



# GOVERNMENT DEGREE COLLEGE PAJHOTA

(Rank 19th in Internal Ranking of Colleges of HP in Tier - III Colleges)



## **PROSPECTUS**

**2025-2026**

 [www.gcpajhota.ac.in](http://www.gcpajhota.ac.in)

## Message From The Principal

Dear Students

Education is not just about passing exams or collecting degrees, it is about shaping who you are and who you choose to become. It is a life long journey that helps you grow, shapes your personality, instills values and lights the way forward in life. It is the foundation that helps you grow, not just intellectually, but emotionally and morally too.

On the threshold of a new session wherein young aspiring students are joining this college, I warmly welcome each one of you to this college. It is a moment of great pride and joy to see young, curious students becoming part of our college.



For us, it is more than just an admission; it is the beginning of a meaningful journey together. I believe in the power of education to inspire change and shape a brighter future. Our college is committed to being that guiding force in your life. It is a place where students are encouraged to dream, to grow and to thrive. Along with academic learning, our college places great emphasis on helping you grow as confident, capable, and responsible individuals. Through many co-curricular and extra-curricular activities like sports, cultural events, NSS camps etc. we aim to nurture qualities like leadership and teamwork. Most of our students come from humble backgrounds and it is our mission to support and guide them so that they not only rise above limitations, but also become thoughtful contributors to society.

In recent years, our college has shown noticeable progress across all fronts - be it academics, culture or social outreach. One of our milestones has been hosting the District Level Youth Festival for four consecutive years, drawing participation of students from all over the District Sirmaur. Achieving this with limited infrastructure and resources speaks a lot about the dedication of our faculty and students. I feel proud of our NSS volunteers, who have carried the college's name to national platforms. Three of our students participated in National Integration Camps held in Gwalior, Thiruvananthapuram and Chandigarh. Eleven volunteers joined Youth Exchange Programs, and eight others attended Skill Development Training Programmes at different centres. These accomplishments reflect the collective spirit, perseverance and potential of this institution. Adding to our pride, the college secured the 19th position among Tier-III Colleges in the SAR Ranking - an initiative by the Government of Himachal Pradesh aimed at encouraging healthy competition among colleges. This recognition is a testament to the collective efforts of our students, faculty and staff and it inspires us to strive for even greater heights.

I warmly invite you all to become a part of this college and help us carry forward the dream with which the college was founded, which was to make higher education accessible to students hailing from this remote and rural area. The recent decline in admissions has become a matter of concern casting a shadow on the future of this institution. But I remain hopeful that this year students from the nearby feeder schools would choose this college - not just for their academic journey, also to support the larger cause.



**Dr. Shivani Sharma**  
**Principal**



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## ADMISSION SCHEDULE

S.No.	Descriptions	Dates
1.	Submission of Admission forms Online	01.06.2025 to 19.06.2025
2.	Summer Vacations	19.05.2025 to 12.06.2025
3.	College Re-opens	13.06.2025
4.	Display of 1st Merit List	20.06.2025 up to 5:00 PM
5.	Counselling and Fees Deposit	21.06.2025 to 23.06.2025 (3 days)
6.	Display of 2nd Merit List Online	24.06.2025 up to 3:00 PM
7.	Counselling and Fees Deposit	25.06.2025 to 27.06.2025 (3 days)
8.	Regular Teaching (1st, 2nd & 3rd year)	From 01.07.2025 to 15.03.2026

### STEPS FOR ONLINE ADMISSION

Step 1: Login to the College Website: [www.gcpajhota.ac.in](http://www.gcpajhota.ac.in)

Click for online admission and register yourself.

Step 2: Login with user name and password.

Step 3: Fill the application details and upload required certificates.

Step 4: Submit the application and pay the prospectus fee.

Step 5: Check the merit list online/offline from college.

Step 6: Once counselling is done, pay the fee online using your username and password.

### IMPORTANT DOCUMENTS REQUIRED:

1. Copy of Matriculation
2. Copy of duly Attested Testimonials (+2 Class onwards)
3. Original Character Certificate issued by last institute attended
4. Copy of Adhaar Card
5. Migration Certificate (original)
6. Certificate of Bonafide Himachali (for girls who belong to H.P.)
7. Affidavit for gap year if there is break in continuity after last exam passed.
8. Anti-Ragging Affidavit Duly filled and signed.

### NOTE:

Take a print of the application form submitted online and attach all the documents uploaded while filling online form. All original certificates must be produced at the time of Admission / Counselling.



## The College

Government Degree College Pajhota is a growing college that aims to change the lives of students, especially those coming from remote areas of District Sirmour. It is located in a beautiful valley called the Freedom Fighters Valley because it is linked to many brave freedom fighters from the past. This college was established in 2017 by the former Chief Minister of Himachal Pradesh. Since then, it has been improving step by step in every way. A well-equipped library has been set up, currently housing a collection of 917 books. The library has subscription of three Hindi Newspapers and two English Newspapers, five Magazines and three Journals. The college provides holistic education that goes beyond the boundaries of the classroom. Along with studies, the college also encourages students to take part in sports, cultural events and activities like NSS. Extra co-curricular activities are held under various clubs and societies like Eco Club, Electoral Literacy Club, Digital Club, Literary Society and History Society to develop the many creative faculties of students. These activities help students become more confident, skilled and responsible.

The motto of our college is न हि ज्ञानेन सदृशं पवित्रमिह विद्यते। It is taken from the 4th chapter of *Shrimadh Bhagwat Gita* where in Shri Krishna is advocating the importance of knowledge to Arjun. The logo thus means that there is undoubtedly no other medium in this human world that purifies like knowledge. Problems in life can be solved with the power of knowledge. It sharpens our skills like reasoning and problem-solving. A person can achieve great height in his life if he combines the senses, mind, intellect and ego with self-realization, which can be done only through the channel of knowledge. Our logo very aptly sums up the huge significance of knowledge in a student's life.

The committed faculty members not only support the academic and intellectual growth of students but also contribute profoundly to their personal development and to the overall reputation and smooth functioning of the college. The college has formed a Parents Teachers Association (PTA), which serves as an essential bridge, fostering effective communication and collaboration among parents, faculty and administration. The college is undergoing the process of formation of Old Student Association to connect former students with their alma mater.

Government Degree College Pajhota values diversity and fosters an inclusive environment where students from various backgrounds are welcomed and supported throughout their academic journey. The college is deeply committed to creating a sense of belonging for all, ensuring that every student feels respected and encouraged.

## Vision and Mission of the College

### Vision

- Empowering minds, shaping futures.
- Cultivating leaders, inspiring excellence.

### Mission

- To provide transformative education, fostering critical thinking, innovation, and holistic development for global citizenship.
- Providing a dynamic learning environment that fosters academic achievement, personal growth, and societal impact.

### Co-Curricular Activities

Students participated in the HPU Inter-College Youth Festival Group-I, which was held at Government Degree College, Bilaspur. Rajni of BA III won the 2nd prize in a district level poetry recitation competition held at Government PG College, Nahan on 19<sup>th</sup> February, 2025. Four Students of the college participated in Inter-College Chess Championship held at Government Degree College, Hamirpur.



### **Annual Athletic Meet**

The college hosts its Annual Athletic Meet at Rohri Ground every year, where top-performing athletes are recognized and rewarded for their excellence.

### **Annual Prize Distribution**

Towards the end of academic year, the college conducts its Annual Prize Distribution Ceremony to honor students who have demonstrated academic excellence as well as those who have excelled in sports and cultural events by presenting them with awards and certificates in recognition of their achievements.

### **Shirgul Dhara**

To nurture creative expression among students, the college annually publishes its magazine offering a platform for aspiring writers.

### **National Service Scheme (NSS)**

NSS plays a pivotal role in inculcating the value of social service and a sense of responsibility towards society. A volunteer needs to devote 240 hours of service and participation in 7 days camp to earn a certificate of service.

### **Red Ribbon Club**

The purpose of this club is to create awareness about HIV/AIDS through service, education and philanthropic events. Students are urged to join the club to enhance a joint battle against this incurable disease.

### **Women Empowerment Cell/ Committee against Sexual Harassment at work Place**

The college has constituted women empowerment cell in accordance with the provision of POSH Act, 2013 to redress grievance related to gender bias and sexual harassment against any girl student or women staff working in the college.

### **Career Guidance and Counselling Cell**

The members of this cell organize various professional lectures for the final year students to provide them a good exposure to their prospective career opportunities after completion of graduation.

### **Ambedkar Cell**

Its function is to organize remedial classes for the economically backward, weak learners, and SC/ST students.

### **Scholarship**

Eligible and deserving students can avail a number of scholarships that are provided by the Government under various schemes. A student has to apply for it on prescribed form. It should be supported by the relevant documents/certificates of education qualification/income/caste/tribe/domicile etc. and be duly verified and attested by a competent authority. A committee has been formed to look into the matter of the award of scholarships.

#### **The following scholarships can be availed:**

1. Indira Gandhi Chhatravriti Yojna Merit Scholarship
2. Kalpana Chawla Chhatravriti Yojna Merit Scholarship
3. IRDP Scholarship
4. Scholarship to the children of Armed Forces Personnel killed, disabled in action
5. Post Matriculation Scholarship Scheme to SC/ST/OBC students
6. National Merit Scholarship.

#### **Notable Clubs / Societies of the College**

- Nature Club/Eco Club
- Electoral Literacy Club
- Literary Society
- Road Safety Club
- Preheri Club
- History Society



## CALENDAR OF ACTIVITIES

Orientation of the Students / Principal's Address	28.06.2025
NCC/NSS/ Rovers & Rangers Enrollment	July 2025
Kargil Diwas	26 <sup>th</sup> July, 2025
CSCA Formation	Date to be notified by HPU
Tree Plantation	2 <sup>nd</sup> week of August
Independence Day Celebration	15 <sup>th</sup> August, 2025
Preparatory competition for HPU youth festival Group-I	Last week of August
PTA Meeting	Second Saturday of September
Preparatory competition for State Level Hindi Diwas Competitions	1 <sup>st</sup> week of September
Hindi Diwas	14 <sup>th</sup> September, 2025
World Ozone Day	16 <sup>th</sup> September, 2025
NSS Day	24 <sup>th</sup> September, 2025
Functions of Subject Societies/ Clubs/ Youth Festival of HPU/ Sports/ Inter College Sports Championships	As per College/ University Calendar
Wild life week	First week of October
Gandhi Jayanti Celebration	2 <sup>nd</sup> October, 2025
District Level Youth Festival	Last week of October, 2025
Rashtriya Ekta Diwas	31 <sup>st</sup> October, 2025
Diwali Break	18 <sup>th</sup> October, 2025- 22 <sup>nd</sup> October, 2025
NSS Inter School Competition	November
Constitution Day	26 <sup>th</sup> November, 2025
World AIDS Day	1 <sup>st</sup> December, 2025
Annual Athletic Meet	2 <sup>nd</sup> week of December, 2025
Mid Term Examination	Second Week of December
Winter Break	1 <sup>st</sup> Jan, 2026 to 4 <sup>th</sup> February, 2026
NSS Annual Camp	Second Week of February 2025
Road Safety Week	Last week of February 2026
Annual Prize Distribution	First week of March 2026
International Women' Day	08 <sup>th</sup> March, 2026
Term End Examination	As per Schedule of HPU

## **ACADEMIC FACULTY**

### **Principal: Dr. Shivani Sharma**

#### **Department of English**

Sh. Saurabh Thakur

#### **Department of Economics**

Vacant

#### **Department of Hindi**

Vacant

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

Sh. Vijender Singh

#### **Department of Commerce**

1. Ms. Asha Rani
2. Sh. Aniket Sharma

#### **Department of History**

Dr. Prakash Sharma

#### **Library**

Vacant

### **Non-Teaching and Office Staff**

1. Sh. Subhash Attri
2. Vacant
3. Vacant

Supdt. G-II  
JOA IT  
Clerk

### **Peons**

1. Sh. Keshava Nand
2. Sh. Joginder Singh
3. Sh. Ram Dyaal
4. Smt. Roshna Devi
5. Sh. Suresh Kumar

Peon  
Peon  
Peon  
Peon  
Peon

### **AN OUTLINE OF THE CHOICE BASED CREDIT SYSTEM (CBCS)**

At the Under-Graduate level, the college offers two streams – Arts and Commerce. In Arts faculty, the College offers following Subjects:

1. English 2. Hindi 3. Economics 4. History 5. Political Science

A candidate is to choose from the streams as per his/her qualification/eligibility on the basis of marks secured in 10+2 class.

According to the notifications/guidelines of the H.P. Government and H.P. University, the college provides education as per RUSA (Rashtriya Uchhatar Siksha Abhiyan) policy of Choice Based Credit System (CBCS). The following is a brief outline of it:

1. It is an annual system.
2. A candidate has to choose one of the streams only.
3. Courses of a subject fall into the category of DSC (core courses), AECC (Hindi / English / MIL / Sanskrit / EVS), SEC, DSE and GE. Full form of these abbreviations is given in the table.





### For the Bachelor in Arts and Commerce

Year	Core Courses CC (12)	Ability Enhancement Compulsory Courses AECC (2)	Skill Enhancement Courses SEC (4)	Discipline Specific Elective DSC (4)	Generic Elective GE (2)	Total Credits
I	English-I = 6 credit. Hindi-I = 6 credit. DSC-1A = 6 credit DSC-1B = 6 credit DSC-2A = 6 credit DSC-2B = 6 credit Total Credits = 36	Env. Studies= 4 Credit English/Hindi = 4 credit. Total credits = 8	Nil	Nil	Nil	44
II	Eng-2 = 6 credit. Hindi-2 = 6 credit. DSC-1C = 6 credit DSC-1D = 6 credit DSC-2C = 6 credit DSC-2D = 6 credit Total Credits = 36	Nil	SEC-1 = 4 credit SEC-2 = 4 credit Total credits = 8	Nil	Nil	44
III	Nil	Nil	SEC-3 = 4 credit SEC-4 = 4 credit Total credits = 8	DSE-1A = 6 credit DSE-1B = 6 credit DSE-2A = 6 credit DSE-2B = 6 credit Total credits = 24	GE-1 = 6 credit GE-2 = 6 credit Total credits = 12	44
	Total number of credits = 132	Total number of courses = 24				

#### Note = Credit Split

Theory = 5

Theory = 4

Tutorial = 1 Tutorial = 2

#### An Interpretation of these tables / What and How to choose

Streams	Core Courses DSC/Electives	Compulsory Languages	AECC
B.A. and B.Com I	2 Electives 1. DSC 1 2. DSC 2	1. English 2. Hindi	1. English / Hindi 2. EVS



## Papers of these courses

Streams	Core Courses DSC/Electives	Compulsory Languages	AECC	Total Papers
B.A. and B.Com I	2 papers of each DSC 1. DSC1A & 1B 2. DSC2A & 2B Total papers = 4	One paper each 1. English 2. Hindi/Sanskrit Total papers = 2	One paper each 1. English / Hindi / Sanskrit 2. EVS Total Papers = 2	8

- All the courses have a title and a code which are required while filling examination forms. A wrong entry of the code or the title can lead to delay in the result.
- Each of these courses is awarded a fixed number of credits, which is either six or four. A student has to earn 132 credits in three years (44 in one year -  $44 \times 3 = 132$ ) to earn the Graduation degree.

**Note: Details of Course Title and Course Codes are available on Page No. 15.**

### THE EVALUATION SYSTEM OF CBCS

- The progress of a student in all courses/papers is evaluated through an external as well as internal system.
- The external system is the usual one - an examination at the end of academic session i.e. End Term Examination (ETE) that is conducted by H.P. University which is of 70 marks.
- The remaining 30 marks are awarded through an internal evaluation system that is called Continuous Comprehensive Assessment (CCA).
- CCA comprises of :**
  - Assignment / Class Test - 10 marks
  - Mid Term Test (MTT) - 15 marks  
MTT is a formal examination that is conducted by the college authority after the completion of 75% syllabus. Attendance in MTT is, therefore, mandatory.
  - Class Attendance - 5 marks

75% attendance in a course is compulsory as per H.P. University regulations. 5 marks of attendance are awarded by the following pattern:

>75% but ≤80% 1 marks	>80% but ≤85% 2 marks	>85% but ≤90% 3 marks	>90% but ≤95% 4 marks	>95% 5 marks
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### IMPORTANT GUIDELINES AND ELIGIBILITY CRITERIA FOR ADMISSION TO UNDER-GRADUATE COURSES - B.A. AND B.COM.-I

- The eligibility criteria for admission to B.A. and B.Com. in the first year is strictly as per the latest ordinances/guidelines/calendar notified by the HP University/Government.
- As per notification number HP Department of Education (2) Samkash (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.
- Admission shall not be allowed in any case to the candidates with Compartment at 10+2 level.
- 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.
- 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 boys as on 1st July, 2025. Age relaxation of 2 years is allowed for SC/ST candidates.
8. (i) All government institutions of Higher Education and other Higher Education institutions receiving aid from the Government shall reserve not less than five percent seats for person with benchmark disabilities.  
(ii) The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in institutions of Higher Education.
9. A student must appear in person on the day of admission/counselling and carry all original documents for verification. Core I Subject will be given/decided at the time of admission. The dates of this verification will be verified as and when notified by the H.P. University/Government.
10. Documents Required With The Admission Form For B.A./B.Com/1st Year :
  - (i) One photograph has to be uploaded.
  - (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/Cultural/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.
  - (x) Anti-Ragging Affidavit form (to be downloaded from [https://www.aicte-india.org/downloads/anti\\_ragging\\_affidavit.pdf](https://www.aicte-india.org/downloads/anti_ragging_affidavit.pdf))
11. Documents Required For Admission To B.A./B.COM 2ND & 3RD YEAR:
  - (i) Certificate of the last examination passed.
  - (ii) Self-attested photocopy of registration certificate.
  - (iii) Character Certificate in case of migrating candidates.
12. Admission Through Migration:
  - (i) A student wishing to migrate to GC Pajhota will be allowed only when seats are vacant in the subject and if subject combination is the same as provided here.
  - (ii) A student has to get consent on a prescribed proforma of the teachers and Principal of his/her college and the college he/she wish to migrate to.
  - (iii) If permission given, then two migration certificates are to be obtained from 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) 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 migrating to GC Pajhota shall have to pay admission-fee afresh, but the monthly fee will be charged from the month of joining the college.
  - f) A student seeking migration from a private college will also pay the annual fee.



## ADMISSION cum COUNSELLING COMMITTEES FOR THE SESSION 2025-26

### BA I

Dr. Prakash Sharma (Convenor)  
Sh. Vijender Singh  
Sh. Saurabh Thakur

### BA II/III

Dr. Prakash Sharma (Convenor)  
Sh. Vijender Singh  
Sh. Saurabh Thakur

### B. Com I

Ms. Asha Rani (Convenor)  
Sh. Aniket Sharma

### B. Com II/III

Ms. Asha Rani (Convenor)  
Sh. Aniket Sharma

## COLLEGE FEES AND FUNDS

Government Account		
	Annual Charges	Amount in Rupees
	Admission Fee (RUSA)	₹ 25/ Year
	<b>Monthly charges</b>	
	Tuition Fee (For boys and non Himachali girls)	₹ 50
	Late Admission Fee	₹ 10 (Per day)
H.P. University Account (Annual Charges)		
1	University Registration Fees (For First Year Students)	₹ 200.00 (For HP Board Students) ₹ 400.00 (Other Board Students)
2	Sports Fund	₹ 15
3	Youth Welfare Fund	₹ 15
4	Holiday Home fee	₹ 02
5	University Continuation Fee (For 2nd & 3rd year )	₹ 10/ year
6	University Development fund	₹ 250 ( ₹ 100 for IRDP/ BPL students)
College Account Annual Charges		
1	House Exam Fund (RUSA)	₹ 40
2	Medical Fund	₹ 06
3	College Magazine Fund	₹ 50
4	Identity Card Fee	₹ 20
5	NCC Fund	₹ 10
6	Student Welfare Fund	₹ 02
7	Cultural Activity Fund	₹ 20
8	Campus Development and Beautification Fund	₹ 10
9	Book Replacement Fund	₹ 25
10	Furniture Repair/ Replacement Fund	₹ 10
11	Library security (Refundable) ONLY FOR NEW STUDENTS	₹ 100
12	Computer and Internet Facility	₹ 20
13	Red Cross Society	₹ 40
Monthly Charges		
1	Amalgamated Fund	₹ 25 per month
2	Building Fund	₹ 10 per month
3	Sports & Cultural Fund	₹ 20 per month
4	Rangers & Rovers Fund	₹ 05 per month
5	Practical Fee (Commerce)	₹ 15 per month

**Note: PTA Fund ₹ 300 will be charged annually.**



### **Rules for Payment of College Dues**

1. At the time of admission, a student must deposit the dues well in time as and when notified.
2. Fee is normally realized in advance in two equal installments.
3. Students who have failed to pay their fees by the notified date will pay their dues with late fee. No postponement of dues beyond this date is permissible.
4. The names of those students will be struck-off who will not pay college dues as per schedule.
5. Every student must keep the fee receipts safe throughout the session as a proof of payment of College dues.

**Note:** A candidate cannot pursue two full time undergraduate degrees simultaneously. The University reserves the right to cancel the admission at any time. Admission matter beyond the powers of the Principal will be referred to the Vice-Chancellor of H.P. University.

## **GENERAL RULES AND REGULATIONS OF THE COLLEGE**

### **DISCIPLINE AND CONDUCT**

For the smooth execution of all the activities of college, it is essential that each and every student behave in the most disciplined manner. Otherwise, if there is any breach of it, the Principal and the teaching staff have the power to punish a violator by imposing a fine, a temporary suspension and even expulsion from college. Each student has to strictly follow the following rules and regulations to maintain strict discipline in college:

1. Attend classes and practicals regularly when the session commences. As per H.P. University rules it is mandatory for a student to attend 75% lectures in all courses of study otherwise his/her examination form may be withheld or rejected.
2. The Director of Higher Education, H.P., vide letter no. EDM-HE(21)B(15)2017-V had directed that the use of mobile phones in classrooms and campus of educational institutions will not be allowed. So the use of mobiles by students in classrooms, laboratories, library, examination hall and corridors is strictly forbidden. They are advised to keep their cellphones on silent mode. Violator's cellphone will be confiscated and a fine of Rs 500 will be levied from them. Playing music on the cellphone in the campus is also prohibited.
3. Be respectful to teachers, friendly to one another and polite with the non-teaching staff. Use of foul language towards them will be viewed as an offense.
4. Smoking, chewing of tobacco, gutka, drinking etc. inside and outside of campus is strictly prohibited. A penalty of Rs. 500 will be imposed on a student caught doing so and may even face a disciplinary action.
5. Students are directed to carefully read notices on the notice board and strictly follow them.
6. Outsiders are not allowed in the campus. A student who brings any outsider will be penalized as under college rules.
7. Sticking, hanging of unauthorized posters, bills, notices and writing of slogans on the walls of the college is strictly prohibited. Fine will be imposed for such acts.

### **UNIVERSITY REGISTRATION**

Fresh entrants will apply for University registration on a prescribed Proforma along with testimonials - photocopy of Matriculation, 10+2 and Original Migration Certificate.

### **LIBRARY RULES**

Students are expected to make the maximum use of library facility during their free periods.

- (i) Only two books shall be issued at a time for a period of 14 days. If the issued book(s) is not returned or re-issued in time a fine will be charged per book, per day.
- (ii) Reference books will not be issued.
- (iii) In case of a loss or damage of an issued book, it will either be replaced or its payment of the present cost will be accepted only with the permission of Principal.

## **IDENTITY CUM LIBRARY CARD**

Identity card is an important document as it shows the identity of a bonafide student. Identity cum library card should be collected from the college library as per schedule prescribed by the Librarian. Each student must carry this card daily to the college. In case of loss of the identity card, duplicate identity card will be issued after producing the FIR in this context. For duplicate identity card, Rs. 20 will be charged. Students are not permitted to replace his/her photograph pasted on the identity card for any reason whatsoever. Students must carry their ID-Card along with them to college daily, anyone found without it will be fined.

## **LECTURE ATTENDANCE**

- (i) Students are advised to regularly attend their classes and practicals whenever the session begins.
- (ii) Attendance is compulsory and the counting of attendance will start from the day regular teaching commences.
- (iii) To be eligible in the University End Term Exam a student must have 75% attendance in each course - theory and practical separately.

## **LEAVE RULES**

- (i) No student is supposed to be absent without getting his/her leave sanctioned by a course teacher.
- (ii) Leave up to 06 days shall be sanctioned by the concerned subject teacher.
- (iii) Leave for more than six days shall be sanctioned by the Principal.
- (iv) A student will be marked on-leave during the leave period and the same will not be considered for calculating the lecture attendance for determining eligibility to appear in the University exam.
- (v) Students who are officially deputed to participate in sports and extra-curricular activities of the H.P. University Youth Festival/Championships are treated on leave for the purpose of attendance, provided that prior permission has been sort from the Principal in this matter and its note has been made by the subject teacher in the attendance register.
- (vi) No leave will be granted during the Mid Term Examination.
- (vii) It is personal responsibility of each student to get his/her name entered in the attendance register of each concerned subject teacher. If he/she fails to do so, he/she will be treated absent.

## **NAME STRUCK OFF AND RE- ADMISSION**

- (i) If a student willingly remains absent continuously for 06 days without sanction of leave, his/her name will be struck off from the College Rolls. He/she will have to seek re-admission on the recommendation of the subject teacher concerned.
- (ii) Re-admission will be allowed within the next 06 days by paying the re-admission fee and absence fine as per rules, subject to the approval of Principal.
- (iii) Re-admission fee for the first time is Rs. 100 and for the second time Rs. 200.
- (iv) There will be no re-admission for the third time.

## **ANTI-RAGGING INSTRUCTION**

### **DEFINITION OF RAGGING**

Ragging means any act, conduct or practice by dominant power of senior students, former students or outsiders brought to bear on the students freshly enrolled or students who are in any way considered junior by other students and includes individuals or collective acts or practice which:

- Involves physical or psychological assault or threat or use of force or wrongful confinement or restraint OR
- Violates status, dignity and honour of such students. OR
- Exposes students to ridicule, contempt and affect their self-esteem OR
- Entails verbal abuse and aggression, indecent gestures and obscene behaviour.



## PROHIBITION OF RAGGING

1. No person shall practice ragging in any form within or outside the premises of college.
2. Any person who violates or contravenes the provision of Anti-Ragging Act shall, on conviction be punished with imprisonment for a term which may extend up to 3 years or with a fine which may extend to Rs. 50000/- or with both.
3. Teasing girl students in any manner is an offence and is punishable under the law. Hence, students are advised to refrain from such activities otherwise they would face strict legal action.

**NOTE:** Online filling of Anti-Ragging Affidavit form (to be downloaded from [https://www.aicteindia.org/downloads/anti\\_ragging\\_affidavit.pdf](https://www.aicteindia.org/downloads/anti_ragging_affidavit.pdf)) is mandatory.

## GENERAL GUIDELINES

- ❖ USE OF MOBILE PHONES IS STRICTLY PROHIBITED.
- ❖ A FINE OF Rs. 500 WILL BE CHARGED FOR USING MOBILE PHONE IN THE CAMPUS.
- ❖ MAKE USE OF THE LIBRARY.
- ❖ CARRY IDENTITY CARD DAILY TO COLLEGE.
- ❖ 75% ATTENDANCE IS MANDATORY.
- ❖ KEEP THE CAMPUS CLEAN.
- ❖ RAGGING IS A CRIMINAL OFFENCE. DO NOT RAG AND ALSO DO NOT BE A MUTE WITNESS TO RAGGING.
- ❖ GIVE ACTIVE PARTICIPATION IN CLUBS/ SOCIETIES OF YOUR CHOICE FOR A HOLISTIC DEVELOPMENT OF YOUR PERSONALITY.
- ❖ AVAIL SCHOLARSHIP TO GET A FINANCIAL PUSH TO YOUR LEARNING.
- ❖ READ THE NOTICE BOARD REGULARLY



## COLLEGE COMMITTEES

### College Advisory Committee

Principal  
Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur  
Sh. Asha Rani  
Sh. Aniket Sharma  
Sh. Subhash Attri (Suptd. Grade-II)

### Committee for AISHE

Sh. Aniket Singh (Nodal Officer)  
Sh. Subhash Attri (Suptd. Grade-II)

### NAAC Committee/ IQAC

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur  
Ms. Asha Rani  
Sh. Aniket Sharma

### CSCA Committee

Dr. Prakash Sharma  
Sh. Saurabh Thakur  
Ms. Asha Rani  
Sh. Aniket Sharma

### College Website / Online Admission Committee

Dr. Prakash Sharma  
Sh. Aniket Sharma  
Sh. Subhash Attri

### College Prospectus Committee

Dr. Prakash Sharma (Convenor)  
Sh. Saurabh Thakur

### Time-Table Committee

Dr. Prakash Sharma  
Sh. Aniket Sharma

### Scholarship / Fee Concession Committee

Dr. Prakash Sharma  
Sh. Saurabh Thakur  
Sh. Aniket Singh  
Sh. Subhash Attri

### Library Committee

Dr. Prakash Sharma  
Sh. Saurabh Thakur

### Magazine Committee

Dr. Prakash Sharma (Editor-in-Chief)  
Sh. Vijender Singh (Editor, Hindi, Pahari)  
Sh. Saurabh Thakur (Editor, English)  
Ms. Asha Rani (Editor, Chronicle)

### Mid-Term Examination Committee

Dr. Prakash Sharma  
Sh. Vijender Singh

### Guidance/Career Counseling/Placement Committee

Principal- Head of CC/Placement cell  
Dr. Prakash Sharma- Convener  
Sh. Saurabh Thakur  
Sh. Aniket Sharma

### Cultural Committee

Dr. Prakash Sharma  
Sh. Saurabh Thakur

### Campus Cleanliness / Beautification Committee

Sh. Vijender Singh  
Sh. Saurabh Thakur  
Ms. Asha Rani  
Smt. Roshna Devi (Peon)  
Sh. Ram Dayal (Peon)

### Purchase Committee

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur  
Sh. Subhash Attri

### Bus Pass & Forms Attestation Committee

Dr. Prakash Sharma  
Sh. Vijender Singh

### Research Development and Innovation Committee

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Aniket Sharma



**New Initiative Committee**

Dr. Prakash Sharma  
Sh. Saurabh Thakur  
Sh. Aniket Sharma

**Stock Verification Committee**

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur

**NEP Committee**

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur  
Ms. Asha Rani  
Sh. Aniket Sharma

**Grievance Redressal Cell Matters related to Students' affairs**

Principal  
Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Aniket Sharma  
Sh. Subhash Attri

**Committee Against Sexual Harassment/  
Women Empowerment Cell**

Principal (Chairperson)  
SH. P.C. Kshyap (Retd. Principal)  
Dr. Prakash Sharma  
Ms. Asha Rani  
Sh. Subhash Attri  
Smt. Roshna (peon)

**Discipline cum Anti-Ragging Committee**

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh  
Ms. Asha Rani  
Sh. Aniket Sharma  
Sh. Subhash Attri

**OSA Committee**

Dr. Prakash Sharma  
Sh. Vijender Singh  
Sh. Saurabh Thakur  
Sh. Subhash Attri

**Mentor Mentee Programme**

BA 1,2,3 – Ms. Asha and Sh. Aniket Sharma  
BCom 1 – Dr. Prakash, Sh. Saurabh Thakur

**Record Committee (Vertical & Professional Movement)**

Dr. Prakash Sharma  
Sh. Saurabh Thakur

**PM USHA (Nodal Officer)**

Sh. Saurabh Thakur

**College Bursar:** Sh. Vijender Singh

	<b>Clubs and Cells</b>	<b>In-charge</b>
1	National Service Scheme (NSS)/Preheri Club	Dr. Prakash Sharma
2	Eco Club/Nature Club	Ms. Asha Rani
3	Electoral literacy Club/Road Safety Club	Sh. Vijender Singh
4	Literary Society/ Digital Club/ Red Ribbon Club	Sh. Saurabh Thakur
5	Cyber Security Cell	Sh. Aniket Sharma

### Courses with Course Codes for BA I (Pass Course)

Subject	Type of Course	Course Code	Title of course
Economics	DSC IA/IIA	ECONA101	Principles of Microeconomics-I
	DSC IB/IIB	ECONA102	Principles of Microeconomics-II
English	DSC IA/IIA	ENG 102	English Literature-I(Essays, Stories and Poems)
	DSC IB/IIB	ENG 103	English Literature-II(Poems,Short Stories and Essays)
	Compulsory	ENG 101	English-I Core English
	AECC	ENG104	Writing Skill
Hindi	DSC IA/IIA	HIND102	Hindi Sahitya Ka Etihaas
	DSC IB/IIB	HIND103	Madyakalin Hindi Kavita
	Compulsory	HIND-101	Pryojanmoolak Hindi
	AECC	HIND-104	Hindi Bhasha aur Samprashan
History	DSC IA/IIA	HIST-101	History of India from the Earliest Times upto c.300CE
	DSC IB/IIB	HIST-102	History of India,c.300-1206
Political Science	DSC IA/IIA	POL-101	Introduction to Political Theory
	DSC IB/IIB	POL-102	Indian Government and Politics
Environmental Science	AECC-I	ENVS2AECC02	Environment Science

### Courses with Course Codes for B. Com. I (Pass Course)

Subject	Type of Course	Course Code	Title of course
B. Com. I	DSC IA	BCI.1	Financial Accounting
	DSC IB	BCI.2	Business Organization & Management
	DSC IIA	BCI.3	Business Law
	DSC IIB	BCI.4	Business Statistics & Mathematics
	Compulsory-I	ENG101	English Literature-I(Essays, Stories and Poems)
	Compulsory-II	HIND101	Pryojanmoolak Hindi
	AECC-I	ENVS2AECC02	Environment Science
	AECC-II	ENG104	Writing Skill





## NOTABLE ACHIEVEMENTS



National Integration Camp at Chandigarh



Youth Exchange Programme at Chandigarh



Border Area Youth Exchange Programme at Chandigarh



Border Area Youth Exchange Programme at Chandigarh



Honoring the Pride of HP  
Padam Shri Vidya Nand Sareik and Dr. Joginder Habbi



DC Nahan as Chief Guest  
District Level Youth Festival



Kashish in National Integration Camp  
at Gwalior



Neeraj in Inter College Chess  
Championship at GC Sujampur Tihra



Kashish in National Integration  
Camp at Thiruvananthapuram

### DISCLAIMER

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**GOVERNMENT DEGREE COLLEGE PAJHOTA**  
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