

# PROSPECTUS

2023-24



**Rajkiya Kanya Mahavidyalaya, Shimla**

**College with Potential for Excellence**

NAAC accredited College

**ARTS   SCIENCE   COMMERCE   B.VOC.**

Phone : 0177 280 7959 | e-mail: [shimlarkmv@gmail.com](mailto:shimlarkmv@gmail.com) | [www.rkmvshimla.edu.in](http://www.rkmvshimla.edu.in)

### ADMISSION/REGULAR STUDY SCHEDULE

1. Submission of admission forms for the session 2023-24	30/06/23 to 08/07/2023	08 days
Display of 1 <sup>st</sup> Merit List	08/07/2023	
Fee to be deposited	10/07/2023	03 days
Display of 2 <sup>nd</sup> Merit List	12/07/2023	at 5 p.m.
Fee to be deposited	13/07/2023 to 14/07/2023	02 days
Orientation for First year students	15/07/2023 to 17/07/2023	02 days
Regular teaching	18/07/2023 onwards	

### VACATION SCHEDULE

2. Summer Vacation	05/06/2023 to 29/06/2023	25 days
Diwali Break	11/11/2023 to 15/11/2023	5 days
Winter Vacation	01/01/2024 to 04/02/2024	35 days
3. Examination	01/04/2024 to 23/05/2024	53 days

### NOTE

**\*Admission to all programmes of the college is online.**

**\*The admission form, complete in all respects, along with copies of documents to be uploaded, is to be submitted through the college website**

**[www.rkmvshimla.edu.in](http://www.rkmvshimla.edu.in).**





## Principal's Message

Rajkiya Kanya Mahavidyalaya (R.K.M.V.), Shimla has, over the years, become a torch bearer for other educational institutions in Himachal Pradesh by doggedly preserving and nourishing its proud legacy of maintaining the highest academic standards. Our teaching-learning process is constantly evolving and with the changing times, we aspire and successfully create 'sheroes' of the world.

You are blessed to find an opportunity to get education in one of the best colleges in the State. I firmly believe that R.K.M.V. is not a place where you learn, but a place where you grow, for it has been nurtured and benefited by the great celestial vision for girls. The College has the privilege of having a healthy, harmonious ambience and rich values, and provides opportunities to the students to acquire knowledge beyond the boundaries of books and lectures. We have a team of fabulous faculty members who display boundless energy and intense commitment which keeps the ethos of our College shining brightly.

The R.K.M.V. family WELCOMES all the students and wishes you all the best for scaling new heights in the years to come.

Dr. Ruchi Ramesh  
Principal

# RAJKIYA KANYA MAHAVIDYALAYA (R.K.M.V.)

## *A Brief Profile*

Rajkiya Kanya Mahavidyalaya (R.K.M.V.), Shimla was established in 1977 when the erstwhile RPCSDB was taken over by the state government. It is a historical and premier institute of higher learning duly accredited with grade B+ by NAAC and has also been awarded with Centre of Potential for Excellence status by the UGC. The college is an educational landmark of Himachal Pradesh which primarily aims at higher education of young women and offers undergraduate degree courses in Arts, Science, Commerce, Vocation and Computers. Since its inception in 1978 with the strength of 919 students, the college has been scaling great heights with student strength rising to more than three thousand in the session 2022-23. The job oriented self-financed courses especially B.C.A., B.Sc. (Honours) in Microbiology and Biotechnology, P.G.D.C.A. and Add-On courses are also being offered to the students to keep pace with the demands of the globalised world.

The college is well equipped with lecture halls, laboratories, computer labs, language lab, computerised library, auditorium, common room, gymnasium, dispensary and canteen. Apart from these, hostel facility is provided to tribal students in the Tribal Hostel and for general students in the Sainik Hostel on the basis of merit. Besides sports, the membership of many extension activities like NSS, NCC, Bharat Scouts and Guides, Eco Club, Red Cross, Road Safety Club and Rotary Club can also be opted for by the students as per their interest, to learn teamwork, discipline and a sense of responsibility. The college, with its commendable achievements, presents a series of orchestrated efforts on the academic and co-curricular fronts.

**Sandhya Sangeet Mahavidyalaya** which is affiliated to the prestigious Bhatkhande Sangeet Vidyapeeth, Lucknow, stands as the evening wing of the college. This popular evening center facilitates hobby classes in dance and music for general public, with minimum age of enrollment being six years. It also offers a graduate level course in classical dance and music for the students. The college is a ten-minute walk from the famous Ridge Maidan of Shimla and is also accessible by local transport plying on the circular road.

### OUR VISION

To transform young girls into well-integrated individuals through inclusive education, who can face challenges of life with courage and commitment for a successful life and devote themselves towards nation building with a sense of dedication, duty and respect for humanity.

### OUR MISSION

The college focuses on the holistic development of girls, motivating and moulding them into world citizens who would illumine the lives that they would touch.

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## **ACADEMIC TEAM**

### **Principal: Dr. Ruchi Ramesh**

#### **FACULTY OF ARTS/ HUMANITIES**

##### **Department of Applied Arts**

1. Mr. Jayanand (Asst. Prof.)

##### **Department of Dance**

1. Ms. Usha Sharma (Assoc. Prof.)

##### **Department of Economics**

1. Dr. Vikrant Thakur (Asst. Prof.)
2. Ms. Sandhya Kumari (Asst. Prof.)
3. Vacant

##### **Department of Education**

1. Dr. Tanendra Devi (Asst. Prof.)

##### **Department of English**

1. Dr. Reva Gupta (Assoc. Prof.)
2. Ms. Geeta Sharma (Assoc. Prof.)
3. Dr. Ritu Sharma (Asst. Prof.)
4. Dr. Poonam Verma (Asst. Prof.)
5. Dr. Raksha Kalta (Asst. Prof.)
6. Dr. Anshu Kaushal (Asst. Prof.)
7. Ms. Shradha Shandil (Asst. Prof.)

##### **Department of Geography**

1. Dr. Madan Lal Mankotia (Assoc. Prof.)
2. Ms. Rashika Sharma (Asst. Prof.)
3. Ms. Reenu Devi (Asst. Prof.)

##### **Department of Hindi**

1. Dr. Surinder Sharma (Assoc. Prof.)
2. Ms. Sangeeta Jhagta (Assoc. Prof.)
3. Dr. Nisha Chauhan (Asst. Prof.)
4. Dr. Santosh Thakur (Asst. Prof.)

##### **Department of History**

1. Dr. Anurita Saxena (Assoc. Prof.)
2. Ms. Nisha Kumari (Asst. Prof.)
3. Ms. Hem Lata (Asst. Prof.)

##### **Department of Journalism & Mass Communication**

1. Mr. Sudhir (Asst. Prof.)

##### **Department of Music (Instrumental)**

1. Dr. Anjali (Asst. Prof.)
2. Dr. Kalpna (Asst. Prof.)

##### **Department of Music (Vocal)**

1. Dr. Laxmi (Assoc. Prof.)
2. Dr. Sunita Sharma (Asst. Prof.)

##### **Department of Nutrition & Health Education**

1. Dr. Jyoti Pandey (Asst. Prof.)
2. Ms. Preeti Sood (Asst. Prof.)

##### **Department of Painting**

1. Dr. Bhader Singh (Asst. Prof.)

##### **Department of Philosophy**

1. Dr. Shobha Barahath (Assoc. Prof.)
2. Ms. Anita Kumari (Asst. Prof.)

##### **Department of Physical Education**

1. Mr. Vikrant Gautam (Asst. Prof.)

##### **Department of Political Science**

1. Dr. Saroj Bhardwaj (Assoc. Prof.)
2. Mr. Basant Lal (Asst. Prof.)
3. Mr. Devender Singh (Asst. Prof.)

##### **Department of Public Administration**

1. Dr. Pratima Kapoor (Assoc. Prof.)
2. Dr. I.D. Sharma (Assoc. Prof.)

##### **Department of Psychology**

1. Dr. Ishita Chauhan (Asst. Prof.)

##### **Department of Sanskrit**

1. Dr. Mohan Sharma (Asst. Prof.)

##### **Department of Sociology**

1. Ms. Anjali Chauhan (Assoc. Prof.)
2. Dr. Ruchi Ramesh (Assoc. Prof.)
3. Dr. Laxmi Sindhu (Assoc. Prof.)

##### **Department of Tourism & Travel Management**

1. Mr. Srikant Sharma (Asst. Prof.)

#### **FACULTY OF COMMERCE**

1. Mr. Pradeep Kumar (Assoc. Prof.)
2. Ms. Shivani Sood (Asst. Prof.)
3. Ms. Reeta Bhardwaj (Asst. Prof.)
4. Dr. Parul Beri (Asst. Prof.)
5. Ms. Harsha Kumari (Asst. Prof.)

#### **FACULTY OF SCIENCE**

##### **Department of Botany**

1. Dr. Anil Kumar Thakur (Assoc. Prof.)
2. Dr. Renu Rana (Assoc. Prof.)
3. Dr. Rajender Sangta (Asst. Prof.)

##### **Department of Chemistry**

1. Dr. Vandna Sharma (Assoc. Prof.)
2. Dr. Kanika Sharma (Assoc. Prof.)
3. Dr. Preeti Saluja (Asst. Prof.)
4. Sh. Anil Singh Negi (Asst. Prof.)

##### **Department of Computer Application**

1. Dr. Nishtha (Asst. Prof.)
2. Ms. Sheetal Charbathia (Asst. Prof.)

**Department of Mathematics**

1. Mr. Rajesh Chauhan (Assoc. Prof.)
2. Ms. Anita Rani (Assoc. Prof.)
3. Dr. Anjula (Asst. Prof.)

**Department of Physics**

1. Mr. Pradeep Malhotra (Asst. Prof.)  
- on study leave
2. Dr. Sushila Devi (Asst. Prof.)

**Department of Zoology**

1. Ms. K.S.M. Chauhan (Assoc. Prof.)
2. Mr. Rajesh Kumar Azad (Assoc. Prof.)
3. Ms. Kavita Dhiman (Asst. Prof.)

**Department of Environmental Science**

1. Dr. Meena Kumari (Asst. Prof.)

**Bursar**

1. Mr. Rajesh Chauhan (Assoc. Prof.)

**Library**

1. Ms. Poonam Bhardwaj (Librarian)
2. Ms. Sunita (Asst. Librarian)

**OFFICE STAFF**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. Mrs. Kiran Sood (Supdt. Gr- I)     | 21. Ms. Sundla Devi (Peon)        |
| 2. Mr. Prem Singh Negi (Supdt. Gr-II) | 22. Ms. Gulabo Devi (Peon)        |
| 3. Mr. Sanjeev Thakur (Clerk)         | 23. Mr. Pyar Chand (Peon)         |
| 4. Mr. Sunil Shyam (Clerk)            | 24. Ms. Molma Devi (Peon)         |
| 5. Mr. Mohan Lal (J.O.A.) IT          | 25. Mr. Chet Ram (Peon)           |
| 6. Mr. Patel Chand (S.L.A.)           | 26. Mr. Dharmender                |
| 7. Mr. Roshan Lal (J.L.A.)            | 27. Mr. Yogender Singh (L.A.)     |
| 8. Sh. Prem Prakash (J. L. A.)        | 28. Mr. Harish Dhami (L.A.) BCA   |
| 9. Mr. Sunil Kumar (J.L.A.)           | 29. Ms. Poonam Thakur (Clerk) BCA |
| 10. Mr. Krishan Singh (J.L.A.)        | 30. Ms. Rama Manta (Clerk ) MTS   |
| 11. Mr. Sundar Singh (L.A.)           | 31. Mr. Sohan Lal (Chowkidar)     |
| 12. Mr. Hira Singh (L.A.)             | 32. Mr. Ishwar (Mali)             |
| 13. Mr. Mukul Kumar (L.A.)            | 33. Mr. Jagdish (Peon) BCA        |
| 14. Ms. Sumitra (L.A.)                | 34. Mr. Veer Chand ( Field Boy)   |
| 15. Mr. SatyaPrakash (L.A.)           | 35. Mr. Sunny (Sweeper)           |
| 16. Mr. Ganga Ram (L.A.)              | 36. Ms. Salendra (Sweeper)        |
| 17. Ms. Asha Devi (L.A.)              | 37. Ms. Geeta Devi (Sweeper)      |
| 18. Mr. Gulab Singh (Chowkidar)       | 38. Ms. Yachana (Sweeper) BCA     |
| 19. Mr. Prem Chand (Peon)             | 39. Ms. Ranjana (Sweeper)         |
| 20. Mr. Subhash Chand (Peon)          |                                   |

## ADMISSION COMMITTEES FOR THE SESSION 2023-24

Dean Admissions	Faculty/Class
1. Ms. Anjali Chauhan	B.A. III year
2. Dr. SarojBhardwaj	B.A. II year
3. Dr. PratimaKapoor	B.A. II year
4. Dr. M. L. Mankotia	B.A. I year
5. Dr. I. D. Sharma	B.A. I year
6. Dr. Anil Kumar Thakur	B.Sc. (I, II &III year)
7. Mr. Pradeep Thakur	B. Com. (I, II &III year)

### ADMISSION COMMITTEES

B.A. I year (Committee I)	B.A. I year (Committee II)	B.A. I year (Committee III)
1. <b>Ms. Geeta Sharma</b>	1. <b>Ms. Sangeeta Jhagta</b>	1. <b>Mr. Rajesh Chauhan</b>
2. Dr. Tanendra Devi	2. Mr. Vikrant Gautam	2. Dr. Nishtha
3. Ms. Nisha Kumari	3. Mr. Jayanand	3. Dr. Jyoti Pandey
4. Ms. Hem Lata	4. Mr. Srikant Sharma	4. Mr. Sudhir
5. Mr. Basant Lal	5. Dr. Santosh Kumar Thakur	5. Ms. Reenu Devi
6. Mr. Devender Singh	6. Ms. Preeti Sood	6. Dr. Kalpna
7. Ms. Anita Kumari	7. Dr. Meena Kumari	7. Dr. Nisha Chauhan

B.A. II year	B.A. III year
1. <b>Dr. Laxmi</b>	1. <b>Dr. Reva Gupta</b>
2. Ms. Anita Rani Saroch	2. Dr. AnuritaSaxena
3. Dr. Anjali Sharma	3. Ms. Usha Sharma
4. Dr. Poonam Verma	4. Dr. Ritu Sharma
5. Dr. Raksha Kalta	5. Dr. Anshu Kaushal
6. Dr. Mohan Sharma	6. Ms. Rashika Sharma
7. Dr. Ishita Chauhan	

B. Com. I year	B. Com. II & III year
1. <b>Dr. Shivani Sood</b>	1. <b>Dr. Vikrant Thakur</b>
2. Ms. Sandhya Kumari	2. Ms. Reeta Bhardwaj
3. Ms. Shradha Shandil	3. Dr. Parul Beri
4. Ms. Harsha Kumari	

B.Sc. I year	B.Sc. II year	B. Sc.III year
1. <b>Dr. Vandna Sharma</b>	1. <b>Ms. K.S. M. Chauhan</b>	1. <b>Dr. Renu Rana</b>
2. Mr. Rajesh Kumar Azad	2. Dr. Kanika Sharma	2. Dr. Anjula
3. Dr. Rajender Sangta	3. Dr. Sushila Devi	3. Mr. Pradeep Malhotra
4. Dr. Preeti Saluja	4. Ms. Sheetal Charbathia	4. Ms. Kavita Dhiman
5. Mr. Anil Kumar		

Evening Classes: Ms. Usha Sharma



## ADMISSION PROCEDURE AND CRITERIA

### (B.A./B.Sc./B.Com. I Year)

#### Guidelines and General Instructions:

1. The candidates seeking admission to the above classes should apply **online**. The form, complete in all respects, is to be filled in by the candidate and copies of the documents uploaded along with must be submitted through the college website **www.rkmvshimla.edu.in**.
2. A student applying for admission in B.A. I year is advised to give **four** subjects/courses of her choice, choosing at least one course from each group (page 14). But the allotment of courses (DSC-1 & DSC-2) to the student will be purely on merit basis.
3. Subject wise merit list will be displayed on the college website and the college notice board on the scheduled dates.
4. The admission forms of the candidates appearing in the merit list will be scrutinized **online** by the concerned Admission Committee.
5. The admission form recommended by the Admission Committee and approved by the Principal entitles a student to deposit the prescribed fee within the stipulated period.
6. A candidate who fails to deposit the fee/dues by the prescribed date and time shall forfeit her right to admission and the seat shall be offered to the next student in the merit list for which the notices will be displayed on the official website, accordingly. In no case shall the third merit list be issued.
7. In case of tie in selection, the candidate older in age shall be given weightage.
8. Roster for reservation of seats in various categories shall be as per rules of H.P. University, Shimla.
9. Incomplete admission forms and those without copies of uploaded documents will **not** be entertained.
10. No admission, whatsoever, shall be made after the due date.
11. All admissions will be as per admission schedule notified by H.P. University from time to time.
12. A candidate who intends to seek admission in the hostel shall apply **online**. The schedule for hostel admission will be notified on the notice board and official website.

#### Documents and Certificates Required to be Uploaded while Applying for Admission

1. Passport size photograph
2. Copy of **Matriculation** certificate
3. Copy of **10+2** certificate
4. Copy of **original Character certificate** from the Head of the Institution last attended or character certificate issued by a Gazetted Officer in case of a private candidate. The character certificate should not be older than 6 months on the day of admission.
5. Copy of certificate issued by competent authority for availing benefit of **reservation** in the category concerned.
6. Copy of **Bonafide Himachali Certificate** for the exemption of Tuition Fee.
7. A documentary evidence/declaration as the proof of activities for the **period of gap** in the academic career.
8. An **equivalence eligibility certificate** from H.P. Board/University for the candidates who have passed +2 from a Board other than H.P. Board of School Education/I.C.S.E./C.B.S.E.
9. Copy of **original Migration certificate** for the candidates who have passed from Board /University other than the H.P. Board of School Education /H.P. University.
10. Copy of **Aadhar** card.

**Note:** Admission without any of the above-mentioned documents shall be purely provisional and at the candidate's own risk. The candidate must produce all her original certificates for verification when demanded by the Admission Committee/college office on the dates displayed on the notice board and the college website.

The students of B.A./ B.Sc./B.Com. II must choose the SEC courses from one of the DSC-1 and DSC-2 courses opted by them in first year.

## ELIGIBILITY FOR ADMISSION

- i. **B.A. Pass Course:** The students who have passed +2 examination or an examination equivalent thereto, accepted as equivalent thereto, by various bodies of H.P. University with 33% marks (including English). The students opting for Mathematics as one of the subjects of study must have 45% marks in aggregate or 45% marks in Mathematics at +2 level. However, a student who has passed qualifying examination in Arts stream will be given preference in B.A. programme.
- ii. **B.Sc. Pass Course:** +2 examination or an examination equivalent thereto, accepted as equivalent thereto, by various bodies of H.P. University with pass marks in five subjects (three Science subjects & one English) with 45% marks. The students seeking admission in B.Sc. I year (Non-Medical) have the option to choose either Chemistry or Computer Science as one of the Discipline Specific Courses for study.
- iii. **B.Com. Pass Course:** The minimum eligibility condition for a student to get admission in B.Com. is 33% marks in +2 examination. However, a student who has passed qualifying examination in Commerce stream will be given preference in the Commerce programme. The candidates opting for Commerce from other streams must have passed Mathematics/Economics as compulsory subjects at +2 level with a minimum of 45% marks.
- iv. A student who has passed Shastri, Prak Shastri from a Sanskrit College affiliated to H.P. University or Rastriya Sanskrit Sansthan (Deemed University) under MHRD, Govt. of India, shall be eligible for admission to Arts stream only, provided the candidate has passed Prak Shastri or Shastri with English as one of the subjects.
- v. Vocational subjects under National Vocational Education Qualification Framework (NVEQF) shall be given weightage equivalent to any other general education subject.
- vi. All the admissions in B.A./B.Sc./B.Com. programme will be made on the merit of +2 examination, taking into consideration the best five subjects including English as one of the subjects.
- vii. **The students placed under compartment or failed in +2 examination are not eligible for admission in the college.**
- viii. Admission against quota meant for outstanding sportswomen and outstanding students in cultural activities shall be made only once in the beginning of the session. These students must also qualify the minimum eligibility conditions for admission in that course as provided under rules.
- ix. Only those students will be considered for Sports quota who have participated in the District/State/National Level Tournaments.
- x. Only those students who have secured 1st, 2nd or 3rd position in District/State/National Level in cultural events will be considered for the quota meant for outstanding students in cultural activities.
- xi. It will be mandatory for the students admitted against Sports and Cultural quotas to participate in sports/cultural events.
- xii. **Original certificates will have to be produced when demanded by the college authority. The dates for the same will be displayed on the college website and notice board.**
- xiii. The roster for reservation of seats for various categories shall be as per H.P. University, Shimla.

## Upper Age Limit

- i). An applicant must not be more than 23 years of age (25 years in case of girl students) as on July 1, 2023. A relaxation of 3 years is applicable to candidates belonging to SC/ST category.
- ii). The Vice-Chancellor, H.P.U. may, in exceptional cases/circumstances, to be recorded in writing, give relaxation in age up to a maximum of 6 months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by the Principal and a consolidated list of all such cases will be sent for approval of the Vice-Chancellor by 31<sup>st</sup> October of every academic year.
- iii). Relaxation in upper age limit is also admissible to physically challenged candidates.

**Note:** All admissions made by the college are provisional till regularized by H.P. University.

### RESERVATION OF SEATS FOR ADMISSION IN VARIOUS COURSES

The college follows the reservation policy of H. P. Government and H. P. University in admissions. The following reservations are available, which are filled according to the reservation roster devised by H. P. University:

Scheduled Caste (SC)	15%
Scheduled Tribe (ST)	7.5%
Sports (SP)	5%
Cultural Activities (CUL)	5%
Persons with Disability (PC)	5%
Economically Weaker Section (EWS)	10%

These reservations will be applicable to those who have passed their qualifying examination from H. P. Board of School Education or from any other schools located within the territorial jurisdiction of Himachal Pradesh or bonafide resident of Himachal Pradesh. Seats under Sports and Cultural quotas will be allotted to those students who have participated in events recognised by H. P. U. Sports and Co- Curricular Council. The final decision to allot seats in these quotas will be with the respective committees constituted for the same. For reservation, the following roster will be followed:

#### ROSTER (120 POINT) TO BE FOLLOWED FOR ADMISSION

The admission will be made purely on merit subject to the number of seats available and the reservation as per H.P. University rules/roster.

1	EWS	21	PC	41	ST	61	CUL	81	CUL	101	
2		22	EWS	42	PC	62	PC	82	PC	102	
3		23		43	EWS	63		83		103	
4		24		44		64	EWS	84		104	
5		25		45		65	SC	85	SC	105	EWS
6		26	SC	46	SC	66		86		106	SC
7	SC	27	ST	47		67	ST	87		107	ST
8		28		48		68		88	EWS	108	
9		29		49		69		89		109	
10		30		50		70		90		110	
11	EWS	31		51		71		91	SC	111	
12	SC	32	EWS	52	SC	72	SC	92		112	
13	ST	33	SC	53	ST	73		93	ST	113	SC
14		34		54	EWS	74		94		114	
15		35		55		75	EWS	95	115	EWS	
16		36		56		76		96	EWS	116	PC
17		37		57		77		97	SC	117	SP
18	SC	38	CUL	58		78	SC	98	CUL	118	CUL
19	SP	39	SC	59	SC	79	SP	99	SP	119	SC
20	CUL	40	SP	60	SP	80	ST	100	PC	120	ST

- Note:** ➤ 05 seats for B.A., 02 for B.Sc. (01 each for Life Sciences and Physical Sciences), 01 for B.Com. and 02 for B.Voc. are reserved over and above the allotted seats for single girl child.
- The candidates applying for sports and Cultural quotas should deposit the hard copy of the admission form alongwith the supporting documents on or before 6<sup>th</sup> July, 2023 in Department of Physical Education



## CHOICE BASED CREDIT SYSTEM (CBCS)

From the academic session 2016-17, H.P. University has adopted the UGC framework of curriculum under CBCS to ensure uniformity in the standards of higher education and to provide the students quality education at par with the best in India. The CBCS provides an opportunity for the students to choose subjects from the prescribed courses comprising Core, Elective and Skill based. In this system the courses are evaluated following a grading system, which is considered to be better than the conventional marking system. The uniform grading system in the entire higher education sector in India will benefit the students to move across institutions both within India and outside. 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 students' performance in examinations, the U.G.C. has formulated the following guidelines to be followed:

### Outline of Choice Based Credit System

The U.G. programme under CBCS in a college affiliated to H.P. University will comprise of the following categories of courses:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as Core Course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialised 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.
  - 2.1 **Discipline Specific Elective (DSE) Course:** Elective Course offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institution may also offer discipline related Elective Courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - 2.2 **Dissertation/Project:** An elective course is designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. A candidate studies such a course on her own with an advisory support by a teacher/faculty member which is called a dissertation/project. A Project Work/ Dissertation would be of 6 credits which may be given in lieu of a Discipline Specific Elective paper.
  - 2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject with an intention to seek exposure is called a Generic Elective course.
3. **Ability Enhancement Courses (AEC):** Ability Enhancement Courses are of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
  - 3.1 **Ability Enhancement Compulsory Courses (AECC):** AECC courses include - (1) Environmental Science, English Communication /Modern Indian Languages (MIL) Communication. These are mandatory for all disciplines.
  - 3.2 **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

### Courses Available under UGC-CBCS

#### (B.A./B.Sc./B. Com.) I Year

#### Bachelor Core Courses/Subjects of study under UGC-CBCS system

STREAM	COURSES	TOTAL SEATS AVAILABLE (DSC1+DSC2)
SCIENCE	<b>Non-Medical</b> - Physics, Mathematics, Chemistry, Computer Application	200
	<b>Medical</b> -Botany, Zoology and Chemistry	200
COMMERCE	Courses prescribed for B.Com. Degree by H.P. University	260
ARTS/ HUMANITIES	Political Science	260
	History	260
	Sociology	260
	Geography	260
	Economics	260
	Public Administration	140
	Hindi	140
	English	140
	Physical Education	80
	Mathematics	80
	Philosophy	80
	Psychology	80
	Sanskrit	80
	Tourism & Travel Management	80
	Education	80
	Journalism & Mass Communication	80
	Music (V&I)	80
	Nutrition & Health Education	80
	Dance	40
	Painting	40
	Commercial Art	40

#### CHOICE OF CORE COURSES (DSC-1 & DSC-2) IN B.A. I YEAR

<b>Group 1</b>	English/Hindi/Sanskrit/Economics
<b>Group 2</b>	Political Science/ Public Administration/ Journalism & Mass Communication
<b>Group 3</b>	History/Sociology/Philosophy/ Tourism & Travel Management/Education/Mathematics
<b>Group 4</b>	Geography/Physical Education/ Music (Vocal)/ Music (Instrumental)/ Dance/Painting/ Commercial Art/ Nutrition & Health Education/Psychology

- A candidate will have to list 4 subjects/courses of her choice, choosing at least one from each group given above.
- Out of the 4 courses listed/chosen by the candidate DSC-1 & DSC-2 will be allotted to the candidate, purely on merit basis.
- Choosing of subjects/courses by a candidate does not guarantee admission to a particular course. Admission of a student in a course will be **merit based only**.
- A candidate **cannot** opt for 2 practical subjects as DSC -1 and DSC -2.

## ADMISSIONS AND COURSE GUIDELINES- B.A./B.Sc./B.Com II & III YEAR

- Admission to the above classes is open on Roll- on basis. In Roll-on system, the students who have studied in I and II year in the previous session are allowed to take **provisional** admission in the next class i.e. in II and III year respectively, without waiting for the final result of the previous year.
- However, these students will have to fulfill all the formalities laid down by the college authorities like filling up of the online admission form and depositing the prescribed fee within the stipulated date and time. Admission schedule as notified by H.P. University will be displayed on the notice board and official website of the college.
- DSC-1 and DSC-II subjects, once chosen/allotted in B.A. I and B.Sc. I year **cannot** be changed in II or III year of B.A./ B.Sc.
- The students getting admission in II year will have to study two Skill Enhancement Courses (SEC-1 & SEC-2) in the DSC-1 or DSC- 2 subjects/disciplines of their choice studied in first year, in addition to the courses DSC-1, DSC-2, Compulsory English/MIL in B.A./B.Com. and DSC-1, DSC-2, DSC-3 in B.Sc.
- SEC/ AECC in II and III years will be from DSC-1 or DSC-2 subject allotted in first year.
- The students seeking admission in B.A./B.Com. III year will study the Discipline Specific Elective (DSE-1, DSE-2) courses in the subjects/disciplines studied earlier, SEC-3 and SEC-4 in the subject of their first choice studied and two courses of Generic Elective (GE-1 & GE-2) in an unrelated subject/discipline.
- The students in B.Sc. III year will have to study the DSE-1, DSE-2, DSE-3 courses in the subjects/ disciplines selected earlier and SEC-3, SEC-4 in the subject of their first choice studied.
- Generic subject in B.A. III year will be any subject other than the DSC-1 and DSC-2 (Generic subjects will be allotted by the college).

**Note: \* A candidate who fails to fill the online admission form and deposit the prescribed fee within stipulated period in Roll-on System will not be allowed to attend the classes and appear in annual examinations.**

**\*All the candidates are directed to strictly adhere to the timeline prescribed by the H. P. University.**

## SCHEME OF COURSES

### B.A. PROGRAMME

Table-1

Year	Discipline Specific Course (DSC) -12 courses	Core Courses Compulsory Courses (Compulsory for all)	Ability Enhancement Compulsory Course (AECC)-2 courses (Compulsory for all)	Skill Enhancement Course (SEC)- 4 courses	Discipline Specific Elective (DSE)- 4 courses	Generic Elective (GE)-2 courses
First Year	DSC 1A=6 Credit DSC 1B=6 Credit DSC 2A=6 Credit DSC 2B=6 Credit 24 Credit	Eng.-1=6 Credit SKT/Hindi 1=6 Credit (one out of three) 12 Credit	Environmental Science=4 Credit Hindi/Eng./Skt.=4 Credit 8 Credit	Nil	Nil  Total Credits=44	Nil
Second Year	DSC 1C=6 Credit DSC 1D =6 Credit DSC 2C=6Credit DSC 2D=6Credit 24 Credit	Eng.-2=6 Credit SKT/Hindi-2=6 Credit 12 Credit	Nil	SEC-1=4 Credit SEC-2=4 Credit  8 Credit	Total Credits=44	
Third Year	Nil		Nil	SEC-3=4 Credit SEC-4=4 Credit  8 Credit	DSE 1A=6 DSE 1B=6 Credit DSE 2A=6 Credit DSE 2B=6 Credit 24 Credit Total Credits=44	GE 1=6 Credit GE 2=6 Credit  12 Credit

**Total Credits in B.A. Three Year Degree Course 44x3=132**



## SCHEME OF COURSES

### B.Sc. MEDICAL/ NON-MEDICAL PROGRAMME

**B.Sc. Medical (Life-Sciences): Chemistry, Zoology and Botany**

**B.Sc. Non-Medical (Physical Sciences): Mathematics, Physics and Chemistry/Computer Application**

**Table-2**

Year	Discipline Specific Course (DSC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course (SEC)-4	Discipline Specific Elective (DSE)-6	Total Credits
<b>I</b>	DSC-1A=6 Credit DSC-1B=6 Credit DSC-2A=6 Credit DSC-2B=6 Credit DSC-3A=6 Credit DSC-3B=6 Credit 36 Credit	Environmental Science= 4 Credit Hindi/Eng./Skt.=4 Credit (One out of Three) 8 Credit	NIL     8 Credit	NIL     NIL	44
<b>II</b>	DSC-1C=6 Credit DSC-1D=6 Credit DSC-2C=6 Credit DSC-2D=6 Credit DSC-3C=6 Credit DSC-3D=6 Credit 36 Credit	NIL	SEC-1=4Credit SEC-2=4 Credit    8 Credit	NIL	44
<b>III</b>	NIL	NIL	SEC-3=4 Credit SEC-4=4 Credit    8 Credit	DSE-1A=6 Credit DSE-1B=6 Credit DSE-2A=6 Credit DSE-2B=6 Credit DSE-3A=6 Credit DSE-3B=6 Credit Credit=36	44

**Total Credits in B.Sc. Three Year Degree Course 44x3=132**

## SCHEME OF COURSES

### B.COM. PROGRAMME

**Table 3**

Basic Structure: Distribution of Courses			
<b>1.</b>	<b>Ability-Enhancement Compulsory Course (AECC)</b>	2 Papers of 4 Credits each (Total Credit Hrs. 4X2)	8
<b>2.</b>	<b>Skill-Enhancement Elective Course (SEC)</b>	4 Papers of 4 Credits each (Total Credit Hrs. 4X4)	16
<b>3.</b>	<b>Core Course</b>	12 Papers of 6 Credits each (Total Credit Hrs. 12X6) (5 Lectures and 1 Tutorial)	72
<b>4.</b>	<b>Discipline Specific Elective (DSE)</b>	4 Papers of 6 Credits each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	24
<b>5.</b>	<b>Generic Elective (GE)</b>	2 Papers of 6 Credit each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	12
	<b>Total Credit Hours</b>		132

## B. Com. Three-Year (Annual) CBCS Programme Structure

Table 4

Course No.	Course Title	Course Type
	<b>Year-I</b>	
	Environmental Science	Ability-Enhancement Compulsory Course (AECC)-1
BC 1.1	Financial Accounting	Core Course C-1
BC 1.2	Business Organization and Management	Core Course C-2
	English-1 Core English (Compulsory for BA/B.Com)	Core Course C-3
	Language: English/Hindi/Modern Indian Language	Ability-Enhancement Compulsory Course (AECC)-2
BC 1.3	Business Law	Core Course C-4
BC 1.4	Business Statistics and Mathematics	Core Course C-5
	Hindi-1/Modern Indian Language	Core Course C-6
	<b>Year II</b>	
BC 2.1	Company Law	Core Course C-7
BC 2.2	Income Tax Law and Practice	Core Course C-8
	English-II	Core Course C-9
BC 2.3	Computer Applications in Business	Skill-Enhancement Elective Course (SEC)-1
HIND400	Hindi -II	Core Course C-10
BC 2.4	Corporate Accounting	Core Course C-11
BC 2.5	Cost Accounting	Core Course C-12
BC 2.6	E-Commerce	Skill-Enhancement Elective Course (SEC)-2
	<b>Year III</b>	
BC 3.1	Any one of the following (a) Human Resource Management (b) Principles of Marketing (c) Fundamentals of Financial Management	Discipline Specific Elective (DSE)-1
BC 3.2	Any one of the following (a) Corporate Governance and Auditing (b) (GST)	Discipline Specific Elective (DSE)-2
BC 3.3	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-3
ECONA313	Economy of Himachal Pradesh	Generic Elective (GE)-1
BC 3.5	Any one of the following (a) Corporate Tax Planning (b) Banking and Insurance (c) Management Accounting (d) Computerized Accounting System	Discipline Specific Elective (DSE)-3
BC 3.6	Any one of the following (a) International Business (b) Office Management and Secretarial Practice (c) Fundamentals of Investment (d) Consumer Protection	Discipline Specific Elective (DSE)-4
BC 3.7	Personal Selling and Salesmanship	Skill-Enhancement Elective Course (SEC)-4
ECONA314	Indian Economy	Generic Elective (GE)-2

## GUIDELINES AND CONDITIONS FOR OBTAINING DEGREE

- A candidate has to earn 132 credits for pass course degree in B.A./B.Sc./B.Com. programme.
- An undergraduate degree in Humanities/Social Sciences/Commerce disciplines 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) and 2 papers each from a list of Discipline Specific Elective based on 2 disciplines of choice selected above, respectively and 2 papers from the list of Generic Elective papers (See Table 1).
- An undergraduate degree in Science discipline may be awarded if a student completes 4 (DSC) Core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 Discipline Specific Elective (DSE) courses each in three discipline of choice (See Table 2).
- Every student shall be required to undergo a regular course of study i.e., attendance in lectures, tutorials, seminars, practical etc., in order to be eligible to appear for University examination. A candidate should attain 75% attendance in each of the concerned courses in Theory and Practical, separately.
- Internal Assessment/Continuous Comprehensive Assessment (CCA) and Annual Examination will be as per HPU guidelines.
- In Annual System the minimum qualifying marks is 40% in aggregate. However, to score 35% marks in each CCA and Final Examination (separately) will be compulsory. For practicals, 40% passing marks will be mandatory.
- A candidate failing either in one or two subjects/papers in annual examination will be placed under compartment in those subjects/papers. Such students will have only two chances, one at supplementary stage and another at the annual stage, to clear the compartment.
- A candidate failing in three or more subjects/papers will be treated as **FAIL**, in that year and will have to repeat the entire year.
- The results will be declared as per grading system and the students will have to complete the degree within 5 years.

**Note:** The above guidelines/conditions may vary as per the latest notification by the H.P. University.

## EVALUATION SYSTEM

As per H.P. University guidelines, the marks scheme for all undergraduate courses in annual system for B.A./B.Com programme will be in the ratio of 70:30 i.e., 70 marks for theory (annual examination) and 30 marks for Continuous Comprehensive Assessment (CCA)/Internal Assessment (IA). For all the courses of B.Sc. programme, the ratio will be 50:20:30 i.e., 50 marks for theory (annual examination), 20 marks for practical (annual examination) and 30 marks for CCA/IA respectively.

The 30% marks of CCA will be determined by the concerned teacher on the basis of the following components:

1. House Test=10 marks
2. Term Test/Class Test=5 marks
3. Assignments/Seminars=10 marks
4. Class Room Attendance=5 marks

**Class room attendance will be defined as follows:**

- >75% but <80%=1 mark.
- >80% but <85% =2marks
- >85% but <90%=3 marks
- >90% but <95%=4 marks
- >95%=5 marks

**Note:** Term tests will be conducted by the teacher on the completion of 40% of the syllabi and House Test on the completion of 75% of the syllabi.

**MID- TERM TESTS**

- One Mid- Term Test of 10 marks in each course will be conducted in the academic year.
- It is mandatory for every student to appear in the Mid- Term Test and the marks obtained shall contribute to the total CCA of 30%.
- As per University guidelines, the students who do not get 35% marks in CCA and fail to have minimum 75% class room attendance will not be allowed to appear in annual examination.

**Bachelor of Vocation (B.Voc.) Degree Programme**

About the Course

The college offers the following two NSQF (National Skill Qualification Framework) UGC approved 3-year **regular degree** programmes under semester system for vocational studies as mentioned below:

B.Voc. in Retail Management - 40 Seats

B.Voc. in Hospitality & Tourism - 40 Seats

**About the Bachelor of Vocation (B.Voc.) Degree Programme**

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education programme as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) degree. This degree programme is unique as it offers the provision of multiple entry and exit at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience.

**Objectives**

- To provide multiple entry and exit options at various levels through programme design in conformation to the skill eco system.
- To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS (National Occupational Standards).
- To empower the youth by leading them to employment and income generating opportunities.
- To provide judicious mix of skills relating to a profession and appropriate content of general education.
- To provide flexibility to the students by means of pre-defined entry and multiple exit levels.
- To integrate skill based NSQF vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates, apart from meeting the needs of local and national industry, are also expected to be competent to become part of the global workforce.



### Course Structure

The B. Voc. programme is designed with the provision for multiple exit levels. All the candidates enrolled for diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advance diploma level courses leading to B. Voc. degree. The following table provides a snapshot of the various certificates and their duration:

NSQF	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/ Award
1	18	12	30	One Semester	Certificate
2	36	24	60	Two Semesters	Diploma
3	72	48	120	Four Semesters	Advanced Diploma
4	108	72	180	Six Semesters	B. Voc. Degree

### Multiple Entry and Exit Options

- After the completion of Semester I, the candidate will get a Certificate, and she may go for a job or continue studying.
- The candidate may rejoin Semester II. After the completion of Semester II, the candidate will get a Diploma, and she may go for a job or continue studying.
- The candidate may rejoin Semester III. After the completion of Semesters III and IV, the candidate will get an Advanced Diploma, and she may go for a job or continue studying.
- The candidate may rejoin Semester V. After the completion of Semesters V and VI, the candidate will be awarded a B.Voc. degree, and she may go for a job or become an entrepreneur, or continue studying for the M. Voc. Degree (NSQF Level 8 onwards) and can register for a Ph.D. Degree (NSQF Level 10) after it, in Vocational studies, or can take admission in any other Masters' programme after completion of the required Bridge course, or appear in any competitive exam conducted by State Public Service Commission and Union Public Service Commission.

### Internship Programme

- Internship for 6 weeks after the completion of each year is an integral/essential component of B. Voc. degree.
- The Internship shall also carry credits to be added in the final evaluation of skill components.
- HPKVN (Himachal Pradesh Kaushal Vikas Nigam) is fully sponsoring the internship apart from facilitating the skill component (60 %) of this programme along with courseware for whole of the programme.
- Candidates enrolled for this programme are entitled for 'Kaushal Vikas Bhatta' as per state government policy.

### Eligibility Conditions

Admission to the B.Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.

- The eligibility criteria for admission to the B.Voc. Degree programme shall be 10+2 in all 28 streams from a recognized board; 10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 55% marks in aggregate, OR any examination of a University/Board/College or School in a foreign

country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 55% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of Centre of Excellence. Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DD No. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.

- Maximum age limit for admission to B. Voc. courses is 25 years for SC/ST category and 25 years for girl candidates, as on July 1, 2023. The Vice-Chancellor may permit age relaxation as per norms.
- Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government. Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 50% marks in aggregate at 10+2 level. Compartment students shall **not be allowed admission** in the B.Voc. programmes.
- A candidate cannot pursue two full time undergraduate courses simultaneously.
- The University reserves the right to cancel any admission at any stage.
- In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice Chancellor, Himachal Pradesh University, Shimla, shall be final.
- All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

### Mode of Selection

Admission to the B. Voc. degree programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on merit basis in the qualifying examination (10+2 etc.) . There are three categories of candidates who shall be given admission in Semester-I of the skill based courses under NSQF

Category 1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF.

Category 2: Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.

Category 3: Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

**Note:** Regarding selection of students for B. Voc. degree programme, 10% extra weightage shall be given to Category-1, 5% extra weightage shall be given to Category-2 in 10+2 examination. The final list of students shall be finalised on the basis of merit.

### Medium of Instruction

The course content of the B. Voc. programme will be taught in English.

### Placement Cell

Students will be supported by the “Vibrant Placement Cell” established by the Department of Higher Education in the college for appropriate placements.

## Fee Structure

Admission Fee	25
Registration Form	20
University Registration Fee	200, 400 (Other Boards)
University Migration Fee	50
Continuation Fee	10
HPU Sports Fee	15
HP Youth Welfare Fund	15
HP Holiday Home Fee	01
Yearly Exam Fee	80
Library Security Refundable	100
Student Aid fund	20
College Magazine	50
Health, Red Cross Fund	06
NCC Fund	05
Book Replacement	25
Furniture Replacement Fund	10
Identity Card	10
Cultural Activity Fund	20
Computer & Internet Fund	20
Campus Beautification & Development Fund	10
HPU Development Fund Non-Subsidised,Subsidised	500, 250, 100 (IRDP, BPL)
Late Admission Fee	10 per day
Monthly Charges	
Tuition Fee (only Boys) Rs. 50/- Per Month	0
Amalgamated Fund @ Rs. 25/- Per Month	300
Building Fund @ Rs. 10/- Per Month	120
Rover & rangers Fund @ Rs. 5/- Per Month	60
Sports Fund @ Rs. 20/- Per Month	240
Other Charges (Skill Component /Semester)	
Skill Component Practical	240
Assessment cum Certification Fee charged by sectorSkill	
Council @ 800 per Sem. (No fee for Sem. 4& 6)	1600
PTA Fund	500
TOTAL	4002

### Future Opportunities

If a student is looking for higher studies then she can opt for **M.Voc.** or **M.B.A.** after completing the B.Voc. degree programme.

### ADD-ON COURSES

The Himachal Pradesh Skill Development Project (HPSDP) is an Asian Development Bank (ADB) supported programme, for assistance to reinforce Himachal Pradesh's efforts at modernising and reforming its Technical and Vocational Education and Training (TVET) institutions and scaling up training capacity. The project reflects the priorities of the Asian Development Bank (ADB) country partnership strategy for India, 2018-2020, which aims to support India's efforts in facilitating inclusive growth. Skill development is a major priority of the Government of India and a key instrument for empowering people.

#### The two Add-On courses offered are as follows:

- 1. Merchandising-** Merchandising is a resource which is suitable for both exports led company and for the domestic fashion or non-fashion companies.
- 2. The EEE (English Employability and Entrepreneurship)** - EEE is a skill development programme certified by the sector skill council MEPSC -Management and Entrepreneurship and Professional Skill Council. The Himachal Pradesh Kaushal Vikas Nigam implemented this programme for training Final year students to achieve the following outputs- Enhance English speaking skills and holistic development of students, understanding the core skills of employability, understanding the core skills for entrepreneurship, aligned skill training in English, Employability and Entrepreneurship for 120 enrolled Final year candidates to facilitate their transition into varied careers.

The students may contact the Coordinator of the Add-on courses, Mr. Rajesh Kumar Azad, for detailed information and guidance.

#### DETAILS OF FEE/FUNDS TO BE CHARGED FROM THE STUDENTS OF I, II & III YEAR

	B.A./B.Sc./B.Com. I Year	B.A./B.Sc./B.Com. II Year	B.A./B.Sc./B.Com. III Year
Govt. Charges:Admission	25.00	25.00	25.00
<b>Total (A)</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>
<b>University Funds:</b>			
Cont. fee	Nil	10.00	10.00
Welfare Fund	15.00	15.00	15.00
Holiday Home Fund	1.00	1.00	1.00
University Development Fund (Rs. 100/- for IRDP/ BPL Students)	250.00		
University Sports Fee	15.00	15.00	15.00
	IRDP/BPL		
<b>Total (B)</b>	<b>281.00</b> 131.00	<b>41.00</b>	<b>41.00</b>
<b>College Annual Charges:</b>			
Library Security (refundable)	100.00	-	-
Mid Term Tests	80.00	80.00	80.00
Magazine Fund	50.00	50.00	50.00
Identity Card	10.00	10.00	10.00
Medical Fund	06.00	06.00	06.00
NCC Fund	10.00	10.00	10.00



	<b>B.A./B.Sc./B.Com. I Year</b>		<b>B.A./B.Sc./B.Com. II Year</b>		<b>B.A./B.Sc./B.Com. III Year</b>	
Student aid fund	2.00		2.00		2.00	
Amalgamated fund @25/-p.m.	300.00		300.00		300.00	
Sports fund @20/-p.m.	240.00		240.00		240.00	
Building fund @10/-p.m.	120.00		120.00		120.00	
Furniture repair/replacement	10.00		10.00		10.00	
Campus Dev/Beautification	10.00		10.00		10.00	
Book replacement fund	25.00		25.00		25.00	
Rovers & Rangers@5 p.m.	60.00		60.00		60.00	
Cultural activities fund	20.00		20.00		20.00	
Computer & Internet facility fund	20.00		20.00		20.00	
PTA Fund	500.00		500.00		500.00	
	IRDP/BPL		IRDP/BPL		IRDP/BPL	
<b>TOTAL (C)</b>	<b>1,563.00</b>	<b>1,563.00</b>	<b>1,463.00</b>	<b>1,463.00</b>	<b>1,463.00</b>	<b>1,463.00</b>
<b>Grand Total (A+B+C)</b>	<b>1,869.00</b>	<b>1,719.00</b>	<b>1,529.00</b>	<b>1,529.00</b>	<b>1,529.00</b>	<b>1,529.00</b>

#### **Other Charges**

- Tuition fee @ Rs. 50/- per month for each year (only from non-Himachali girls). Exemption of tuition fee will be available to Himachali girls only, subject to production of Bonafide Himachali Certificate.
- Science- Practical Fee @Rs. 20/- per month, per subject (Physics, Botany, Zoology, Chemistry, Computer Applications) for each year.
- Practical fee for other subjects (Commercial Art, Painting, Physical Education, Sculpture, Psychology, Music & Geography )- Practical fee @ Rs. 15/- per month, per subject for each Year.
- Home Science- Practical Fee @ Rs. 25/-per month.

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

#### **Charges for General Interest & Hobby Courses**

Basic Cookery, Home Craft (for each year)	300.00
Music (Vocal/Dance/Painting/Sitar @ Rs.15/- per month for each year)	180.00

#### **Absence and Other Fines (For all the classes):**

i. Absence fine (Per Period)	1.00
ii. Absence fine (Per Practical)	3.00
iii. Late return of library books (Per Day)	1.00
iv. Late payment of dues (Per Day)	1.00
v. Re-admission fee (1 <sup>st</sup> time) (On the recommendation of teachers only)	100.00
vi. Re-admission fee (2 <sup>nd</sup> time)	200.00
vii. Duplicate Identity Card	20.00
viii. Absence from Mid Term Tests	10.00 per day

#### **Fines and Penalties**

1. 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.
2. The name of a student will also be struck off from the college rolls if she remains absent without sanctioned leave continuously for 10 days or more.
3. The student must be accompanied by her parent or guardian at the time of re-admission.
4. Once the name is struck off, the student must seek re-admission within seven days.

5. Every student will have to procure no-dues certificate from College/Library/Concerned Science Department/NSS /Sports/ College Canteen/Fee Clerk etc. if she wants to leave the College.
6. 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.

### **LEAVE RULES FOR STUDENTS**

- i) A student can proceed on leave with the prior permission of the Dean of the Faculty concerned obtained on the application form (available in the college office), but it must be signed by her parent or guardian.
- ii) Once leave is sanctioned a student is required to inform the teacher concerned.
- iii) Dean of the Faculty concerned can sanction leave up to 10 days while leave for more than 10 days will be sanctioned by the Principal.
- iv) Leave on account of illness of more than 10 days must be accompanied by a Medical Certificate/Registration slip.
- v) A student may proceed on any kind of leave but she must deposit her fees/fines on the appointed day and date, otherwise her admission will stand cancelled. Similarly, she is also required to return the books borrowed from the library on the due date.
- vi) Students, who represent the college in various inter-college games or other competitions will have to get their leave sanctioned from the Dean and noted by the subject teachers concerned before their departure for the event.
- vii) No leave will be granted during Mid Term examinations.
- viii) Leave application, duly sanctioned, must be dropped in the leave box installed in the college premises.

### **LIBRARY**

A fully computerised library, with internet facility, caters to the need of the students through its two-fold service i.e., the Reading Room & the issuance of books. It has a fairly good collection of books and has different sections for text books and reference books. The library subscribes to as many as 8 newspapers, 19 magazines and 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 project allows all the library members to use 9000+ e-journals of national and international repute and more than 31,35,000 e-books. The college has a rich collection of reference and text books for the benefit of students.

#### **Library Rules**

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.

Books are issued on the Library-Cum-Identity Card and they must produce the card every time they visit the library.

Only 2 books are issued at a time for 7 days. The Librarian has the right to recall the books at any time. Reference books are not issued to students.

- i. 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.
- ii. The student is responsible for the book as soon as it is issued. In case a book is defaced /damaged in anyway, the book is to be replaced by her.
- iii. 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.
- iv. Schedule/Time for issuance of books will be conveyed through notice.

### **SPORTS**

The college offers coaching to prepare players for participation in Inter-College and Inter-University sports championships in Basket Ball, Volley Ball, Badminton, Cricket, Kho Kho, Athletics, Cross Country, Chess, Handball and Hockey. The college has a well- equipped gymnasium to ensure physical fitness for young girls living stressful lives in a space-starved city.

## COLLEGE MAGAZINE

The college brings out an yearly issue of its magazine “Padam” with unfailing regularity. Students, having a flair for writing, may submit their articles within the specified dates for publication in the various sections of the magazine.

## SCHOLARSHIPS/CONCESSION

The college offers the following State as well as National Scholarship Schemes to its students:

- i. Kalpana Chawla Scholarship Scheme for meritorious students.
- ii. IRDP Scholarship.
- iii. Post-Matriculation Scholarship to SC/ST/OBC/EBC students.
- iv. Post Matric Scholarships Scheme for Minorities/Divyangs.
- v. Dr. Ambedkar Scholarship Scheme for Economically Backward Students.
- vi. Maharishi Balmiki Chhatravriti Scholarship.
- vii. Scholarship to the children of Armed Forces Personnel killed/disabled during different conflict/war.

The eligible students are directed to fill the online Scholarship Application Form and submit the form, complete in all respects, within the specified dates. The Web portals for online Scholarships are **HP e-Pass** and **National Scholarship Portal (NSP)**. Members of the Scholarship Committee, after screening the forms, help students in the online submission of forms.

## CLUBS AND SOCIETIES

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

1. The Literary Societies (English, Hindi and Sanskrit)
2. Music and Dramatics Society
3. Eco Club
4. The Planning Forum
5. Youth Welfare Club
6. Rotaract Club
7. Youth Red Cross
8. Red Ribbon Club
9. Information and Technology Club
10. Energy Club
11. Road Safety Club
12. Electoral Literacy Club

Each Department has its subject society which initiates and undertakes various activities such as:

- i). Seminars
- ii). Workshops
- iii). Group discussions
- iv). Assignments
- v). Paper reading
- vi). Quiz competitions
- vii). Field activities

## 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 the particular Society and Subject |

Various Subject Societies have further been grouped and each group organises an academic function once in a year.

(Details are available in the Annual Activity Calendar).

Groups	Subjects
Group 1: The Commerce Faculty	All subjects of Commerce
Group 2: The Science Faculty	All subjects of the Faculty of Sciences, B.C.A., Biotechnology & Microbiology
Group 3: The Arts Faculty	All subjects of the Faculty of Arts

### CAREER COUNSELLING AND PLACEMENT CELL

Career Guidance Cell, with the help of subject societies, guides the students regarding different career prospects open to them. Clippings of advertisements for different posts/training programmes, from various newspapers and universities are also displayed on the notice board for the benefit of students. Resource persons from government and private agencies are also invited by the cell to counsel the students.

### WOMEN CELL

This cell has been constituted to achieve the objective of gender equality by making 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 organises interactive sessions with students to get an insight into women-specific problems which need to be addressed on priority basis.

### ANTI-RAGGING COMMITTEE

An Anti-Ragging Committee, with Principal as the Chairperson, has been formed to sensitise students about the menace of ragging which has sullied the name of many reputed institutions by scarring the lives of new entrants. Following measures have been taken to ensure safe environs for the seekers of higher education.

- Installation of CCTV cameras at vital points in the college.
- Putting up of notices for making students aware of the consequences of indulging in any form of ragging.
- Alarm buttons on each floor of the building for the use of students in case of an emergency. Display of names and phone numbers of members of Anti-Ragging Squad at vital points in the college.
- Regular counselling sessions for students by members of the DSW committee.
- 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.

### SC/ST/OBC CELL

This cell does the onerous job of sensitising young girls towards the concerns of the marginalised and the under privileged. The college is getting financial assistance from the UGC under Merged Scheme for running remedial classes for students belonging to SC/ST/OBC/Minority and General Category Students belonging to IRDP/BPL families. The teachers put in special efforts to help students tide over their weaknesses so that they can easily attain academic excellence required for pursuing higher education.

### DISASTER MANAGEMENT CELL

The cell, with the help of police personnel and home guards, makes sincere efforts to train and produce a team of young, alert, informed enthusiasts who will be able to work at a phenomenal speed, without losing equanimity of mind, in the event of any natural or a man-made disaster.

**RED RIBBON CLUB**

The Red Ribbon Club works actively in the college. 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 the youth but also taking a lead in reaching out to the general public.

**THE DRAMATICS CLUB**

The Dramatics Club organises a workshop every year to impart extensive training in theatrical exercises to interested students.

**ROAD SAFETY CLUB**

The Road Safety Club has been established to familiarise the students with road safety education and raise awareness regarding road safety. Students are involved in programmes related to road safety.

**ELECTORAL LITERACY CLUB**

This Club engages the students in interesting activities and hands-on experience to sensitise them regarding their electoral rights. It familiarizes them with the electoral process of registration and voting. The Club has been strengthening the culture of electoral participation among young and future voters.

**INFORMATION TECHNOLOGY (IT) LAB**

The college has a well-equipped Information Technology lab with 80 systems and 2 servers with internet facility to impart ICT education to the students of all streams.

**TRAVEL AND TOURISM LAB**

In this lab, students take part in role plays, group discussions, case studies, professional training, presentations, and mini projects while learning about the current trends and practices in Tourism, Hospitality and Aviation industries.

**LANGUAGE LAB**

The college offers its students the facility of a Language laboratory to acquire proficiency in listening, speaking, reading and writing languages. The digital language lab offers a strong platform to the students for honing their skills and competency in English, Hindi and Sanskrit in an interactive manner.

**EXTENSION ACTIVITIES****National Cadet Corps (NCC)**

NCC forms an integral part of the curriculum here at R.K.M.V. It comprises of two units (80 per unit) and students of B.A./B.Sc./B.Com. I Year may join the NCC by filling in an enrollment form available in the college NCC Office. During their training spanning over two years, students can obtain B and C certificates. They are also given a chance to learn and enjoy mountaineering, rock-climbing, trekking, rafting etc.

**National Service Scheme (NSS)**

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 NSS motto, "Not me, but you."

**The Bharat Scouts and Guides**

Activities undertaken by the Bharat Scouts and Guides are primarily based on community development. The college has two units of this organisation with about 40 student/rangers. Voluntary membership can be obtained by depositing a fee of Rs.10/only.

**EDUCATIONAL TOURS AND EXCURSIONS**

The college allows various educational tours, excursions and picnics during the session, provided the students adhere to the following conditions:

- i. No educational tour, excursion can be organised 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 picnic/excursion/tour.



### PARENT-TEACHER ASSOCIATION (PTA)

Parent-Teacher Association has been formed in the college with the avowed object of promoting participation of parents 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. The executive body comprises of the following members:

- i). Principal of the college- Patron of the body
- ii). Parents or guardians (only those who have blood-relation with the student/students studying in the college)
- iii). Teachers

### OLD RKMVIANS ASSOCIATION (OSA)

Having been a part of R.K.M.V. in their formative years, the old students of the college have a sense of belongingness to the institution and fervently cherish a desire to contribute constructively for the growth of their alma mater. To cater to the feelings of these students, the college has formed an alumnae association, the membership of which can be obtained by paying a nominal membership fee. The association holds a get together/re-union in the month of October which provides valuable advice to the college authorities regarding academic and co-curricular activities and other pressing issues. The executive body comprises of the following members:

- Patron of the Association- Principal of the college
- President, Vice-President, Secretary and Treasurer are elected from amongst the alumnae.

### HOSTEL ADMISSION

The college provides accommodation to 110 students in Tribal Hostel and 90 students in Sainik Hostel. The admission is strictly on merit basis, subject to the prescribed reservation/weightage. The vacant seats are allotted to new students every year and preference is given to First year students.

#### Eligibility Conditions

- i) Only those students will be considered for admission to the hostel who have deposited their college fee/ funds.
- ii) The distance between their permanent residence and R.K.M.V. Shimla must be more than 50 k.m.s. A certificate to this effect is compulsory.
- iii) All the seats in the Tribal Hostel are reserved for tribal students. In case seats remain vacant after due date, they will be allotted to the students of other categories.
- iv) Students from the general category are admitted in the Sainik Hostel. As per rules the of H.P. Govt., seats are reserved for SC, OBC, IRDP, Physically Handicapped candidates, wards of Army Personnel, Ex-servicemen, outstanding sportspersons, students who have excelled in cultural activities and also for foreign students.
- v) Only those students who seek admission to the college before the expiry of the admission date (without late fee) are eligible to take admission in the hostels.

#### Procedure for Hostel Admission

- i. All the students seeking admission to the hostel are required to submit the Hostel Admission Form **online** as per schedule notified by the college authority.
- ii. Forms submitted are scrutinised by the Hostel Management Committee and merit wise list of the students is prepared and displayed on the notice board/website.
- iii. At the beginning of the session, all the vacant seats in the hostel are allotted to the students on the basis of their respective category.
- iv. In case any seat falls vacant, it is allotted to the next student in the merit list.
- v. The students who seek admission to the hostels are required to compulsorily participate in college activities like sports, cultural activities, NSS/NCC etc.
- vi. If any seat falls vacant during the session, it is filled strictly in accordance with the merit list prepared at the beginning of the session.

### Documents/ Certificates required for Admission

The following certificates issued by the competent authority are required for admission in the hostels:

1. A medical fitness certificate issued by a medical officer from a govt. hospital is mandatory.
2. SC/ST certificate issued by a first class magistrate.
3. Handicapped certificate issued by the C.M.O.
4. District/State/National Level participation in sports certificate issued by the respective authority.
5. War widows and daughters of military personnel killed in action should bring Free Education Entitlement Card from the Ministry of Defense, and daughters of other military personnel /ex-servicemen should bring Free Education Entitlement Card from a competent Military Authority.
6. An undertaking is to be given by the parent that his/her ward does not suffer from any physical or mental illness and if she develops any physical or mental illness or abnormality of behaviour during her stay in the college hostel, which may cause hindrance in the daily routine of co-boarders, the college authorities reserve the right to cancel her room allotment in the hostel.
7. An undertaking is to be given by the parent that his/her ward will not indulge in any act that comes in the category of ragging.
8. Residence proof, signed by the competent authority, specifying distance from R.K.M.V. , Shimla.
9. Information regarding Local Guardian must be provided on a separate form along with a passport size photograph of the guardian, his/her specimen signature duly verified by the parent.

### Hostel Fee and Funds

1.	Hostel security	Rs. 500
2.	Mess Security (Refundable)	Rs. 1000
<b>Annual Charges (Non refundable)</b>		
1.	Admission fee (annual)	Rs. 10
2.	Utensil fund	Rs. 30
3.	Furniture maintenance charges	Rs. 100
<b>Monthly Charges</b>		
1.	Room rent per seat	Rs. 30
2.	Common room fund & medical fund	Rs. 50
3.	Attendant fee	Rs. 50
4.	Clerical assistance	Rs. 10
5.	Safai Karamchari charges	Rs. 50
6.	Water charges	Rs. 100
7.	Electricity charges	Rs. 250
8.	Telephone charges	Rs. 10
9.	Garbage collection charges	Rs. 10

**Note:** The hostel fee and funds may be increased on the recommendations of the Govt./Hostel Committee. Usage charges, accruing in excess of the charges already paid, will be charged proportionately from the student.

### Rules for Boarders

- i. Boarders are expected to arrive a day before the session begins with their bedding, bed linen, a lock, a tumbler, two plates, a spoon, a mug and curtains for the windows.
- ii. Furniture will be issued to a boarder at the time of allotment of a room to her. Before leaving the hostel, she must obtain a certificate from the Warden that the furniture has been returned in good condition.

- iii. Boarders are not permitted to keep record players, mobile phones, fire arms or any electric gadget in their rooms. Defaulters will be imposed a fine of Rs. 100/- and the object will be confiscated.
- iv. The authorities will not take any responsibility for loss of valuables, jewellery or cash of the boarders.
- v. All boarders will report for the routine roll-call every-day at 5:00 p.m. and any student found absent without the prior permission of the Warden will have to pay a fine of Rs. 50/- per day. Disciplinary action will be taken against the defaulter.
- vi. Food at reasonable rates is served only in the dining room of the college hostel. Mess dues should be paid by the 10th of every month or as notified (except during vacations), failing which a fine of Rs. 5/- per day will be charged.
- vii. The resident student will have to apply separately for leave both from the college and the hostel.
- viii. No student will be allowed to go out of town /home during working days without prior sanction of leave by the Principal for which letter should be sent by the parents directly to the Principal at least two days in advance.
- ix. Further, a boarder will be allowed to avail only 10 days leave with the prior permission of the Principal.
- x. No visitor will be allowed during the college working hours without a letter of authority from the parents of the students except in case of an emergency, if any.
- xi. Defiance of the hostel rules or misbehaviour will render a resident student liable to disciplinary action/expulsion from the hostel.
- xii. The Principal is the final deciding authority for allotment of seats in the hostel.

#### **General Instructions for Boarders**

- i. The resident students will be allowed an outing once a week from 2 p.m. to 5 p.m.
- ii. To visit a local guardian or friends, a resident student must ask for special authority letter from the parents, which should be sent directly to the Principal clearly specifying the days and date of the functions and the number of days of leave.
- iii. No day scholars or guests will be allowed to stay in the hostel, except the mother of the student in case of her ward's serious illness, with the prior permission of the Principal.
- iv. The Principal and members of the Hostel Management Committee reserve the right of censoring all correspondence of the resident students.
- v. With the permission of the Warden, the local guardian may meet his/her ward between 10 a.m. to 5 p.m., every Sunday, in the visitors' room or in the sick room in case of illness, after producing the local guardian identification card and signing the visitors' register.
- vi. Parents should inform the Principal about the travelling arrangements proposed for their wards for the holidays. They should check the departure/arrival of their wards at each visit to ensure their security. No student will be allowed to stay in the hostel during the college vacations.
- vii. After vacations or holidays the resident students must reach the hostel on the given date. In case of unavoidable delay, the parents should write directly to the Warden, intimating the new date of their ward's arrival failing which a fine of Rs. 5/-per day shall be charged.
- viii. Dues (mess and washing) are chargeable from the date given by the Warden for the rejoining of the hostel after the winter vacation.
- ix. Parents/guardians of hostellers are required to open an account in favour of their ward with the branch of the Indian Overseas Bank situated in the college premises.
- x. Parents/guardians of boarders should meet the Principal/Hostel Warden once in every two months.
- xi. Boarders failing in the final examination will not be admitted again.
- xii. It will be mandatory for the parent/parents to attend a meeting with the college authorities as per the directions issued by the college administration.

## DISCIPLINE AND CONDUCT

The Principal and the members of the teaching staff have the power to take disciplinary action against students indulging in indiscipline, which may lead to fine, suspension or expulsion. Following acts come within the ambit of **indiscipline and misconduct**:

- i. Ragging in or around the college campus.
- ii. Damage to college property that includes defacement of walls and damage to furniture.
- iii. Loitering in the campus/ corridors during vacant periods, causing disturbance in teaching.
- iv. Putting up of notice on the college notice board.
- v. Use of mobile phones by the students on the college campus is strictly prohibited. The defaulter will have to pay Rs.100/- as fine and the mobile will be confiscated.
- vi. No student will be allowed to leave the college campus before 3 p.m. except with the prior permission of the Principal.

## IDENTITY CARD

- A student without an identity card, duly signed by the Principal, is deemed as an outsider.
- No student is allowed to enter the college premises without the identity card.
- A student is not permitted to replace her photograph on the identity card.
- In case the identity card is lost, a duplicate card will be issued only after an FIR is registered with the nearest police station and an original copy of this FIR appended with such request.

## ZERO TOLERANCE TO RAGGING

**Ragging is a punishable offence and any student found involved in ragging in any form whatsoever, will be punished appropriately.** The punishment may include:

1. Imprisonment, fine, or both
2. Withholding scholarship or other benefits
3. Suspension and expulsion from hostel
4. Expulsion from the college
5. Debarring from representation in events
6. Legal proceeding under Criminal Law

## Anti- Ragging Committee

1. **Dr. Saroj Bhardwaj**
2. Dr. I. D. Sharma
3. Dr. Laxmi
4. Ms. Anita Rani Saroch
5. Dr. Anurita Saxena
6. Dr. Shobha Barahath
7. Mr. Pradeep Thakur
8. Dr. Anjula
9. Dr. Jyoti Pandey

ANNUAL COMMITTEES FOR THE SESSION 2023-24

**1. Chief Coordinator**

**Dr. Ruchi Ramesh**

**2. Advisory**

1. **Dr. Ruchi Ramesh**
2. Ms. Anjali Chauhan
3. Dr. Saroj Bhardwaj
4. Dr. Pratima Kapoor
5. Dr. Anil Kumar Thakur
6. Dr. I. D. Sharma
7. Dr. M. L. Mankotia
8. Ms. K.S.M. Chauhan
9. Dr. Surinder Sharma
10. Ms. Sangeeta Jhagta

**3. DSW Committee**

1. **Ms. Anjali Chauhan**
2. Dr. Anil Kumar Thakur
3. Ms. K.S.M. Chauhan
4. Ms. Sangeeta Jhagta
5. Dr. Renu Rana
6. Dr. Vandna Sharma
7. Dr. Reva Gupta

**4. Anti- Ragging Committee**

1. **Dr. Saroj Bhardwaj**
2. Dr. I. D. Sharma
3. Dr. Laxmi
4. Ms. Anita Rani Saroch
5. Dr. Shobha Barahath
6. Dr. Anurita Saxena
7. Mr. Pradeep Thakur
8. Dr. Anjula
9. Dr. Jyoti Pandey

**5. Students' Complaint and Redressal**

1. **Ms. Anjali Chauhan**
2. Dr. Anil Kumar Thakur
3. Ms. Sangeeta Jhagta
4. Dr. Renu Rana
5. Mr. Rajesh Chauhan
6. Dr. Laxmi Sindhu
7. Dr. Mohan Sharma
8. Ms. Preeti Sood

**6. Scholarship Committee**

1. **Mr. Rajesh Chauhan**
2. Ms. Anita Rani Saroch
3. Dr. Kanika Sharma
4. Dr. Poonam Verma
5. Ms. Shivani Sood
6. Dr. Nishtha
7. Ms. Nisha Kumari
8. Ms. Harsha Kumari
9. Ms. Sheetal Charbathia

**7. Bus Pass and Other Form Attestation**

1. **Dr. Saroj Bhardwaj**
2. Mr. Rajesh Kumar Azad
3. Dr. Anshu Kaushal
4. Ms. Reeta Bhardwaj
5. Ms. Shradha Shandil
6. Mr. Sudhir
7. Dr. Santosh Kumar Thakur

**8. Time Table Committee**

1. **Mr. Rajesh Chauhan**
2. Mr. Rajesh Kumar Azad
3. Ms. Shivani Sood
4. Dr. Mohan Sharma
5. Dr. Rajender Prakash
6. Ms. Reenu Devi

**9. Career Counselling & Placement Cell**

1. **Mr. Pradeep Thakur**
2. Dr. Anjula
3. Dr. Mohan Sharma
4. Ms. Sandhya Kumari
5. Ms. Hem Lata
6. Mr. Devender Singh
7. Dr. Nisha Chauhan
8. Mr. Srikant Sharma

**10. N.C.C**

1. **Major Dr. Laxmi**
2. Mr. Sudhir

**11. N.S.S. Unit I**

1. **Ms. Hem Lata**

**12. N.S.S. Unit II**

1. **Mr. Devender Singh**



## 12. The Bharat Scouts and Guides

1. **Dr. Vikrant Thakur**
2. Ms. Nisha Kumari

## 13. Youth Red Cross

**Dr. Anurita Saxena**

## 14. Rotaract Club

**Dr. Saroj Bhardwaj**

## 15. Women Cell

1. **Dr. Reva Gupta**
2. Ms. Shivani Sood
3. Dr. Rajender Prakash
4. Dr. Bhader Singh
5. Dr. Ishita Chauhan
6. Mrs. Kiran Sood  
(Superintendent: Grade I)

## 16. College Magazine

Editor- in Chief- Ms. Geeta Sharma  
Chronicle Section- Dr. Ritu Sharma  
English Section- Dr. Anshu Kaushal  
Sanskrit Section- Dr. Mohan Sharma  
Hindi Section- Dr. Surinder Sharma  
Science Section- Dr. Preeti Saluja  
Planning section- Ms. Sandhya Kumari  
Fine Arts Section- Dr. Bhader Singh  
Paharai Section- Mr. Devender Singh

## 17. Educational Tour/ Excursion/ Picnic

1. **Dr. Vandna Sharma**
2. Dr. Reva Gupta
3. Mr. Vikrant Gautam
4. Dr. Nisha Chauhan
5. Mr. Srikant Sharma
6. Ms. Sheetal Charbathia
7. Ms. Anita Kumari

## 18. Eco Club

1. **Dr. Anil Kumar Thakur**
2. Ms. K.S.M. Chauhan
3. Dr. Anurita Saxena
4. Mr. Rajesh Kumar Azad
5. Dr. Kanika Sharma
6. Dr. Sushila Devi
7. Dr. Preeti Saluja
8. Ms. Kavita Dhiman
9. Faculty members of Biotechnology and Microbiology

## 19. Self- Finance Courses

1. **Mr. Rajesh Chauhan**
2. Dr. Rajender Prakash

## 20. Dispensary /First Aid

1. **Dr. Renu Rana**
2. Dr. Kanika Sharma
3. Ms. Rashika Sharma
4. Dr. Preeti Saluja
5. Ms. Kavita Dhiman
6. Ms. Preeti Sood

## 21. IQAC

1. **Dr. Anil Kumar Thakur**  
(Coordinator)
2. Dr. Madan Lal Mankotia
3. Ms. Geeta Sharma
4. Dr. Anurita Saxena
5. Mr. Pradeep Thakur
6. Dr. Poonam Verma
7. Dr. Mohan Sharma

## 22. RUSA

**(Infra Grant Equity Initiative Scheme)**

1. **Dr. Vikrant Thakur**
2. Dr. Poonam Verma
3. Ms. Reeta Bhardwaj
4. Ms. Rashika Sharma

## 23. Mid Term Examination

1. **Dr. I. D. Sharma**
2. Ms. Anita Rani Saroch
3. Mr. Pradeep Thakur
4. Dr. Anshu Kaushal
5. Dr. Anjula
6. Dr. Mohan Sharma
7. Dr. Ishita Chauhan
8. Ms. Harsha Kumari

## 24. Annual Prize Purchase Committee

1. **Dr. Reva Gupta**
2. Mr. Pradeep Thakur
3. Ms. Shivani Sood
4. Ms. Nisha Kumari
5. Dr. Jyoti Pandey
6. Dr. Ishita Chauhan
7. Dr. Parul Beri

## 25. List Preparation – Academics

1. **Dr. Surender Sharma**
2. Dr. Laxmi Sindhu
3. Dr. Anjula
4. Ms. Rashika Sharma
5. Dr. Rajender Prakash
6. Dr. Nishtha
7. Dr. Tanendra Devi
8. Dr. Parul Beri
9. Ms. Harsha Kumari
10. Dr. Meena Kumari

## 26. List Preparation – Sports

1. **Mr. Vikrant Gautam**
2. Ms. Reeta Bhardwaj
3. Mr. Jayanand
4. Mr. Basant Lal

## 27. List Preparation Cultural/ NCC/ NSS/ Rangers/Rotaract/YRC/Student Editors/ CSCA/PTA

1. **Dr. Laxmi**
2. Dr. Vandna Sharma
3. Dr. Sunita Sharma
4. Mr. Sudhir
5. Dr. Kalpna
6. Dr. Santosh Kumar Thakur

## 28. List Preparation – Self Finance Courses, Add-on Courses

1. **Dr. Rajender Prakash**
2. Ms. Shradha Shandil
3. Ms. Anita Kumari

## 29. Annual Report Preparation

1. **Dr. Raksha Kalta**
2. Dr. Anshu Kaushal
3. Ms. Hem Lata
4. Dr. Bhader Singh

## 30. Library

1. **Dr. Pratima Kapoor**
2. Dr. Laxmi Sindhu
3. Dr. Kanika Sharma
4. Ms. Shivani Sood
5. Dr. Anshu Kaushal
6. Ms. Sandhya Kumari
7. Mr. Jayanand
8. Librarian

## 31. Energy Club

1. **Dr. Anurita Saxena**
2. Dr. Kanika Sharma
3. Ms. Hem Lata
4. Dr. Sushila Devi
5. Dr. Meena Kumari

## 32. Freshers' & Farewell Party

1. **Dr. Shobha Barahath**
2. Ms. Usha Sharma
3. Dr. Ritu Sharma
4. Dr. Sunita Sharma
5. Ms. Nisha Kumari
6. Ms. Hem Lata
7. Dr. Bhader Singh
8. Dr. Ishita Chauhan
9. Dr. Parul Beri
10. Ms. Harsha Kumari

## 33. Campus Beautification

1. **Dr. Anurita Saxena**
2. Ms. Usha Sharma
3. Dr. Poonam Verma
4. Ms. Rashika Sharma
5. Mr. Jayanand
6. Ms. Harsha Kumari
7. Dr. Nisha Chauhan
8. Mr. Srikant Sharma
9. Ms. Anita Kumari

## 34. Cultural Committee

1. **Dr. Laxmi**
2. Ms. Usha Sharma
3. Dr. Anjali Sharma
4. Dr. Sunita Sharma
5. Dr. Tanendra Devi
6. Dr. Kalpna
7. Ms. Preeti Sood

## 35. Stage Conduct Committee

1. **Dr. Reva Gupta**
2. Dr. Shobha Barahath
3. Dr. Anurita Saxena
4. Mr. Rajesh Kumar Azad
5. Dr. Ritu Sharma
6. Dr. Anshu Kaushal
7. Dr. Mohan Sharma

### 36. Stage Decoration

1. **Ms. Anita Rani Saroch**
2. Dr. Anjali Sharma
3. Ms. Shradha Shandil
4. Mr. Bhader Singh
5. Mr. Sudhir
6. Mr. Basant Lal
7. Ms. Anita Kumari

### 37. Refreshment Committee

1. **Ms. K.S.M. Chauhan**
2. Dr. Anjali Sharma
3. Dr. Anjula
4. Ms. Shradha Shandil
5. Dr. Nishtha
6. Ms. Hem Lata
7. Dr. Jyoti Pandey
8. Dr. Parul Beri
9. Dr. Nisha Chauhan
10. Mr. Srikant Sharma
11. Ms. Anita Kumari
12. Ms. Preeti Sood

### 38. Mike and Audio System

1. **Mr. Rajesh Kumar Azad**
2. Dr. Rajender Prakash
3. Dr. Sushila Devi
4. Mr. Mukul

### 39. Invitation Committee

1. **Dr. I.D. Sharma**
2. Dr. Surinder Sharma
3. Ms. Geeta Sharma
4. Dr. Poonam Verma
5. Mr. Vikrant Thakur
6. Dr. Raksha Kalta
7. Ms. Sheetal Charbathia

### 40. Reception Committee

1. **Ms. Anjali Chauhan**
2. Dr. Saroj Bhardwaj
3. Dr. Pratima Kapoor
4. Dr. Anil Kumar Thakur
5. Dr. I.D. Sharma

### 41. Press and Photography

1. **Dr. Raksha Kalta**
2. Mr. Sudhir
3. Dr. Bhader Singh
4. Ms. Kavita Dhiman
5. Mr. Basant Lal
6. Mr. Devender Singh
7. Dr. Santosh Kumar Thakur
8. Ms. Sheetal Charbathia

### 42. Seating Committee

1. **Dr. Surinder Sharma**
2. Dr. Vikrant Thakur
3. Ms. Rashika Sharma
4. Dr. Sushila Devi
5. Ms. Reenu Devi
6. Mr. Jayanand
7. Mr. Basant Lal

### 43. Discipline Committee

1. **Dr. M.L. Mankotia**
2. Ms. Sangeeta Jhagta
3. Mr. Vikrant Gautam
4. Ms. Reeta Bhardwaj
5. Ms. Nisha Kumari
6. Mr. Sudhir
7. Mr. Devender Singh
8. Dr. Santosh Kumar Thakur

### 44. Building Committee

(As approved by D.H.E.)

1. Dr. Ruchi Ramesh  
*Chairperson*
2. Ms. Anjali Chauhan  
*Member Secretary*
3. Mrs. Meena Chauhan  
*Member (Councillor Ward No.1)*
4. Mr. Rameshwar Sharma  
*Member (P.T.A.President)*
5. Sh. Vinod Kumar  
*Member (Jr. Engineer Tech.)*
6. Mr. Rajesh Chauhan  
*Donor/ Member (Assoc.Prof.)*
7. Dr. Anju Sharma  
*Member (Educationist)*
8. CSCA President  
*Member*

### 45. Hostel Committee

1. **Dr. Renu Rana**
2. Dr. Shobha Barahath
3. Ms. Usha Sharma
4. Mr. Pradeep Thakur
5. Ms. Sandhya Kumari
6. Dr. Mohan Sharma

### 46. Canteen Committee

1. **Ms. Geeta Sharma**
2. Dr. Kanika Sharma
3. Dr. Poonam Verma
4. Dr. Anshu Kaushal
5. Dr. Anjula
6. Dr. Mohan Sharma
7. Mr. Anil Singh Negi

**47. Prospectus Committee  
(Arts, Science & Commerce)**

1. **Dr. Reva Gupta**
2. Dr. Poonam Verma
3. Dr. Raksha Kalta
4. Ms. Reeta Bhardwaj
5. Dr. Bhader Singh
6. Dr. Santosh Kumar Thakur
7. Ms. Sheetal Charbathia

**48. Prospectus Committee  
(Sandhya Sangeet Mahavidyalaya)**

1. **Dr. Laxmi**
2. Ms. Usha Sharma

**49. Prospectus Committee  
(Self- Finance Courses)**

1. **Mr. Rajesh Chauhan**
2. Mr. Rajesh Kumar Azad
3. Ms. Poonam

**50. Disaster Management Committee**

1. **Dr. M.L. Mankotia**
2. Dr. Vandna Sharma
3. Mr. Vikrant Gautam
4. Dr. Rajender Prakash
5. Ms. Reenu Devi
6. Dr. Meena Kumari

**52. H.P.U. Youth Festival  
Group-I (Creativity)**

1. **Ms. Geeta Sharma**
2. Ms. Anita Rani Saroch
3. Dr. Jyoti Pandey
4. Dr. Bhader Singh
5. Dr. Ishita Chauhan
6. Mr. Jayanand

**53. H.P.U. Youth Festival  
Group-II (Music)**

1. **Dr. Laxmi**
2. Dr. Anjali Sharma
3. Dr. Sunita Sharma
4. Dr. Kalpana
5. Mr. Basant Lal

**54. H.P.U. Youth Festival  
Group-III (Folk Dance)**

1. **Ms. Usha Sharma**
2. Ms. Rashika Sharma
3. Dr. Tanendra Devi
4. Mr. Sudhir
5. Ms. Kavita Dhiman
6. Mr. Devender Singh

**55. H.P.U. Youth Festival  
Group-IV (Theatre)**

1. **Dr. Reva Gupta**
2. Dr. Ritu Sharma
3. Dr. Poonam Verma
4. Dr. Anshu Kaushal
5. Ms. Shradha Shandil
6. Dr. Nisha Chauhan
7. Mr. Srikant Sharma
8. Dr. Santosh Kumar Thakur

**56. Road Safety Club**

1. **Dr. Pratima Kapoor**
2. Dr. Vandna Sharma
3. Dr. Laxmi
4. Dr. Tanendra Devi
5. Dr. Jyoti Pandey
6. Dr. Kavita Dhiman
7. Mr. Devender Singh

**57. Research Promotion Committee**

1. **Dr. Anil Kumar Thakur**
2. Dr. M.L. Mankotia
3. Mr. Pradeep Thakur
4. Dr. Vikrant Thakur
5. Dr. Rajender Prakash
6. Dr. Nishtha
7. Dr. Sushila Devi
8. Dr. Meena Kumari

**58. Committee for the Prevention of  
Caste Based Discrimination**

1. **Dr. Laxmi**
2. Dr. Laxmi Sindhu
3. Mr. Vikrant Gautam
4. Mr. Jayanand
5. Dr. Preeti Saluja

**59. Institutional Development  
Plan Committee**

1. **Dr. Anil Kumar Thakur**
2. Dr. M.L. Mankotia
3. Ms. K.S.M. Chauhan
4. Mr. Rajesh Chauhan
5. Dr. Shobha Barahath
6. Dr. Anurita Saxena
7. Dr. Vikrant Thakur
8. Ms. Sandhya Kumari
9. Mr. Jayanand

**60. Counselling and Guidance  
Committee for Admission**

1. **Dr. I.D. Sharma**
2. Dr. M.L. Mankotia
3. Ms. K.S.M. Chauhan
4. Dr. Renu Rana
5. Dr. Reva Gupta
6. Dr. Anurita Saxena
7. Dr. Kanika Sharma
8. Mr. Pradeep Thakur
9. Ms. Shivani Sood
10. Dr. Mohan Sharma

**61. IT Committee**

1. **Mr. Rajesh Kumar Azad**
2. Dr. Poonam Verma
3. Dr. Nishtha
4. Dr. Sushila Devi
5. Dr. Preeti Saluja
6. Ms. Sheetal Charbathia

**62. General Purchase Committee**

1. **Mr. Rajesh Chauhan**
2. Dr. Mohan Sharma
3. Dr. Tanendra Devi
4. Mr. Jayanand
5. Mr. Anil Singh Negi
6. Dr. Kalpna



**TEAM INCHARGES OF DIFFERENT GAMES FOR THE SESSION 2023-24****Convener- Mr. Vikrant Gautam**

<b>1. Basket Ball</b>	Dr. Mohan Sharma Ms. Nisha Kumari
<b>2. Table Tennis</b>	Dr. Vikrant Thakur Ms. Shivani Sood
<b>3. Chess</b>	Dr. Rajender Prakash Ms. Hem Lata
<b>4. Kabaddi</b>	Dr. Tanendra Devi Ms. Anita Kumari
<b>5. Kho Kho</b>	Dr. Anjula Mr. Devender Singh
<b>6. Hand Ball</b>	Ms. Rashika Sharma Dr. Bhader Singh
<b>7. Yoga</b>	Ms. Sandhya Kumari Ms. Kavita Dhiman
<b>8. Taekwondo</b>	Dr. Ishita Chauhan Mr. Basant Lal
<b>9. Shooting</b>	Ms. Reeta Bhardwaj Dr. Jyoti Pandey
<b>10. Wrestling</b>	Dr. Preeti Saluja Ms. Preeti Sood
<b>11. Judo</b>	Ms. Reenu Devi Mr. Srikant Sharma
<b>12. Badminton</b>	Dr. Anita Rani Saroch Ms. Harsha Kumari
<b>13. Cross Country</b>	Dr. Nisha Chauhan Mr. Sudhir
<b>14. Athletics</b>	Mr. Vikrant Gautam Dr. Nishtha
<b>15. Volley Ball</b>	Mr. Jayanand Dr. Meena Kumari
<b>16. Yachting</b>	Dr. Kanika Sharma Dr. Sushila Devi
<b>17. Hockey</b>	Dr. Anjali Sharma Mr. Vikrant Gautam
<b>18. Boxing</b>	Mr. Vikrant Gautam Dr. Parul Beri

**TENTATIVE ACTIVITY CALENDAR  
SESSION 2023- 24**

Principal's Address	August 1, 2023
Formation of various Societies/ Clubs	Second week of August
Freshers' Party	Last week of August
PTA meeting	September 9, 2023
Old Student Association Meet	September last week
CSCA Election	Dates to be notified by HPU
NSS/NCC/Bharat Scouts & Guides Enrolment	Second Week of September
Oath Taking Ceremony	After CSCA formation
Meeting with parents of boarders	September second week
Last date for submitting articles for college magazine	Mid November
Old Student Association Function	October first week
Annual Athletic Meet	December first week
CSCA function	December second week
College excursion/Study tours	November/December 2023
Mid- Term Exams	December 2023
NSS Annual Special Camp	December last week
Educational Tours	January, 2024
Pratispardha (The Inter Faculty Competitions)	February, 2024
Farewell Party (Day Scholars and Boarders)	March, 2024
Annual Prize Distribution Function	March, 2024

## ZERO TOLERANCE TO RAGGING

Ragging is a criminal offence and any student found involved in ragging in any form whatsoever, will be **punished stringently**. Ragging in and around the college/ hostel campus or on roads/ approaches leading thereto is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged under rule 22.17 (a) (b) (c) of H. P. University to expel the guilty and report the matter to the police as ragging amounts to a criminal offence. The college has constituted an **Anti Ragging Committee** to ensure a ragging free environment. The names and contact numbers of the respective teachers are as follows:

Anti- Ragging Committee	No.
1. Dr. Saroj Bhardwaj	9816086304
2. Dr. I. D. Sharma	9418478711
3. Dr. Laxmi	9418475172
4. Ms. Anita Rani Saroch	8219979496
5. Dr. Anurita Saxena	8586082080
6. Dr. Shobha Barahath	6230775173
7. Mr. Pradeep Thakur	9418394629
8. Dr. Anjula	9418494077
9. Dr. Jyoti Pandey	9418159310

- Smoking, consuming drugs, alcohol, tobacco products or any other intoxicating substances is strictly prohibited in the college/ hostel campus. Any violation will attract severe disciplinary action.
- The students must carry their identity cards at all times. Entry in the college without identity cards is strictly prohibited.
- The prospectus cum handbook of information is published for the purpose of information only. Information contained in this document does not form the basis of any binding or give rise to any contractual or other obligation on behalf of R.K.M. V. The college does not accept any liability whatsoever to any person in relation to the content of this document and any reliance placed on it.