



RAJKIYA KANYA MAHAVIDYALAYA SHIMLA

(COLLEGE WITH POTENTIAL FOR EXCELLENCE)

Message from Principal Desk

Dear students! Welcome to the Rajkiya Kanya Mahavidyalaya (RKMV) Shimla, which is an institution with Potential for Excellence and one of the finest colleges in Himachal Pradesh where we are imparting higher education to the young ladies with a substantial, potent and conscientious task. I wish that our students should be disseminated with an all round knowledge so that they could become multidimensional personalities rather than uni-dimensional. We believe in providing our students an environment of knowledge, education supported by their extracurricular interests. The students are evaluated and persuaded ahead on the basis of their physical, mental, social, emotional and intellectual development.

It is wonderful to look back towards the last few years of RKMV, where there is so much to feel proud of and much to celebrate. Last few years have been extremely successful and satisfying in terms of accomplishments and accolades in scholastic and infrastructural development issues. The phenomenal academic achievements of our students have always added glory to the college by securing high University ranks. The college has a tradition of excelling in sports and extracurricular activities, in which our students bring laurels to their institution.

I feel proud to acknowledge the contribution of highly qualified, dynamic and multi talented faculty, non-teaching staff and my students for this. We have to continue to move ahead for producing and maintaining the best.

My best wishes to the new students entering RKMV.

Dr. Navendu Sharma
Principal

RAJKIYA KANYA MAHAVIDYALAYA (RKMV)

A Brief Profile

Rajkiya Kanya Mahavidyalaya (RKMV) was established in 1977 when the erstwhile RPCSDB College was taken over by the state government. It is a historical and premier institute of higher learning duly accredited by NAAC and has also been awarded with Centre of Potential for Excellence status by UGC. The college is an educational landmark of Himachal Pradesh which primarily aims at higher education of young women in the field of Arts, Science, Commerce 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 3500 in the session 2019-20. The job oriented Self financed courses especially BCA, BSC (Hon.) in Microbiology and Biotechnology, PGDCA and Add on courses are also being given 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, computerized library, auditorium, common room, Gym, dispensary and Canteen. Apart from this hostel facility is provided to tribal students in Tribal Hostel and for general students in Sainik Hostel on the basis of merit. Besides Sports, many extension activities like NSS, NCC, Bharat Scouts and Guides, Eco club, Red Cross and Rotary club membership can also be opted for by the students as per their interest to learn team work, 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 centre facilitates hobby classes in dance and music for general public with minimum age of six years. It also offers a graduate level course in classical dance and music for the students and aspirants. 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 the nation building with a sense of dedication, duty and respect for humanity.

OUR MISSION

As a premier Institute of Higher Learning a clear roadmap is envisaged to provide all round exposure to every student through awareness, training and interactive programmes, stage performances, extra-curricular, career guidance and training in life-skills to students.

ADMISSION SCHEDULE/ ACADEMIC CALENDER 2020-21

A. New Admissions under HPU-UGC (CBCS) First Year BA/ B.Sc./B.Com as per letter No. EDN-A-Chha (7).., dated: 13-June-2018:

Prospectus will be available online on the college website which will be available w.e.f. 13th July, 2020 to 31st July, 2020. Scrutiny of registrations/ Admission Applications will be conducted in the First week of August and admissions confirmed thereafter. In case some candidates fail to register during this period they will be provided another opportunity in the month of August.

Note:

1. The admission shall be strictly on the merit basis and the roaster reservation of HPU will be applicable.

B. BA/ B.Sc./B.Com Second Year and Third Year Admissions:

1. Admission is open for all students on, Roll on basis, who are otherwise eligible without waiting for the final result. Roll on system means the student who has appeared in the 1st Year and 2nd year will go to the 2nd year and 3rd year as per the schedule without waiting for the result of the 1st Year and 3rd year respectively. However, the student will have to fulfill all the formalities laid down by the college authorities like filling up of the admission form, if any and depositing the prescribed fee. This will help to start the regular teaching of 2nd year and 3rd year in time.
2. Any change in the Admission Schedule, if notified by HPU, Shimla-171005 will be displayed on the notice board and official website of the college. Vacation Schedule as per departmental notifications issued from time to time.

ACADEMIC TEAM Principal: Dr. Navendu Sharma	
Dept. of English:	Dept. of Chemistry:
1. Dr. Anita Sharma (Assoc. Prof.) 2. Dr. Sapna Pandit (Assoc. Prof.) 3. Prof. Arti Chauhan (Assoc. Prof.) 4. Dr. Reva Gupta (Assoc. Prof.) 5. Prof. Geeta Sharma (Assoc. Prof.) 6. Prof. Ritu Sharma (Asstt. Prof.)	1. Dr. Rajinder Kashyap (Assoc. Prof.) 2. Dr. Pushpa Negi (Assoc. Prof.) 3. Dr. Vandna Sharma (Assoc. Prof.) 4. Dr. Aruna Sharma (Assoc. Prof.) 5. Dr. Nitika Chauhan (Asstt. Prof.) 6. Dr. Yashwant (Asstt. Prof.)
Dept. of Hindi:	Dept. of Mathematics:
1. Prof. Sangeeta Jhagta (Assoc. Prof.) 2. Vacant	1. Prof. Rajesh Chauhan (Assoc. Prof.) 2. Prof. Anita Rani (Asstt. Prof.) 3. Dr. Girish Kapoor (Asstt. Prof.)
Dept. of Sanskrit:	Dept. of Nutrition & Health Education:
1. Dr. Mohan Sharma (Asstt. Prof.)	1. Dr. Jyoti Pandey (Asstt. Prof.) 2. Vacant
Dept. of Economics:	Dept. of Commerce:
1. Prof. Aprajita Nag (Assoc. Prof.) 2. Dr. Vikrant Thakur (Asstt. Prof.) 3. Dr. Pyare Lal (Asstt. Prof.)	1. Prof. Dharmender Mehta (Assoc. Prof.) 2. Dr. Neeraj Sharma (Asstt. Prof.) 3. Prof. Reeta Devi (Asstt. Prof.) 4. Prof. Harsha Kumari (Asstt. Prof.) 5. Dr. Reena Thakur (Asstt. Prof.)
Dept. of Political Science:	Dept. of Journalism & Mass Communication:
1. Dr. Saroj Bhardwaj (Assoc. Prof.) 2. Dr. Vipin Kumar (Asstt. Prof.)	1. Prof. Gita Sharma (Asstt. Prof.)
Dept. of Public Administration:	Dept. of Physical Education:
1. Dr. I.D Sharma (Assoc. Prof.)	1. Prof. G.C Negi (Assoc. Prof.)
Dept. of History:	Dept. of Sociology:
1. Dr. Gopal Chauhan (Assoc. Prof.) 2. Dr. Anurita Saxena (Asstt. Prof.) 3. Dr. Raj Laxmi Negi (Asstt. Prof.)	1. Dr. Laxmi Sandhu (Assoc. Prof.) 2. Prof. Sneha (Asstt. Prof.)
Dept. of Philosophy:	Dept. of Painting:
1. Dr. Shobha Barhath (Asstt. Prof.) 2. Vacant	1. Dr. Bhader Singh (Asstt. Prof.)
Dept. of Geography:	Dept. of Commercial Art:
1. Dr. Arvind Paul (Asstt. Prof.) 2. Prof. Rashika Sharma (Asstt. Prof.) 3. Prof. Kanika Lakhnwal (Asstt. Prof.)	1. Vacant
	Dept. of Tourism and Travel:
	Prof. Katyayni Sharma (Asstt. Prof.)
Dept. of Music (Vocal):	Dept. of Dance:
1. Dr. Luxmi (Assoc. Prof.) 2. Prof. Anup Kumar (Asstt. Prof.)	1. Prof. Usha Sharma (Asstt. Prof.) 2. Vacant
Dept. of Music (Instrumental):	Dept. of Physics:
1. Dr. Santosh Sharma (Assoc. Prof.)	1. Dr. Pradeep Malhotra (Asstt. Prof.)

2. Dr. Kalpana Sharma (Asstt. Prof.)	2. Prof. Sushila Devi (Asstt. Prof.) 3. Prof. Pradeep Kumar (Asstt. Prof.)
Dept. of Psychology:	Dept. of Botany:
1..Dr. Ishita Chauhan (Asstt. Prof.)	1. Dr. Renu Rana (Assoc.Prof)
Dept of Education:	2. Prof. Bhagwati Charan (Assoc. Prof.)
1..Prof. Tanendra Devi (Asstt. Prof)	3. Dr. Prem Prakash Negi (Asstt. Prof.)
Dept. of Zoology:	Dept. of Computer Application:
1. Prof. Kartik Mritunjaya Chauhan(Assoc.Prof)	1..Er. Deepak Negi (Asstt. Prof.)
2. Dr. Gaurav Kapoor (Asstt. Prof.)	2. Prof. Priyanka Dhareula (Asstt. Prof.)
3. Dr. Shweta Sharma (Asstt. Prof.)	
Library:	Hostel Wardens:
1. Ms. Poonam Sharma (Librarian)	1. Dr. Shobha Barahath (Sainik Hostel)
2. Ms. Sunita (Asstt. Librarian)	2. Dr. Jyoti Pandey (Tribal Hostel)
Office Staff :	
1. Mr. Prem Singh Negi (Supdt. Gr-II)	
2. Mr. Virender Kanwar(Sr. Assit)	
3. Mr. Ramesh Kumar (Clerk)	
4. Mr. Sanjeev Thakur (Clerk)	
5. Mr. Sunil Shyam (Clerk)	
6. Mr. Rajesh Kumar Garg(SLA)	
7. Ms. Paramjeet Kaur (SLA)	
8. Mr. Tilak Raj (JLA)	
9. Mr. Rakesh Kumar(JLA)	
10. Mr. AanDass (JLA)	
11. Mr. Roshan Lal(JLA)	
8. Mr. Sunder Singh (Lab Attendant)	
10. Mr. Hira Singh (Lab Attendant)	
11. Mr. Mukul Kumar (Lab Attendant)	
13. Ms. Sumitra (Lab Attendant)	
14. Ms. Ramla Devi (Lab Attendant)	
15. Mr. Satya Prakash (Lab Attendant)	
16. Mr. Ganga Ram (Lab Attendant)	
17. Mr. Dalip Singh (Peon)	
18. Mr. Gulab Singh(Chowkidar)	
19. Mr. Prem Chand (Peon)	
20. Mr. Dalel Singh (Peon)	
21. Mr. Subhash (Peon)	
22. Ms. Phulla Devi (Peon)	
23. Ms. Sundla Devi (Peon)	
24. Ms. Gulabo Devi (Peon)	

CHOICE BASED CREDIT SYSTEM (CBCS):

The HPU switched over from the RUSA CBCS to the UGC CBCS from the session 2016-17 with a view to improve quality of education & the employability of the workforce. Now a candidate shall have to undergo the prescribed courses of study in a period not less than three years or more than five academic years from the date of admission. A candidate will not be allowed more than three attempts to pass a course from the session 2018-19. Himachal Pradesh University has recommended UGC guidelines of CBCS for all colleges of the state. For more information a student can visit UGC website www.ugc.ac.in.

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

OUT LINE OF CHOICE BASED CREDIT SYSTEM:

The UG Three Year Degree Courses (T.D.C.) Programme in a college affiliated to H.P. University will comprise the following categories of courses:

Core Course

Ability Enhancement Compulsory Courses (AECC)

Skill Enhancement Elective Courses (SEC)

Discipline Specific Elective Courses (DSE)

Generic Elective Courses (GE)

CREDIT DETERMINATION:

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

INTERNAL ASSESSMENT:

CCA Scheme - CCA for a student enrolled for the Academic session will account for 30% of the total marks i.e. 100. The break up to 30% i.e. 30 marks is given below:

1. One Mid-Term Exam -15 marks
2. Assignments/Seminar/Class Test/Tutorials/Quiz-10 marks
3. Attendance - 5 marks

Total: 30 marks

For Details about courses and syllabus of every discipline please see HPU website at:
<http://hpuniv.nic.in/syllabus.htm>

GUIDELINES FOR ADMISSION:

(FOR B.A./B.Com./B.Sc. 1st YEAR)

As per the committee constituted by the Government it has been decided by the authority that the semester system in UG Classes be changed to Annual System w.e.f. Academic Session 2018-19 and other recommendations of the committee may be examined and implemented accordingly.

Eligibility Conditions:

- i) A pass in +2 Examination (in any academic stream) conducted by the H. P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.
- ii) Provided that a student who has passed qualifying examination in Arts Stream will be given preference in B.A. programme.
- iii) Provided that a student who has passed qualifying exam, in Science Stream will be given preference in B.Sc. programme.
- iv) Provided that a student who has passed qualifying exam. with Commerce Stream will be given preference in Commerce programme. Students from other streams opting Commerce must have studied Economics or Mathematics at +2 level.
- v) A student who has passed Shastri, Prak Shastri from Sanskrit colleges affiliated to the HPU or Rashtria Sanskrit Sansthan (Deemed University) under MHRD Govt. of India shall be eligible for admission to Arts Stream only, provided that the candidate has passed Prak Shastri or Shastri with English as one of the subjects.
- vi) Vocational subjects under National Vocational Education Qualification Framework (NVEQF) shall be given weight age equivalent to any other general education subject.
- vii) Merit will be worked out by taking into consideration the best of five subjects including English as one of the subjects.
- viii) The roster for reservation of seats for various categories shall be as per rules of H.P.U. Shim la given below.
- ix) As per the notification of Himachal Pradesh University dated 9th April 2019 the percentage of reservation of seats for disabled students(specially abled) has been increased from 3% to 5%

RESERVATION ROSTER (In case of total 120 seats)		
Category	Reservation admissible and seats	Position in the merit list
Scheduled Caste:	15% i.e. 18 seats	at No. 7, 12, 18,26,33,39,46, 52,59,65, 72, 78, 85,91,97,106, 113 and 119 in the merit list.
Scheduled Tribe:	7.5% i.e. 9 seats	at No. 13,27,41,53,67,80,93, 107 and 120 in the merit list.

Achievers in Sports:	5% i.e. 6 seats	at No. 19, 40, 60, 79, 99 and 117 in the merit list. (In Case of a tie, trials will be held.)
Achievers in Cultural Activities:	5% i.e. 6 seats	at No. 20, 38, 61, 81, 98 and 118 in the merit list.
Disabled(Specially Abled):	5% i.e. 6 seats	at No. 34, 66 and at 100 ** in the merit list.
Single girl child:	2 seats (on merit basis) in addition to 120 seats	The applicant will have to submit a certificate from a competent authority as a proof of her status as a single girl child.

* Seats as per UGC Norms and available Infrastructure and Faculty

** Seat no.'s to be notified by HPU.

RULES OF ADMISSION FOR ACHIEVERS IN SPORTS AND CULTURAL ACTIVITIES:

- 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.
- **Original certificates will be verified at the time of admission.**
 - Only those students will be considered for sports quota who has participated in the District/State/National level tournaments.
- 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.
- **It will be mandatory for the students admitted against sports and cultural quota to participate in sports/cultural events.**

UPPER AGE LIMIT:

- i. 25 years for girls as on July 1, 2020.
- ii. The Vice-Chancellor, H.P.U. may, in exceptional cases/circumstance, to be recorded in writing, give relaxation in age up to a maximum of six 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 31st October of every academic year.
- iii. Relaxation in upper age limit is also admissible to physically challenged candidates.

PROGRAMMES STRUCTURE:

The Annual U.G. (T.D.C.) programme in a college affiliated in H.P.U. will comprise the following categories of courses from the session 2016-17 onwards

- Core Courses (CC).
- Ability-Enhancement Compulsory Courses (AECC).
- Skill-Enhancement Elective Courses (SEC).
- Discipline Specific Elective (DSE).
- Generic Elective (GE).

CREDIT FOR DEGREE:

- From 2016- 17 onwards a candidate has to earn 132 credits for degree of BA/B.Com/B.Sc.
- B.A./B.Com. (Pass) Degree (Applicable for B.A./B.Com. 1st year)
- An undergraduate program degree in Humanities/Social Sciences/Commerce Disciplines may be awarded if a student completes 4 core paper each in two disciplines of choice, 2 Core papers each in English and MIL respectively, 2 Ability Enhancement Compulsory Courses, minimum 4 Skill Enhancement Courses and 2 papers each from a list of Discipline Specific Elective papers based on 2 disciplines of choice selected above, respectively and 2 papers from the list of Generic Elective papers (See Table 1).
- B.Sc. (Pass) Degree (Applicable for B.Sc. 1st Year)- An undergraduate program degree in science disciplines may be awarded if a student completes 4 core paper each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses, minimum 4 Skill Enhancement Courses and

2 papers each from a list of Discipline Specific Elective papers based on 3 disciplines of choice selected above, respectively (See Table 2).

PERMITTED SUBJECT COMBINATIONS:

B.A./B.SC./B.COM. 1st Year

ARTS STREAM:

Two core courses other than English/MIL (Compulsory for all) are to be chosen by a student from the list of subjects/courses listed below taking care not to choose more than one subject from the same group.

Group 1:	English/ Hindi/ Sanskrit
Group 2:	Economics/ Political Science/ Pub. Administration/ Journalism & Mass Communication
Group 3:	Mathematics/ History/ Sociology/ Philosophy/ Tourism and Travel/ Education
Group 4:	Geography/ Computer Application/ Physical Education/ Music Vocal/ Music Instrumental/ Dance/ Painting/ Commercial Art/ Nutrition and Health Education/ Psychology

While selecting two core courses keep in view the following considerations:

- i) Students are not allowed to opt for Political Science and Public Administration as 2 core courses,
- ii) They will also not be allowed to opt for 2 Practical subjects as core courses,
- iii) Mathematics as core subject is allowed only with Geography/Economics provided a candidate has studied Mathematics at +2 level.
- iv) A candidate is not permitted to opt for two language core courses.
- v) Physical Education as DSCC-1 will only be allowed to those who have participated at least in state level sports activity.

ABILITY ENHANCEMENT COURSES (AECC):

The Ability Enhancement (AE) Courses be of two kinds: Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Course (SEC). "AECC" Course are the courses based upon the content that leads to knowledge enhancement: Environmental Science and English/MIL Communication. These are mandatory for all disciplines. SEC courses are value based and/ or skill based and are aimed at providing hands-on-training, competency, skills etc.

- i). Ability Enhancement Compulsory Course (AECC): Environmental Science, English Communication/Mil Communication.
- ii). Skill Enhancement Course (SEC): This course may be chosen from the pool of courses designed to provide value based and/ or skill based knowledge.
- iii). General Elective (GE): An elective Course chosen from different subject/ discipline.

A student has to study the following subjects in the annual system B.A./B.Com 1st Year Academic Session 2018-19 onwards:

Table 1:

Scheme of Courses for B.A./B.Com						
Year	CORE COURSE (CC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course (SEC-4)	Discipline Specific Elective (DSE)-4	Generic Elective (GE)-2	CREDITS
I	English-1 = 6 Credit Skt/Hindi-1 = 6 Credit DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit Credit = 36	Environmental Science = 4 Credit English/MIL Communication = 4 Credit (One out of Three) Credit = 08	NIL	NIL	NIL	44
II	English-2 = 6 Credit Skt/Hindi-2 = 6 Credit DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit Credit = 36	NIL	SEC-1 = 4 Credit SEC-2 = 4 Credit Credit = 08	NIL	NIL	44
III	NIL	NIL	SEC-3 = 4 Credit SEC-4 = 4 Credit Credit = 08	DSE-1A = 6 Credit DSE-1B = 6 Credit DSE-2A = 6 Credit DSE-2B = 6 Credit Credit = 24	GE-1 = 6 Credit GE-1 = 6 Credit Credit = 12	44
Total Credits in B.A./B.Com. Three Year Degree Course = 44 x 3						132

SCIENCE STREAM:

A student is to choose three subjects from the list given below as core courses and Environmental Science as Ability Enhancement Compulsory Course.

Medical (Life-Sciences) stream: Chemistry, Zoology and Botany.

Non-Medical (Physical Sciences) stream: Mathematics, Physics and Chemistry/ Computer Science.

A student has to study the following subjects in B.Sc. Course:

Table 2:

Scheme of Courses for B.Sc. Medical/Non-Medical					
Year	CORE COURSE (CC)-12	Ability Enhancement Compulsory Course (AECC)-2	Skill Enhancement Course (SEC-4)	Discipline Specific Elective (DSE)-6	CREDITS
I	DSC-1A = 6 Credit DSC-1B = 6 Credit DSC-2A = 6 Credit DSC-2B = 6 Credit DSC-3A = 6 Credit DSC-3B = 6 Credit Credit = 36	Environmental Science = 4 Credit Hindi/English/Sk t = 4 Credit (One out of Three) Credit = 08	NIL	NIL	44
II	DSC-1C = 6 Credit DSC-1D = 6 Credit DSC-2C = 6 Credit DSC-2D = 6 Credit DSC-3C = 6 Credit DSC-3D = 6 Credit Credit = 36	NIL	SEC-1 = 4 Credit SEC-2 = 4 Credit Credit = 08	NIL	44
III	NIL	NIL	SEC-3 = 4 Credit SEC-4 = 4 Credit Credit = 08	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 = 44 x 3					132

EVALUATION SYSTEM:

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

- Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course. 30% assessment will be determined on the basis of class room attendance, mid-term tests, and assignments/seminars. (5, 15 and 10% marks respectively).
- A student will have to attend at least 75% lectures/Tutorials/Practical's. A student having less than 75% attendance will not be allowed to appear in the Annual Examination.
- Annual Examination will be accounting for the remaining 70% of the final grade that a student gets in a course. The Annual Examination will be of three hour's duration and will be covering the entire syllabus of the course.

PROCEDURE OF ADMISSION:

FIRST YEAR:

- i.) An applicant who intends to seek admission in the College should apply on the college website which will be made available online.
- ii.) An applicant who fails to deposit the dues by the prescribed date and time shall forfeit her right to admission in the College and the seat shall be offered to the next applicant in the merit list for which the notices shall be displayed on the College notice board accordingly. In no case shall the Third waiting list be issued/considered.
- iii.) In case of a tie in selection, the candidate older in age shall be given weight age.
- iv.) A candidate who intends to seek admission in the Hostel shall apply on the prescribed form available in the College office.

DOCUMENTS & CERTIFICATES REQUIRED:

(B.A./B.Sc./B.Com.-First Year)

- i.) Self-Attested copy of Matriculation and 10+2 Examination mark sheet issued by a recognized Board.
- ii.) Three passport-size photographs.
- iii.) Character certificate in original from the Head of the Institution last attended or a character certificate issued by a gazette officer in the case of a private candidate. (To be produced and attached with the admission form only at the time of verification of certificates.)
- iv.) The character certificate should not be older than 6 months on the day of admission.
- v.) Candidates who have passed +2 from a Board other than H.P. Board of School Education/ICSE/CBSE must submit equivalence eligibility certificate from H.P. Board / University.
- vi.) Migration Certificate in original to be enclosed with the H.P. University Registration form and not with the admission form.
- vii.) Attested copy of certificate issued by competent authority for availing benefit of reservation in the category concerned.

- viii.) Any gap (latest) in the academic career of an applicant must be supported by a Documentary evidence/ Affidavit as the proof of her activities during the period of gap.
- ix.) Attested copy of Bonafide Himachali Certificate for the exemption of Tuition Fee. (To be attached with the Admission Form at the time of verification of certificate).

Note:- Admission without any of the above mentioned documents shall be purely provisional and at the candidate's own risk. The candidate is further advised to produce her original certificates at the time of verification of certificates by the committees.

ADD-ON COURSES:

Indian Institute of Skill Development Private Limited (IISD) is engaged with Himachal Pradesh Kaushal Vikas Nigam (HPKVN) for the implementation of training programme funded by Asian Development Bank (ADB) for imparting Skill Training to improve the employment potential of the students with systematic training, certificates of competency and placement assistance. Realizing the importance of vocational courses, the college has started two Certificate/Diploma Add-on Courses for the students of final year i.e. 3 Year students under this programme which has been started since 01st October 2018 and students are advised to contact Coordinator Add-on Courses Dr. Gopal Chauhan.

- i.) ITes
- ii.) Banking, Finance and Insurance Sector

Details of fee/funds to be charged from the students of 1st Year, 2nd Year & 3rd Year

	B.A./B.Sc./B.Com. 1 st Year		B.A./B.Sc./B.Com. 2 nd Year		B.A./B.Sc./B.Com. 5 th and 6 th Sem.	
Govt. Charges:						
Admission	25		25		25	
Total (A)	25		25		25	
University Funds:						
Registration fee: HP Board Other Boards = 420	220					
Cont. fee	10		20		20	
Welfare Fund	15		15		15	
Holiday Home Fund	1		1		1	
University Development Fund (Rs. 100/- for IRDP/BPL Students)	250					
University Sports Fee	15		15		15	
Total (B)	IRDP/BPL		IRDP/BPL		IRDP/BPL	
	511.00	361.00	41.00	41.00	41.00	41.00
College Annual Charges:						
Library security (refundable)	100					
Mid Term tests	80		80		80	
Magazine fund	50		50		50	
Identity card	10		10		10	
Medical fund	10		10		10	
NCC fund	5		5		5	
Student aid fund	2		2		2	
Amalgamated fund @ 25/-p.m.	300		300		300	
Sports fund @ 20/- p.m.	240		240		240	
Building fund @ 10/-p.m.	120		120		120	
Furniture repair/replacement	10		10		10	
Campus Dev/Beautification	10		10		10	
Book replacement fund	25		25		25	
Rovers & Rangers @5/- p.m.	60		60		60	
Cultural activities fund	20		20		20	
Computer & Internet facility fund	20		20		20	
PTA Fund	500.00		500.00		500.00	
	IRDP/BPL		IRDP/BPL		IRDP/BPL	
TOTAL (C)	1,562.00	1,562.00	1,462.00	1,462.00	1,462.00	1,462.00
Grand Total (A+B+C)	2,098.00	1,948.00	1,528.00	1,528.00	1,528.00	1,528.00

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 1st Time (On the recommendation of teachers only)	100.00
vi.) Re-admission fee 2nd Time	200.00
vii.) Duplicate Identity Card	20.00
viii.) Absence from Mid Term Tests	10.00 per day

FINES & 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 shall also be struck off from the college rolls, if she remains absent without sanctioned leave continuously for 10 days or more.
3. If the name of a student is struck off, she 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/ N.S.S. /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 book on the due date.
- vi) Students, who represent college in various inter-college games or other competitions, will have to get their leave sanctioned from the Dean & noted by the subject teachers concerned before their departure for the event.
- 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 computerized library, with internet facility, caters to the needs 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 & has different sections for text books and reference books. The library subscribes to as many as 15 newspapers, 25 magazines and 9 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 6000 e-journals of national and international repute and more than 31,35,000 e-books.

LIBRARY RULES:

- i) Library-Cum-Identity Card will be issued by the Librarian at the time of admission and every student is required to register herself as a member of the library.
- ii) Books are issued on the Library-Cum-Identity Card and they must produce the card every time they visit the library.
- iii) Only 2 books are issued at a time for 7 days. The librarian has the right to recall the books at any time.
- iv) Reference books are not issued to students.
- v) In case of loss of a book, the student will have to replace the book or pay fine in addition to the printed price of the book with the permission of the Principal.

vi) Student is responsible for the book as soon as it is issued. In case a book is defaced /damaged in anyway, the book is to be replaced by her.

vii) Students can get books issued from the book bank by paying 20% of the cost of the book in addition to the actual cost of the book.

viii) Issuance of books will start tentatively from August, 2020.

SPORTS:

College offers coaching to prepare the players for participation in inter-college and inter-university sports championships in Basket Ball, Volleyball, Badminton, Cricket, Kho-Kho, Athletics, Cross Country, Chess, Handball and Hockey. Realizing the importance of physical fitness for young girls living stressful lives in space-starved city, the college has taken an initiative to revive the gymnasium.

COLLEGE MAGAZINE:

The college brings out the 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 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) Indira Gandhi Uttkrisht Chhatravriti Yojna for meritorious students.
- ii) IRDP Scholarship.
- iii) Post-Matriculation scholarship to SC/ST/OBC students.
- iv.) Post Matric Scholarships Scheme for Minorities.
- 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 these forms complete in all respects within the specified dates (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 organized with gusto by the college fraternity throughout the year to encourage and recognize talent in students. Every effort is made to foster in young girls a sense of cooperation, responsibility and discipline. Extension activities undoubtedly give stimulus to those students who are keen to explore new ideas and horizons. The institution runs various clubs & societies.

1. The Sahitya Parishad
2. Music & Dramatics Society

3. Nature Club
4. The Planning Forum
5. Youth Welfare Club
6. Rotract Club
7. Youth Red Cross
8. Red Ribbon Club
9. Information & Technology Club

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

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

COMPOSITION OF SUBJECT SOCIETIES:

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

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

Groups	Subjects
Group 1: The Commerce Faculty	All subjects of Commerce
Group 2: The Science Faculty	All subjects of Science, 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 programs, from various newspapers & Universities are also displayed on the notice board for the benefit of students. Resource persons from government and private agencies are also invited.

WOMEN GRIEVANCE & REDRESSAL CELL:

This cell has been constituted to achieve the objective of gender equality by making the girls aware of their rights and duties. Gender disparity manifests itself in various forms and the underlying causes for the discrimination are related to social and economic structure, which is based on informal and formal norms, and practices. The cell frequently organizes interactive sessions with students to get an insight into women-specific problems which need to be addressed on priority basis.

ANTI-RAGGING SQUAD/ CELL:

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

- i) Installation of CCTV cameras at vital points in the college.
- ii) Putting up of notices for making students aware of the consequences of indulging in any form of ragging.
- iii) 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 of the college.
- i) Regular counseling sessions for students by members of the DSW committee.
- ii) 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 sensitizing young girls towards the concerns of the marginalized and the underprivileged. 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 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:

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

THE DRAMATICS CLUB:

The club organizes a workshop every year to impart extensive training in theatrical exercises to interested students.

INFORMATION & TECHNOLOGY (ICT) 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.

EXTENSION ACTIVITIES:

NATIONAL CADET CORPS (NCC):

NCC forms an integral part of the curriculum here at R.K.M.V. It comprises two units (80 per unit) and students of B.A. / B.Com / B.Sc.- 1st Year may join the NCC by filling-in enrolment 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 message that is the motto of the N.S.S. "Not me, but you" conveys.

THE BHARAT SCOUTS & GUIDES:

Activities undertaken by the Bharat Scouts & Guides are primarily based on community development. The college has two units of this organization with about 40 students/rangers and voluntary membership can be obtained by depositing a fee of Rs.10.00 only.

EDUCATIONAL TOURS & EXCURSIONS:

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

- i) No educational tour, excursion can be organized without a teacher and without the p r i o r 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.

WORKING IN HARMONY:**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 students studying in the college.)
- iii) Teachers.

ALUMNI ASSOCIATION:

Having been a part of R.K.M.V. in their formative years, the ex-students of the college have a sense of belonging 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 Alumni 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 the following members:

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

HOSTEL ADMISSION:

The college provides accommodation to 90 students in Tribal Hostel and to 90 students in Sainik Hostel. The admission is strictly on merit basis subject to the prescribed reservation/weight age. 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 has deposited their college fee, funds and has the distance between their permanent residence and R.K.M.V. Shimla with more than 50 kms. A certificate to this effect is compulsory.

ii) All the seats are reserved for Tribal Students in the Tribal Hostel. In case seats remain vacant after due date, then seats will be allotted to the students of other categories.

iii) In the Sainik Hostel, students are admitted from the general category. As per rules the of H.P. Govt. seats are reserved for SC, Backward classes, IRDP, Physically Handicapped candidates, wards of Army Personnel, Ex-Servicemen, outstanding Sports Persons, students who have excelled in cultural activities and also for Foreign Students.

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 Hostel.

RULES OF ADMISSION FOR ACHIEVERS IN SPORTS AND CULTURAL ACTIVITIES:

- 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 the rules.

- Original certificates will be verified at the time of admission.

- Only those students will be considered for the sports quota, who have participated in the District/State/National level tournaments. (In case of a tie, trials may be held.)

- Only those students who have secured 1st, 2nd or 3rd position in District/State/National level sports achievements or cultural events will be considered for the quota meant for outstanding students in cultural activities.

- It will be mandatory for these students admitted against sports and cultural quota to participate in sports/cultural events.

PROCEDURE FOR HOSTEL ADMISSION:

i) All the students seeking admission in the hostel are required to deposit Hostel Admission Form in the college office on or before the last date of admission. (Without late fee)

ii) Forms submitted in the office are scrutinized by the hostel committee and merit-wise list of the students is prepared and displayed on the notice board.

iii) At the beginning of the session all the vacant seats in the hostel, are allotted to the students on the basis of merit in 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 hostel are required to compulsorily participate in college activities like sports, cultural activities, N.S.S. / N.C.C. 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 are required for admission in hostels issued by the respective competent authority:

- i) A medical fitness certificate issued by a medical officer from a Govt. Hospital is mandatory.
- ii) SC/ST certificate issued by first class magistrate.
- iii) Handicapped certificate issued by C.M.O.
- iv) District/State/National Level participation in sports certificate issued by the respective authority.
- v) 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.
- vi) 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 behavior 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 the allotment of room in the hostel to her.
- vii) 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.
- viii) Residence proof, signed by competent authority, specifying distance from R.K.M.V. Shimla.
- ix) Information regarding local guardian needs to be provided on a separate form along with passport size photograph of the guardian, his/her specimen signature duly verified by the parent.

HOSTEL FUNDS AND FEE:

1.	Hostel security (subject to the adjustment of excess bill of Water and Electricity)	Rs. 500
2.	Mess security (Refundable)	Rs. 1000
	Note: Subject to the adjustment of excess bill of water & electricity	
ANNUAL CHARGES (NON-REFUNDABLE)		
1.	Admission fee (annual)	Rs. 10
2.	Utensil fund	Rs. 30
3.	Furniture maintenance charges	Rs. 100
MONTHLY CHARGES		
1.	Room rent per seat	Rs. 30
2.	Common room fund & medical fund	Rs. 50
3.	Attendant fee	Rs. 50
4.	Clerical assistance fee	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 funds and fee may be increased on the recommendations of the Govt./Hostel Committee. Usage charges, accruing in excess of the already paid, will be charged proportionately from the students.

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 everyday 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, failing which a fine of Rs. 5/-per day will be charged, except during vacations.
- 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 misbehavior will render a resident student liable to disciplinary action / expulsion from the hostel.
- xii) The Principal is the final deciding authority for allotment of a seat 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 guest will be allowed to stay in the hostel, except the mother of the student in case of her ward's serious illness, with prior permission of the Principal.
- iv) The Principal and members of the hostel committee reserve the right of censoring all correspondence of the resident students.
- v) With the permission of the warden, the local guardian may meet her/his ward between 10 a.m. to 5 p.m. every Sunday in the visitor's room or in the sick room in case of illness, after producing the local guardian identification card and signing the visitor's register.
- vi) Parents should inform the Principal about the travelling arrangements proposed for their wards for their 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 vacations.
- 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 & 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 around on 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 banned. 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 2 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 an outsider.
- Without identity card no one is allowed to enter the College premises.
- 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.

ANNUAL COMMITTEES FOR THE SESSION 2020-21

Sr. No.	COMMITTEE	CONVENER	MEMBERS (TEACHING)	NON- TEAHCING MEMBERS
1.	Chief Coordinator	Dr. Gopal Chauhan		
2.	Advisory	Dr. Gopal Chauhan	Dr. Anita Sharma Dr. Sapna Pandit Prof. Arti M Chauhan Dr. Pushpa Negi	Mr. P.S. Negi
3.	Dean Students Welfare (DSW) & CSCA Elections	Dr. Pushpa Negi (DSW)	Dr. Renu Rana Prof. Aprajita Nag Dr. Neeraj Sharma Dr. Vikrant Thakur Dr. Pyare Lal	Mr. P.S. Negi
4.	Anti-Ragging/General Discipline Committee	Dr. Gopal Chauhan	Dr. Anita Sharma Dr. Sapna Pandit Prof. Arti M Chauhan Dr. Saroj Bhardwaj Prof. Anurita Saxena Dr. Neeraj Sharma Dr. Laxmi Dr. Shobha Barhath Prof. Gopi Chand Negi	Mr. P.S. Negi Ms. Poonam Sharma (Lib)
5.	Complaint Committee	Dr. Navendu Sharma (Principal) (Chairperson)	Dr. Gopal Chauhan Dr. Sapna Pandit Dr. Aprajita Nag Dr. Reva Gupta Prof. Rajesh Chauhan Dr. Anurita Saxena Dr. Yashwant Prof. Harsha Kumari	Mr. P.S. Negi
6.	Scholarship	Prof. Rajinder Kashyap	Dr. Arvind Paul Dr. Mohan Sharma Prof. Reeta Devi Dr. Pyare Lal Er. Deepak Negi Prof. Priyanka Dhareula Prof. Reena Thakur	Mr. Sunil Shyam
7.	Bus Pass and other Form Attestation	Dr. Sapna Pandit	Prof. Arti M Chauhan Prof. Laxmi Sindhu Prof. Geeta Sharma (Eng) Dr. Anurita Saxena Dr. Nitika Chauhan Dr. Vipin Prof. Reena Thakur	Mr. Hira Singh

			Prof. Tanendra Devi Dr. Yashwant Prof. Harsha Kumari Prof. Pradeep Kumar	
8.	Time-Table	Prof. Rajesh Chauhan	Prof. Gita Sharma (JMC) Dr. Neeraj Sharma Dr. Vikrant Thakur Dr. Pradeep Malhotra Er. Deepak Negi Dr. Reena Thakur	Mr Sanjeev Thakur
9.	Career Counseling and Placement Cell	Dr. Anita Sharma	Dr. Renu Rana Dr. Vandana Sharma Dr. Reva Gupta Dr. Anurita Saxena Dr. Gaurav Kapoor Dr. Neeraj Sharma Dr. Ishita Chauhan Prof. Katyayni Sharma	Mr. P.S Negi
10.	N.C.C.	Dr. Laxmi (Music)	-	Mr Sunil Shyam
11.	N.S.S.	Prof Katyayni Sharma	-	Mr. Sanjeev Thakur
12.	The Bharat Scouts & Guides	Dr. Jyoti Pandey	-	
13.	Youth Red Cross	Dr. Saroj Bhardwaj	-	
14.	Rotaract	Dr. Saroj Bhardwaj	-	
15.	Women Cell against Sexual Harassment and Equal Opportunities Club	Dr. Navendu Sharma (Principal)	Dr. Sapna Pandit Dr I.D. Sharma Dr. Vandana Sharma Dr. Reva Gupta Prof. Rajesh Chauhan Prof. G.C Negi Dr. Anurita Saxena Dr. Shobha Barhath Dr. Jyoti Pandey Dr. Ishita Chauhan	Ms. Ramla Devi
17.	SC, ST, OBC and Minority Cell	Prof. Laxmi Sindhu (Coordinator)	Dr Arvind Paul Prof. Raj Laxmi Negi Dr. Prem Parkash Negi Prof Tanendra Devi	
18.	RUSA Discrepancy	Dr. Gaurav Kapoor	Er. Deepak Negi	Mr. Dharmender

COLLEGE MAGAZINE			
		MEMBERS (TEACHING)	NON- TEAHcing MEMBERS
	Editor-in Chief	Prof. Bhagwati Chanran	Mr. P.S. Negi
	Chronicle Section	Dr. Anurita Saxena	
	Hindi Section	Prof. Sangeeta Jhagta	
	English Section	Prof. Geeta Sharma (Eng)	
	Sanskrit Section	Dr. Mohan Sharma	
	Planning Section	Dr. Vikrant Thakur	
	Science Section	Dr. Aruna Sharma	
	Pahari Section	Dr. Gopal Chauhan	
	Fine Arts Section	Dr. Bhader Singh	
	Music Section	Prof. Anup Kumar	
	Alumni Section	Prof. Usha Sharma	
Teachers Section	Prof. Gita Sharma (JMC)		
COMMITTEE	CONVENER	MEMBERS (TEACHING)	NON- TEAHcing MEMBERS
Educational Tour/ Excursions/Picnic	Dr Kartik Shree Mritunjaya Chauhan	Prof. Sangeeta Jhagta Dr. Renu Rana Dr. Vandana Sharma Dr. Anurita Saxena Dr. Prem Parkash Negi Prof. Katyayni Sharma	
Nature Club	Prof. Bhagwati Charan	Dr. Aruna Sharma Dr. Shweta Sharma Dr. Nitika Chauhan Prof. Kanika Lakhanpal Prof. Sneh Prof. Tanendra Devi Prof. Sushila Devi	Ms. Sumitra
Self-Finance Courses	Prof. Rajesh Chauhan	Dr. Gaurav Kapoor	Ms. Poonam Thakur Mr. Harish
Dispensary/First Aid	Dr. Vandana Sharma	Prof. Anita Rani Prof. Rashika Sharma Prof. Sneh Prof Anup Kumar Prof Bhader Singh Prof Sushila Devi Dr Reena Thakur	Ms. Suman Ms. Gulabo
U.G.C.	Dr. Anita Sharma	Prof Rajesh Chauhan Dr. Arvind Paul Prof Ritu Sharma Dr Pradeep Malhotra Prof. Reeta Devi Prof Priyanka Dhareula	Mr. Hira Singh Mr. Sunil Shyam
IQAC	Dr. Navendu Sharma (Principal)	Prof. Bhagwati Charan Dr. Neeraj Sharma Dr. Arvind Paul	Mr. P.S Negi IQAC Non-Teaching Members

	Coordinator Dr Pushpa Negi	Dr. Pyare Lal Dr. Pardeep Malhotra Dr. Yashwant Er. Deepak Negi	<i>Sh. Gian Chand Raita</i> (Procurement Consultant HPKVN) <i>Sh. G R Bhardwaj</i> (PTA President) <i>Ms. Tanuja Chaudhary</i> (MC Councilor) President Alumni Association President CSCA
NAAC	Dr. Navendu Sharma (Principal) Dr.Gopal Chauhan Coordinator	Prof. Arti M Chauhan Dr Pushpa Negi Prof. Sangeeta Jhagta Dr. Renu Rana Prof. Aprajita Nag Dr. Vandana Sharma Dr. Laxmi Sindhu	
RUSA (Infra Grant)	Dr. Navendu Sharma (Principal) Coordinator Dr. Gaurav Kapoor	Dr. Arvind Paul Dr. Prem Prakash Negi Dr. Bhader Singh Er. Deepak Negi Prof Priyanka Dherala	
RUSA (Equity Initiative Scheme)	Dr. Navendu Sharma (Principal) Coordinator Dr. Renu Rana	Prof. Ritu Sharma Dr. Mohan Sharma Dr Pradeep Malhotra Er. Deepak Negi Prof. Harsha Kumari Prof. Katyayni Sharma	Mr. P.S Negi
AISHE	Prof Bhagwati Charan	Dr. Vikrant Thakur Prof. Reeta Devi Er. Deepak Negi Prof. Priyanka Dhareula Prof. Pradeep Kumar	Mr. Sanjeev Thakur
Research and Promotion cell	Dr Anita Sharma	Dr. Vandana Sharma Prof. Bhagwati Charan Dr. Raj Laxmi Negi Dr. Vipan Prof Pradeep Kumar	
Guidance Committee(For Competitive Examination)	Dr Renu Rana	Dr Vipan Prof Sneh Dr Bhader Singh Prof Sushila Devi Prof Pradeep Kumar	
Soft Skill Development	Er. Deepak Negi	Prof Priyanka Dharula	
Language Lab	Dr Reva Gupta	Prof Geeta Sharma	
Yoga & Meditation	Dr Shobha Barahath	Dr Jyoti Pandey	
Mid-Term	Dr Pushpa Negi	Prof. Geeta Sharma (Eng)	Mr. Hira Singh,

Examination		Dr. Gaurav Kapoor Dr. Neeraj Sharma Dr. Nitika Chauhan Dr. Girish Kapoor Er. Deepak Negi Prof. Pradeep Kumar	Mr. Prem Chand
-------------	--	---	----------------

COMMITTEE	CONVENER	MEMBERS (TEACHING)	NON- TEACHING MEMBERS
Annual Prize Distribution Purchase Committee	Dr. Vandana Sharma	Dr. Reva Gupta Prof. Bhagwati Charan Dr. Laxmi Sindhu Prof. G. C. Negi Dr. Neeraj Sharma Dr. Prem Prakash Negi Dr. Girish Kapoor Mrs. Poonam Sharma (Librarian)	Mr. P.S Negi Mr. Sunil Shyam Mr. Hira Singh
Academic List Preparation	Dr.Kartik S. M. Chauhan	Dr. Vandana Sharma Prof. Gita Sharma (JMC) Dr. Shweta Sharma Dr. Vipin Dr. Girish Kapoor Prof. Sneha Prof Tanendra Devi Prof Sushila	Mr. Dalel Singh
Sports List Preparation	Prof. G. C. Negi	Prof. Reeta Devi Dr. Prem Prakash Negi Dr. Yashwant Dr. Reena Thakur Prof Katyayni Sharma	
PTA	Dr Saroj Bhardwaj	Dr. Laxmi Sindhu Prof. Geeta Sharma Dr. Raj Laxmi Negi Prof. Rashika Sharma Prof. Katyayni Sharma	B S Negi
Self-Finance/ Add On Course	Prof Rajesh Chauhan	Dr. Gaurav Kapoor	Ms Poonam
Annual Report	Prof. Ritu Sharma	Dr Mohan Sharma Prof Kanika Lakhanpal Prof Harsha Kumari Prof Katyayni Sharma	
Library	Prof. Aprajita Nag	Dr. Reva Gupta Dr. Girish Kapoor Prof. Raj Laxmi Negi Mrs. Poonam Sharma (Lib)	Ms Sunita
Fresher's Party and	Dr. Vandana	Dr. Shobha Barhath	Mr.P. S Negi

Farewell Party	Sharma	Dr. Shweta Sharma Dr. Nitika Chauhan Prof. Rashika Sharma Prof. Tanendra Devi Dr. Jyoti Pandey Dr. Bhader Singh Dr. Ishita Chauhan Prof. Katyayni Sharma	
Cultural Committee	Dr. Sanotsh Sharma (Music-I)	Dr. Shobha Barhath Prof. Usha Sharma Prof. Anup Kumar Dr. Jyoti Pandey Dr. Bhader Singh Dr. Kalpna Sharma	
Campus Beautification	Prof. Rajinder Kashyap	Dr. Aruna Sharma Prof. Raj Laxmi Negi Dr. Prem Prakash Negi Dr. Mohan Sharma	Ms. Ramla Devi
Stage Conduct	Dr. Sapna Pandit	Prof. Bhagwati Charan Dr. Anurita Saxena	
Stage Decoration	Dr. Laxmi Sindhu	Prof. Anita Rani Dr. Gaurav Kapoor Dr. Shweta Sharma Dr. Nitika Chauhan Prof. Sneha Dr. Jyoti Pandey Dr. Bhader Singh Prof Sushila Devi	Mr. Ganga Ram
Refreshment	Prof. Kartik S M Chauhan	Dr Laxmi Dr Laxmi Sindhu Prof. Anita Rani Prof. Geeta Sharma Dr. Shweta Sharma Prof. Ritu Sharma Dr. Mohan Sharma Dr. Prem Prakash Negi Prof. Tanendra Devi Prof. Kanika Lakhanpal Dr. Kalpna Sharma Dr. Reena Thakur Mrs. Poonam Sharma (Librarian) Mrs. Sunita(Asstt. Lib)	Ms. Phulla Devi, Mr. Gulab Chand
Mike and Audio System	Dr. Pradeep Malhotra	Er. Deepak Negi Prof. Pradeep Kumar	Mr. Mukul
Invitation Committee	Prof. Arti M Chauhan	Prof. Gita Sharma Dr. Mohan Sharma Dr. Vikrant Thakur Prof. Reeta Devi	Mr. P.S Negi

Reception Committee	Dr. Gopal Chauhan	Dr. Anita Sharma Dr I. D Sharma Dr. Sapna Pandit Dr. Vandana Sharma Prof. G. C. Negi Dr. Anurita Saxena	Mr.P.S Negi
Press and Photography	Dr. Saroj Bhardwaj	Prof. Gita Sharma (JMC) Dr. Mohan Lal Sharma Prof Priyanka Dhereula	Mr.P.S Negi
Seating Committee	Dr. Santosh Sharma	Dr. Laxmi Prof.G.C Negi Dr Pradeep Malhotra Dr Vipan Dr Prem Prakash Negi Prof. Sneh Dr Girish Kapoor	Mr. Prem Mr. Dalel Singh
Discipline Committee	Prof. Sangeeta Jhagta	Prof. Aprajita Nag Dr. Reva Gupta Prof. Bhagwati Charan Prof. G. C. Negi Dr Neeraj Sharma Dr. Arvind Paul Dr. Vipan Dr. Vikrant Thakur Dr. Yashwant Prof. Harsha Kumari	
Building Maintenance	Dr. Kartik S. M Chauhan	Prof. Rajesh Chauhan Dr. Shobha Barahath Dr. Neeraj Sharma Dr. Vikrant Thakur Dr. Jyoti Pandey	Mr. P.S. Negi
Hostel	Dr. I.D Sharma	Dr. Renu Rana Dr. Reva Gupta Dr. Santosh Sharma Prof. G.C. Negi Dr. Shobha Barahath Dr. Jyoti Pandey	Mr. Pyar Chand, Ms. Phula, Ms. Gulabo Devi
Canteen/ Hostel Mess	Dr. G.C Negi	Prof. Usha Sharma Dr. Pyare Lal Prof. Rashika Sharma Dr. Yashwant Dr. Ishita Chauhan	
Prospectus (Arts, Science & Commerce)	Dr. Pushpa Negi	Prof. Aprarjita Nag Dr. Reva Gupta Dr. Arvind Paul Dr. Bhader Singh Er. Deepak Negi	Mr. Sunil Shyam
Prospectus (Sandhya Sangeet Mahavidyalaya)	Dr. Luxmi (Music)	Prof. Usha Sharma	

Prospectus (Self-Finance Courses)	Prof. Rajesh Chauhan	Dr. Gaurav Kapoor	Ms. Harish Dhami
Disaster Management	Prof. G.C. Negi	Prof Geeta Sharma Dr Anurita Saxena Dr Raj Laxmi Negi Prof Rashika Sharma Dr Ishita Chauhan	
Energy Club	Dr. Anurita Saxena	Dr. Gaurav Kapoor Dr. Neeraj Sharma Dr. Raj Laxmi Negi Prof. Sushila Devi	
Certificate Writing	Prof. Geeta Sharma	Dr. Gaurav Kapoor Dr. Jyoti Pandey Dr. Bhader Singh Dr. Ishita Chauhan Dr. Kalpana Sharma Prof. Harsha Kumari	
Fine Collection	Shri. P.S. Negi		Mr. Sunil Shyam Mr. Harish Dhami Mr. Dharmender
Admission Record	Shri. P.S. Negi		Mr. Hira Singh Mr. Sunil Shyam Mrs. Poonam Mr. Harish Dhami
Admission Scrutiny Committee	Dr. I. D. Sharma	Dr. Santosh Sharma Dr. Gaurav Kapoor Dr. Neeraj Sharma/ Dr. Arvind Paul Dr. Vikrant Thakur Dr. Pyare Lal Prof. Anup Kumar	
H.P. University Youth Festivals			
Group I Creativity: On the spot Painting Collage, Photography, Poster Making, Clay Modeling, Cartooning Rangoli, Debate, Elocution, Quiz	Prof. Sangeeta Jhagta	Prof. Geeta Sharma Dr. Shobha Barahath Prof. Ritu Sharma Dr. Nitika Chauhan Dr. Bhader Singh Dr. Jyoti Pandey Prof. Katyayani Sharma	
Group II Music	Dr. Santosh Sharma	Dr. Luxmi Prof. Anup Kumar Dr. Kalpna Sharma	
Group III Folk Dance	Prof. Usha Sharma	Prof. Rashika Sharma Prof. Sushila Devi Prof. Harsha Kumari	
Group IV Theatre	Dr. Reva Gupta	Dr. Geeta Sharma Dr Anurita Saxena Dr Arvind Paul Dr Vikrant Thakur	

Team In-charges of different Games for the year 2020-21			
Convener Prof. G. C. Negi			
Sr. No.	Game	Team In-charge	Subject
1.	Basket Ball	Dr. Vandana Sharma	Chemistry
		Dr. Prem Prakash Negi	Botany
2.	Table Tennis	Prof. Bhagwati Charan	Botany
		Dr. Nitika Chauhan	Chemistry
3.	Chess	Prof. Aruna Sharma	Chemistry
		Prof. Pradeep Kumar	Physics
4.	Kabaddi	Prof. G. C. Negi	Physical Education
		Prof. Anita Rani	Maths
5.	Kho-Kho	Prof. Nikita Chauhan	Chemistry
		Prof. Reeta Devi	Commerce
6.	Hand Ball	Prof.. Rajinder Kashyap	Chemistry
		Prof. Rashika Sharma	Geography
7.	Taekwondo	Dr. I D Sharma	Public Administration
		Dr. Sneh	Sociology
8.	Shooting	Dr. Shweta Sharma	Zoology
		Dr. Bhader Singh	Painting
9.	Wrestling	Dr. Geeta Sharma	English
		Dr. Mohan Sharma	Sanskrit
10.	Judo	Prof. Rajesh Chauhan	Mathematics
		Prof. Ishita Chauhan	Psychology
11.	Badminton	Dr. Gopal Chauhan	History
		Dr. Jyoti Pandey	Nutrition and Health Education
12.	Cross Country	Prof. Kanika Lakhanpal	Geography
		Dr. Vikrant Thakur	Economics
13.	Athletics	Dr. Raj Laxmi Negi	History
		Er. Deepak Negi	Computer Application
14.	Volley Ball	Prof. Ritu Sharma	English
		Dr Neeraj Sharma	Commerce
15.	Yachting	Prof. Sangeeta Jhagta	Hindi
		Dr. Gaurav Kapoor	Zoology
16.	Hockey	Dr. Kalpna Sharma	Music (I)
		Mr. Veer Chand	Physical Education
17.	Boxing	Prof. Gita Sharma	JMC
		Mr. Veer Chand	Physical Education

Admission Committees for the Session 2010-21

The following members of the staff have been deputed for the admission process of first year of B.A./B.Sc./B.Com. programme for the academic session 2020-21. Prospectus will be available online on the college website which will be available w.e.f. 13th July, 2020 to 31st July, 2020. Scrutiny of registrations/ Admission Applications will be conducted in the First week of August and admissions confirmed thereafter. In case some candidates fail to register during this period they will be provided another opportunity in the month of August.

Dean Admissions:

Sr. No.	Dean Admission	Faculty	Venue
1.	Dr. Sapna Pandit	B.A. 1 st Year	Staff Room
2.	Prof Arti M Chauhan		
3.	Dr. Gopal Chauhan	B.A. 2 nd Year	
4.	Dr. Anita Sharma	B.A. 3 rd Year	
5.	Dr Neeraj Sharma	B.Com.	
6.	Prof Rajinder Kashyap	B.Sc.	

Admission Committees:

B.A.-1 st Year (Committee I) Room No. 2		B.A.-1 st Year (Committee II) Room No. 3		B.A.- 1 st Year (Committee III) Room No. 4 (New Building 3 rd Floor)	
1.	Prof. Sangeeta Jhagta (Convener)	1.	Dr. I. D. Sharma (Convener)	1.	Dr. Shobha Barhath (Convener)
2.	Dr Pyare Lal	2.	Prof. Anita Rani	2.	Prof. Gita Sharma (JMC)
3.	Prof. Kanika Lakhanpal	3.	Prof. Geeta Sharma (Eng)	3.	Dr. Rakesh Sharma
4.	Prof. Pradeep Kumar	4.	Dr. Raj Laxmi Negi	4.	Dr. Harshvardan Khimta
5.	Prof. Priyanka Dhareula	5.	Dr. Vipin Kumar	5.	Dr. Bhader Singh

B.Sc.- 1 st year (Committee I) Room No. 301		B.Com. – 1 st Year (Committee III) Room No. 401	
1.	Dr. Vandana Sharma (Convener)	1.	Prof. Reeta Devi (Convener)
2.	Dr. Gaurav Kapoor	2.	Prof Anup Kumar
3.	Dr. Shweta Sharma	3.	Dr. Reena Thakur
4.	Dr. Nitika Chauhan	4.	Prof. Harsha Kumari
5.	Er. Deepak Negi	5.	Prof. Katyayni Sharma

B.Sc.- 2 nd Year & 3 rd Year (Committee II) Chemistry Staff Room		B.Com. 2 nd Year & 3 rd Year (Committee II) Room No. 402		B.A. 2 nd Year & 3 rd Year (Committee III) Room No. 501	
1.	Prof. Kartik S M Chauhan (Convener)	1.	Dr Ruchi Ramesh(Convener)	1.	Prof Aprajita Nag (Convener)
2.	Dr Anil Kumar	2.	Dr Aruna Sharma	2.	Prof Rajesh Chauhan
3.	Dr. Yashwant	3.	Dr. Girish Kapoor	3.	Prof. Ritu Sharma
4.	Dr. Pradeep Malhotra	4.	Dr. Vikrant Thakur	4.	Dr. Jyoti Pandey
5.	Prof. Sushila Devi	5.	Dr. Kalpna Sharma	5.	Dr. Ishita Chauhan

Evening Classes:

1. Prof. Usha Sharma