GOVT. COLLEGE DHALIARA DISTT. - KANGRA, H.P.

Prospectus
2025-26

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World Population Day	11th July
Scouts Scarf Day	1st August
Independence Day	15th August
Energy Day/Sadbhavna Diwas	20th August
Women Cell Function	3rd or 4th Saturday of August
Sports Day	29th August
Teachers Day and Literary Society Fest	5th September
Hindi Diwas	14th September
Awareness Camp by Women Cell	3rd Saturday of September
NSS Day	24th September
Career Counselling	4th Saturday of September
Diwali Break	**18th to 22nd October 2025**
Mid Term Examinations	3rd / 4th week of November/ 1st week of December
NCC Day	4th Sunday of November
Constitution Day	26th November
World AIDS Day	1st December
CSCA NAVRANG and Annual Sports Day	3rd or 4th Week of December
Winter Vacations	**1st January to 4th February**
Statehood Day	25th January
Republic Day	26th January
World Scouts Day	22nd February

Science Day	28th February
Women's Day	8th March
Annual Prize Distribution	In the month of February/March
Annual Practical Examination/Remedial/ Need Based Classes/ Self-study by students	16th to 25th March
Theory Examination	**26th March to 10th May**
Summer Vacation	**19th May to 12th June**
World Environment Day	5th June
World Yoga Day	21st June

Note: The dates are likely to be changed as per guidelines and notification from H.P.U. and any other by the institution from time to time.

1 ABOUT THE INSTITUTION

Govt. College Dhaliara is a preferred choice among the best colleges of district Kangra. Despite its humble beginning, the institution kept a pragmatic approach and at present, emerged as one of the big colleges not-only in district Kangra but the whole state as well. With approximately enrollment of 2100 students in different streams, this institute now caters to the educational needs of not only five legislative constituencies viz., Dehra, Jaswan Pragpur, Chintpurni, Jawalamukhi & Jawali but all over H.P. as far as P.G. is concerned. With so much other potentials, the institution make endavours in inculcating proficiency, sapience and rational skills among students. The institution believes in continuous upgradation of on-campus facilities and addition of new courses that endow the learners with new skills and knowledge upgradation. The courses offered are tailor-made for holistic develoment of students.

This college was established in July 1973 with Humanities by Sh. Kesho Dass from Pathankot and initially named after its founder as "Thakur Kesho Dass College". The state government took over this college on 15 August 1984 and rechristened as Govt. College Dhaliara. Subsequently Science Stream (NM) was introduced in 1989, Commerce in 1996, and Medical group in 1999. Located in the serene and sylvan environment about 400 meters away from the Dhaliara market on Dharmshala Chandigarh National Highway 503, this college is an ideal place for learning and fulfilling the long-cherished dream of the people in the catchment area of approx. 45 kms. Besides this, this premier institution has BBA (with 40 subsidised and 20 non-subsidised seats); BCA(with 80 subsidised and 20 non-subsidised seats); and PGDCA(with 40 subsidised seats); under the Self-Financing Schemes and B.Voc in Retail Management and Hospitality & Tourism has been introduced from the session 2021-22 with 40 seats in each Course and has been running successfully. The institution also has a study center of Indra Gandhi National Open Unversity (1140) with 12 Certificate; 4 Diploma; 5 Degree; 6 Post Graduate; 3 PG Diploma Courses.

The college has a clean and green campus, a vast infrastructure having well-ventilated rooms; one virtual classroom; 9 smart classrooms; well-equipped laboratories; Five ICT labs; a well-stocked and digital library, book bank facility with public access from 2:00 PM to 4:00 PM; a career guidance cell; two units of NSS; one unit of NCC; four units of Bharat Scouts & Guides; girls' common room; one conference hall and one multipurpose hall, a clean drinking water facility with 4 water coolers, proper sanitation, two playgrounds and all under CCTV surveillance.

The college has progressed rapidly during the past years with many first and pioneering initiatives in academics, sports, and extra-curricular activities. To cater to the growing needs of the students and people of the area, M Sc. in Physics, Chemistry, M. Com, and MBA were started providing golden opportunities to the students thereby making it a Post Graduate College. Efforts are also being made to start an integrated four-

year B.Ed., MA in History, MA in Pol. Science, and M.Sc. in Mathematics. The institution also looking forward for constructing a Sports Complex, a Swimming Pool, and a Shooting Coaching Centre which will be developed further as a Sports Complex. A new Academic and Administrative Block is being constructed and soon will be inaugurated.

The New Science Block provides the students with various labs and internet facilities. Various Societies and Clubs provide a platform for the students in different fields for their all-round development. In the NAAC ranking framework the college is accredited as a much improved "B" Grade institution in 2019 and, thus takes pride in thanking the predecessors for providing the building blocks on which this present edifice of the college stands. With undaunted determination and perseverance of its incumbents, this college has flourished over the years and reached its pinnacle where it can boast of quality education.

The **Parent Teachers Association and Old Students Association** are the bodies of vital importance which assist the development of the college.

1.1 VISION

To make the College a benchmark of quality education, applying innovative approaches to teaching and learning, empowering students to discover their full potential academically and socially.

1.2 MISSION

To nurture intellectual excellence and social leadership among the educators and learners, in order to outshine in the increasingly competitive globalized world.

2 FROM THE PRINCIPAL'S DESK

Dear Students

Education plays an important role in enabling a person to face a real-life situation with adequate knowledge. College is a temple of learning and in Govt. College Dhaliara, we are making our best efforts to impart quality education. Our vision to "Educate, Enlighten and Empower" has been tested over the last 50 years and has proved to be effective and successful time and again, accepted and appreciated by one and all. The college, which had a humble beginning in July 1973, today has got around 2100 students on roll in wide range of streams & there have been scholars & sportspersons with exceptional merits.

As we have completed a successful journey of golden era, what comes to my mind is that "Success comes to those who work hard and stays with those who don't rest on the laurels of the past". We live today in a world that is so very different from the one we grew up and the one we were educated in. In this fast-changing world, educators need to pause and reflect on this entire system of education. Keeping this in mind we go through a continuous process of reflection and work at implementing a well-balanced curriculum with variety of subjects to offer. This institution ensures that the students, who join this temple of learning, are fully prepared to face challenges of life.

Aristotle once said that "Educating the mind without educating the heart is no education at all". Keeping this in mind, we march our students ahead with the ethos of moral values, principles and impart education to match the advancement in technology and globalization. It is our proud privilege to help students to grow and develop as enlightened, sensitive, and responsible citizens of the future.

The institution provides a conducive environment and boasts of congenial work culture having supportive staff, dedicated teachers, sincere students, caring and cooperative parents and old students blending harmoniously and nurturing this college as an ideal place of learning.

A hearty welcome, loads of blessings & a blissful career ahead.

(Dr. Anju R Chauhan)
Principal

3 FACULTY POSITION

3.1 TEACHING

Sr. No.	Subject	Sanctioned	Filled	Vacant
1	English	4	2	2
2	Economics	2	2	0
3	Pol. Science	1	1	0
4	History	1	1	0
5	Mathematics	3	2	1
6	Physical Education	1	1	0
7	Hindi	3	2	1
8	Music (I)	1	1	0
9	Music (V)	1	1	0
10	Chemistry	5	4	1
11	Physics	6	6	0
12	Botany	2	2	0
13	Zoology	2	1	1
14	Commerce	3	2	1
15	Sanskrit	1	1	0
16	Journalism & Mass Communication	1	1	0
17	Geography	1	1	0
18	Geology	1	1	0
19	Computer Application	1	1	0
20	Sociology	1	1	0
21	Tourism & Travel	1	0	1
	Total	**42**	**34**	**08**

3.2 NON-TEACHING

Sr. No.	Name of Post	Sanctioned	Filled	Vacant
1	Superintendent – I	1	1	0
2	Superintendent – II	1	0	1
3	Senior Assistant	1	0	1
4	Clerk /JOA	2	1	1
5	Librarian	1	0	1
6	Assistant Librarian	2	1	1
7	Librarian Attendant	1	1	0

8	Tabla Vadak	1	0	1
9	SLA	2	0	2
10	JLA	3	0	3
11	L.A.	2	1	1
12	Peon/ Chowkidar	3	2	1
	Total	**20**	**7**	**13**

4 STAFF

FACULTY OF ARTS

Economics
1. Smt. Kanchan Kumari (Asstt. Prof.)
2. Sh. Brajeshwar Singh (Asstt. Prof.)

English
1. Dr. Sharmita Pathania (Asstt. Prof.)
2. Dr. Akshay Kumar (Asstt. Prof.)
3. Vacant
4. Vacant

Geography
1. Sh. Surender Kumar (Asstt. Prof.)

Hindi
1. Dr. Vandana Rana (Asstt. Prof.)
2. Dr. Aarti Kaushal (Asstt. Prof.)
3. Vacant

History
1. Sh. Jagdeep (Asstt. Prof.)

J&MC
1. Sh. Dharmender Kumar Singh (Asstt. Prof.)

Mathematics
1. Dr. Sanjeev Kumar (Asstt. Prof.)
2. Ms. Priya (Asstt. Prof.)
3. Vacant

Music I & V
1. Sh. Satpal (Asstt. Prof.) (I)
2. Dr. Purnendu Bains (Asstt. Prof.) (V)

Physical Education
1. Sh. Sushil Kumar (Assoc. Prof.)

Political Science
1. Smt. Sunita Sharma (Asstt. Prof.)

Sanskrit
1. Dr. Suresh Kumar (Asstt. Prof.)

Sociology
1. Sh. Rajesh Kumar (Asstt. Prof.)

Tourism & Travel
1. Vacant

FACULTY OF COMMERCE
1. Dr. Deven Mahajan (Asstt. Prof.)
2. Dr. Rajesh Kumar (Asstt. Prof.)
3. Vacant

FACULTY OF SCIENCE

Botany
1. Ms. Aditi (Asstt. Prof.)
2. Sh. Bhishm Dutt (Asstt. Prof.

Chemistry
1. Dr. Rajeev Rattan (Assoc. Prof.)
2. Smt. Anita Kumari (Asstt. Prof.)
3. Dr. Shyam Kalia (Asstt. Prof.)
4. Smt. Shailja Sood (Asstt.Prof.)
5. Vacant

Computer Application
1. Sh. Vineet Kumar (Asstt. Prof.)

Geology
1. Dr. Pooja Rajpoot (Asstt.Prof.)

Physics
1. Sh. Sanjeev Kumar (Asstt.Prof.)
2. Dr. Vikas Dhiman (Asstt. Prof.)
3. Dr. Kapil Sood (Asstt. Prof.)
4. Dr. Shagun Nag (Asstt. Prof.)
5. Dr. Kushmakshi (Asstt. Prof.)

6. Sh. Raj Kumar Parmar (Asstt. Prof.)

Zoology

1. Sh. Pitamber Singh (Asstt. Prof.)
2. Vacant

LIBRARY

1. Librarian (Vacant)
2. Anit Devi (Asstt. Lib.)

Administrative Staff

1. Sh. Onkar Chand, (Supdt. – Gr. – I)
2. Supdt. – Gr. II (Vacant)
3. Senior Assistant (Vacant)
4. Clerk (Vacant)
5. Sh. Amit Kumar (JOA-IT)

Laboratory Staff

6. SLA (Vacant)
7. Sh. Surinder Singh – LA

Class-IV

8. Sh. Dalip Singh – Peon cum Chowkidaar
9. Sh. Sanjeev Kumar – Peon cum Chowkidaar
10. Smt. Sarita Kumari - Peon cum Chowkidaar

FACULTY OF B.VOC.

Trainers (Appointed by TSP)

1. Sh. Ashish Dev
2. Sh. Anil Kumar
3. Sh. Rakesh Kumar
4. Sh. Sandeep Thakur
5. Sh. Prashotam
6. Sh. Priyankur Priya

Non-Teaching Staff B.Voc.

1. Ms. Jayoti Devi (MIS)
2. Sh. Abhinandan Kumar (L.A.)
3. Ms. Pooja Sharma (L.A.)

5 ADMISSION

5.1 GENERAL ADMISSION RULES

1. Admission to various classes will be made on the recommendation of the admission committees constituted for the purpose.
2. Any gap (latest) in the academic career of an applicant must be supported by a documentary evidence/ affidavit as the proof of his/her activities during the period of gap.
3. A candidate seeking admission to first year of any course must be accompanied by his/her parent/guardian at the time of admission.
4. All admissions will be provisional subject to the approval of Vice-Chancellor, H.P. University Shimla
5. Admission will be strictly on fulfilment of eligibility conditions as fixed by HPU Shimla/ H.P. Govt.

Note:

a) Rules for admission are subject to change as per HPU notifications/ H.P. Govt. Directions.

6 ELIGIBILITY

6.1 FOR ADMISSION IN FIRST YEAR

1. Student must have passed the Senior Secondary (+2) Examination (Academic Stream) conducted by t h e H.P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the University.
2. Candidates who have passed the qualifying examination with the science stream shall be given preference to admission in the B.Sc. program.
3. Candidates who have passed the qualifying examination with commerce steam shall be given preference in admission to B.Com. program. A candidate with Non-Medical and Economics or Mathematics having 45% in aggregate is also eligible for admission to B.Com.
4. Candidates who have passed the qualifying examination with arts stream/humanities shall be given preference in admission to BA program.
5. Candidates who have passed the qualifying examination with arts/science/commerce stream shall be given preference in admission to the B.Voc program.
6. The Candidate in the 1st Year of the UG Course will be admitted on merit basis (percentage of marks/grade obtained in 10+2 examination).
7. Student having compartment in the qualifying examination is not eligible for admission.

Note:
   a) Admissions to B.A./B.Sc./ B. Com. 1st year will be as per the final directions from the HPU/ H.P. Govt.

6.2   FOR ADMISSION IN SECOND OR THIRD YEAR

1. Candidate must have appeared/passed the Previous Year's University Examinations. Other Conditions are as per University Norms.
2. The UG (TDC) programme is for a minimum period of three years and a maximum of five years from the date of admission of the candidate. Under annual system, (BA/B. Sc./ B. Com. Under (CBCS), the total credits for the pass course at under-graduate level is 132.

6.3   FOR DEGREE

1. The candidate shall have to undergo the prescribed courses of study for a period not less than three academic years and not more than five academic year, pass the examinations prescribed and fulfil such conditions as have been prescribed therefor.
2. For the degree (B.A/ B.Sc. / B.Com) a student will have to accumulate 132 successful credit hours of entire coursework over a minimum of three and a maximum of five years from the date of admission.
3. Provided that not more than three attempts will be allowed to pass a course/subject.
4. The UG (TDC) programme is for a minimum period of three years and a maximum of five years from the date of admission of the candidate.

Note:

a) Students admitted to the 2nd and 3rd year this session will follow all guidelines outlined in section 6.3.

b) The guidelines for 1st-year students are subject to change based on the final directives from HPU regarding NEP implementation.

6.4 STUDENTS COURSE WISE CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) AND EVALUATION

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

1. **Term End Examination:** It is of a three-hour duration, covering the whole syllabus of the course and counts for 70% in theory for Arts and Commerce where practical is not involved. For Science and the subjects/ courses where practical is involved, it is 50% in theory, 20% practical, and 30% in CCA/ IA.

2. **Continuous Comprehensive Assessment (CCA):** For determining CCA following procedure is applicable:
    i.   5 marks for attendance.
    ii. 5 marks for class tests to be taken on completion of 40% of the syllabus by the class teacher.
    iii. 10 marks for the house test to be taken on completion of 75% of syllabus.
    iv. 10 marks for assignments, tutorials, and the general behaviour of students.

3. The minimum passing marks will be 40% in aggregate. However, 35% each in Internal Assessment and Final Examinations will be compulsory. For practical 40% passing marks will be compulsory and if a candidate fails to obtain 40% marks in practical will be treated as fail in that subject (As per university norms).

4. A candidate failing in either one or two subjects/papers will be given compartment in that subjects/papers and will be eligible for promotion to the next class. He/ She will appear in the subject/paper in which he/she has got the compartment. He/she will have two chances (one at the supplementary stage and one at the annual stage), available to him to clear his/her compartment in subjects/papers. He/she will not be awarded the degree until he/she clears all his/her courses within five years from the date of his/her admission to a particular course. A candidate failing in three or more subjects/papers will be treated as fail in that year and has to repeat the entire year.

5. The successful candidates will be classified on the combined results of the Part-I, II, III examinations as follows.
    i.   First Division 60 marks or more the aggregate
    ii. Second Division : 50% marks but less than 60%
    iii. Third Division : Less than 50%

6.5 UPPER AGE LIMIT FOR ADMISSION

6. The maximum age limit for admission to B.A./B.Sc./B. Com courses is 23 years for male candidates who belong to the general category and 25 years for girls as on 1st June of the current session.

7. A relaxation of 3 years is applicable to candidates belonging to SC/ ST category.

8. The Vice-Chancellor may permit age relaxation up to a maximum of 6 months.

Note: Conditions are liable to change as per university notifications from time to time.

6.6 MIGRATION

1. Candidates coming from Boards/Universities other than H.P. Board of School Education/Himachal Pradesh University must produce original migration certificate enclosed with the Application Form.

2. Those, who have passed first year/second year of a degree course from other than H.P. University, will have to acquire Equivalence certificate of H.P. University course/Syllabus.

3. Candidates, seeking migration from affiliated colleges of HPU, shall have to apply on the prescribed form.

7 ADMISSION PROCESS

1. Before Proceeding, the applicant must have a Valid Email account like Gmail/outlook/yahoo etc.

2. It is mandatory to fill out an online Anti-Ragging Declaration. A reference number will be generated which you need to note down for further use. Use This Link for filling out the online Anti-Ragging Declaration.

3. Before proceeding further, it is also mandatory to generate ABC ID. Use This Link to generate the ABC ID, if you don't have it.

4. The candidate seeking admission in the college has to apply online at

http://www.gcdhaliara.in

OR

https://gcdhaliara.highalteducation.in

5. The fresh applicant needs to register on the online admission portal and once registered, will use the created user id and password to fill up the application. Then the student will have to pay the prospectus fee.

6. Once submitted, the application will be verified by the admission committee.

7. The merit lists will be displayed as per schedule mentioned in the prospectus.

8. Applicants seeking admission, are required to present themselves to the counselling committee along with their parent/guardian, as per the scheduled in the merit list.

9. After the approval of counselling committee, applicant will have to deposit their fee online by using UPIs (BHIM/ GooglePay/ PhonePe/ Paytm)/ Mobile/ Internet

Banking/ Debit Card/Credit Card.. **(Only online mode of application and fee submission is accepted).**

10. All admissions will be provisional subject to the approval of Vice-Chancellor, H. P. University Shimla

11. Admission will be strictly on fulfilment of eligibility conditions as fixed by HPU Shimla/H. P. Govt.

12. The students can approach the College Respective Admission Committee/ Guidance and Counselling Committee in case they find any difficulty in filling up of the admission form during the college hours.

Note: The whole Application Process can be seen at This Link<= (Click Here)

7.1   DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

1. Latest Passport Photograph

2. Image of the applicant's signature.

3. Matriculation certificate for Date of Birth.

4. 10+2 marks sheet.

5. H.P. Domicile certificate for girl students (for exemption in tuition fee).

6. Minimum 40% disability certificate, sports/cultural quota and category certificate in case of students seeking admission against these seats.

7. Original character certificate from Head of the Institution last attended. In the case of private candidates, the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor but not older than 6 months from the day of submission of admission form.

8. For seats against the 'single girl child category', an Affidavit proclaiming the same from the parents is to be submitted with the admission form.

9. A student seeking admission from a Board/University other than H.P. will have to upload a copy of migration certificate and the original certificate must be submitted at the time of counselling.

10. Those, who have passed first year/second year of a degree course from other than H.P. University, will have to acquire Equivalence certificate of H.P. University course/Syllabus.

11. Candidates, seeking migration from affiliated colleges of HPU, shall have to apply on the prescribed form.

12. Affidavits should be provided wherever applicable.

13. Certificate of SC/ ST from Magistrate Class-1 (Authorized Signatory) should be provided by those seeking relaxation in age/ marks.

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

15. Photograph and Signature of Candidate and their parents/guardian are required to be uploaded.

16. For Admission in 2nd Year, "University Examination Admit Card" of 1st Year must be uploaded (in case result of 1st year is not declared yet) and for admission in 3rd year, result of 1st Year and "University Examination Admit Card" of 2nd Year (in case result of 2nd year is not declared yet) must be uploaded.

17. An Anti-Ragging Reference Number is to be filled in during the Application Process. This reference number will be generated after filing a declaration on This Link .

8   ADMISSION ROSTER

Roster system applied for admission to all U.G. and P.G. courses in the colleges under H.P. University is "120 points reservation roster" which is given below:

1	EWS	19	SP
2	UR	20	CUL
3	UR	21	PC
4	UR	22	EWS
5	UR	23	UR
6	UR	24	UR
7	SC	25	UR
8	UR	26	SC
9	UR	27	ST
10	UR	28	UR
11	EWS	29	UR
12	SC	30	UR
13	ST	31	UR
14	UR	32	EWS
15	UR	33	SC
16	UR	34	UR
17	UR	35	UR
18	SC	36	UR
37	UR	67	ST
38	CUL	68	UR
39	SC	69	UR
40	SP	70	UR
41	ST	71	UR
42	PC	72	SC
43	EWS	73	UR

44	UR	74	UR
45	UR	75	EWS
46	SC	76	UR
47	UR	77	UR
48	UR	78	SC
49	UR	79	SP
50	UR	80	ST
51	UR	81	CUL
52	SC	82	PC
53	ST	83	UR
54	EWS	84	UR
55	UR	85	SC
56	UR	86	UR
57	UR	87	UR
58	UR	88	EWS
59	SC	89	UR
60	SP	90	UR
61	CUL	91	SC
62	PC	92	UR
63	UR	93	ST
64	EWS	94	UR
65	SC	95	UR
66	UR	96	EWS
97	SC	109	UR
98	CUL	110	UR
99	SP	111	UR
100	PC	112	UR
101	UR	113	SC
102	UR	114	UR
103	UR	115	EWS
104	UR	116	PC
105	EWS	117	SP
106	SC	118	CUL
107	ST	119	SC
108	UR	120	ST

*UR – Un-Reserved   *SP – Sports   *EWS – Economically Weaker Section

*CUL – Cultural *PC – Physically Challenged *Student claiming seat against Sports quota must have participated at national level.

9   BACHELOR DEGREE PROGRAMMES OFFERED

1. **B.A.** (Student will have to choose any two groups and then select one subject from each selected group.

Groups	Subject to be chosen
Group-I	Economics/Sanskrit/Physical Education/Sociology/Music
Group-II	Hindi/Geography/Pol. Science/Tour & Travel
Group-III	Mathematics/History/Journalism and Mass Communication

Note: History, Pol. Science, Sociology and Hindi cannot be selected with Math.

2. **B. Com**
3. **B. Sc. Life Sciences:**
    (i)   Botany, Zoology and Chemistry
4. **B.Sc. Physical Sciences (Student will have to opt any one combination from the available three)**
    (i)   Physics, Mathematics and Chemistry
    (ii) Physics, Mathematics and Computer Science
    (iii) Physics, Mathematics and Geology
5. **B. Voc.**
    (i)   Retail Management
    (ii) Tourism and Hospitality

Note:

Students seeking admission to the 1st year will be able to choose their subject combination as per the final guidelines issued by HPU regarding NEP implementation.

10   CHOICE BASED CREDIT SYSTEM (CBCS)

1. **Choice based Credit System (CBCS):** the CBCS provides choice for students to select from the prescribed courses (core, discipline specific elective, skill enhancement, ability enhancement, generic courses)
2. **Course:** Usually referred to, as 'papers', is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/ seminar/term papers/ assignment/ presentations/self-study etc. or a combination of some of these.
3. **Credit point:** It is the product of grade point and number of credits for a course.
4. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/ field work per week.

5. **Cumulative Grade point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credits of all courses in all the semesters. It is expressed up to two decimal places.

6. **Grade point:** It is a numerical weight allotted to each letter grade on a 10 point scale.

7. **Letter Grade :** It is an index of the performance of students in a said course. Grades are denoted by letters which are specified in section 10.2

8. **Programme:** An educational programme leading to award a Degree, diploma or certificate.

9. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every Semester/Year. The grade certificate will display the course details (Code, title, number of credits)

10.1 TYPES OF COURSES UNDER CHOICE BASED CREDIT SYSTEM

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

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

3 **Discipline-Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/ subject of study is referred also offer discipline related Elective courses of interdisciplinary nature (to be offered by the main discipline/ subject of study).

4 **Dissertation/ Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/ support study to project work, and a candidate studies such a course on his own with advisory support by a teacher/ faculty member is called a dissertation/ project.

5 **Ability Enhancement Courses (AEC)/ Competency Improvement Courses/ Skill Development Courses/ Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC).

6 **AE Compulsory Course (AECC):** "AECC" courses are courses based upon the content that leads to Knowledge enhancement. They are:
   i.   Environmental Science
   ii. English/ MIL Communication, mandatory for all disciplines.

7 **AE Elective Course (AEEC) or Skill Enhancement Course (SEC):** AEEC or SEC courses are value-based and/ or skill-based and are aimed at providing hands-on

training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value – based and/ or skill-based instruction.

10.2 LETTER GRADES AND GRADE POINT

1   Two methods-relative grading or absolute grading- are in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the college and universities can use one of the above methods.

2   The HPU Shimla recommends a 10-point grading system with the following letter grades as given below:

Table 1: Grades and Grade Points:

%age Marks	Grade Point	Grade
95% and above	10.0	S+
90 to less than 95%	9.5	S
85 to less than 90%	9.0	O++
81 to less than 85%	8.5	O+
85 to less than 80%	8.0	O
70 to less than 75%	7.5	A++
65 to less than 70%	7.0	A+
60 to less than 65%	6.5	A
55 to less than 60%	6.0	B+
50 to less than 55%	5.5	B
40 to less than 50%	5.0	C
Less than 40%	0.0	F

3   A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

4   The universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.

10.3 CLASSROOM ATTENDANCE

Each student will have to attend a minimum of 75% of Lectures/ Tutorials/ Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination.

1 Provided that those having attendance between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absenting, to the authorized functionaries.

2 Provided that those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital.

3 Provided that an exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g., NCC, NSS, Youth Festivals, Sports, etc.) to the extent of 25% (making the necessary attendance as 50% in these cases). However, the claim for this exemption should be supported by an authenticated certificate from the concerned college authorities.

4 Provided further that those getting the exemptions, except for those getting exemptions for co-curricular activities will not be entitled to getting the CCA marks for classroom attendance as given below.

5 Those having greater than 75% attendance will be awarded CCA marks as follows:

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

Besides maintaining the Attendance, A candidate is also required to fulfil the following conditions to appear in the annual exams: -

(i) 100% submission of assignments.

(ii) It shall be compulsory to score a minimum of 50% marks (aggregate) in the mid-term examination.

(iii) It shall also be mandatory to participate in the activities of subject societies.

11 TEMPLATE OF CHOICE BASED CREDIT SYSTEM IN B.A. /B.COM

Core Courses (12)		Ability Enhancement Compulsory courses (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
1st Year	English-I	Environmental Science			
	Hindi/ Sanskrit-I				
	DSC-1A				
	DSC-1B	English Communication			
	DSC-2A				

	DSC-2B					
2nd Year	English/ Hindi/ MIL-2		SEC-1			
	DSC-1C		SEC-2			
	DSC-1D					
	DSC-2C					
	DSC-2D					
	Hindi/ MIL/ English-2					
3rd Year			SEC-3		DSE-1A	GE-1
					DSE-2A	
			SEC-4		DSE-1B	GE-2
					DSE-2B	

12 TEMPLATE OF CHOICE BASED CREDIT SYSTEM IN B. SC.

	Core Courses (12)	Ability Enhancement Compulsory Courses (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (6)
1stYear	DSC-1A	(English/Hindi/MIL Communication)/ Environmental Science		
	DSC-1B			
	DSC-2A			
	DSC-2B			
	DSC-3A			
	DSC-3B			
2ndYear	DSC-1C		SEC-1	
	DSC-1D			
	DSC-2C			
	DSC-2D		SEC-2	
	DSC-3C			
	DSC-3D			
3rdYear			SEC-3	DSE-1A
				DSE-2A
				DSE-3A
			SEC-4	DSE-1B
				DSE-2B
				DSE-3B

13 LIST OF COURSES FOR UG PROGRAMME

Various Courses offered are as follows:

13.1 FACULTY OF SCIENCE

Year	Subject	Course Type	Course Title	Course Code
1st Year	Chemistry	DSC	Atomic Structure, Bonding, General Organic Chemistry & Hydrocarbons	**CHEM101TH**
			States of Matter, chemical kinetics & Functional organic chemistry	**CHEM102TH**
	Computer Science	DSC	Problem solving using Computer	**COMP101TH**
			Office Automation Tools	**COMP 102TH**
	Geology	DSC	Physical Geology Geomorphology	**GEOL101TH**
			Structural Geology and Mineralogy	**GEOL102TH**
	Mathematics	DSC	Differential Calculus	**MATH101TH**
			Differential Equations	**MATH102TH**
	Physics	DSC	Mechanics	**PHYS101**
			Electricity and Magnetism	**PHYS102**
	Zoology	DSC	Animal Diversity	**ZOOL101**
			Comparative Anatomy & Developmental Biology of Vertebrates	**ZOOL102**
	Botany	DSC	Biodiversity	**BOTA101**
			Plant Ecology& Taxonomy	**BOTA102**
	Chemistry	DSC	Solutions, Phase Equilibrium, Conductance, Electrochemistry & Organic Chemistry	**CHEM201TH**

2nd Year			Chemistry of main group element, chemical Energetics and Equilibria	**CHEM202TH**
		SEC	Basic Analytical Chemistry	**CHEM203**
			Fuel Chemistry & Chemistry of Cosmetics and Perfumes	**CHEM204**
	Computer Science	DSC	Computer System Architecture	**COMP201TH**
			Database management system	**COMP202TH**
		SEC	PHP Programming	**COMP203TH**
			Computer Network	**COMP204TH**
	Mathematics	DSC	Real Analysis	**MATH201TH**
			Algebra	**MATH202TH**
		SEC	Integral Calculus	**MATH309TH**
			Vector Calculus	**MATH310TH**
	Zoology	DSC	Physiology & Biochemistry	**ZOOL201**
			Genetics& Evolutionary Biology	**ZOOL202**
		SEC	Medical Diagnostics	**ZOOL203**
			Apiculture	**ZOOL204**
	Botany	DSC	Plant Anatomy & Embryology	**BOTA201**
			Plant Physiology & Metabolism	**BOTA202**
		SEC	Bio fertilizers	**BOTA203**
			Gardening& Floriculture	**BOTA204**
	Physics	DSC	Statistical Thermal Physics	**PHYS201**
			Waves and Optics	**PHYS202**
		SEC	Computational Physics	**PHYS204**

			Electrical Circuits and Network Skills	**PHYS205**
	Geology	DSC	Petrology	**GEOL201TH**
			Stratigraphy & Paleontology	**GEOL202TH**
		SEC	Geochemistry	**GEOL203**
			Fuel Geology	**GEOL204**
3rd Year	Botany	DSE	Economic Botany & Biotechnology Cell and Molecular Biology	**BOTA-301** **BOTA-303**
		SEC	Medicinal Botany and Ethno botany Mushroom Cultivation Technology	**BOTA-306** **BOTA307**
	Chemistry	DSE	Poly nuclear Hydrocarbons, Dyes, Heterocyclic compounds, Spectroscopy(UV, IR,NMR) Chemistry of Main group Elements, Theories of acids and Bases	**CHEM301** **CHEM304**
		SEC	Chemical Technology & Society & Business skills for Chemistry	**CHEM307**
			Pesticide Chemistry & Pharmaceutical Chemistry	**CHEM308**
	Computer Science	DSE	Operating System	**COMP301TH**
			Data Structure and File Processing	**COMP302TH**
			Project Work	**COMP303TH**
			Web Technologies	**COMP304TH**
			Computer Graphics	**COMP305TH**

3rd Year			Programming in Java	**COMP306TH**
		SEC	Software Engineering	**COMP308TH**
			Multimedia and Applications	**COMP307TH**
	Mathematics	DSE	Linear Algebra	**MATH303TH**
			Complex Analysis	**MATH305TH**
		SEC	Probability And Statistics	**MATH313TH**
			Transportation And Game Theory	**MATH317TH**
	Physics	DSE	Elements of modern physics Nuclear and particle physics	**PHYS301TH** **PHYS304TH**
		SEC	Radiation safety	**PHY307TH**
			Renewable energy and energy harvesting	**PHY310TH**
	Zoology	DSE	Animal Biotechnology	**ZOOL301BTH**
			Immunology	**ZOOL302BTH**
		SEC	Sericulture	**ZOOL303TH**
			Aquarium fish keeping	**ZOOL304TH**
	Geology	DSE	Applied and Economics	**GEOL303TH**
		DSE	Environment Geology and Geohydrology	**GEOL304TH**
		SEC	Photo Geology and Remote Sensing	**GEOL 301TH**
		SEC	Himalayan Geology	**GEOL302TH**

*DSC-Discipline Specific Core Courses, DSE-Discipline Specific Elective, SEC-Skill Enhancement Course, GE-Generic Elective

3.1   FACULTY OF ARTS AND COMMERCE

	Subject	Subject Title	Course Code	Course Type (CC/AECC/SEC/DSE or DSC/ GE-I or

				GE-II)
1st Year	B. Com	Financial Accounting	BC1.1	DSC
		Business Organization & Management	BC1.2	DSC
		Business Law	BC1.3	DSC
		Business Statistics & Mathematics	BC1.4	DSC
	Economics	Principles of Micro Economics-I	ECONA101A	DSC
		Principles of Micro Economics-II	ECONA102A	DSC
	English	English-I Core ENGLISH	ENGCE101	CC
		English Literature-1 (Essays, Stories &Poems)	ENGDSC102	DSC
		EnglishLiterature-2(Poems, Short Stories & Essays)	ENGDSC103	DSC
		English (Writing Skills)	ENGAECC104	AECC
	Geography	Physical Geography	GEOGP101CC	DSC
		General Cartography	GEOGP102CC	DSC
	Hindi	1. हिंदी साहित्य का इतिहास	HIND102	DSC
		2. मध्यकालीन हिंदी कविता	HIND103	DSC
		3. प्रयोजनमूलक हिंदी	HIND101	MIL
	History	History of India from The Earliest times upto300	HIST(A)101	DSC

1st Year		A.D. History of Indiafrom300to 1206	HIST(A)102	**DSC**
	J.M.C.	1. Principles of Communication	BJMCPC10 1	**DSC**
		2. Introductio n to Radio & TV	BJMCPC10 2	**DSC**
	Music	1. Basic principles of Indian Music & biographies of musician, composers, and musicologist s	MUSA101 TH	**DSC**
		2. Stage Performance Practical	MUSA102PR	**DSC**
		3. Theory of Indian Music general & Biographies Practical (Viva-Voce)	MUSA103T H	**SEC**
		4. Practical	MUSA104PR	**SEC**
	Phy. Edu.	1. Introduction to Physical Education	PED101T H	**DSC**
		2. Olympics moment &organizations Tournaments	PED102T H	**DSC**
	Pol. Science	1. Introduction to Political Theory	POLS101	**DSC**

1st Year		2. India Government and		
		3. Politics	POLS102	**DSC**
	Sanskrit	1. संस्कृत -काव्य	SKT-DSC101	**DSC**
		2. संस्कृत -गद्य -काव्य	SKT-DSC102	**DSC**
	Sociology	1. Introduction to Sociology	SOCL101	**DSC**
		2. Society in India	SOCLA102	**DSC**

*DSC-Discipline Specific Core Courses, DSE-Discipline Specific Elective, SEC-Skill Enhancement Course, GE-Generic Elective

	Subject	**Subject Title**	**Course Code**	**Course Type(CC/AECC/SEC/ DSE or DSC/GE-I or GE-II)**
2nd Year	B. Com	1. Company Law	BC2.1	**DSC**
		2. Income Tax Law and Practice.	BC2.2	**DSC**
		3. Computer Application in Business	BC2.3	**SEC**
		4. Corporate Accounting	BC2.4	**DSC**
		5. Cost Accounting	BC2.5	**DSC**
		6. E-Commerce	BC2.6	**SEC**
	Economics	1. Principles of Macro Economics-I	ECONA201	**DSC**
		2. Principles of Macro Economics-II	ECONA202	**DSC**
		3. Statistical	ECONA20	**SEC**

Year	Subject	Course	Code	Type
2nd Year		Method-I.	3	
		4. Economics of Rural Development	ECONA204	**SEC**
		5. Statistical Methods-II	ECONA205	**SEC**
		6. Demography	ECONA206	**SEC**
	English	1. English-2Core English	ENGCE-201	**DSC**
		2. British Literature	ENGDSC-202	**DSC**
		3. Literary Cross Currents	ENGDSC-203	**DSC**
		4. AEEC/SEC-1: Creative Writing Book and Media Reviews	ENGAEEC/SEC 204	**AEEC/SEC**
		5. AEEC/ SEC2, (translation studies and principles of translation	ENG AEEC-SEC205	**AEEC/SEC**
	Geography	1. Human Geography	GEOGP201CC	**DSC**
		2. Environmental Geography	GEOGP202CC	**DSC**
		3. Regional Planning and development	GEOGP203SEC	**SEC**
		4. Remote Sensing & GPS	GEOGP204SEC	**SEC**

2ⁿᵈ Year	Hindi	1. रचना पुंज	HIND201	**MIL**
		2. आधुनिक हिंदी कविता	HIND202	**DSC**
		3. हिंदी गद्य साहित्य	HIND203	**DSC**
		4. कार्यालयी हिंदी	HIND204	**SEC**
	History	1. History of India from 1206-1707	HIST203	**DSC**
		2. History of India from 1707-1950	HIST204	**DSC**
		3. Historical Tourism	HIST213	**SEC**
		4. Indian History and Culture	HIST215	**SEC**
	MUSIC	1. Theory of Indian Music, Ancient Granths and Contribution musicologists	MUSA201TH	**DSC**
		2. Practical (Stage Performance)	MUSA202PR	**SEC**
		3. Theory of Indian Music, Mediaval granths and contribution of musician and	MUSA203TH	**SEC**

2nd Year		musicologist		
		4. Practical (Value based course)	MUSA204PR	
		5. Presentation and Documentation-1	MUSA205PR	**SEC**
		6. Presentation and Documentation-1	MUSA206PR	**SEC**
	Phy. Educ	1. Human Anatomy & Physiology	PED201TH	**DSC**
		2. Sports Psychology	PED202TH	**DSC**
		3. Sports, Medicine, Physiotherapy & Rehabilitation	PED203TH	**SEC**
		4. Sports Trainings	PED204TH	**SEC**
	Pol. Science	1. Comparative Govt. & Politics	POLS201	**DSC**
		2. Introduction to International Relations	POLS202	**DSC**
		3. Legislative Support	POLS203	**SEC**
		4. Public opinion and	POLS204	**SEC**

	Subject	Subject Title	Course Code	Course Type(CC/AECC/SEC/DSE Or DSC/GE-I
		survey Research		
	Sanskrit	1. संस्कृत - नाटक	SKT-DSC-201	**DSC**
		2. संस्कृत- व्याकरण	SKT-DSC-202	**DSC**
		3. आयुर्वेद के मूल सिद्धांत	SKT-AEEC-205	**SEC**
		4. संस्कृत -छन्द एवं गायन	SKT-AEEC-206	**SEC**
	Sociology	1. Sociological Theories	SOCL-A201	**DSC**
		2. Method of Sociological Enquiry	SOCL-A202	**DSC**
		3. Techniques of Social Research	SOCL-A203	**SEC**
		4. Sociology of Environment	SOCL-A204	**SEC**
	Journalism	1. Introduction to Advertising and Public Relations	BJMCPAC201	DSC
		2. New Media Communication	BJMCPAC202	DSC
		3. Reporting, Editing and Feature Writing	BJMCPAS203P	SEC
		4. Skills for New Media	BJMCPAS204P	SEC

	Subject	Subject Title	Course Code	Course Type(CC/AECC/SEC/ DSE Or DSC/GE-I

					Or GE-II)
3rd Year	B. Com	Any one of the Following	Human Resource Management	BC 3.1A	DSE
			Principles of Marketing	BC 3.1B	DSE
			Corporate Governance and Auditing	BC 3.1C	DSE
		Any one of the Following	Fundamentals of Financial Management	BC 3.2A	DSE
			Goods and Services Tax	BC 3.2B	DSE
			Entrepreneurship	BC3.3	SEC
			Principles of Microeconomics	BC 3.4	GE
	B. Com	Any one of the Following	Corporate Tax Planning	BC3.5A	DSE
			Banking and Insurance	BC3.5B	DSE
			Management Accounting	BC3.5C	DSE
			Computerized Accounting System	BS3.5D	DSE
		Any one of the Following	International Business	BC3.6A	DSE
			Office Management and Secretarial Practice	BC3.6B	DSE
			Consumer Protection	BC3.6D	DSE
			Fundamentals	BC3.6C	DSE

3rd Year		`	of Investment		
			Personal Selling and Salesmanship	BC3.7	**SEC**
			Indian Economy	BC3.8	**GE**
	Economics	1. Public Finance		ECONA310	**SEC**
		2. Money and Banking		ECONA311	**SEC**
		3. Development Economics		ECONA305	**DSE**
		4. International Economics		ECONA306	**DSE**
		5. Indian Economy		ECONA301	**DSE**
		6. Economic History of India1857-1947		ECONA302	**DSE**
		7. Indian Economy		ECONA314	**GE**
		8. Economy of Himachal Pradesh Indian Economy		ECONA313	**GE**
	English	1. Soft Skills		ENG303	**DSE**
		2. Academic Writing and Composition		ENG304	**DSE**
		3. Technical writing		ENG301	**AEEC/SEC**
		4. Business Communication		ENG302	**AEEC/SEC**
		5. Literature from Himachal		ENG305	**GE**
		6. Contemporary India: Women and Empowerment		ENG306	**GE**
	Geography	1. Geography of India OR Economic Geography		GEOGP303	**DSE**
				GEOGP30	**DSE**

				3	
		2. Disaster management OR Geography of Tourism	GEOGP304 GEOGP304		**DSE** **DSE**
		3. Field Techniques & survey-based project report practical	GEOGP302		**SEC**
		4. Geographic Information System	GEOGP301		**SEC**
		5. Disaster Risk Reduction	GEOGP305		**GE**
		6. Sustainability & Development	GEOGP306		**GE**
3rd Year	Hindi	1. रंग आलेख एवं रंगमंच अथवा भाषा कंप्यूटिंग	HIND 301		**SEC**
		2. समाचा संकलन और लेखन	HIND304		**SEC**
		3. लोक साहित्य	HIND 305		**DSE**
		4. छायावादोत्तर हिंदी कविता	HIND306		**DSE**
		5. आधुनिक भारतीय साहित्य	HIND 307		**GE**
		6. सर्जनात्मक लेखन के विविध क्षेत्र	HIND308		**GE**
	History	1. Modern and contemporary world History-I 1871-1919	HIST305		**DSE**
		2. Modern and contemporary world History-II 1919-1991	HIST307		**DSE**
		3. Indian History and Culture	HIST317		**SEC**

3rd Year	Edu.	4. Introduction to Indian Art	HIST319	**SEC**
		5. Women in Indian History	HIST309	**GE**
		6. History of Himachal Pradesh	HIST312	**GE**
	Music	1. Value based & Practical Oriented Course for Hindustani Music (Vocal/ Inst)-III	MUSA301TH	**SEC**
		2. Value based &Practical Oriented Course for Hindustani Music (Vocal/ Inst)-IV	MUSA302PR	**SEC**
		3. Theory of Indian Music and study of Ancient Granth & Ragas	MUSA303TH	**DSE**
		4. Practical	MUSA304PR	
		5. Theory of Indian Music and Ghrana Tradition (Vocal/ Inst)	MUSA305TH	**DSE**
		6. Practical	MUSA306PR	
		7. Theory of Indian Music and Folk Music of Himachal Pradesh	MUSA307TH	**GE**
		8. Practical	MUSA308PR	**GE**
	Phy. Edu.	1. Specialization in Volleyball	PED301PR	**SEC**
		2. Specialization in Foot Ball	PED302PR	**SEC**

		3. Specialization in Kabaddi	PED303PR	**SEC**
		4. Specialization in Athletics	PED304PR	**SEC**
		5. Recreation	PED305TH	**DSE**
		6. Methods of Teaching in Physical Education	PED307TH	**DSE**
		7. Officiating and Coaching	PED308TH	**DSE**
		8. Health Education and Nutrition	PED309TH	**GE**
		9. Yoga	PED310TH	**GE**
	Pol. Science	1. Themes in Comp. Pol. Theory	POLS301	**DSE**
		2. Democracy & Government	POLS302	**DSE**
		3. Democratic Awareness with legal literacy	POLS303	**SEC**
		4. Conflict & Peace building	POLS304	**SEC**
		5. Society, Economy, Politics in H. P.	POLS305	**GE**
		6. Human rights & Gender Environment	POLS306	**GE**
	Sanskrit	1. व्यक्तित्व विकास का भारतीय दृष्टिकोण	SKT-DSE-301	**DSE**
		2. साहित्यिक समालोचना	SKT-DSE-302	**DSE**
		3. पातञ्जल योगसूत्र	SKT-GE-303	**GE**
		4. भाषा -विज्ञान के मूलभूत सिद्धान्त	SKT-GE-304	**GE**
		5. भारतीय रंगशाला	SKT-AEEC-305	**SEC**
		6. भारतीय वास्तुशास्त्र	SKT-AEEC-306	**SEC**

	JMC	1. Community and traditional media	BJMCPAD301	DSC-1
		2. Introduction to Photojournlism	BJMCPAD-302	DSC-2
		3. Communication Skills	BJMCDAS-301	SEC-1
		4. Film Appreciation	BJMCDAS-302	SEC-2

*DSC-Discipline Specific Core Courses, DSE-Discipline Specific Elective, SEC-Skill Enhancement Course, GE-Generic Elective.

14 FEE STRUCTURE FOR UG CLASSES

Sr. No.	Description/Sub Head	1st Year		2nd year		3rd year	
		1st Inst.	2nd Inst.	1st Inst.	2nd Inst.	1st Inst.	2nd Inst.
1	A.F.	150	150	150	150	150	150
2	Admission fee	25		25		25	
3	Book Replacement	25	0	25	0	25	0
4	Botany	120	120	120	120	120	120
5	Building Fund	60	60	60	60	60	60
6	Campus Development	10	0	10	0	10	0
7	Chemistry	120	120	120	120	120	120
8	College Magazine	50	0	50	0	50	0
9	Commerce Practical	90	90	270	270	90	90
10	Computer Internet Facility	20		20		20	
11	Computer Math Practical	90	90	90	90	90	90
12	Continuation fee	0	0	10		10	0
13	Cultural Activity	20	0	20	0	20	0
14	Duplicate I. Card	0	0	0	0	0	0
15	Furniture repair	10	0	10	0	10	0
16	Geography	90	90	90	90	90	90
17	Geology	120	120	120	120	120	120
18	House Exam	40	0	40	0	40	0
19	I. Card	10	10	10	10	10	10
20	JMC	90	90	90	90	90	90
21	Late fee fine	0	0	0	0	0	0

22	Library Security	100	0	0	0	0	0
23	Medical Aid Fund	6	0	6	0	6	0
24	Music Instrument	90	90	90	90	90	90
25	Musical Vocal	90	90	90	90	90	90
26	NCC	10	0	10	0	10	0
27	Physical Education	90	90	90	90	90	90
28	Physics	120	120	120	120	120	120
29	PTA	520	0	520	0	520	0
30	Readmission fee	0	0	0	0	0	0
31	Scout & Guide/R& R	30	30	30	30	30	30
32	Sports fund	120	120	120	120	120	120
33	Student Aid fund	2	0	2	0	2	0
34	Tuition fee	300	300	300	300	300	300
35	Uni. Holiday Home fee	1	0	1	0	1	0
36	University Dev.	250	0	0	0	0	0
37	University Sport fee	15	0	15	0	15	0
38	Youth Red Cross	40		40		40	
39	Youth welfare fee	15	0	15	0	15	0
40	Zoology	120	120	120	120	120	120

HIMACHALI BONAFIDE GIRLS ARE EXEMPTED FROM TUITION FEE. (CERTIFICATE REQUIRED)

15 PG PROGRAMME

The college is running M.A. classes in English, Hindi and Economics, M.Sc. Classes in Physics and Chemistry and M. Com Classes. The admission will be conducted as per University Norms.

15.1 INFORMATION REGARDING ADMISSION TO M.SC. (PHYSICS/ CHEMISTRY):

15.1.1 M.SC. COURSE (FACULTY OF PHYSICAL SCIENCES)

Department	Number of Seats Available
Department of Chemistry	40 + 1 Single Girl Child
Department of Physics	40 + 1 Single Girl Child

Eligibility: A bachelor's degree of a university established by law in India (with the subject of opting for M.A./M.Sc. as one of the subjects) with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

Or

A bachelor's degree with II Division or with at least 45% marks (40% in case of SC/ST candidates) in aggregate in the subject concerned in three years of degree or Honours in the subject concerned. In case of Physics the candidate must have passed B.Sc. with Mathematics as an elective subject.

Basis of Admission:

Admission to these courses will be made strictly based on marks obtained in the Entrance Test and shall be open to all, subject to the reservation approved by the University/State Govt. The merit will be determined on the basis of a competitive examination.

The minimum qualifying marks for the Entrance Test will be 35% (in case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted) for calling the candidates for Interview/ Admission.

15.2 INFORMATION REGARDING ADMISSION TO M.A.

15.2.1 DEPARTMENT OF ENGLISH ADMISSION TO M.A. ENGLISH

Number of Seats: 30+1 Single Girl Child

Basis of Admission and Eligibility: The admission will be made strictly on the basis of marks obtained in Entrance Test. The test will be open to all with any graduate degree such as B.A./ B.Sc./ B.Com./ B.Sc. (Agri.)/ B.Sc. (Home Science)/ B.Sc. Engg. /MBBS. / BAMS/ GAMS/ B.Pharma/ B.T. or B.Ed./ B.Lib.Sc./ B.L./ B.V.Sc./ B.E./ B.Tech./ Vashishta Shastri/ BBA/BCA of University established by law in India with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree

OR

A bachelor's degree with at least Second division in aggregate or 45% marks in the subject or Honours in the subject of study for M.A. For SC./ ST. candidates the eligibility will be 45% in aggregate or 40% marks in the subject or Honours in the subject of study for M.A. The Entrance Test will be of 70 marks, but the final merit will be determined out of hundred marks.

The minimum qualifying marks in the Entrance Test will be 35% to make the candidates eligible for interview/ admission. In case of SC/ST candidates, the minimum qualifying marks shall be reduced until the full SC/ST quota for admission has been exhausted.

Reservation: Reservation for various categories will be provided as per the University/HP Govt. Rules.

Age Limit: As per the HPU Rules applicable to other master's degree Programmes of the University.

15.2.2 DEPARTMENT OF HINDI

Number of Seats: 30 + 1 Single Girl Child

Eligibility: A bachelor's degree or equivalent with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree with at least 50% marks in aggregate (45% in case of SC.ST.) from auniversity established by law in India.

Reservation: Reservation for various categories will be provided as per the University/HP Govt. Rules.

Age Limit: As per the HPU Rules applicable to other master's degree Programmes of the University.

15.2.3 DEPARTMENT OF ECONOMICS

Number of Seats: 20 + 1 Single Girl Child

Eligibility: A bachelor's degree or equivalent with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree with at least 50% marks in aggregate (45% in case of SC.ST.) from a university established by law in India.

Reservation: Reservation for various categories will be provided as per the University/HP Govt. Rules.

Age Limit: As per the HPU Rules applicable to other master's degree Programmes of the University.

15.3 INFORMATION REGARDING ADMISSION TO M.COM.

15.3.1 MASTER OF COMMERCE (M.COM.)

Number of Seats: 30 + 1 Single Girl Child

Eligibility: With a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 creditsin compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

OR

B. Com/B. Com (Hons) Or bachelor's degree in business administration or B.A. with Commerce or M.A./ M.Sc. in Economics/ Statistics/ Mathematics.

OR

B.A./B.Sc. degree with Economics/ Statistics/ Mathematics.

OR

Degree of a foreign University which may be recognized as equivalent for the purpose by the Vice- Chancellor of the affiliating University with such conditions as he may impose regarding the additionalcourses of study, which the candidate would be required to pass to qualify for the degree.

Basis of Admission: Admission to the above courses will be made strictly based on marks obtained in the entrance test. (The duration of the M.A., M.Com. and M.Sc. courses will be two academic years spread over

Reservation: Reservation for various categories will be provided as per the University/HP Govt. Rules.

Age Limit: As per the HPU Rules applicable to other master's degree Programmes of the University.

Note: Admission Schedule for PG Classes will be updated on the college website in the near future.

16 FEE STRUCTURE FOR PG CLASSES

Sr. No.	Description/Sub Head	1st Year	2nd year	1st Year	2nd Year	1st Year	2nd year	1st Year	2nd Year
		MA		M.Com		M.Sc (Phy, Chem)		M.Sc (Phy, Chem)	
		Ist Inst.	2nd Inst.	Ist Inst.	2nd Inst.	1st Inst.	2nd inst	1st Inst.	2nd inst
1	Admission fee	25	25	25	25	25	25	25	25
2	Tuition fee	300	300	300	300	300	300	300	300
3	Late fee fine	0	0	0	0	0	0	0	0
4	Readmission fee	0	0	0	0	0	0	0	0
5	Physics					1240	360	1240	360
6	Chemistry					1240	360	1240	360
7	A.F.	150	150	150	150	150	150	150	150
8	I. Card	10		10		10		10	
9	Duplicate I. Card	0	0	0	0	0	0	0	0
10	Continuation fee	0	0	10	0	10	0	0	0
11	University Sport fee	15	0	15	0	15	0	0	0
12	Youth welfare fee	15	0	15	0	15	0	0	0
13	Uni. Holiday Home fee	1	0	1	0	1	0	0	0
14	Commerce Practical			90	90	0	0	0	0
15	University Development Fund	250	0	250		0	0	0	0
16	Building Fund	60	60	60	60	60	60	60	60
17	Computer int. Facility	20		20		20	20	20	20
18	Library Security	100	0	100	0	100	0	100	0

19	College Magazine	50	0	50	0	50	0	50	0
20	House Exam	40	40	40	40	40	40	40	40
21	Medical Aid Fund	6	0	6	0	6	0	6	0
22	NCC	10	0	10	0	10	0	10	0
23	Student Aid fund	2	0	2	0	2	0	2	0
24	Campus Development	10	0	10	0	10	0	10	0
25	Book Replacement	25	0	25	0	25	0	25	0
26	Cultural Activity	20	0	20	0	20	0	20	0
27	Furniture repair	10	0	10	0	10	0	10	0
28	Sports fund	120	120	120	120	120	120	120	120
29	Scout & Guide/ R& R	30	30	30	30	30	30	30	30
30	PTA	1000	--	1000	--	2000	--	2000	--

17 SYLLABUS OF VARIOUS PG COURSES

The Syllabus will be as per the HPU. For a Particular Course, Syllabus can be downloaded from the official website of HPU viz https://www.hpuniv.ac.in/content/syllabus.php

18 BACHELOR OF VOCATION (B. VOC.)

The college offers the following two *UGC approved 3-Year Degree Programme:*
1. **B. Voc. in Retail Management**
2. **B. Voc. in Hospitality & Tourism**

1) **Salient Features of B.Voc.**
   ✓ Candidates enrolled for this programme are entitled for **"Kaushal Vikas Bhatta"** @ *1000 per month* as per State Government Policy.
   ✓ B.Voc. is equivalent to undergraduate (UG) degree at par BA/ B.Sc./B. Com of H.P. University, Shimla. After the completion of B.Voc. Programme, the degree will be awarded by H.P. University, Shimla. The students may go for a job or become an entrepreneur or continue studying for the M.Voc. or they can take admission in any other Master Programmes.
   ✓ The students can appear in **any competitive exams across the country,** i.e. conducted by the State Public Service Commission and Union Public Service Commission.
   ✓ Job-oriented skill development training programmes.
   ✓ Placement Assistance through well-established vibrant placement cell.
   ✓ A maximum of *40 students* will be admitted to each B.Voc. Programme.

2) **Eligibility Conditions**

Admission to the B Voc. Programme will be as per the rules and regulations of the University followed for all Undergraduate Programmes (UG).

3) **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 program as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) degree. This degree Program is unique with the provision of multiple entry and exists at different levels of NSQF from level 4 to 5.5, 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 study as per their convenience.

4) **Certificate/ Diploma/ Degree Awarded by HPU and Job Opportunities**

NSQF LEVEL	Total Credits required	Normal Duration/ Semester	Exit Points/ HPU Awards	Job Opportunities	
				Retail Management	Hospitality & Tourism
4	30	1	Certificate	Sales Associate	Guest Service Associate
4.5	60	2	Diploma	Team Leader	Guest Service Executive
5	120	3 & 4	Advanced Diploma	Departmental Manager	Duty Manager
5.5	180	5 & 6	B. Voc. Degree	Store Manager	Revenue Manager

5) **Selection Process**

Admission to the Bachelor of Vocation (B.Voc.) Program in Retail Management and Hospitality & Tourism for Semester I will be conducted solely based on merit derived from the qualifying examination, specifically the 10+2 level. There are three distinct categories of candidates eligible for admission to Semester I of the skill-based courses under the National Skills Qualifications Framework (NSQF).

Category 1 comprises students who have obtained National Skills Qualifications Framework (NSQF) certification at Level 4 within a specific industry sector and are eligible to enroll in skill-based courses under the NSQF framework.

Category 2 includes students who have also achieved NSQF certification at Level 4 but wish to transition to skill-based courses in a different trade.

Category 3 consists of students who have completed the 10+2 examination through traditional educational pathways and do not possess any prior vocational training experience. Vocational subjects recognized under the National Skills Qualifications Framework (NSQF) will be accorded an equivalent weightage to that of general education subjects when evaluating candidates for admission to undergraduate

programs, as stipulated in the University Grants Commission (UGC) reference number DD No. 1-52/2013 (CC/NSQF) dated April 30, 2014. In the context of student selection for the Bachelor of Vocation (B.Voc.) program, an additional weightage of 10% will be awarded to candidates classified as Category I, while those in Category II will receive an additional 5% weightage based on their performance in the 10+2 examination. The final admission list will be determined based on the combined merit of all candidate categories.

6) Dress Code

The designated uniform comprises a white shirt, black trousers, a black tie, and a black belt during the summer months, with the addition of a black blazer and a black sweater in the winter season. Furthermore, the uniform mandates the wearing of black leather shoes and socks. It is essential to highlight that a penalty of Rs. 50 will be enforced for non-compliance with the uniform policy.

7) Internship Program

The internship will contribute credits that will be incorporated into the final assessment of skill components. The Himachal Pradesh Kaushal Vikas Nigam (HPKVN) is providing full sponsorship for the internship, in addition to supporting the skill component, which constitutes 60% of the program, along with the provision of course materials for the entirety of the program. Participants enrolled in this program are eligible to receive the 'Kaushal Vikas Bhatta' in accordance with state government policy. The curriculum for the Bachelor of Vocational (B. Voc.) program will be delivered in English.

8) Course Structure

Hospitality & Tourism

SEMESTER – I - Guest Service Associate (NSQF Level 4)

Semester	Paper	Code No.	Subject	GC/ SC	Credit	Total Hours
One	General Paper-01	EN111	Learning a Foreign or Local Language Including English.	GC	06	90
	General Paper-02	TH111	Introduction to Tourism - Aviation, Hospitality Industry.	GC	06	90
	General Component Total				12	180
	Skill Paper-01	TH121	Introduction to Front Office & Maintaining effective communication	SC	04	Th. 45 Pr. 30
			Bridge Module - Module 1: Introduction to Front Office Management and Guest Service Associate (Front Office)			
			THC/N9901 –Module 2 : Maintain Effective Communication and Service Standard			
			THC/N9903- Module 3 : Maintain Organizational Confidentiality and Guest Privacy			

	Skill Paper-02	TH122	**Basic Health Standards and Guest handling**	SC	04	Th. 65
			THC/N9906 –Module 4: Basic Health and Safety Standards			
			THC/N0107 – Module 8: Perform the Activities to Handle Guest Service			
	Skill Paper-3	TH123	**Front Office Activities**	SC	04	Th. 45 Pr. 30
			THC/N0130 – Perform Front Office Activities- Module 5: Prepare for Front Office Operations, Module 6: Prepare for Guests' activities Module 7: Perform the Activities of Guest Registration, Check-in, and check-out Procedures			
	On Job Training/Internship (One Month) and Project Report			SC	06	190
			Skill Component Total		18	405
			SEMESTER – I TOTAL		30	585

SEMESTER – II -- Guest Service Executive (NSQF Level 4.5)

Semester	Paper	Code No.	Subject	GC/ SC	Credit	Total Hours
Two	General Paper-1	EN211	Tourism Products.	GC	06	90
	General Paper-2	TH212	Communicative English for Tourism and Hospitality.	GC	06	90
			General Component Total		12	180
	Skill Paper-1	TH221	**Guest Service , Health Hygiene and safety Standards**	SC	05	Th. 55
			Bridge Module-Module 1: Introduction to Front Office Management			Pr. 35
			THC/N9902 –Module 2: Promote Effective communication and Service Standard			
			THC/N9907 – Module 4: Monitor and Maintain Health, Hygiene and Safety at Workplace			
	Skill Paper-2	TH122	**Handling Complaints and Guest Privacy**	SC	04	Th. 55 Pr. 30
			THC/N0120 – Handle Guest Complaints and Guide Front Office Staff- Module -5: Enhance Guest Experiences			
			THC/N9910 – Module 3: Organizational Confidentiality and Guest's privacy			
	Skill Paper-3	TH223	**Cashiering Activities**	SC	04	Th. 55 Pr. 15
			THC/N0110 – Module 6: Perform Cashiering Activities			
	On Job Training/Internship (One Month) and Project Report			SC	05	160
			Skill Component Total		18	405
			SEMESTER – II TOTAL		30	585

SEMESTER – III & IV (2nd Year)- Duty Manager (NSQF Level 5)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Three	General Paper-1	TH311	Basic of Tourism Research	GC	06	90
	General Paper-2	TH312	Basic of Tourism Management	GC	06	90
	General Paper-3	TH313	Travel Agency Management and Operations	GC	06	90
	General Paper-4	TH314	Environmental Science	GC	06	90
	General Component Total				24	360
	Skill Paper-1	TH321	**Monitoring Front Office Activities and Guest Experiences**	SC	05	Th. 45
			Bridge Module- Module 1: Introduction to Hotel Industry and Duty Manager			Pr. 60
			THC/N0116 – Module 2 :Monitor Front Office Staff, Module 3: Ensure Effective Guest Experience, Module 4: Monitor Front Office Activities			
	Skill Paper-2	TH322	**Managing Financial and Administrative Aspects of Business**	SC	04	Th. 45
			THC/N5823 – Module 5: Monitor Budget and Revenue Module 6: Manage Administrative Tasks			Pr. 30
	Skill Paper-3	TH323	**Service Standards, Communication and maintaining Health & Safety and Guests' privacy**	SC	03	Th. 35
			THC/N9902 – Module 7: Effective Communication and Service			Pr. 15
			THC/N9910 – Module 8 : Organizational Confidentiality and Guest's Privacy			
			THC/N9907 – Module 9: Monitor and Maintain Health and Safety standards			
	Skill Component Total-Semester III				12	230
Fourth	OJT/INTERNSHIP (04 months) and REPORT			SC	24	720
	SEMESTER – III and IV TOTAL (2nd Year)				60	1310

SEMESTER – V & VI (3rd Year)- Revenue Manager
(NSQF Level 7 for 2024-25 and 5.5 from 2025-26)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Fifth	General Paper-1	TH511	Travel Geography	GC	06	90
	General Paper-2	TH512	Itinerary Preparations	GC	06	90
	General Paper-3	TH513	Entrepreneurship in Tourism and Hospitality Industry	GC	06	90

General Paper-4	TH514	Introduction to Tourism Marketing	GC	06	90
General Component Total				**24**	**360**
Skill Paper-1	TH521	**THC/N0135 Manage Revenue and the Team**	SC	02	Th. 35
		Module 4: Manage Hotel Revenue Module 5: Handle Revenue Management Team Module 16. Financial and Legal Literacy			
Skill Paper-2	TH522	**THC/N0134 Conduct Research and Formulate Strategies**	SC	03	Th. 50
		Module 1: Introduction to the Hotel Industry and Role of Revenue Manager Module 2: Conduct Data and Competitor Analysis to Formulate Strategies Module 3: Develop and Implement Pricing Strategies		02	Pr. 60
Skill Paper-3	TH523	**THC/N9902 Ensure Effective Communication and Service Standard at Workplace**	SC	03	Th. 64
		Module 6: Promote Effective Communication and Service Standard		02	Pr. 60
		THC/N9910 Ensure to Maintain Organizational Confidentiality and Guest's Privacy Module 7: Organizational Confidentiality and Guest's privacy THC/N9907 Monitor and Maintain Health, Hygiene and Safety at Workplace Module 8: Monitor Health and Safety Standard DGT/VSQ/N0103 Employability Skills Module 9. Introduction to Employability Skills Module 10. Constitutional values – Citizenship Module 11. Becoming a Professional in the 21st Century Module 12. Basic English Skills Module 13. Career Development & Goal Setting Module 14. Communication Skills Module 15. Diversity & Inclusion Module 17. Essential Digital Skills Module 18. Entrepreneurship Module 19. Customer Service Module 20. Getting Ready for Apprenticeship & Jobs			

		Skill Component Total (Semester V)		12	269
Sixth		OJT/INTERNSHIP (02 Months) and REPORT	SC	24	720
		SEMESTER – V and VI TOTAL (3rd Year)		60	1349

Note : In Skill Component the aggregate minimum of 60% marks are required to pass NSQF Level 4 to 7.

Retail Management

SEMESTER I - Team Leader (NSQF Level 4)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
One	General Paper-01	RA111	**Business Communication and Personality Development-I.** Business Communication. Personality Development.	GC	06	90
	General Paper-02	RA112	**Fundamentals in Accounting and Technology (Computer Skills)-I.** Fundamentals in Accounting. Fundamentals in Technology (Computer Skills).	GC	06	90
			General Component Total		12	180
	Skill Paper-01	RA121	**Product Display, Visual Merchandising and Health & Safety** 1. RAS/N0146 Organize the display of products at the store 2. RAS/N0139 Plan visual merchandising 3. RAS/N0122 Help maintain health and safety	SC Practical Retail Lab	02 01	Th 30 Pr 30
	Skill Paper-02	RA122	**Work Management and effective Communication** 4. RAS/N0131 Allocate and check work in your team 5. RAS/N0137 Work effectively in a Retail team 6. RAS/N0138 Work effectively in an organisation 7. RAS/N0145 Communicate effectively with stakeholders	SC	04	Th 60
	Skill Paper-3	RA123	**Customer Service and Sales** 8. RAS/N0140 Establish and satisfy customer needs 9. RAS/N0148 Maintain the availability of goods for sale to customers 10. RAS/N0150 Monitor and solve customer service problems 11. RAS/N0147 Process the sale of products	SC Practical Retail Lab	03 01	Th 45 Pr 30
			Internship Project	SC	07	210
			Skill Component Total		18	405
			SEMESTER – I TOTAL		30	585

SEMESTER II - Visual Merchandiser (NSQF Level 4.5)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Two	General Paper-1	RA211	**Business Communication and Personality Development-II.** Business Communication. Personality Development.	GC	06	90
	General Paper-2	RA212	**Fundamentals in Accounting and Technology (Computer Skills)-II.** Fundamentals in Accounting. Fundamentals in Technology (Computer Skills).	GC	06	90

				General Component Total	12	180
	Skill Paper-1	RA221	**Retail Store Operations** 1. RAS/N0401: Enhance store visibility by implementing attractive visual displays to support store profitability 2. RAS/N0402: Comply to store policies, merchandising norms and statutory regulations while executing themes and plots	SC SC Practical Retail Lab	03 01	Th 45 Pr 30
	Skill Paper-2	RA222	**Visual merchandising Elements, Impact, Learning and Plans.** 3. RAS/N0403: Collect and analyze data to track the visual impact of promotions and events 4. RAS/N0404: Maintain visual merchandising elements in the store as per brand and store guidelines 5. RAS/N0405: Update self on industry trends and best practices through continuous learning and innovation 6. RAS/N0406: Liaise effectively with internal and external stakeholders to effectively implement visual merchandising plans	SC SC Practical Retail Lab	04 01	Th 60 Pr 30
	Skill Paper-3	RA223	7. Employability skills DGT/VSQ/N0102: Employability skills	SC	02	Th 30
			Internship Project	SC	07	210
			Skill Component Total		18	405
			SEMESTER – II TOTAL		30	585

SEMESTER – III Departmental Manager (NSQF Level 5)

(From Session 2025-26)

Semester	Paper	Code No.	Subject	GC /SC	Credit	Total Hours
Three Departmental Manager	General Paper-1	RA311	Communicative English	GC	06	90
	General Paper-2	RA312	Stores Operation & Supply Chain Management	GC	06	90
			General Component Total		12	180
	Skill Paper-1	RA323	Retail Store Operations and Profitability Management. - Plan visual merchandise. -Monitor and manage store performance. -Manage a Budget.	SC	05 / 02	Th 75 / 60
	Skill Paper-2	RA322	Customer Experience Management. -Establish and Satisfy customer needs -Communicate effectively with stakeholders. -Develop Individual retail service opportunities.	SC	05	Pr 75
			Internship Project	SC	04	120
			Skill Component Total		16	330
			SEMESTER – III TOTAL		28	510

SEMESTER – IV Departmental Manager (NSQF Level 5)

(From Session 2025-26)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Four Departmental Manager	General Paper-1	RA411	Environmental Science	GC	06	90
	General Paper-2	RA412	Human Resource Management	GC	06	90
			General Component Total		12	180

	Skill Paper-1	RA324	Understanding Leadership. -Provide leadership for your team -Build and manage store team	SC	04 02	Th 60 Pr 60
	Skill Paper-2	RA325	Team and Organizational Dynamics. -Allocate and check work in your team. -To work effectively in your team. -To work effectively in your organization. -Help maintain health and safety	SC	04	Th 60
			Internship Project	SC	10	300
			Skill Component Total		20	480
			2ND YEAR TOTAL		60	1170

SEMESTER III - Business Leader/ Multi-Outlet Retailer (NSQF Level 6)
(For Session 2024-25 ONLY)

Semester	Paper	Code No.	Subject	GC /SC	Credit	Total Hours
Three	General Paper-1	RA311	Communicative English	GC	06	90
	General Paper-2	RA312	Stores Operation & Supply Chain Management	GC	06	90
			General Component Total		12	180
	Skill Paper-1	RA321	Customer Needs and Financial Operations. 1. RAS/N0207: Manage customer needs effectively through need identification and strong customer relationship 2. RAS/N0216: Manage business operations 3. RAS/N0215: Manage financial operations	SC Practical Retail Lab	05 02	Th 75 Pr 60

Skill Paper-2	RA322	Legal Aspects and Team Dynamics. 4. RAS/N0209: Implement legal compliances, policies and procedures 5. RAS/N0221: Manage team through demonstration of leadership skills 6. RAS/N0217: Update self and team on products/services being offered by the business	SC	05	Th 75
		Internship Project	SC	06	180
		Skill Component Total		18	390
		SEMESTER – III TOTAL		30	570

SEMESTER IV - Business Leader/ Multi-Outlet Retailer (NSQF Level 6)
(For Session 2024-25 ONLY)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Four	General Paper-1	RA411	Environmental Science	GC	06	90
	General Paper-2	RA412	Human Resource Management	GC	06	90
			General Component Total		12	180
	Skill Paper-1	RA421	Managing Inventory and Marketing. 1. RAS/N0211: Manage inventory and sales 2. RAS/N0218: Drive operational excellence 3. RAS/N0219: Drive marketing activities and plan promotion strategies	SC	04	Th 60
				Practical Retail Lab	02	Pr 60
	Skill Paper-2	RA422	Relationship with Vendors & Manpower planning. 4. RAS/N0205: Build relationship with vendors / dealers to ensure smooth business operations and increase sales 5. RAS/N0220: Perform manpower planning activity and impart training to staff	SC	04	Th 60
			Internship Project	SC	8	240
			Skill Component Total		18	420
			SEMESTER – IV TOTAL		30	600
			2ND YEAR TOTAL		60	1170

SEMESTER V - Store Manager
(NSQF Level 7 For 2024-25 and Level 5.5 from 2025-26)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Five	General Paper-1	RA511	Marketing Management	GC	06	90
	General Paper-2	RA512	Business Statistics	GC	06	90
			General Component Total		12	180
	Skill Paper-1	RA521	Retail Store Operations and Sales. 1. RAS/N0152- Optimize inventory to ensure maximum availability of stocks and minimized losses 2. RAS/N0153- Implement standard operating procedures, processes and policies of the store while ensuring timely and accurate reporting 3. RAS/N0154- Manage sales and service delivery to increase store profitability	SC Th Pr	04 02	Th 60 Pr 60
	Skill Paper-2	RA522	Process compliance, safety and security. 4. RAS/N0155- Check and confirm adherence to visual merchandising plans 5. RAS/N0156- Manage overall safety, security and hygiene of the store	SC	04	Th 60
			Internship Project	SC	08	240
			Skill Component Total		18	420
			SEMESTER – V TOTAL		30	600

SEMESTER VI - Store Manager
(NSQF Level 7 For 2024-25 and Level 5.5 from 2025-26)

Semester	Paper	Code No.	Subject	GC/SC	Credit	Total Hours
Six	General Paper-1	RA611	Ethics and Corporate Social Responsibility.	GC	06	90
	General Paper-2	RA612	Retail Environment	GC	06	90
			General Component Total		12	180
	Skill Paper-1	RA524	Store Management & market study. 1. RAS/N0157- Implement promotions and special events at the store 2. RAS/N0158- Lead and manage the team for developing store capability 3. RAS/N0159- Conduct price benchmarking and market study of competition	SC Th. Pr.	05 02	Th 75 Pr 60
			Internship Project	SC	11	330
			Skill Component Total		18	465
			SEMESTER – VI TOTAL		30	645
			3RD YEAR TOTAL		60	1245

Note : In Skill Component the aggregate minimum of 45% marks are required to pass NSQF Level 4 and 5 and 50% marks for Level 6 and 7 respectively.

B. Voc. Lab

19 FEE STRUCTURE FOR B. VOC. IN RETAIL MANAGEMENT AND HOSPITALITY & TOURISM FOR THE SESSION

Sr. No.	Detail of Fee / Funds	Amount (in Rs.)
A	**Annual Charges:**	
1	Admission Fee Per Semester	25.00
2	Book Replacement Fund	25.00
3	Campus Beautification and development fund	10.00
4	Computer and Internet Facility Fund	20.00
5	Continuation Fee	10.00
6	Cultural Activity Fund	20.00
7	Furniture Repair Fund	10.00
8	Identity Card	10.00
9	Library Security (Refundable)	100.00
10	Magazine Fund	50.00
11	Medical Aid	6.00
12	NCC Fund	10.00
13	Student aid	20.00
14	Univ. Development Fund Non-Subsidized, Subsidized seats	250 (Gen) & 100 (IRDP, BPL)
15	Univ. Holiday Home Fund	1.00
16	Univ. Sports Fund	15.00
17	Yearly Exams	80.00
18	Youth Red Cross Fund	40.00
19	Youth Welfare Fund	15.00
B	**Monthly Charges:**	
1	Amalgamated Fund @ Rs. 25/month	300.00
2	Building Fund @ Rs. 10/month	120.00
3	PTA Fund	520.00 (Annually)
4	Rover &Ranger @ Rs. 5 /month	60.00
5	Sports Fund @ 20/month	240.00
6	Tuition Fee (Only Boys) Rs. 50/ Month	600.00
C	**Other Charges (Skill Component/ Semester)**	
1	Assessment cum Certification Fee charged by Sector Skill Council @ 800 per Semester (No Fee for Semester 4 and 6)	800.00
2	Skill Component Practical	240.00

20 IMPORTANT INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. It is mandatory for every student to maintain strict discipline within the College campus as well as outside the College.
2. Any act performed by the student that amounts to discipline will be dealt with strictly.
3. All the students are required to read the notices thoroughly which are displayed exclusively on the College Notice Board every day and do the needful accordingly.
4. Teasing girl students in any manner whatsoever is an offence punishable under the law. Hence, students are advised not to indulge in such kinds of activities; otherwise, they would face strict legal action.
5. Scribbling/ writing anything on the black board, on furniture and walls etc. is a part of indiscipline.
6. Removing or causing damage to the furniture or windowpanes, plucking flowers, removing notices, etc. is also a breach of discipline.
7. The following acts also tent amount to indiscipline: holding any meeting/ function/ party and photography in the premises of the College without prior permission of the principal.
8. Students should not tamper with the electrical fittings, water fittings etc. in the classrooms, hostel and in the College campus.
9. Using foul language with any student, teacher or any other employee of the College shall be viewed seriously.
10. The use of cell phone is strictly prohibited inside the classrooms and any breach of conduct will result in the confiscation of the cell phone.

B. IDENTITY CARD

1. Identity card is the most important document of the college student, because it is the only identification for anyone to establish that one is a student of the college.
2. Any transaction between students and college is entertained only after production of Identity card. If a student has to deal with any kind of work related to examination, library, collection/ inspection of documents, and one has to produce one's Identity card in order to establish one's identity.
3. Students are not permitted to replace the photograph pasted on the Identity card for any reason whatsoever.
4. If an Identity card is lost, one has to file an F.I.R. in order to get a duplicate Identity card issued.
5. In the event of inspection of Identity card during surprise check or for any other reason, if the student is unable to produce the Identity card, he/ she will be handed over to the police or as the situation may demand. **Student without Identity card is deemed as outsider.**

6. In case, the Identity card gets misplaced, misused by anti-social elements the student concerned shall be held responsible for his/her deeds. It is the personal responsibility of the student to keep his/ her identity card in safe custody.

7. All the students are directed to collect their identity cards and complete the formalities related to their identity cards within one week of admission.

C. LEAVE RULES

1. A student can proceed on leave with prior permission from the Principal but the application should be signed by the parent/guardian of the student and duly recommended by the tutor/concerned teacher.

2. A tutor/class teacher can sanction leave upto 3 days while a leave application upto 7 days is to be sanctioned by the Chief Tutor / Principal. Leave for more than 7 days is to be sanctioned by the Principal only.

3. The leave application must be submitted by the applicant or, in case of medical leave, by the parents/guardian. The applicant must ensure that the application is properly sanctioned and that the concerned subject teachers have duly signed it.

4. Leave on account of illness, if it is for more than three day, must be accompanied by a medical certificate/ Registration Slip by Government Hospital.

5. Student may proceed on any kind of leave but he/she must deposit his/her fees/fines on the appropriate day. Otherwise his/ her admission will stand cancelled. Similarly, he/she is also required to return the books on the fixed day.

6. Students participating in inter-college games or other competitions must have their leave sanctioned and duly noted by the concerned subject teachers prior to the event.

7. Leave during House Examinations will be sanctioned by the Principal only.

D. FINE AND PENALTIES

1. Failure to pay dues on due date will entail a fine of Rs. 1 per day.

2. In case a student does not deposit his/her dues on or before the due date, his/her name will be struck off from the roll.

3. The name of the student shall also be struck off from the roll, if he/she remains absent without leave for continuous more than 10 days in any class(Theory/Practical).

4. In case the name of a candidate is struck off, the re-admission is permissible within first 10 days with a first readmission fee of Rs. 100/-. If a candidate fails to seek readmission within first 15 days then he/she should seek re-admission upto 20 days, on the payment of Rs. 200/- as second re-admission fee on the personal presence of parent/guardian with documentary proof. After 20 days from the date his/her name is struck off, there shall be no readmission in any case. The readmission will be done on the recommendation of concerned teachers and approval of Principal.

5. The Principal can expel a student from the college if he/she is found guilty of misconduct, drug abuse or any other illegal activity.
6. Every student will have to procure No-dues certificate from college Library/ concerned department/ N.S.S/ N.C.C / Sports/ R & R /College Canteen etc. if he/ she leaves the college.
7. The security deposit will lapse if a student does not apply for refund of security within one year of his/her leaving the college.
8. Other fines will be as given below
   • Absence for one period = Rs. 1/-
   • Absence for one Practical = Rs.3/-
   • Absence in House Exam = Rs 20/- per paper

Note: The above rates are subject to change by H.P. Govt. from time to time.

21 FACILITIES AND ACTIVITIES IN THE COLLEGE

1) Club and Societies

The students can join one of the following clubs/societies according to his/her interest in the field of choice.
   a) Eco Club
   b) Red Ribbon Club
   c) Literary Society
   d) Humanities Society
   e) Commerce Society
   f) Science Society

2) Tutorials / Mentor Groups

Students will be divided into different tutorial groups for the purpose of academic excellence and greater interaction between the teacher and the taught. Teachers-in-charge of each group will provide assistance regarding academics and other activities periodically.

3) NCC & NSS

The College has very active and well-organized units of the NCC and the NSS whose activities are spearheaded by teachers with long experience in their respective fields.

4) Sports

The College Calendar gives great importance to various activities in sports. We have the proud privilege of representing the University and the State in many National and Zonal level sports competition.

5) Rovers & Rangers

The College has well organized units of Rovers & Rangers for scouting activities.

6) Scholarships

The college has provision for the following scholarships under state and central government sponsored scholarship schemes:

1. Post Matric Scholarship Scheme to SC/ ST/ OBC Students.
2. PM Yasasvi Scheme for ST/ OBC/ EBC Students.
3. Dr. Ambedkar post matric scholarship scheme for EBC students.
4. Post Matric scheme to students belonging to minority community.
5. IRDP Scholarship.
6. Kalpna Chawla Chhattarviti Yojna.
7. Dr. Ambedkar Post Matric Scholarship for DNT Students.
8. Government of India scholarship for the handicapped students.
9. Poverty cum Merit Scholarship.
10. Central Sector Scheme Of Scholarships For College And University Students.
11. Mukhyamantri Sukh Sikhsha Yojna

Note: -The date of submission of applications for these scholarships will be displayed on the college notice board in due course.

7) Career Guidance and Job Placement

This cell helps students by providing guidance about career options and information about job placements through various Govt. and private agencies. It arranges lectures by experts and concerned officials for the selection of better & most suitable career options.

8) College Magazine

The College publishes its magazine "*Jyoti Kamal*" annually which provides a forum to the students with a flair for writing.

9) College Library

The college library has 15,000 books in various subjects, magazines, leading dallies and fully computerized and 'N-Listed' for scholarly content. This programme provides access

to journals, e books. Library management software **SOUL-3.0** has been installed to automate entire housekeeping operation of the library. Book Bank gives the facility to poor and helpless students to get the textbooks for a semester.

All the students are required to adhere to the following Library rules strictly:

i. All the students on the rolls of the College shall be eligible to become members of the College library.

ii. Every student is entitled to borrow two books for a period of 15 days from the library.

iii. The borrower shall be solely responsible for the safety/ preservation of the books drawn by him/ her.

iv. A fine of Rs. 1/-per day per book will be charged beyond the due date of return of the book.

v. In case a book is found mutilated, torn, defaced or misplaced, the actual cost of the book plus 20% of the original cost will be charged from the student.

vi. Reference books are to be consulted in the library itself after obtaining permission from the Librarian.

vii. The College also operates a book bank from which textbooks are loaned to poor students of all categories on payment of a nominal security, (i.e. actual cost plus 20% and maintenance charge of Rs.2/-per book}.

Students can get their library security refunded within one year after leaving the College; otherwise, the security stands forfeited.

10) PTA

A Parent- Teachers Association was established in 1994 with the objective to have participation of parents for all round development of the institution. The executive committee of the PTA is elected during the month of August every year. There is a General Body of P.T.A. comprising:

(i) Parents or guardians.

(ii) Colleges Teachers.

(iii) The principal of the college as the patron.

11) OSA

Old students' association established in November 2014 vide registration no. 96/2014/PA/SDD with a view of having an interaction between the old and existing students provides a platform to share experiences & thoughts.

12) IQAC

For improvement of quality in higher education, the college has an Internal Quality Assurance Cell (IQAC). Important decisions pertaining to the betterment of the college and students are taken by the members of IQAC.

13) CSCA

CSCA is constituted purely on the basis of merit in different streams every year & as per University guidelines issued from time to time.

14) Well Equipped Labs

15) IGNOU Study Centre

The IGNOU Study centre has been established in the college and it provides access to high quality education irrespective of age, occupation or qualification. It will benefit those who want to acquire professional and vocational education at their own pace and time without joining any college and institute. Prospectus for the admission to various programs is available with the study centre. The regular students at the college can also join the IGNOU Course simultaneously.

16) NAVRANG

A cultural fest is organized every year. This fest has 9 events. Students from various departments of not only this college but also the nearby colleges participate to show their talent.

17) **Road Safety:** At our college, we prioritize not only academic excellence but also the holistic development of our students, which includes fostering a strong sense of traffic awareness. Understanding the rules of the road and practicing safe driving habits are crucial life skills that extend far beyond the classroom. Through various initiatives and educational programs, we aim to instil in our students a deep understanding of traffic laws, road safety measures, and the importance of responsible driving. By promoting awareness of the potential dangers of reckless driving, distracted driving, and driving under the influence, we strive to empower our students to become conscientious and law-abiding citizens. Furthermore, we encourage active participation in community outreach projects focused on promoting road safety, as we believe in the collective responsibility to create safer roadways for everyone. Our commitment to fostering traffic awareness not only enhances the safety of our students but also contributes to building a more mindful and responsible society. Join us in our endeavour to create a culture of responsible driving and make a positive impact on our community's road safety.

18) **Campus Cleanliness:**

At our college, we're all about keeping our campus clean and tidy. It's important for making sure everyone has a nice place to study and hang out. We regularly organize clean-up events and teach students about how to reduce waste and take care of our environment. We want everyone to feel proud of their campus and to know that they're doing their part to keep it looking great. So, join us in keeping our college campus clean and green!

22 ADMISSION CUM COUNSELLING COMMITTEES

Chief Convener (Arts): - Prof. Sushil Kumar

Chief Convener (Commerce): - Prof. Sunita Sharma

Chief Convener (Science): - Dr. Rajeev Rattan

1. **B. Sc. (Non. Medical) Old Science Block (Ground floor)**
   1. Prof. Sanjeev Jaswal
   2. Prof. Shyam Kalia
   3. Dr. Vikas Dhiman
   4. Prof. Shailja Sood
   5. Prof. Sanjeev Thakur
   6. Dr. Shagun Nag
   7. Mr. Rajneesh Kumar (LA)

   Display of Merit List:- Dr. Vikas Dhiman, Dr. Shagun Nag

2. **B. Sc. (Medical) New Science Block (Department of Bio – Science (1ˢᵗ Floor))**
   1. Prof. Anita Kumari
   2. Dr. Kapil Sood
   3. Dr. Pooja Rajpoot
   4. Dr. Kusumakshi
   5. Prof. Aditi
   6. Prof. Bhishm Dutt
   7. Mr. Mukund (Class – IV)

   Display of Merit List:- Dr. Kapil Sood, Prof. Aditi

3. **BA. New Science Block Physics Computer Lab (1ˢᵗ Floor)**
   Committee 1:
   1. Dr. Suresh Kumar
   2. Prof. Dharmender Kumar Singh
   3. Dr. Vandana Rana
   4. Prof. Surender Kumar
   5. Dr. Aarti Kaushal

   6. Dr. Sharmita Pathania
   7. Mr. Ashwani (LA)
   Committee 2:
   1. Prof. Brajeshwar Singh
   2. Prof. Satpal
   3. Prof. Jagdeep
   4. Prof. Priya
   5. Dr. Purnendu Bains
   6. Prof. Rajesh Kumar (Sociology)
   7. Mr. Pawan Kumar (Class – IV)

   Display of Merit List:- Prof. Brajeshwar Singh, Dr. Purnendu Bains

4. **B.Com (Adm. Block IT Lab)**
   1. Prof. Kanchan Kumari
   2. Dr. Deven Mahajan
   3. Prof. Rajesh Kumar
   4. Dr. Akshay
   5. Prof. Raj Kumar Parmar
   6. Mr. Surender (LA)

   Display of Merit List:- Dr. Deven Mahajan, Prof. Rajesh Kumar

5. **B. Voc. (Old Science Block & B. Voc. Office (1ˢᵗ floor))**
   1. Prof. Sanjeev Jaswal
   2. B. Voc. Faculty

   Display of Merit List:- Prof. Sanjeev Jaswal, Ms. Jyoti

Technical inputs
   1. Prof. Pitamber Singh
   2. Prof. Vineet Kumar

23 TEACHING STAFF

In Top Row (Left to Right): Sh. Surinder Kumar (Asstt. Prof. Geography), Sh. Pitamber Singh (Asstt. Prof. Zoology), Sh. Jagdeep (Asstt. Prof. History), Sh. Vineet Kumar (Asstt. Prof. Computer Application), Dr. Rajesh Kumar (Asstt. Prof. Commerce), Sh. Bhishm Dutt (Asstt. Prof. Botany), Dr. Purnendu Bains (Asstt. Prof. Music (V)), Sh. Rajesh Kumar (Asstt. Prof. Sociology), Dr. Deven Mahajan (Asstt. Prof. Commerce), Sh. Raj Kumar Parmar (Asstt. Prof. Physics), Sh. Satpal Singh (Asstt. Prof. Music (I)), Dr. Shagun Nag (Asstt. Prof. Physics), Dr. Sanjeev Kumar (Asstt. Prof. Mathematics), Dr. Kapil Sood (Asstt. Prof. Physics), Dr. Sharmita Pathania (Asstt. Prof. English), Ms. Priya (Asstt. Prof. Mathematics), Dr. Kushmakshi (Asstt. Prof. Physics), Ms. Aditi (Asstt. Prof. Botany)

In Bottom Row (Right to Left): Dr. Pooja Rajput (Asstt. Prof. Geology), Dr. Arti Kaushal (Asstt. Prof. Hindi), Ms. Shailja Sood (Asstt. Prof. Chemistry), Dr. Vandana Rana (Asstt. Prof. Hindi), Ms. Anita Kumari (Asstt. Prof. Chemistry), Ms. Kanchan (Asstt. Prof. Economics), Ms. Sunita Sharma (Asstt. Prof. Political Science), Dr. Anju R Chauhan (Principal), Sh. Sushil Kumar (Assoc. Prof. Physical Education), Dr. Rajeev Rattan (Assoc. Prof. Chemistry), Sh. Sanjeev Kumar (Asstt. Prof. Physics), Sh. Brijeshwar Singh (Asstt. Prof. Economics), Sh. Dharmender Kumar Singh (Asstt. Prof. Journalism and Mass Communication), Dr. Shyam Kalia (Asstt. Prof. Chemistry), Dr. Vikas Dhiman (Asstt. Prof. Physics), Dr. Akshay Kumar (Asstt. Prof. English)

24 NON-TEACHING STAFF

In Top Row (Left to Right): Sh. Dalip Singh (Peon Cum Chowkidar) , Sh. Sanjeev Kumar (Peon Cum Chowkidar), Smt. Sarita Kumari(Peon Cum Chowkidar)
In Bottom Row (Right to Left): Sh. Amit Singh (JOA IT), Smt. Anita (Asstt. Librarian), Dr. Anju R Chauhan (Principal), Sh. Onkar Chand (Superintendent G-I), Sh. Surender Singh (LA)

25 HELPLINES

Sr. No.	Particular	Number
1	Police Emergency	100
2	Ambulance	102
3	Fire Emergency	101
4	Women's Helpline	1091
5	Child Helpline	1098
6	National Emergency Response System (NERS)	112
7	Anti-Poison Helpline	1066
8	Road Accident Emergency Service	1073
9	Disaster Management Helpline	1070
10	National-Stalking Helpline	1091
12	Senior Citizen Helpline	1091

RAGGING: A PUNISHABLE OFFENCE

PROIDBITION OF RAGGING UNDER H.P.EDUCATIONAL INSTITUTIONS ACT

(PROHIBITION OF RAGGING ACT ,2009) defines 'Ragging' as doing any act, by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do an any act or perform something which such student, will not be willing to do in the ordinary course. A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years or shall also be liable to a fine which may extend to Rs.50,000 or both. If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he shall be dismissed from the college and such student will not get admission in other colleges for a period of three years from the date of his dismissal form the college.

College Helpline

Sh. Sushil Kumar	+91-9418080800
Smt. Sunita Sharma	+91-9418068147
Sh. Brajeshwar Singh	+91-8894489910
Dr. Suresh Rana	+91-8894585395
Dr. Shyam Kalia	+91-9418532933
Smt. Anita Kumari	+91-9816245810
Dr. Sharmita Pathania	+91-9418521600

TOLL FREE
UGC HELP LINE
1800-180-180-5522

Use of mobile phones is strictly prohibited in class rooms and the campus as per Government instructions. Strict action will be taken against the defaulters. Mobile phone can be used only in the canteen and the common room.

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