



# T.S.Negi Government College Reckongpeo Distt. Kinnaur (H.P.)

**NAAC Accredited 'B' Institution**



## Admission Prospectus 2021-22

 [gcreckong-peo-hp@nic.in](mailto:gcreckong-peo-hp@nic.in)



**01786222591**

# CONTENTS

1.	About the College	7
2.	Faculty	8
3.	College Committees	11
4.	Admission Guidelines	28
5.	Choice Based Credit System (CBCS)	31
6.	Fees Structure & Scholarship Information	41
7.	Girls Hostel	43
8.	IGNOU	45
9.	Library Rules/Book Bank	46
10.	Sports	47
11.	Co-curricular Activities	48
12.	Old Students Association	49
13.	Parents Teacher Association (PTA)	49
14.	Career Counseling & Guidance Cell	49
15.	Code of Conduct for students	50
16.	Ragging : A Punishable offence	54

## NAAC CERTIFICATE



Ragging is an offense and is not permitted within the college campus.

The Students of college who indulge in any activity which may pertain to ragging within and outside the college shall face legal action against them.

Toll Free Anti  
Ragging  
Helpline 24X7  
1 800- 1 80-5522

**Guidelines of MHA and MHRD regarding the preventive measures and SOP  
COVID-19**

**Protect Yourself and Others**

**Students are required to follow the Do's and Don'ts**

<b>Do's</b>	<b>Don't's</b>
<b>i) Wash Your Hands with Soap and water Frequently, or use alcohol based hand rub .Wash hands even if they appear to be clean.</b>	<b>i) Don't have a close contact with anyone, if you are experiencing cough and fever</b>
<b>ii) Wear the Mask while you are in campus</b>	
<b>iii) Cover your nose and mouth handkerchief/tissue paper while sneezing and coughing</b>	<b>ii) Don't touch your eyes, nose and mouth.</b>
<b>iv) Throw used tissue napkins into closed bins immediately after use</b>	
<b>v) See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting a doctor, wear a mask/cloth to cover your mouth and nose.</b>	<b>iii) Don't spit in the campus / public places</b>

*If you have any signs/symptoms of COVID-19 Infection*

**Please call state helpline number 1070**

*Avoid participating in large gatherings in college*



## ADMISSION SCHEDULE FOR 2021-22

For Admission to B.A/B.Com/B.Sc. 1<sup>st</sup> Year

Submission of duly Filled Form	26-07-2021 to 09-08-2021
Display of Merit List	10-08-2021 to 11-08-2021
Fee Deposit and Display of Second Merit List	12-08-2021 to 14-08-2021

**Note:-** The Admission and Examination schedule is subject to Time to Time Govt. Orders and H.P.University Notification due to pandemic of COVID-19.

**\*\*\* Please do not enter the premises if you have any symptoms of COVID-19\*\*\***



### **FROM THE PRINCIPAL'S DESK....**

I take the privilege of welcoming you all to the oldest and best Higher Education institute in the district our is a pioneering educational institute which has been imparting education since 1994 in the Tribal District of Kinnaur which is a matter of great honour. We strive to provide an atmosphere where young are motivated to follow highest values of discipline, morals, ethics, confidence and dynamism which can mould them into good citizens but also become successful human beings. A college is not just an institute where a student intakes knowledge but is where he is groomed and facilitated for a bright future in every field fit necessary for life. The prospectus shall provide you with exhaustive information regarding various courses and activities available. The college strongly believes in the qualities of discipline and punctuality. The students are expected to follow these values with utmost priority. The students are expected to have a cordial, affectionate, and respectful relationship with each other and also with the teaching and non- teaching staff of the college. The college takes pride in being a Ragging, Tobacco, Gutkha, Pan-Masala Free Zone and we expect that every student shall follow this trend; any violation of this rule shall be taken very seriously by the college authorities and shall lead to the expulsion of the student.

The college encourages the parents to be aware of the activities their wards, we highly recommend parents to be familiar with the teachers and participate in PTA meetings so that together the institute progresses and grows.

I am also very proud of our excellent teaching staff that is well qualified & has long experience of teaching in their respective fields. The quality of any institute is maintained by its staff, both non teaching and teaching staff of the institute is able and sincerely strives to maintain the highest standards of conduct. I hope that the students shall cooperate whole heartedly to the progress of the institute and shall bring laurels by their excellent performances in the field of sports, academics and co-curricular activities.

I also express my gratitude to every student and staff member of this institute who have brought fame to this institute through their achievements and sincerity towards their duty. I sincerely wish that this institute shall enhance your personality and your achievements shall bring good name to the college.

**Dr. Vidya Bandhu Negi**

## **About the College**

Thakur Sen Negi Govt. College is accredited “B Grade” by National Assessment and Accreditation Council (NAAC). The institute’s name is associated to the towering personality of the district Mr. Thakur Sen Negi, the first chief secretary of the district and thrice elected Speaker of the Himachal Pradesh Vidhan Sabha. The college is located at the footsteps of magnificent Kinner Kailash Mountain Ranges and is the pioneering institute for higher education at Reckong Peo, Kinnaur. The motto of the institute is VIDHAYA JNANAM JYOTI. The various courses available in the college are BA, B.SC and B.COM. In addition to this two self financing courses viz. BCA and PGDCA and two ADD-ON courses of Environment Disaster Management, Tour and Travel management are also available in the college. The college faculty consists of 20 teaching and 18 non-teaching staff for about 500 students. The college has formulated many committees, clubs and societies as NSS, Rover and Ranger, Red Ribbon Club, Science Club, Geographical Society, Unnati Club and Literary Club are instrumental in evolving the growth of personality of the students in best possible manner. Internal Quality Assurance Cell (IQAC) has been established to improve the administrative and educational excellence in the institute which looks after the comprehensive growth of the institute.

## **Vision**

To excel in Quality education, inculcate good values, promote culture and build a sustainable community that lives in harmony with nature.

## **Mission**

To make quality education accessible and affordable for marginalized and Tribal students.

To build a safe, and supportive environment that encourages learning.

- To foster environment and Nature- friendly attitude within the students to inculcate the culture of responsible disposal of solid, plastic, chemical and E-waste.
- To encourage self-reliance in harmony with local traditional

crops, local food habits and rich traditional culture with dignity and pride

- To develop and promote an environment of creativity and excellence in education through the effective use of technology, E-resources, pedagogy and methods of evaluation in line with Bloom's Taxonomy and other modern effective tools of evaluation.
- To develop skill set, knowledge and wisdom among the citizens with multidisciplinary global and local competencies.
- To instill and encourage in the students the ennobling virtues of compassion, will power, self discipline, truth, fairness, tolerance and co-operation and equity in the service of the Motherland.
- To Integrate and sensitize the Students with a sense of appreciation and dignity of traditional and cultural heritage of the nation and the local native community.
- To provide an appropriate platform for the learning of life skills and soft skills to realize the innate potential for the betterment of individual, and nation as a whole.

## **TEACHING FACULTY**

### ***HUMANITIES***

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

Dr. Vidya Bandhu      M.A.Ph.D. Post Doctorate      Associate.Prof. Deptt.of Physical Education.

#### **Department of English**

Dr. Gian Chand Sharma      M.A.,M.Phil.Ph.D      Asstt.Prof. Deptt.of English

Ms. Shailja Thakur Negi      M.A.,M.Phil.      Asstt.Prof. Deptt.of English

#### **Department of Hindi**

Ms. Balam Negi      M.A.,M.Phil.      Asstt.Prof. Deptt.of Hindi



### **Department of Music**

Dr. Sheela Negi	M.A.,M.Phil, Ph.D	Asstt.Prof. Deptt.of Music (Vocal)
Ms. Vidya Mani	M.A ,M.Phil	Asstt. Prof. Deptt.of Music (Instrumental)

### **Department of Geography**

Mr. Dharam Kirti Negi	M.A.,M.Phil.	Asstt.Prof. Deptt.of Geography
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### **Department of Political Science**

Mr. Kamlesh Kumar	M.A.,M.Phil.	Asstt.Prof. Deptt.of Pol. Science
Ms. Preeti Panta	M.A.,M.Phil.	Asstt.Prof. Deptt.of Pol. Science

### **Department of History**

Mr. Shanta Kumar	M.A., M.Phil	Asstt.Prof. Deptt.of History
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### **Department of Sociology**

Ms. Jayanti Negi	M.A, M.Phil	Asstt. Prof. Deptt.of Sociology
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### **Department of Public Administration**

Mr. Bhagwan Singh	M.A.,M.Phil.	Asstt.Prof. Deptt.of Pub.Admn
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### **Department of Sanskrit**

Dr. Sideshwari	M.A.,M.Phil, Ph.D	Asstt.Prof. Deptt.of Sanskrit
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### **Department of Economics**

Mr.Anil Kumar	M.A.,M.Phil.	Asstt.Prof. Deptt.of Economics
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### ***COMMERCE***

Ms.Vijaita Changkum Negi	M.Com.,M.Phil.	Asstt. Prof. Commerce
Dr. Krishan Kumar Negi	M.Com., Ph.D	Asstt.Prof. Commerce

## ***SCIENCE***

### **Department of Mathematics**

Dr. Javeen Masoi                      M.Sc. Ph.D                      Asstt. Prof. Deptt. Of Mathematics

### **Department of Zoology**

Vacant

### **Department of Chemistry**

Mr. Gopi Chand                      M.Sc.(Hons)                      Asstt. Prof. Deptt.of Chemistry

Mr. Sachin Bhardwaj                      M.Sc. M.Phil                      Asstt. Prof. Deptt.of Chemistry

### **Department of Botany**

Ms. Nirmla Negi                      M.Sc,M.Phil.                      Asstt. Prof. Deptt.of Botany

### **Department of Physics**

Dr. Brij Mohan                      M.Sc. Ph.D                      Asstt. Prof. Deptt.of Physics

### **Department of Computer Science**

Mr. Yash Paul                      M.C.A. B.Ed.                      Asstt. Prof. Deptt.of Computer Science

## **ADMINISTRATIVE STAFF**

- 1.Mr. Bhagat Singh Negi                      Office Superintendent
- 2.Mr.Vinod Kumar                      Librarian
- 3.Vacant Post                      Senior Assistant
- 4.Ms. Jogan Devi                      Junior Assistant
- 5.Vacant Post                      Clerk (Store Keeper)
- 6.Mr. Krishan Singh                      Senior Lecturer Assistant
- 7.Mr.Pyar Chand                      Senior Lecturer Assistant
- 8.Vacant Post                      Junior Lecturer Assistant
- 9.Mr. Ram Krishan                      Junior Lecturer Assistant

10.Ms. Tanzin Dolma	Lab Attendant
11.Mr. Devender Singh	Lab Attendant
12.Mr. Deva Chander	Tabla Vadam

### **GENERAL STAFF**

1.Ms. Chander Kanta	Animal Collector
2.Ms.Krishna Bhagti	Peon
3.Ms. Sita Devi	Peon
4.Ms. Kamlesh Kumari	Peon
5.Mr. Roshan Lal	Peon (Watchman College)
6.Ms.Vijay Laxmi	Peon (Watchman Girls Hostel)
7.Mr. Ilam Ram	Peon cum Chowkidar

### **COLLEGE COMMITTEES**

#### **Admission committee**

##### **❖ Arts Faculty**

- B.A- I Year
  - Asstt. Prof. Dharam kirti Negi (Convener)
  - Asstt. Prof.Preeti Panta(Member)
  - Asstt. Prof. Bhagwan Singh Negi (Member)
- B.A-II Year
  - Asstt. Prof. Shanta Kumar Negi (Convener)
  - Asstt. Prof. Sideshwari (Member)
  - Asstt. Prof Vidya Mani (Member)
- B.A-III Year
  - Asstt. Prof Balam Negi (Convener)
  - Asstt. Prof. Sheela Negi (Member)
  - Asstt. Prof. Jyanti Negi (Member)

### ❖ **Science Faculty**

- B.Sc-I Year/ B.Sc-II Year/ B.Sc-III Year
  - Asstt. Prof. Gopi Chand (Convener)
  - Asstt. Prof. Nirmla (Member)
  - Asstt. Prof. Brij Mohan (Member)
  - Asstt. Prof. Sachin Bhardwaj (Member)

### ❖ **Commerce Faculty**

- B.Com-I/ B.Com-II Year/ B.Com-III Year
  - Asstt. Prof. Vijaita Changkum (Convener)
  - Dr. Krishan Kumar (Member)

### **Scrutiny Committee**

- Dr. Gian Chand Sharma (Convener)
- Asstt. Prof. Anil Verma (Member)
- Asstt. Prof. Kamlesh Kumar (Member)
- Asstt. Prof. Yash Paul (Member)

### **Time Table Committee**

- Asstt. Prof. Dr. Jeevan Masoi (Convener)
- Asstt. Prof. Gopi Chand (Member)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Kamlesh Kumar (Member)

### **RUSA Cell**

- Asstt. Prof. Dharam Kirti Negi (coordinator)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Yash Paul (Member)
- CSCA (Student Representative)

### **Internal quality Assurance Cell (IQAC)**

- Chairperson IQAC Principal
- Asstt. Prof. Balam Negi (Convener)
- Dr. Gian Chand Sharma (Member)

- Asstt.Prof.Sheela Negi (Member)
- Asstt.Prof. Shailja Thakur (Member)
- Asstt. Prof. Gopi Chand (Member)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Mr. Bhagat Singh (Technical Expert)
- Mr. Vinod Kumar(Librarian)
- President CSCA
- General Secretary CSCA
- President Alumni Association
- PTA President
- President GP Khawangi (Community Representative)
- Dr. S.R. Negi Horticulture Expert (Community Representative)
- JE/AE HPPWD/LADA/Block External Tech. Expert

### **Planning Committee**

- Principal , Chairman
- Dr. Jeevan Masoi (Member Secretary)
- Asstt. Prof. Balam Negi (Member)
- Asstt. Prof. Gopi Chand (Member)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Bhagat Singh Negi Supdt.(Member)
- Mr. Vinod Kumar(Librarian)
- President CSCA
- President Alumni Association
- President GP Khawangi (Community Representative)
- JE/AE HPPWD/LADA/Block External Tech. Expert

### **NAAC Committee**



- Dr. Gian Chand Sharma (Convener)
- Asstt. Prof Dharam Kirti Negi (Member)
- Asstt. Prof.Gopi Chand (Member)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Shanta Kumar(Member)
- Dr. Brij Mohan (Member)
- Asstt. Prof. Dr. Krishan Kumar(Member)
- Asstt. Prof . Sachin Bhardwaj (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Vinod Kumar (Librarian)

### **UGC Committee**

- Dr. Gian Chand Sharma (Convener)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Nirmla Negi (Member)
- Mr. Pyar Chand SLA (Member)
- CSCA (Student Representative)

### **Scholarship Committee**

- Asstt. Prof. Kamlesh Kumar (Convener)
- Dr .Sidheshwari (Member)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt.Prof .Vidya mani (Member)
- Asstt. Prof .Shivangani (Member)
- Asstt. Prof. Jaya Prada (Member)
- Asstt. Prof .Alpana Negi (Member)
- Mr. Pyar Chand (SLA)(Member)
- CSCA (Student Representative)

### **College Prospects Committee**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof.Preeti Panta (Member)
- Asstt. Prof. Shanta Kumar (Member)

- Asstt. Prof.Dr. Krishan Kumar (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr.Ram Krishan (Clerk)
- Mr. Ilam Chand (Peon)

### **Counseling Cell for Admission**

- Asstt. Prof.Anil Verma (Convener)
- Asstt. Prof. Nirmla Negi (Member)
- Asstt. Prof. Jaya Prada (Member)

### **Hostel Advisory Committee**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Nirmla Negi ( Co-Warden)
- Asstt. Prof. Vidya Mani (Member)
- Mr.Ram Krishan (Dealing Head)
- CSCA (Student Representative)

### **Purchase Committee**

- Principal of the College
- One Senior member of Teaching Faculty
- Store Incharge of the store concerned
- Superintendent/ Office incharge

### **Library Advisory Committee**

- Asstt. Prof. Sheela Negi (Convener)
- Asstt. Prof. Jayanti Negi (Member)
- Asstt. Prof.Preeti Panta (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Mr. Vinod Kumar Librarian (Member)
- CSCA (Student Representative)

### **Curriculum/Pos/Cos/PSO Cell**

- Asstt.Prof. Anil Kumar (Convener)
- Asstt.Prof. Vijaita Changkum (Member)
- Asstt Prof. Brij Mohan Prajapati (Member)
- Asstt. Prof. Preeti Panta (Member)
- Asstt. Prof. Shivangni Negi (Member)
- CSCA (Student Representative)

### **Identity Card Committee**

- Asstt.Prof. Brij Mohan (Convener)
- Asstt.Prof. Alpana Negi(Member)
- Asstt. Prof. Jai Prada (Member)
- Mr. Vinod Kumar (Librarian)
- Ms. Krishna Bhagti(Peon)

### **Campus Development Committee**

- Asstt.Prof. Vijaita Changkum (Convener)
- Asstt. Prof. Jayanti Negi (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Nirmla Negi (Member)
- Asstt. Prof. Shivangni (Member)
- CSCA (Student Representative)

### **College magazine Committee**

- Asstt. Prof. Balam Negi (Editor in Chief / Hindi Editor)
- Asstt. Prof. Shailja Thakur (Editor English)
- Asstt. Prof. Gopi Chand (Editor Science Section)
- Asstt. Prof. Vijaita Changkum(Editor Commerce)
- Asstt. Prof. Shanta Kumar (Editor Pahari Section)
- Dr. Sidheshwari (Editor Sanskrit Section)
- Mr. Ram Krishan (Dealing Assistant)
- CSCA (Student Representative)

### **Cultural Committee**

- Asstt. Prof.Dr. Sheela Negi (Convener)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Dr. Sidheshwari (Member)
- Asstt. Prof. Vidya Mani (Member)
- Asstt. Prof. Jaya Prada (Member)
- CSCA (Student Representative)

### **Sports Committee**

- Asstt. Prof. Dr.Krishan Kumar (Convener)
- Asstt. Prof.Bhagwan Singh (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Ilam Chand (Peon)
- CSCA (Student Representative)

### **Game Incharges**

#### **Boxing (M/W)**

- Dr.Jeevan Masoi (Convener)
- Asstt. Prof.Jai Prada (Member)

#### **Athletics(M/W)**

- Dr. Brij Mohan (Convener)
- Asstt. Prof. Shivangni Negi(Member)

#### **Basket Ball (M/W)**

- Asstt. Prof. Jyanti Negi (Convener)
- Asstt. Prof. Sachin Bhardwaj (Member)

#### **Badminton (M/W)**

- Dr. Sheela Negi(Convener)
- Asstt. Prof. Yash Paul (Member)

#### **Cricket (M/W)**

- Asstt. Prof. Shanta Kumar (Convener)
- Asstt. Prof. Dr. Krishan Kumar Negi (Member)

### **Volley Ball (M/W)**

- Asstt. Prof Balam Devi (Convener)
- Asstt. Prof. Bhagwan Singh (Member)

### **Table Tennis (M/W)**

- Asstt. Prof. Dharam Kirti Negi (Convener)
- Asstt. Prof. Alpna (Member)

### **Chess (M/W)**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Kamlesh Kumar (Member)

### **Youth Festival Committee**

- Dr. Sidheshwari Group-I (Convener)
- Dr. Sheela Negi Group-II (Convener)
- Asstt. Prof. Shanta Kumar Group-III (Convener)
- Dr. Gian Chand Sharma Group –IV (Convener)
- Mr. Ilam Chand (Peon)
- CSCA (Student Representative)

### **House Examination Committee**

- Asstt. Prof. Preeti Panta (Convener)
- Asst. Prof. Shanta Kumar. (Member)
- Asstt. Prof. Dr. Krishan Kumar Negi (Member)
- Asstt. Prof. Alpana (Member)
- Ms. Kamlesh Kumari (Peon)

### **Educational Tour Committee**

- Asstt. Prof. Shanta Kumar (Convener)
- Asst. Prof. Brij Mohan (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Nirmla Negi (Member)
- Asstt. Prof. Alpana Negi (Member)
- CSCA (Student Representative)



**Internal Complaint Committee (ICC)/ Sexual Harassment in  
workplace Committee**

- Asstt. Prof. Balam Negi (Convener) 85804-63660
- Asstt. Prof. Shanta Kumar (Member) 94185-25463
- Asstt. Prof. Dr. Sideshwari (Member) 82199-45082
- Asstt. Prof. Bhagwan Singh (Member) 94184-23318
- Asstt. Prof. Nirmla Negi (Member) 70183-14285
- Asstt. Prof. Vijaita Changkum (Member) 94594-80660
- Asstt. Prof. Jayanti Negi (Member) 86280-51875
- Asstt. Prof. Jaya Prada (Member) 82196-58075
- Asstt. Prof. Shivangni Negi (Member) 70188-22182
- Ms. Kamlesh Kumari Peon

**Career Counseling & Placement Cell**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Jayanti Negi (Member)
- Asstt. Prof. Dr. Sideshwari (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- CSCA (Student Representative)

**Discipline & Anti Ragging Committee (college and Hostel)**

- Asstt. Prof. Jeevan Masoi (Convener) 70182-95264
- Asstt. Prof. Vijaita Changkum (Member) 94594-80660
- Asstt. Prof. Sachin Bhardwaj (Member) 94599-49066
- Asstt. Prof. Shanta Kumar (Member) 94185-25463
- Mr. Ram Krishan (Clerk) 9816885034
- CSCA (Student Representative)

**PTA**

- Asstt. Prof. Gopi Chand (General Secretary)
- Mr. Bhagat Singh Negi (Superintendent)

### **Rovers and Rangers**

- Asstt. Prof. Bhagwan Singh (Incharge Rovers Unit)
- Asstt. Prof. Vidya Mani (Incharge Rangers Unit)

### **NSS**

- Asstt. Prof. Shanta Kumar (Programmer Officer)
- Mr. Ram Krishan (Dealing Head)

### **NCC**

- Asstt. Prof. Dharam Kirti Negi (ANO/Care Taker)

### **Bursar**

- Asstt. Prof. Dr. Krishan Kumar Negi

### **Women's Cell**

- Asst. Prof. Shailja Thakur (Convener)
- Asst. Prof. Jayanti Negi (Member)
- Asst. Prof. Sidehswari (Member)
- Asst. Prof. Nirmala Negi (Member)
- Asstt. Prof. Vidya Mani (Member)

### **Add on Course /Certificate Courses Committee**

- Asstt. Prof. Dharam Kirti (Convener)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Asstt. Prof. Brij Mohan (Member)
- Mr. Ram Krishan (Clerk)

### **Self financing Course Committee (BCA & PGDCA)**

- Dr. Brij Mohan (Coordinator)
- Asstt. Prof. Nirmala Negi (Member)
- Asstt. Prof. Jayanti Negi (Member)
- Asstt. Prof. Krishan Kumar (Member)
- Mr. Sanjay Clerk

## **Alumni Association**

- Chairperson (Principal)
- Asstt. Prof. Dharam Kirti Negi (Member Secretary)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Preeti Panta (Member)
- Asstt. Prof. Dr. Krishan Kumar Negi (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Asstt. Prof. Alpna Negi (Member)
- Old Student (President)
- Old Student (Gen. Sec)

## **College Beautification/ Cleanliness Committee**

- Asstt. Prof. Shanta Kumar (Convener)
- Asstt. Prof. Vidya Mani (Member)
- Asstt. Prof. Shivangni Negi (Member)
- Asstt. Prof. Jaya Prada (Member)
- Asstt. Prof. Alpna Negi (Member)
- Ms. Sita Devi (Peon)
- CSCA (Student Representative)

## **Bus Pass and Attestation Committee**

- Asstt. Prof. Jayanti Negi (Convener)
- Asstt. Prof. Vidya Mani (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)

## **First Aid/Medical Committee**

- Asstt. Prof. Nirmla Negi (Convener)
- Asstt. Prof. Vidya Mani (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Shivangni Negi (Member)
- Asstt. Prof. Alpna Negi (Member)
- Smt Sita Devi (Peon)

### **Red Ribbon Club**

- Asstt. Prof. Gopi Chand (Convener)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Nirmla Negi (Member)
- Asst. Prof. Shivangni Negi (Member)
- Ms. Krishna Bhagti (Member)
- CSCA (Student Representative)

### **Eco Club**

- Asstt. Prof. Jayanti Negi (Convener)
- Asstt. Prof. Vidya Mani (Member)
- Asstt. Prof. Shivangni Negi (Member)
- Ms. Chandra Kanta (Peon)
- CSCA (Student Representative)

### **Project Monitoring Committee**

- Asstt. Prof. Jeevan Masoi (Convener)
- Asstt. Prof. Sheela Negi (Member)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Bhagwan Singh (Member)
- Mr. Bhagat Singh (Sr. Admn Officer)
- CSCA (Student Representative)
- JE HPPWD

### **Press/Photography Committee**

- Prof. Shanta Kumar (Convener)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Vinod Kumar Librarian (Member)
- Mr. Ilam Chand (Peon)

### **Soft Skill ,Personality Development and Communication Skill Cell**

- Asstt. Prof. Balam Negi (Convener)
- Asstt. Prof. Shailja Thakur (Member)

- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Sidheshwari (Member)
- CSCA (Student Representative)

### **Language Lab**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Sidheshwari (Member)
- Asstt. Prof. Alpna Negi (Member)

### **Yoga, Health and Meditation Cell**

- Asstt. Prof. Gopi Chand (Convener)
- Asstt. Prof. Sidheshwari (Member)
- Asstt. Prof. Shivagni Negi (Member)
- Mr. Vinod Kumar Librarian (Member)

### **Guidance Cell for Competitive Examinations**

- Asstt. Prof. Jeevan Masoi (Convener)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Jayanti Negi (Member)

### **Research, Innovation and Incubation Cell**

- Asstt. Prof. Gopi Chand (Convener)
- Asstt. Prof. Sidheshwari (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Pyar Chand SLA (Member)

### **Remedial Classes Cell**

- Asstt. Prof. Jeevan Masoi (Convener)
- Asstt. Prof. Shailja Thakur (Member)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- CSCA (Student Representative)



### **Renewal and Green Energy Club**

- Asstt. Prof. Jayanti Negi (Convener)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Nirmala Negi (Member)

### **College Website Committee**

- Asstt. Prof. Yash Paul (Convener)
- Asstt. Prof. Jaya Prada (Member)
- Asstt. Prof. Alpna Negi (Member)
- Asstt. Prof. Shivangni Negi (Member)

### **Mentor mentee/Tutorial Cell**

- Dr. Gian Chand Sharma (Convener)
- Asstt. Prof. Preeti Panta (Member)
- Asstt. Prof. Vijaita Chankum (Member)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Alpna Negi (Member)
- CSCA (Student Representative)

### **Internal Audit Cell**

- Asstt. Prof. Dr. Krishan Kumar Negi (Convener)
- Asstt. Prof. Sachin Bhardwaj (Member)
- Asstt. Prof. Bhagwan Singh (Member)

### **Building Maintenance Committee**

- Asstt. Prof. Dharam Kirti Negi (Convener)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Bhagat Singh Negi (Superintendent)

### **Book Bank Committee**

- Asstt. Prof. Vijaita Changkum (Convener)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Alpna Negi (Member)

- Mr. Vinod Kumar Librarian(Member)
- CSCA (Student Representative)

### **CIE/TEE Grievance Redressal Committee**

- Asstt. Prof. Kamlesh Kumar (Convener)
- Asstt. Prof. Nirmla Negi (Member)
- Asstt. Prof. Yash Paul (Member)
- Mr. Sanjay Kumar (Member)

### **E-Content Development Committee**

- Asstt. Prof. Dharam Kirti Negi (Convener)
- Asstt. Prof. Shanta Kumar (Member)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Asstt. Prof. Yash Paul (Member)

### **Student Induction, Bridge Course and Student Feedback Committee**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Bhagwan Singh Negi (Member)
- Asstt. Prof. Shivangni (Member)
- Asstt. Prof. Alpna Negi (Member)
- CSCA (Student Representative)

### **MIS/ERP Development Cell**

- Asstt. Prof. Yash Paul (Convener)
- Asstt. Prof. Jaya Prada (Member)
- Asstt. Prof. Alpna Negi (Member)
- Mr. Bhagat Singh Negi Supdt. (Member)
- Mr. Krishan Singh (Member)

### **E-Waste/Solid Waste Management Committee**

- Asstt. Prof. Vijaita Changkum (Convener)
- Asstt. Prof. Gopi Chand (Member)
- Asstt. Prof. Shanta Kumar (Member)

- Asstt. Prof. Yash Paul (Member)
- Asstt.Prof. Sachin Bhardwaj (Member)
- CSCA (Student Representative)

#### **Academic, Green/Social Audit Committee**

- Asstt. Prof. Brij Mohan (Convener)
- Asstt. Prof.Vidya Mani (Member)
- Asstt. Prof.Sachin Bhardwaj (Member)
- Mr. Vinod Kumar Librarian (Member)

#### **Disaster Management Committee**

- Asstt. Prof. Dharam Kirti Negi (Convener)
- Asstt. Prof.Shanta Kumar (Member)
- Asstt. Prof.Brij Mohan (Member)
- Asstt. Prof. Nirmla Negi (Member)
- Asstt. Prof.Sachin Bhardwaj (Member)
- Asstt. Prof. Jaya Prada (Member)
- CSCA (Student Representative)

#### **Value Ethics and Code of Conduct Committee**

- Asstt. Prof. Sheela Negi (Convener)
- Asstt. Prof.Shanta Kumar (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Dr. Krishan Kumar Negi (Member)
- Asstt.Prof. Shivangni (Member)
- CSCA (Student Representative)
- Mr. Ram Krishan (Member)

#### **Academic Calendar Committee**

- Asstt. Prof. Shailja Thakur (Convener)
- Asstt. Prof. Sidheshwari (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof.Kamlesh Kumar (Member)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Asstt. Prof. Vidya Mani (Member)

- Asstt. Prof. Alpna Negi (Member)
- Mr. Krishan Negi (Member)
- CSCA (Student Representative)

### **Annual Report Committee**

- Asstt. Prof. Balam Negi (Convener)
- Asstt. Prof. Sheela Negi (Member)
- Asstt. Prof. Gopi Chand (Member)
- Asstt. Prof. Vijaita Changkum (Member)
- Asstt. Prof. Brij Mohan (Member)
- Asstt. Prof. Sidheshwari (Member)
- Asstt. Prof. Dr. Krishan Kumar (Member)
- Mr. Krishan Negi (Member)

#### **❖ Geographical Society**

- Asstt. Prof. Dharam Kirti (President)

#### **❖ Unnati Club**

- Asstt. Prof. Anil Kumar (President)

#### **❖ Literary Club (Navachara)**

- Asst Prof. Balam Negi (President)

#### **❖ Science Club**

- Asstt. Prof. Gopi Chand (President)

#### **❖ Commerce club**

- Asstt. Prof. Vijaita Changkum (President)
- Dr. Krishan Kumar Negi (Member)

## **Important Guidelines and Eligibility Criteria for Admission to Under-Graduate Courses—B.A., B.Com. and B.Sc.-I**

1. The eligibility criteria for admission to B.A, B.Com and B.Sc. in the first year is strictly as per the latest ordinances/guidelines/calendar notified by the HP University/Government.
2. As per notification number HP Department of Education (2) Samkaksha (equivalence) R (205) 2015.17 dated 31.1.15 of Secy. HP Board of Education, Dharamshala – a student must have passed five subjects including English as compulsory subject at Senior Secondary (plus two) level.
3. Admission shall not be allowed in any case to the candidates with Compartment at 10+2 level.
4. Admission given in the first year is provisional, subject to the confirmation by HP University. If the University cancels the admission of a candidate for whatever reason, the college will not be held responsible for it.
5. Admission will be on merit basis.
6. The students of National Institute of Open School (NIOS) who have passed all five subjects by securing requisite marks will be admitted.
7. The upper age limit for admission is 25 years for girls and 23 years for boy as on 1st July, 2021. Age relaxation of 2 years is allowed for ST/SC candidates.
8. Cultural and sports seats will be filled strictly according to the merit in sports and cultural feels. Candidates who have achieved distinction at international, national and state levels and duly verified/certified by Governmental Authorities will be given preference.
9. A student must appear in person on the day of admission and carry all original documents for verification. The dates of this verification will be verified as and when notified by the H.P.University/Government.

### **Documents Required With The Admission Form For B.A./B.Com/B.Sc. 1st Year :**

- (i) Two passport size photographs.
- (ii) Self-attested photocopy of Matriculation Certificate.
- (iii) Self-attested photocopy of 10+2 Certificate. Internet copy will not be valid.
- (iv) Character Certificate.
- (v) School/college- Leaving Certificate.
- (vi) Migration Certificate for candidates who do not belong to H.P. Board/University.
- (vii) Self-attested photocopy of ST/SC/OBC/Sports/Culture/Handicapped/IRDP/BPL Certificate for those seeking relaxation in age/marks/fee etc.
- (viii) Self-attested photocopy of Bonafide Himachali Certificate ( for girls only).

(ix) Aadhar number is compulsory and must be mentioned in the given column of the admission form.

### **Documents Required For Admission To B.A./B.COM/B.SC. 2ND & 3RD YEAR :**

- (i) Certificate of the latest past examination.
- (ii) Self-attested photocopy of registration Certificate.
- (iii) Character Certificate in case of migrating candidates.

### **Admission Through Migration:**

(i) A student wishing to migrate to T.S.Negi Govt. College Reckongpeo will be allowed only when seats are vacant in the subject and subjects combination that are provided here.

(ii) Procedure: on a prescribed Performa, a student has to get consent of the teachers and Principal of his/her college and the college he/she wished to migrate.

(iii) If permission given, then two migration certificates are to be obtained by H.P. University. One of these is meant for the old college and second for the new one. A migrating student has to submit the following documents with the migration certificate :

- a. Lecture attendance of the subjects.
- b. Statement of credit earned under CCA.
- c. Original Character Certificate from the Principal of college last attended.
- d. Admission will be given during the time period provided by the H.P. University.
- e. A student migration to T.S.Negi Govt. College Reckongpeo shall have to pay admission-fee afresh, but the monthly fee will be charged from the month of joining of the college.
- f. A student seeking migration from a private college will also pay the annual fee.

### **Rejection of Admission**

1. Admission is based on the recommendation of admission committee and from the Principal.
2. Those students whose behavior is found unsatisfactory shall not be given admission.
3. Admission shall be cancelled automatically for all those students who provide fake or wrong information or submit forged certificates.

### Reservation of Seats

The Reservation is applicable to those ,who have passed their qualifying examination from H.P. Board of school Education or from any other Schools located within territorial Jurisdiction of Himachal Pradesh of Bonafide resident of Himachal Pradesh ,Sports and cultural quota will be applicable to those events which are recognized by HPU Sports and co-curricular council. The Final decision under sports and cultural quota will rest with the respective committee constituted for the same .For reservation, the following roster will be followed

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

## Choice Based Credit System (CBCS)

### **Choosing Program Study Courses**

The CBCS provides an opportunity for students to choose courses from the prescribed courses comprising core, elective or skill based courses. The courses can be evaluated following the grading system. The UGC has introduced uniform grading system in entire higher education in India, the cumulative grade point average (CGPA) based on students performance in examination, UGC has formulated the guidelines to be followed

### **Outline of Choice Based Credit System**

1. **Compulsory Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Compulsory Course such as Eng/Hindi/Sanskrit (one either of two)
2. **DSC: Discipline Specific Core,** is the core course which a candidate has to study throughout the degree course in Humanities/Science/Commerce.
3. **Discipline Specific Elective (DSE)** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective (to be offered by main discipline/subject of study) and may be considered very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill
4. **Ability Enhancement Courses:** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Courses (SEC). AECC courses (two) are the courses based upon the content that leads to knowledge enhancement. They are [ ( i) Environmental Science, (ii) English & Hindi/Sanskrit Language] are mandatory for all disciplines.  
SEC courses (minimum two) are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
5. An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice (DSC), 2 core papers each in English and Hindi/Sanskrit (CC), respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective (DSE) papers based on the two disciplines of



choice selected above, respectively, and two papers from the list of Generic Electives (GE) papers.

6. An undergraduate degree in Science disciplines may be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.
7. B.A/ B.Sc with a particular subject would require a student to study Skill Enhancement Course of that subject (SEC's) in third year.

### **CBCS Three Year Degree Course**

From the current session of 2018-19 Semester System in Under Graduate classes has been changed to Annual System; however the semester system shall continue for students admitted in Session 2017-18. Pass Course Credit for B.A/B. Sc/B.Com will be 132 Credits; Honour Course Credit for B.A/ B. Sc/ B.Com will be 148 Credits. The B.A student has to choose two Discipline Specific Courses (DSC) out of the subject combinations available and the B.Sc Students have to choose three (DSC) out of the subject combinations available.

**Compartment case is allowed if a candidate is unable to pass in two subjects. The Pass Percentage is 40% in each subject including internal assessment.**

### **Subject Combination**

#### **Humanities**

Three subject pools have been formulated for humanities stream in which a student can choose a DSC I from subject pool A, B or C and DSC II from other two subject pools but two DSC's cannot be chosen from a single subject pool with an exception of Sociology where a student can choose Hindi / Sanskrit as DSC II from same subject pool.

<b>Pool A</b>	<b>Pool B</b>	<b>Pool C</b>
Economics	Mathematics	English
Music	Political Science	Hindi
Physical Education	Public Administration	Sanskrit
History		Geography
	Computer Science	Sociology (can choose DSC II as Hindi/ Sanskrit)

***Completion of Degree:***

A regular candidate shall have to undergo the prescribed course of study in the college affiliated to the Himachal Pradesh University for a period not less than 3 years and a maximum of 5 years from the date of admission of the candidates. For completion of an undergraduate degree, the student shall have to accumulate a minimum of 132 successful credit hours of course work.

**P.S.: Successful Passing of course includes Classroom Learning, Assignment Work, Mid Term Test and End Term Examination.**

**Year wise Course Structure for CBCS B.A. & B.Com. Programmes**

Year	Course to be studied	Credits	Total Credits
1 <sup>st</sup> Year	1. AECC-I Environment Science(compulsory)	4	44
	2. AECC-II English/Hindi	4	
	3. Core Compulsory Hindi	6	
	4. Core Compulsory English	6	
	5. DSC – 1A (main subject)	6	
	6. DSC – 1B (main subject)	6	
	7. DSC – 2A (second subject)	6	
	8. DSC – 2B (second subject)	6	
2 <sup>nd</sup> Year	1. Core Compulsory Hindi	6	44
	2. Core Compulsory English	6	
	3. DSC – 1C (main subject)	6	
	4. DSC – 1D (main subject)	6	
	5. DSC – 2C (second subject)	6	
	6. DSC – 2D (second subject)	6	
	7. SEC/AEEC-I (main subject)	4	
	8. SEC/AEEC-II (main subject)	4	
3 <sup>rd</sup> Year	1. DSE – 1A (main subject)	6	44
	2. DSE – 1B (main subject)	6	
	3. DSE – 2A (other subject)	6	
	4. DSE – 2B (other subject)	6	
	5. SEC – 1 (main subject)	6	
	6. SEC – 2 (main subject)	6	
	7. GE – 1 (other than DSC – 1 & DSC – 2)	4	
	8. GE – 2 (other than DSC – 1 & DSC – 2)	4	

## **Year wise Course Structure for CBCS B.Sc. Physical/Life Science**

Year	Course to be studied	Credits	Total Credits
1 <sup>st</sup> Year	1. AECC-I Environment Science	4	44
	2. AECC-II English/Hindi	4	
	3. DSC – 1A (main subject)	6	
	4. DSC – 1B (main subject)	6	
	5. DSC – 2A (second subject 1st)	6	
	6. DSC – 2B (second subject 1st)	6	
	7. DSC – 3A (second subject 2nd)	6	
	8. DSC – 3B (second subject 2nd)	6	
2 <sup>nd</sup> Year	1. DSC – 1C (main subject)	6	44
	2. DSC – 1D (main subject)	6	
	3. DSC – 2C (other subject 1st)	6	
	4. DSC – 2D (other subject 1st)	6	
	5. DSC – 3C (other subject 2nd)	6	
	6. DSC – 3D (other subject 2nd)	6	
	7. SEC/AEEC-I (main subject)	4	
	8. SEC/AEEC-II (main subject)	4	
3 <sup>rd</sup> Year	1. SEC/AEEC-3 (main subject)	4	44
	2. SEC/AEEC-4 (main subject)	4	
	3. DSC – 1A (main subject)	6	
	4. DSC – 1B (main subject)	6	
	5. DSC – 2A (other subject 1st)	6	
	6. DSC – 2B (other subject 1st)	6	
	7. DSC – 3A (other subject 2nd)	6	
	8. DSC – 3B (other subject 2nd)	6	

### **COURSE EVALUATION**

All courses i.e. Compulsory Courses (CC) Discipline specific elective courses (DSE), Ability enhancement core course (AECC) & skill enhancement course (SEC) involves and evaluation system for the students which has the following two components

**1. Continuous Comprehensive Assessment (CCA):**

Continuous Comprehensive assessment shall be carried out in the form of quizzes, assignments, group discussions, seminars, tests, attendance.

**2. End Term/ Semester Examination (ESE):**

- i.) The registration for ESE will be done at the time of the enrolment for the Course at the beginning of the semester. The fee for the ESE will also be collected at that time as decided by the university from time to time.
- ii.) The Student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (<50% attendance) shall be deemed to have 'dropped' the course. However such candidate, on his/her written request to be made immediately, can be permitted to read the missed semester after completing the rest of the programme Whenever the course is offered subsequently. This redoing would mean complete course including CCA and ESE.
- iii.) A student who fulfils all the requirements for appearing in a semester examination is unable to appear in the examination or to complete it on account of his/her own serious illness, accident or account of death of near relative (mother, father, brother and sister) or the date of state of national level examinations falls on dates of the semester exam may be allowed to appear in next academic year when examination for that semester is due. The permission will be permitted by college Principal/ Director on production of a valid certificate/ documents from the competent authority.

**Humanities/Commerce (ESE: CCA = 70:30) Semester System**

CCA = 30			ESE=70
Class Room Attendance	Assignment/ Presentation/ Seminar/Quiz	Mid -Term Exam	70
05	10	15	

**Science (including practical subjects of various streams) Semester System**

CCA = 30			Practical = 20	ESE = 50
Class Room Attendance	Assignment/ Presentation/ Seminar/Quiz	Mid -Term Exam	20	50
05	10	15		

### **Classroom Attendance:-**

- i) Each student will have to attend a minimum of 75% Lectures/ Tutorials/Practical's. A student having less than 75% attendance will not be allowed to appear in the End - semester Examination (ESE)
- ii) Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by clear reason (s) for absence to the head of the institution.
- iii) Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital to the head of the institution.
- iv) The 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% however the condition of 50% attendance will be compulsory in these cases.
- v) The claim for this exemption should be supported by authenticated certificate from the concerned authorities.

**Classroom Attendance Incentive:** The incentive for the classroom attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:-

>75% but < 80%	01Marks
>80% but < 85%	02Marks
>85% but < 90%	03Marks
>90% but < 95%	04Marks
>95%	05Marks

### **Courses Offered**

The college offers following Under-Graduate courses:

1. Bachelor of Arts (B.A)
2. Bachelor of Commerce(B.COM)
3. Bachelor of Science (B.SC)
4. Bachelor of Computer Application B.C.A (Self Financing)

### **ADD-ON COURSES**

The college offers the following two Add-On Courses which are available only for regular students:

1. Environment & Disaster Management (Certificate, Diploma and Advance Diploma)
2. Tour & Travel Management(Certificate, Diploma and Advance Diploma)

### **Identity Card**

1. Every student is directed to fill the college identity card immediately after their admission in the college.
2. It is mandatory for every student to keep their college identity card with themselves, while in the college campus or he/she shall be fined Rs.100/- on the spot.
3. Students have to show their identity card when it is sought for by any teacher, Principal or any other official of the college. Further they are strictly directed to refrain from tempering their identity card.
4. The students will be entertained only after the production of their college identity card. Those students who have to deal with any kind of work related to Examination, Library, Collection/ Inspection of documents etc. have to produce their identity card first, in order to establish his/her identity as a student.
5. It is the personal responsibility of every student to keep his/her identity card in safe custody; college will not be responsible for any misuse of one's identity card.

## **General Instructions for Students**

1. It is required on the part of every student to maintain strict discipline while in the college.
2. Any such act which causes indiscipline will be dealt strictly.
3. Any kind of damage to the public property, Ragging and eve-teasing, etc. which is an offence under the law will call for legal action.
4. Students are directed not to temper with electric fitting, water fitting, damage to furniture, writing on the wall and desks, breaking of the window pan and flowers etc.
5. Use of abusive language against any student, teacher, employee and any other person in the college campus is strictly prohibited and will amount as indiscipline.
6. All the students are advised to read the notice board regularly and thoroughly, as all the important information and instructions relating to the students are displayed and communicated through it.
7. Use of mobile/cell phones is strictly prohibited in the class rooms and college campus.

## **INDISCIPLINARY ACTS**

1. Disrespecting teacher or non teaching staff.
2. Causing damage to college property in any manner i.e. defacing, writing or breaking college furniture or property.
3. Using abusive language and disrupting the atmosphere of college in any manner i.e. shouting or creating nuisance in and around the college campus.
4. No Chewing-Gum, Drugs, Cigarettes or Alcohol are allowed in the college campus. The students in possession of these substances shall be suspended from the college.
5. Mobile phones are not allowed in the campus and in the classroom. The use of mobile for listening music, making call or any other mobile phone usage is



strictly prohibited. Those who are found in possession of mobile phone shall have their phones confiscated.

6. Students are expected to follow proper decorum and manners in the College.

Those having unsatisfactory behaviour shall face action against them.

### **Leave Rule for the students**

A student can proceed on leave with prior permission, approval and sanction from the Principal with all formalities with regarding to leaves. The students are further directed to get the prior permission from the subject teacher and deposit the same to the University office in the college for the purpose respectively. The absence fine Rs. 1/- per period theory and Rs. 3/- per period for practical classes respectively. The name of the student shall also be struck off from college rolls if he/she remains absent without leave continuously for 4 days. He/she shall be re-admitted with the re-admission fine of Rs. 100/- for the first time and with the fine of Rs. 200/- for second time

### **Personal Counseling**

The college provides once a week personal counseling for students to deal with emotional stress, academic pressures, drug abuse stress or any other kind of distress experienced by students of which they are hesitant of sharing with family and friends. These personal counselling sessions are usually aimed at redirecting the student's attention towards good in life and keep them motivated for reaching their academic & personal goals.

### **Tutorials**

Students are managed into various tutorial groups for the purpose of academic excellence and better interaction between the teacher and the taught. Teacher in charge provides assistance regarding academics and other activities periodically.

## Fees Structure & Scholarship Information

Sr. No.	PARTICULARS	AMOUNT	PERIODICITY
1	Admission Fees	Rs. 25/-	Yearly
2	Magazine Fee	Rs. 50/-	Yearly
3	Medical Fee	Rs. 06/-	Yearly
4	Campus Development Fund	Rs. 10/-	Yearly
5	Book Repl. Fund	Rs. 25/-	Yearly
6	Furniture Repl. Fund	Rs. 10/-	Yearly
7	ID Card Fee	Rs. 10/-	Yearly
8	Library Security Fund (Refundable)	Rs. 100/-	Yearly
9	University Sports Fee	Rs. 15/-	Yearly
10	University Welfare Fund	Rs. 15/-	Yearly
11	University Holiday Home	Rs. 01/-	Yearly
12	University Continuation Fee	Rs. 10/-	Yearly
13	Student Welfare Fund	Rs. 02/-	Yearly
14	PTA Fund	Rs. 600/-	Yearly
15	Cultural Activity Fund	Rs. 20/-	Yearly
16	NCC Fee	Rs. 05/-	Yearly
17	Computer Internet Facilities Fee	Rs. 20/-	Yearly
18	University Development Fund for General Students	Rs. 250/-	Yearly
	For BPL/IRDP Students on producing original certificate	Rs. 100/-	Yearly
19	University Migration Fee	Rs. 50/-	Yearly
20	Registration form fee	Rs. 20/-	Yearly
21	House Examination	Rs. 80/-	Yearly
22	Tuition Fee (Applicable for all boys and Non Bona fide H.P Girl Students only)	Rs. 50/-	Monthly
23	Amalgamated Fund	Rs. 25/-	Monthly
24	Building Fund	Rs. 10/-	Monthly
25	Physics/Chemistry/Zoology/Botany (Practical Subject)	Rs. 20/-per subject	Monthly
26	Music/ Geography/ Physical Education	Rs. 15/-	Monthly
27	Rover & Ranger fund	Rs. 05/-	Monthly
28	Sports fund	Rs. 20/-	Monthly
29	Computer practical (Maths & Commerce for final year students only)	Rs. 15/-	Monthly
30	Library book late return fee	Rs. 01/-	Per day
31	College Fee late Payment	Rs. 01/-	Per day

32	Absent from House Examination Fee	Rs. 10/-	Per paper
33	Duplicate ID Card fee	Rs. 20/-	
34	Re-admission fee for the 1 <sup>st</sup> time	Rs. 100/-	
35	Re-admission fee for the 2 <sup>nd</sup> time	Rs. 200/-	
36	University Registration fee for H.P. Board students	Rs. 200/-	
	University Registration fee for other board students	Rs. 400/-	

**NOTE:-**

Above mentioned fees and funds can be renewed from time to time. If there are any changes

the students will be informed through notice board. Information regarding the term/time period of fees are following:

1. Six monthly fees will be taken during the day of admission.
2. Remaining six month fees and university examination fees will be taken during the month of October.
3. General fine will be taken before End Semester Examinations.
4. Fees should be paid on the decided date otherwise students name will be struck off and he/she will have to take re- admission only after paying Rs. 100/- fine.
5. A student who leaves the college Mid-session, their fees and other funds will not be refunded.

**Scholarship for ST, SC and OBC:**

- (a) The students belonging to ST or SC categories having their parent’s annual income below 2.50 lakh rupees are eligible to apply for the scholarship.
- (b) Students who belong to OBC and whose parent’s annual income is Rs.1 lakh or below are eligible to apply for the scholarship.
- (c) Students who belong to BPL and IRDP families are also eligible for IRDP scholarship

**Fees for Persons with Disability:**

The applicants with more than 40% physical disability will get relaxation in tuition fees. The applicant has to submit Medical Certificate from a competent authority and it should be

attached to the admission form.

In case of siblings studying in college under the same session/year, tuition fees of one will be exempted.

### **Girl's Hostel**

The college has a girl's hostel with an accommodation for 60 girls. Resident girls' students are residing in the hostel since August 2015; the warden of the hostel is Asstt. Prof. Shailja Thakur Negi. The hostel is located near the college campus and is well furnished for a comfortable stay of the students. In current academic session a total of 35 students shall be admitted to the hostel strictly on the basis of academic merit the students must adhere to the rules and instructions provided as under:

#### **General Rules of Hostel:-**

1. A student can apply to hostel after being granted admission in the college.
2. The Admission forms can be availed from (College office) Mr. Ram Krishan Hostel clerk.
3. No ragging, smoking, drinking is allowed in the hostel, if a girl is found guilty she shall be expelled from the hostel without any prior notice.
4. The recommendation of warden is necessary for admission in the hostel.
5. A failed student shall not be allowed re-admission in the hostel.
6. Fresh admission needs to be sought every academic semester/year.
7. Any rules which may be deemed necessary by the Principal/Warden according to circumstance shall be observed by the students failing to do so may result in fine/expulsion from the hostel.
8. The Hostel schedule shall follow the College schedule in every manner
9. Security will not be refunded for the students who leave the Hostel mid session.
10. Married Girls are not permitted to take admission in the hostel.

## Conduct Rules of Hostel

1. Hostel Prefect shall be deputed by Warden for one academic session, having the responsibility of discipline maintenance, conduct of boarders and shall act as representative of the boarders.
2. A co-operative mess and (not diet based mess) is being managed by the boarders; resident girls shall manage the mess on rotation. It is compulsory for all the boarders to join the hostel mess and be mess managers.
3. No visitors shall be allowed in the hostel premises without permission of authorities/warden. Parents are not allowed to visit the rooms of the residents without prior permission of the Warden.
4. Disciplinary action may be taken against boarders, defacing and damaging of the hostel property/furniture, which may incur fine expulsion from hostel.
5. The room shall be allotted at the time of admission in hostel by the authorities and one shall not be allowed to change the room without prior permission of the warden.
6. Leave shall be granted only for **Five days at the most** (Leave beyond days shall be granted by Principal) and residents shall not be allowed leave until guardians or parents come to receive the residents. If a resident is found absent without permission or information she shall be considered to have left the hostel and will have to seek **readmission in hostel** with prior permission of Warden and Principal.
7. No dues certificate from the hostel warden shall be deemed compulsory for all the outgoing boarders so as to refund their hostel security.
8. The hostel rules/fees are subject to change/revision and students will have to pay the revised fee structure.
9. The parents of the boarders are always welcomed for valuable suggestions and visits to the hostel.

## **Hostel Fee and Fund:**

Annual charges refundable/ adjustable

### **Monthly charges**

1. Room Rent per student	=Rs. 30/-
2. Common Room Fund	=Rs. 20/-
3. Clerical Fee	=Rs. 10/-
4. Sweeper Fee	=Rs. 50/-
5. Attendant Fee	= Rs.25/-
6. Water Fee	= Rs. 30/-
7. Electricity Fee	=Rs 100/-

### **Annual Charges**

1. Hostel Admission Fee	= Rs.10/-
2. Furniture Fee	=Rs.100/-
3. Hostel Security (Refundable)	= Rs.1000/-
4. Mess Security (Refundable)	=Rs.500/-
5. Utensil Fund	=Rs. 30/-
6. Hostel Identity Card	=Rs.20/-

**The information related to the charges or amended fee structure shall be displayed on the student's notice board as and when the case may be.**

## **IGNOU**

IGNOU has been doing commendable job by imparting quality education to the people where it is not possible to give formal education to all in the ambit of modern education system. It is the good fortune of the people of this area that there is an excellent facility of IGNOU study centre at their own doorstep at T.S. Negi Govt.College Reckong Peo. A learner can avail of the opportunity to learn various subjects and courses.

A learner may feel free to contact the coordinator of IGNOU at any time for further information.

### **Library Rules/Book Bank**

1. During the regular working days library will remain open from 10:00am to 5:00 pm.
2. At one time a student can issue two books for 15 days. If any student wants to re-issue the issued book even after 15days he/she can re-issue only after returning it first. He/she can issue the book for third time after taking permission from the Principal.
3. If any student does not return the book after the given duration he/she will be charged fine of one rupee per day.
4. If Library ID Card is lost, student can re-issue duplicate library ID card after paying Rs. 20/- fine.
5. In case of losing a library book, student has to pay the amount written on the book or he/she have to get the same book as compensation.
6. If library security fees are not withdrawn on time/decided time, it will not be refunded.
7. Reference book will not be issued.
8. Without ID card no students will enter the library.
9. The College library is now connected to INFLIBNET i.e N-List National Library and Information Service Infrastructure for Scholarly Content, which provides access to e-resources to colleges across India, making library digitally connected. The main objective is to share information resources amongst the libraries of academic and research institutes.



## **Book Bank**

Excellent and adequate book facility is available in the college library. The books from the book bank are given for the full academic session to those students who belong to the strata below poverty line. The handicapped students, who are more than 40% handicapped, will be/shall be given books for the full/ whole academic year.

The students shall submit the credentials and certificate in support of the above claim duly verified by the Competent Authority not below the rank of Block development officer and District medical officer. The same shall be returned after the completion of the academic session and the annual exams. More books shall be stacked in the academic session subject to the availability of funds.

## **Sports**

Playing Sports offers a good balance and opportunity to earn a great living while pursuing a college degree. The College encourages students to associate themselves with various sports like Boxing, Athletics, Cricket, Basketball, Volleyball, Table Tennis etc. the facilities for these sports are available in the college.

- (a) The best sports person in each academic year shall be rewarded.
- (b) A student who gets the first or the second position in various competitions will be rewarded accordingly.
- (c) The students shall also be rewarded

Who give their best and get first position in the various sports championships organized by college itself.

- (d) Participation in Inter-university sports championships shall ensure reward for the students.
- (e) Annual athletic sports meet is generally organised in the third week of the month of August.



## **Co- Curricular Activities**

Co-Curricular activities are an integral part of an academic calendar in the institute.

The growth and over all development of the students depends upon the maximum participation of the students in different co-curricular activities. To ensure maximum participation of the student are divided into different groups and each group is given sufficient opportunity and platform to exhibit their talent. The students are given guidance and facilities to be the part of different co-curricular activities.

### **N.S.S.**

National Service Scheme unit in our college is a very important wing as it inculcates and addresses the aspect of social responsibility in the personality of the Student. A volunteer is expected to imbibe the spirit of social service and responsibility.

### **Rover/Ranger**

The Rover and Ranger unit is functional in our college. The Rover unit is for male students while the Ranger unit is for the female students. The membership is open for all the college students, but the same can be obtained by getting registered first. To spread the message of universal brotherhood and peace is the main purpose of the Rover and Ranger unit.

### **Clubs& Societies**

The college has a number of clubs and societies like Red-Ribbon Club, Eco Club, Science Club, Unanti Club, Navachara/Literary Club, and Geographical Society etc. which are providing students an opportunity to participate in various Educational, Social and Cultural Activities.

### **Old Students Association**

The college has constituted the alumni association for every pass out student of the college. the member of this association can gain membership after filling in a membership form and a nominal fee of Rs 100/- per annum. The objective of this association is to link old students with the institute so as to guide motivate the college students for a brighter future.

### **Parents Teacher Association**

PTA is constituted every year in this college in letter and spirit in accordance to the letter no.(EDN.) 2/ Education Code/2004 on dated April 19th 2004 form the Directorate of Higher Education Shimla, H.P. Membership is mandatory for all the enrolled students in the college. A student shall deposit PTA membership fund at the time of admission. The amount of the fund is fixed by the PTA members.

### **Career Guidance & Counselling Cell**

Realising and Keeping in view the importance of wise and judicious selection of career options at this crucial state of college life, our college has constituted a career counselling and guidance cell to guide and advise the students about the academic prospects and career opportunities.

### **Code of Conduct For Students:**

1. In the college premises every student must be in possession of her valid Identity Card & must wear it throughout till she is on college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
2. Students must maintain strict discipline and decorum in the college campus.
3. Students should be Punctual in attending their classes.
4. Students are not allowed to attend classes other than their own, without the prior permission of the Principal.
5. Students are not permitted to bring any outsiders to the College Campus without prior permission of the Principal.
6. A student must attend all the tests, tutorials and examinations conducted by the College.
7. Every student must complete, all the academic work assigned to her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
8. No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library / common room / canteen. No student is permitted to miss the lectures and sit in the canteen / common room / library.
9. Students are not allowed to go out of the College premises, in between the lecture periods or practicals without the permission of the Class in charge Teacher / Principal.

10. Every student must always be modestly dressed and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of her own class as well as that of others. For self-financing courses students will have uniform approved by the management.

11. Students are not allowed to organize picnics/ activities without prior permission of the Principal.

12. No student shall collect any money as contribution towards picnics, trips, educational visits, get together, study-notes, charity or any other activity without the prior permission of the College Principal.

13. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the College Principal.

14. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.

15. Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.

16. If a student remains absent without giving a leave application for sizable length of time, her name is liable to be removed from the College rolls.

17. Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or

within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters. Application forms are available within or 2 days after joining back (in case of illness) in our office.

18. Absence of the student on valid grounds at lectures/ practicals / tutorials / tests/ examinations must be communicated to the College Principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. through the respective class teacher.

19. Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/ Activity group, should submit the applications countersigned by the respective Teacher -in-charge before the commencement of such leave, failing which they will be treated as defaulters.

20. Parents/ Guardians if accompanying students should sign the visitors register at the gate and maintain decorum in the college.

21. All other relatives are directed to obtain written permission from the principal if they want to represent any student.

22. Parents of students are requested to kindly contact the Teacher-in-charge of class, Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.

23. Counseling center and Mentor System: It has been observed that some of the students have personal problems, causing stress and strain. The college has appointed a councilor to help such students to cope with these problems. The students/ parents are requested to make use of this facility. All matters will be kept confidential. The college has also set up mentor System having teacher mentor to guide the students in their difficulties. In case of any problem, personal

or academic, students should report to the teacher-in-charge Mentor teacher who will help them solve their problems.

24. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.

25. Outsiders should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.

26. A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.

27. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/ destructive activities on the part of the students either in the class room or outside the class room in the College premises.

28. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.

29. All rules and regulations enforced and implemented by the college / Management / U.G.C / University / Government from time to time will remain binding on students.

30. Any cost incurred by the college on account of communication owing to indiscipline/default of attendance / not appearing for mandatory internal examinations / viva / not submitting projects by students / any other matters pertaining to college administration related to students will be recovered from the concerned student.

## **RAGGING : A PUNISHABLE OFFENCE**

### **PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTION 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 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 a imprisonment for a term which may extend to three years or shall also be liable to the fine which may extend 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 any other college for a period of three years from the date of his dismissal from the college



**TOLL FREE  
UGC HELPLINE  
1800-180-5522**



Use of Mobile phones is strictly prohibited in classrooms and campus as per Government instruction strict action will be taken against the defaulters .Mobile phones can be used only in canteen and the common room