.
3. Failed or Compartment candidates from other college shall not be admitted.
4. Initially all admissions will be provisional and subject to the approval by the H.P. University.
5. Inter college migration is allowed in accordance with the rules laid down by the H.P. University.
6. Admission of a student is liable to be cancelled if he/she furnishes incomplete/wrong/false information or conceals facts. Disciplinary action will also be taken against such a candidate.
7. The following documents should be attached with the application form:
  - i. **Original** Character certificate issued by the head of the institution last attended or a Gazetted officer / Panchayat Pradhan or any other competent authority in case of candidates who have passed the qualifying examination privately and having gap after 10+2.
  - ii. Three passport size coloured photographs required for admission, Identity Card and Library card .
  - iii. One passport size coloured photograph of either of parents to be affixed on PTA Membership Form.
  - iv. Self Attested Copies of certificates (Matriculation onwards)
  - v. Postal stamps worth Rs.6/- to be affixed on the post card appended to the Application Form.
  - vi. Anti ragging undertaking by parents on the Admission Form.
  - vii. **Original** Migration Certificate from Board / Univeresity other than HPBoard of School Education / H.P.University with one self attested copy .
  - viii. Self attested copies of valid certificate of SC/ST/Differently abled (Divyang) /Sports & cultural to be attached .
  - ix. Self attested copy of Himachali Bonafide certificate is mandatory in case of Girl students .

## **Note:-**

After filling up the form, the candidate is required to submit the form to Admission Committee I that will verify the original certificates for determining eligibility for admission. Admission will be granted on merit basis. List of selected candidates will be displayed after the last day of submission of form complete in all respect . Selected candidates in the merit list will have to pay prescribed fee / dues as per admission schedule for the session 2020-21. Candidates are also advised to bring their parents / guardian with them for signing the declaration before the Admission Committee. No fee shall be accepted after scheduled time.

## **5 . Eligibility Conditions For Admission**

**\* A CANDIDATE WHO HAS PASSED 10+2 EXAMINATION IN FOUR COMPULSORY SUBJECTS (Including English) FROM UNIVERSITY/BOARD RECOGNISED BY LAW CAN SEEK ADMISSION.**

**\*STUDENTS WHO ARE PLACED UNDER COMPARTMENT IN ANY EXAMINATION OF ANOTHER BOARD/UNIVERSITY SHALL NOT APPLY EVEN FOR PROVISIONAL ADMISSION TO THE NEXT HIGHER CLASS IN THIS COLLEGE.**

Note: Rules regarding eligibility conditions for admission to B.A/B.Com/B.Sc 1<sup>st</sup> year are subject to change as per the directions of H.P. Govt/H.P.U Shimla.

### For B.A./B.Com. 1<sup>st</sup> year

**Age Limit:** An Applicant must not be more than 23 years (25 years for girls) of age as on 1<sup>st</sup> July of the year 2020 i.e. must not have born earlier to 01-07-1997(01-07-1995 for girls). Only the Vice-Chancellor shall have the power of granting age relaxation up to a maximum of 6 months. For SC/ST students however the age limit will be raised by 3 years.

### Minimum pass percentage for admission in different faculty is given as:

#### (ii) B.A 1<sup>st</sup> (Bachelor of Arts)

A student seeking admission to B.A 1<sup>st</sup> should have 35 % marks in any stream in 10+2. And a student seeking admission to B.A. 1<sup>st</sup> with mathematics as one of the subjects of the study should have either 45% marks in aggregate or 45% marks in Mathematics at +2 level.

#### ii) B.Com 1<sup>st</sup> ( Bachelor of Commerce)

a) 40% for those who have passed examination under Commerce group at +2 level.

b) 45% for others.

c) For admission to B.Com 1<sup>st</sup> Year the candidate must have passed Math/Economics as compulsory subjects with 45% marks at his/her +2 levels. There is relaxation of 5% marks for SC/ST students for admission to Commerce faculty.

### 6. Subject Combinations for B.A/B.com. 1<sup>st</sup> year

Subject Discipline Specific Core	Elective -1 DSC-I	Elective -2 DSC-II
English	English	Pol.Sc./History /Economics
Hindi	Hindi	Pol.Sc./History /Economics
Pol.Science	Pol.Science	Hindi/History /English
History	History	Pol.Sc./ Hindi/Economics
Economics	Economics	Maths/ Hindi/History /English

Commerce Discipline Specific Core DSC	Elective -1 DSC-I	Elective -2 DSC-II
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### 7. RULES FOR REFUSAL OF ADMISSION/RE-ADMISSION

**1. Notwithstanding eligibility for admission, the Principal may refuse admission in any of the following cases.**

i) If the conduct of the student is found unsatisfactory during the previous session.

(ii) On the ground of indiscipline, misbehavior, misconduct, ragging, unruly and riotous acts.

2. In case the name of the candidate is struck off due to continuous absence for ten days or any indiscipline the re-admission is permissible within one week as per university norms.

3. In case of the name of candidate is struck off again because of any reason mentioned above the re-admission is permissible within one week as per university norms.

## 8. FEES AND FUNDS

### Schedule for payment of fees and funds:-

1. a) Every students must pay his/her dues on the dates notified from time to time.

2. *The following categories of students are exempted from the payment of tuition fee:*

*i) Ward of Kargil martyrs*

*ii) All girls who are bonafide residents of HP*

*ii) Differently-abled students with more than 40% disability.*

b) Contribution towards PTA fund: Rs. 600/- per students at the time of the admission and Rs. 400/- in second Installment.

4. Fees/Funds are to be paid without late fee/fine on the date fixed for each class notified from time to time. Late fee/fine will be charged for payment after due date for particular period/time fixed the university norms. Thereafter, the name of defaulter will be struck off from the college rolls.

5. Fee/Fine/Other dues once paid shall not be refunded except in accordance with the rules.

## 9. FEES, FUNDS AND FINE AS PER UNIVERSITY NORMS:-

### A-University dues (Annual Charges)

- |                                    |           |
|------------------------------------|-----------|
| 1. i) Admission fee                | Rs. 25/-  |
| ii) Re-admission (first time)      | Rs. 100/- |
| iii) Re-admission fees Second time | Rs. 200/- |
| (iv) Late Admission fee (Per day)  | Rs 10/-   |

### Monthly charges

- |                 |   |
|-----------------|---|
| (i) Tuition fee | Rs. 50/- Per month(not to be charged from Himachali bonafide girls) |
|-----------------|---|

### 2. College Annual Charges (Refundable)

- |                                   |           |
|-----------------------------------|-----------|
| (i) Library security (refundable) | Rs. 100/- |
|-----------------------------------|-----------|

### 3. College Annual Charges (Non- Refundable)

- |   |   |
|---|---|
| (i) House Examination fund                      | Rs 50-                                    |
| (ii) Health/ Medical fund                       | Rs. 6/-                                   |
| (iii)Campus development and beautification fund | Rs. 10/-                                  |
| (iv)Books replacement fund                      | Rs. 25/-                                  |
| (v) Furniture repair and replacement fund       | Rs. 10/-                                  |
| (vi)Identity card                               | Rs. 10/-                                  |
| (vii) Identity card (Duplicate)                 | Rs. 20/-                                  |
| (viii) College Magazine                         | Rs. 50/-                                  |
| (ix) NCC Fund                                   | Rs.10/-                                   |
| (x) Students welfare and Aid fund               | Rs. 02/-                                  |
| (xi) Cultural activity fund                     | Rs. 20/-                                  |
| (xii) Computer and internet facility            | Rs. 20/-                                  |
| (xiii) University development fund              | Rs.250 (For APL)<br>Rs.100( For IRDP/BPL) |

## 4. MONTHLY CHARGES:-

(i) Amalgamated fund	Rs. 25/-
(ii) Building fund	Rs. 10/-
(iii) Sports fund	Rs. 20/-
(iv) Rover and rangers	Rs. 05/-
(v) Computer practical (Commerce and Math students)	Rs. 15/-
(vi) PTA Fund	Rs 600/ -

## 5. Himachal University Charges :

(i) Registration fee	Rs. 220/- H.P Board/ Rs.420 other than HP board
ii) University sports fee	Rs. 15/-
iii) Youth welfare fund	Rs. 15/-
iv) Holiday home fee	Rs. 01/-
(v) Continuation fee	Rs 10-(II & III year)

## 6. FINE

i) Absence fine (per period)	Rs. 01/-
ii) Absence fine (per practical)	Rs. 03/-
iv) Delay in returning Sports article	Rs. 01 per day
v) Delay in returning Library books	Rs. 01 per day Per book
vi) Absence in tutorial group/class test	Rs. 02 per tutorial group/class test
vii) Absence from House examination	Rs. 10/-per paper

Note: The rates of fee/funds are subject to changes as per the instructions of HP Govt./HP University from time to time. Errors and omission, if any, in this chart are subject to correction

## 10. Co-curricular Activities

Students of the college participate in various extra-curricular activities such as HPU Youth-Festival, Inter-College Cultural Programmes, HPU Inter-College Sports Championships and the schedule of such programmes is notified by the university from time to time and put on the college Notice board for information to students.

## 11. Identity Card

Every student shall be issued an identity card at the time of admission. It is mandatory for every student to possess his/her identity card with him /her failing which entry to college premises is prohibited/ not allowed. It is obligatory on every student to produce the identity card whenever demanded by the college authority. In the event of loss of identity card, students are advised to get duplicate card issued immediately on payment of rupees 20/-as fine, subject to production of copy of FIR regarding loss of I card. The students are directed to get their Identity cards signed well before the commencement of session.

## 12. SCHOLARSHIPS

The list of various Scholarship Schemes is available on **hp-epass portal**. The following scholarships are available to the students:-

- 1 Kalpana Chawala scholarship for girl students (As per HP Board of School Education Merit )
- 2 Post Matric scholarship scheme for SC/ ST and OBC students.
- 3 IRDP scholarship.
- 4 Dr Ambedkar post matric scholarship scheme for Economically weaker sections.
- 5 Sainik Welfare Scholarship.



**Note:**The dates for submitting online scholarship applications and eligibility criteria is notified by the Directorate of Higher Education time to time .

### 13. Administrative and Co-curricular Assignments

S.No	Name	Convener (Assistant/Associate Professor)	Members (Assistant/Associate Professor)
1	<b>Admission Committee (All Classes)</b> <b>i.First Committee: Receipt/Scrutiny of admission forms and preparation of merit list as per applicable roster/Intake/ up to date student's data record maintenance.</b>  <b>ii. Final Committee:-</b> Scrutiny/Confirmation/ display of merit list as per university schedule and Admission thereon and receipt of prescribed fee	Mr. Niraj Kumar          Ms. Neeru Thakur	Mr. Sulakashan Kumar Ms. Sonika Ms. Madhu Bala      Mr. Ashwani Sharma Mr Shashi Kumar Mr. Sunil Kumar(JOA)
2.	<b>College Advisory Committee</b>	Ms. Neeru Thakur	Mr. Ashwani Sharma Mr. Niraj Kumar Mr. Shashi Kumar Mr. Sulakshan Kumar
3.	<b>Grievance Redressal cell for Women</b>	Ms. Neeru Thakur	Ms.Sonika Ms. Madhu Bala Ms. Swarna Devi
4.	<b>Anti Ragging Committee/Cell</b>	Mr. Ashwani Sharma	Mr. Niraj Kumar Mr. Shashi Kumar Mr. Sulakshan Kumar Ms..Madhu Bala
5.	<b>Equal Opportunity Cell</b>	Ms Neeru Thakur	Mr. Sulakashan Kumar Mr. Sonika Ms Madhu Bala
6.	<b>Time Table Committee</b>	Mr. Ashwani Sharma	Mr. Niraj Kumar Mr. Shashi Kumar
7	<b>House Examination Committee</b>	Mr. Shashi Kumar	Mr. Sulkshan Kumar Ms. Sonika Ms. Madhu Bala
8.	<b>University Affairs Committee</b>	Mr. Ashwani Sharma	Mr. Niraj Kumar Mr. Shashi Kumar Ms. Sonika
9.	<b>Library Affairs Committee</b>	Ms. Neeru Thakur	Mr. Niraj Kumar Mr. Sulakshan Kumar Ms. Sonika Ms. Madhu Bala Ms. Shishna Kumari

			(Asstt. Librarian)
<b>10</b>	<b>Career Counseling/ Placement Cell &amp; Remedial coaching classes</b>	Ms. Neeru Thakur	Mr. Niraj Kumar Mr. Sulakshan Kumar Ms. Madhu Bala
<b>11</b>	<b>Purchase/Construction/Repair/ Renovation Committee</b>	Ms. Neeru Thakur	Mr. Niraj Kumar Mr. Shashi Kumar Mr. Sulakshan Kumar Ms. Sonika Mr. Sumer Nath, Supdt. Grade-11 (Member Secretary)
<b>12</b>	<b>Educational tour and Health care Committee</b>	Mr. Niraj Kumar	Mr. Shashi Kumar Mr. Sulakshan Kumar Ms. Sonika
<b>13</b>	<b>Tutorial Board</b>	Ms. Neeru Thakur (Sr Tutor cum Tutor Hindi)	Tutors Mr. Ashwani Sharma (English)  Mr. Niraj Kumar (Political Science)  Mr. Shashi Kumar (Commerce)  Mr. Sulakshan Kumar (History)  Ms. Sonika (Economics)
<b>14</b>	<b>CSCA Advisory Committee</b>	Ms. Neeru Thakur	Mr. Ashwani Sharma Mr. Niraj Kumar Mr. Shashi Kumar Mr. Sulakshan Kumar Ms. Sonika Ms. Madhu Bala
<b>15</b>	<b>Campus Beautification Committee</b>	Mr. Shashi Kumar	Mr. Sulakshan Kumar Ms. Sonika Ms. Madhu Bala Supporting Staff: Mr. Pritam Kumar Ms. Swarna Devi
<b>16</b>	<b>Bus Passes / College Parking Passes Committee</b>	Mr. Niraj Kumar	Mr. Shashi Kumar (Commerce) Mr. Sulakshan Kumar (Arts)
<b>17</b>	<b>Cultural Committee</b>	Ms. Neeru Thakur	Mr. Shashi Kumar Mr. Sulakshan Kumar Ms. Sonika Ms. Madhu Bala

18	<b>Sports Committee</b>	Mr. Ashwani Sharma	Mr.Niraj Kumar Mr. Sulkshan Kumar Ms. Sonika Ms. Madhu Bala
19	<b>Scholarship Committee</b>	Mr. Ashwani Sharma (Nodal Officer)	Mr. Niraj Kumar Mr. Shashi Kumar Ms. Sonika Ms Madhu Bala
20	<b>New Campus development Committee</b>	Mr Ashwani Sharma	Mr. Niraj Kumar Mr Shashi Kumar Mr Sulakashan Kumar Ms Sonika
21	<b>Discipline Committee</b>	Mr. Ashwani Sharma	Mr. Shashi Kumar Mr. Sulakshan Kumar Ms. Sonika Ms. Madhu Bala
22	<b>College Magazine (Yawankur)</b>	Ms. Neeru Thakur (Editor in Chief)	Mr. Ashwani Sharma (English Section) Mr. Niraj Kumar (Environment Section) Mr. Shashi Kumar (Commerce Section) Mr. Sulaskhan Kumar (Pahari) Ms. Sonika (Planning)
23	<b>Societies and Clubs</b> 1. Commerce and Management  ii) Social Sciences  iii) Literary	Mr. Shashi Kumar  Mr. Niraj Kumar  Ms. Neeru Thakur	Ms. Madhu Bala  Mr.Sulakshan Kumar Ms. Sonika  Mr. Ashwani Sharma
24	<b>Road Safety Club</b>	Mr. Shashi Kumar	
25	<b>Red Ribbon Club</b>	Ms. Sonika	
26	<b>Eco Club</b>	Prof Niraj Kumar	
27	<b>NSS (Proposed)</b>	Mr. Sulakshan Kumar	
28	<b>NCC (Proposed)</b>	Mr. Shashi Kumar	
29	<b>Public Information Officer (RTI)</b>	Ms. Neeru Thakur	Mr. Sumer Nath (Supdt.Grade-11.)
30	<b>Spoken English Training Course under Skill Development Allowance Scheme (The scheme is only for the final year students of B.A/B.Com/B.Sc Classes)</b>	Mr. Ashwani Sharma (Nodal Officer)	MrSunil Kumar (JOA.)
31	<b>Public Relation Officer</b>	Mr. Shashi Kumar	
32	<b>College Website Officer/In charge</b>	Mr Sunil Kumar JOA	
33	<b>College IT/Computer Lab cum Smart Class Room</b>	Mr. Shashi Kumar	Ms. Madhu Bala
34	<b>Rovers and Rangers</b>	Mr. Sulakshan	Ms Madhu Bala

		Kumar	
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#### **14. LEAVE RULES FOR STUDENTS**

Students are required to attend their classes regularly. The condition of 75% attendance of lectures in order to become eligible to appear in university examination is mandatory. However, students can be granted leave up to three days by tutor / subject (major) Teacher. Leave up to six days will be granted by senior tutor (On the behalf of Principal ). In special cases leave can be granted beyond six days and discretion lies with the Principal after recommendation from tutor and senior tutor.

(i) Name of the student who remains absent continuously for a period of ten days without any sanctioned leave shall be struck off from the college rolls.

(ii) . A student whose name has been struck off twice shall not be re-admitted in the session as per the university norms.

#### **15. CODE OF CONDUCT/DISCIPLINE**

Every student is required to maintain discipline in or outside the college campus. The following code of discipline is mandatory for the students to follow. Any act of indiscipline will invite disciplinary action as per rules.

i) Each student is required to possess his/her valid identity card and show it to the college authorities on demand. The students without identity cards may be asked to leave the college campus.

ii) Ragging of any kind is legally banned. Any student found indulged in ragging will be prosecuted and expelled from the college as per norms. Students are not allowed to use mobile phone in the college campus.

iii) Mobile phones are not allowed in the campus at all.

iv) Use of intoxicants including smoking, drinking, chewing tobacco, pan masala and drugs are totally banned in the college. Any infringement of the ban will invite disciplinary action in the form of fine, suspension and rustication from the college.

v) Bringing outsiders to the college campus by students will be considered as a violation of the conduct which is liable to disciplinary action as decided by the Disciplinary Committee. However the Parents/Guardian of a student may meet their wards with the permission of the Principal.

vi) Writing slogans on the walls, sticking bills of student's organization in the College Campus, putting private notice on the Notice Board without permission, writing obscene remarks on the black boards, walls or furniture of the college is strictly prohibited. Any student found indulging in these activities will be fined, suspended or expelled from the college.

vii) The code of discipline requires students to maintain the college property and any one causing damage to the college property, its furniture, electric tubes etc. will be required to pay for the damages caused as well as the special fine can also be imposed.

viii) Rioting, slogan shouting, eve-teasing, misbehavior with fellow students, teacher and non-teaching staff are considered serious act of indiscipline. The delinquents are liable to disciplinary action.

ix) Aimlessly loitering in the verandas/corridors in free period, sitting on the railing in front of the class rooms/Library area, attempts to disturb classes are viewed seriously. Any violation will entail disciplinary action.

x) Students are not allowed to take any chair/bench out of the class rooms for sitting in the verandas without permission of the college authorities.

xi) Students are required to take due care of college property while using. Any damage to college property shall be recovered from the students.

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

Parent Teacher Association constituted under H.P. Education code 2001 to ensure interaction between parents and teachers with a missionary zeal for the development of the college. Their main objectives are as follow.

- To establish relationship between the parents and teachers.
- To create a healthy educational environment in the college.
- To arrange discussion with the elder persons of the society from time to time and incorporate their suggestions for the improvement of the educational standard in the college.
- To suggest ways so that the students education is promoted.
- To make a collective effort to refine the conduct of the students and also to restrict the entry of anti-social elements in the college campus.
- To inform the parents/guardians if there is shortage of staff in the institution and make temporary arrangement of faculty to meet out the gap in the interest of students.
- To advice students to not to make any payment to the college authority without getting valid receipt from the office.

## **17. College Students Central association (CSCA)**

CSCA is elected according to the rules and regulations of H.P. University. Besides maintaining discipline in the college, the CSCA plays an important role in institution for creating and maintaining healthy educational environment. Association also provides an opportunity to students to inculcate quality of leadership and involvement in various co-curricular activities like organizing and participating in seminars, functions and other activities of the college.

## **18. Mandatory Induction cum Orientation Programme for Ist year students:-**

Every student admitted in UG programme is required to attend mandatory induction cum orientation programme as per schedule mentioned in the academic calendar of the college.

## **19.Ragging Ordinance 2009**

Extract of Himachal Pradesh Educational Institutions Prohibition of Ragging Ordinance 2009

2( c ) “**Ragging**” means any act, conduct or practice by which dominate power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

- I. Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
  - II. Violate the status, dignity and honor of such students; or
  - III. Expose students to ridicule and contempt and affect their self esteem; or
  - IV. Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- 3 (i) No person shall practice ragging in any form, within or outside the
- V. Students found indulging in ragging shall be expelled from the college.
  - VI. Raging in any form is a punishable offence.

### **Reservation of Seats:-**

Admission to courses shall be subject to the following conditions:

1. 15% and 7.5% seats shall be reserved for SC and ST candidates respectively, who have passed their qualifying examination from H.P. Board of School Education or any other school located within the territorial jurisdiction of H.P. of any other school board e.g. CBSE or ICSE etc.
2. The remaining 77.5% seats shall be filled as under:-
  - i) 25% of the seats for admission shall be open for all candidates irrespective of the institution from where they have passed their qualifying examination.
  - ii) 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from HP Board of School Education or any other school located within the territorial jurisdiction of HP or any other school boards e.g. CBSE or ICSE etc., subject to the following reservation:
    - a) 5% of the seats shall be reserved for outstanding sportsmen/women.
    - b) 5% of the seats shall be reserved for outstanding cultural activists.
    - c) 5% of the seats shall be reserved for differently abled students.

Note: Roaster of HPU shall be followed in respect of reservation and allotment of seat in UG CBCS annual system 2020-21.

**20 Academic Calendar- Shall be notified separately**



**Provisional Admission Form**

**B.A/B.Com.1<sup>st</sup>,2<sup>nd</sup>,& 3<sup>rd</sup> Year**

**SESSION 2020-21**

**GOVT. DEGREE COLLEGE JAWALI, KANGRA (H.P.)**

Sr.No-----

Mobile No of the student with Whatsapp .....

Mobile No of the father with Whatsapp .....

Course BA/B Com.....

Date of Submission of Form.....

Preference in Subjects for DSC	
1	Elective I.....
2	Elective II.....

Affix latest  
Passport size  
photo of Student

Roll No.....	Class.....
(To be filled by the office)	
1. Subjects allotted for B.A./B.Com	
1).....	II).....
III).....	IV).....

1. Name of the Student as per Matriculation certificate (in Capital letters)

in English.....

In Hindi .....

2. Father's Name as per Matriculation certificate  
(in English) .....  
(in Hindi) .....

3. Mother's Name as per Matriculation certificate  
(in English) .....  
(in Hindi) .....

4. Date of Birth As per Matriculation Certificate (in figures) .....  
(in words) .....

5. a) Category SC/ST/OBC/Gen. (Attach Valid Certificate for SC/ST/OBC ONLY) .....

b) Sub Category IRDP/ BPL (Attach valid Certificate) .....

c) Do you belong to Rural, Urban or Tribal area .....

6. Father's/Guardian's Name .....

Occupation ..... Income per annum.....

7. Permanent Address .....  
..... Pin Code .....

8. Correspondence Address .....  
..... Pin Code .....

9. Student's Bank name and Account No. ....  
IFSC code.....

10. Telephone/ Mobile No. linked with Bank Account (a) Self .....  
(b) Parents .....  
Email Address .....

11. Student's Aadhaar No. (UID) .....

12. Academic Record: Attach attested copies of all the relevant certificates:

Exam Passed	Session & Year	Board /University	Roll No.	School/College Where studied	Subjects studied	Division & Marks	% Marks (upto 2 decimal)	Stream
Matric								
10+2								
B.A/ B.Com 1 <sup>st</sup> Year								

13. Have you ever been disqualified by the board/University from appearing in an examination?

Yes/No .....

If yes give details with class, Roll No., Year of examination etc.....

14. Whether brother/sister is also a student of this college, if yes, name, class and Roll number

.....  
.....

### DECLARATION BY APPLICANT

- I will abide by the University/ College rules and regulations. I have gone through all the rules and regulations regarding ragging and discipline of the university/ College (given in the College Prospectus) and hereby solemnly affirm that I will not indulge in any ragging/ indiscipline activity and that if I am found guilty of such offences as are covered under these rules, the decision of the College authorities will be binding on me.
- I will be regular in my classes and will complete 75% of the lectures delivered, failing which will not be entitled to take University Examination.
- I will appear in the Mid Term and class Tests and fulfill all the conditions laid down by the University in this respect.



iv. I hereby promise not to take part in political activity of any kind as a student.

v. My admission will be provisional till approved by the University.

Signature of the Applicant.....

Name of the Applicant:.....

Date.....

### **DECLARATION BY PARENTS/ GAURDIAN**

I..... Father /Guardian of Mr. /Ms. ....  
Solemnly declare that my son /daughter/ward is seeking admission with my permission and I promise to pay all dues regularly and when demanded. He/She will not take part in any political, subversive or agitational activity. In case he/she is involved in any of the above activities, I shall abide by the action taken by the College authorities. I undertake the responsibility for the good behaviour of my ward and remain in touch with the Principal / Teachers regarding all these.

Signature of Father/ Guardian

Signature of the Applicant

(Before Admission Committee)

### **(FOR THE USE OF ADMISSION COMMITTEE)**

Certified that all the particulars mentioned in the form and other documents have been carefully checked and verified from the original certificates and found correct. The applicant has signed the admission form before me and is recommended/ not recommended for admission

Admission Committee I

Final Admission Committee

Member.1).....

Member 1).....

2) .....

2).....

3).....

3).....

Convener .....

Convener.....

**PRINCIPAL**

**(FOR OFFICE USE ONLY)**

Fee received vide Receipt No. .... Dated.....

**Signature of Fee Clerk**

### **College Library Rules:-**

**The college has a collection of about 400 books comprising text, reference and general knowledge books and subscribed to five daily newspapers and magazine for students. It is**

**compulsory to all students to come to the library with their identity-cards. This must be produced as and when it is demanded by the library staff or college teaching staff.**

- 1. No student shall be allowed without identity-card.**
- 2. Two books can be issued at a time to one students.**
- 3. Books will be issued for 15 days and it is mandatory for students to return the books with in 15th days. Rs/1.00 per day late fine shall be imposed for return of books beyond 15 days.**
- 4. Books are not transferable.**
- 5. Students should not bring Electronic instruments and any eatables inside the library.**
- 6. Students shall be responsible for safe keeping of borrowed books.**

### **ANTI-RAGGING UNDERTAKING BY PARENT/GUARDIAN**

Vide H.P. University Notification No. 4-39/2009-HPU (Acad)-dated 25<sup>th</sup> May, 2010 regarding curbing menace of ragging in Educational Institutions, the parent of the students are required of submit the affidavit at the time of admission containing undertaking as mentioned below:

I ..... Father / Mother / Guardian of ..... Seeking admission to the class .....ensure you that my son/daughter/ ward will not indulge in any act of ragging or indiscipline in the college campus/hostel/anywhere outside the college campus. In case of any such violation, strict disciplinary action may be taken against him/her as per the Ordinance issued H.P Govt. and I will not interfere in any way in the action taken against my son/daughter/ward.

I also undertake that my ward will not smoke, use tobacco products, alcohol or drugs in and around college campus.

Complete Address with Phone/Mobile Number

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Signature of Parent/Guardian.....

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Name of Parent/Guardian .....

### **GOVT. DEGREE COLLEGE JAWALI, KANGRA**

#### **PTA Membership Form**

**(Session 2019-20)**

**No.....**

1. Name of the member with age .....

2. Permanent Address with Tel. No. ....

.....

3. Address of work place with Tel. No. ....

.....

4. Details of the students/ward of the member.

Name ..... Father's Name ..... Class ..... Roll No. ....

5. Relationship with the student .....

(Note: Only the parent can become member. Parents means Father or Mother)

Signature of the member

(Parent)

### **Undertaking**

I ..... Father/Mother/Guardian of Ward Name  
..... tender this undertaking that I am the parent of the student  
whose detail is given above. I understand that in case of any wrong information, my membership  
shall be cancelled with immediate effect. I promise to abide by the rules and regulations of the  
Association as applicable from time to time. I also promise to attend all the meetings of PTA  
convened by the college authorities. My donations of the PTA are voluntary.

Dated.....

Place.....

Signature of the member

### **Recommendation of the PTA Secretary**

**Allowed/ Not Allowed**

Date.....

**Signature of PTA Secretary**

## **Post Card**

**Govt. Degree College, Jawali**

**P.T.A General House Meeting**

**Dear parent**

This is for your kind information that the General House Meeting of P.T.A for the Session 2019-20 will be held in the college campus on ..... At 11.00 a.m

The P.T.A Executive 2019-20 shall be elected in this general house.

You are requested to make it convenient to attend the meeting.

Best wishes

Dated.....

PRINCIPAL

Last Page





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Inside Front page



