



ESTD. 1948



PROSPECTUS -CUM- HANDBOOK OF INFORMATION

2025 - 26

**VALLABH GOVT. COLLEGE**  
**MANDI (H.P.)-175001**

A Post -Graduate NAAC Accredited 'B' Grade Institution

Website for Admission: [www.vgcmandi.co.in](http://www.vgcmandi.co.in)

E-mail: [vgcmandi@yahoo.com](mailto:vgcmandi@yahoo.com)



## Principal's Message

Dear Students,

I take this privilege to welcome you all to another academic session in this premier institution of higher learning. This institution has been an edifice of knowledge for 77 years by reaching out to all sections of the society. The mission of the college is not only to pursue academic excellence but also to motivate and empower our students to be lifelong learners, critical thinkers and productive members of the society.

Today, we are living in a fast changing complex society, which presents before us challenges as well as opportunities. In this contest it all depends on every individual, how one responds to the situation with the right mind set. Education is to provide means to enable a person to transcend the limitations of human perception and to understand the organic growth of the world to place oneself fit to perform one's role efficiently in the larger order of existence. It is a process to cause transformation to the finest of our thoughts, words and deeds. It is to create cultured developed and compassionate human minds with efficient working skills.

Higher education makes you more aware of what you are actually capable of and enables you to improve your own life as well as contribute to the world as a whole. You tend to stand a bit taller and straighter. In other words you become more confident in yourself and better equipped to deal with life's challenges. You should however learn to be positive. Always remember that you are the maker of your own personality. You can yourself write your success story, if you allow yourself to be successful. For that you need to change your attitude towards things by plugging into the power of positive thoughts. Your self belief empowers you to think of a reasonable probability as regards the attainment of your cherished goal.

I wish you all the luck in this new journey of scholastic acquisition.

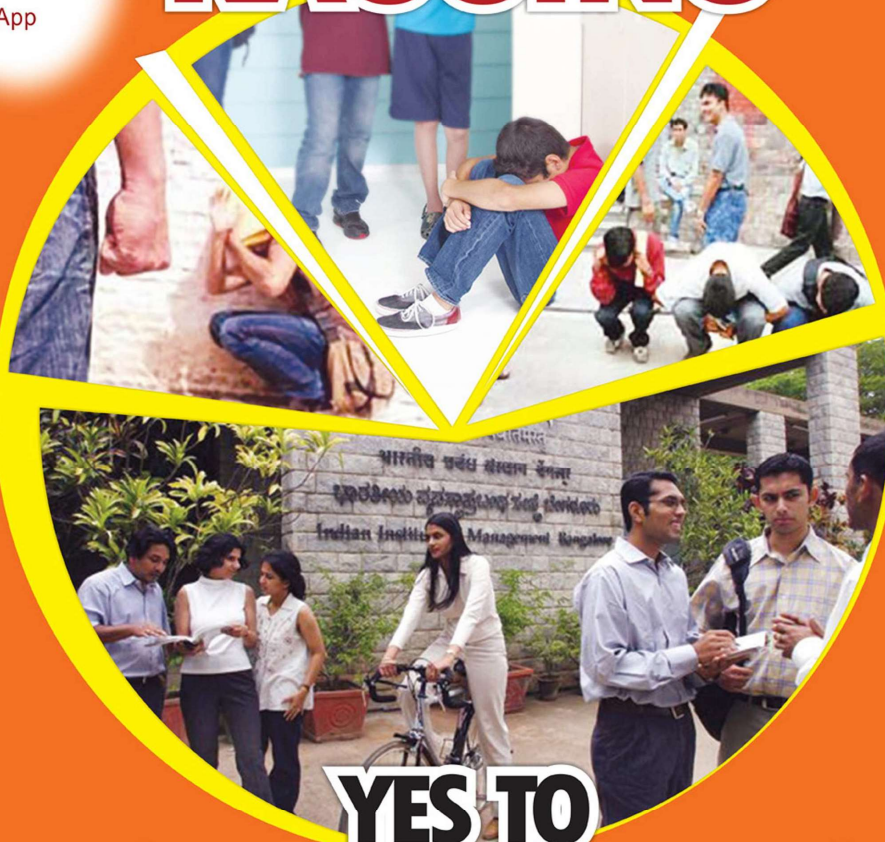
Principal  
Vallabh Govt. College Mandi

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**ANTI  
RAGGING**

App

# SAY NO TO RAGGING



# YES TO JOYFUL CAMPUS

## What is Ragging?

**Any Act Resulting in:**

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24X7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



**Ministry of Education**  
Government of India



**विश्वविद्यालय अनुदान आयोग**  
**University Grants Commission**  
quality higher education for all

**Foolishly I ragged  
& got suspended**

**Will I get  
prosecuted?**

**What about my  
Job prospects?**



Download

**ANTI  
RAGGING**

App

**MY FUTURE IS A BIG**



***Remember RAGGING is for LOSERS***

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.  
Are You Being Ragged ?

Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)  
Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



**Ministry of Education**  
Government of India



**विश्वविद्यालय अनुदान आयोग**  
**University Grants Commission**  
quality higher education for all

## Vallabh Govt. College Mandi -A Brief Profile

Mandi town which is historically eminent and amazingly panoramic is the heritage town that retains its historic charm and character. The town abounds in temples of ancient architectural excellence, while being a commercial hub and a former capital of the princely state. Vallabh Govt. College has situational advantage as it is located amidst the beautiful town of Mandi. It is surrounded by beautiful river Beas, ISBT and Paddal ground, where the famous international Shivratri fair is held every year.

Vallabh Govt College Mandi is named after **Sardar Vallabh Bhai Patel**, the 'Iron Man', the architect of modern India and the first Home Minister of India. The college was established in 1948 and being the first college of erstwhile Himachal Pradesh. The college has been instrumental in producing politicians, doctors, engineers, public representatives, social workers, judges, administrators, businessmen, media and defense personnel. Now it is among the best colleges of the state dedicated to the cause of higher learning. The college has completed its glorious seven decades. Over the last seventy six years of its illustrious existence, VGC, as the college is popularly referred to, has endeavoured to harmonise the streams of tradition and modernity in its functioning. The college has registered a tremendous growth in enrollment over the years. Starting with 70 students on its roll in 1948, the number has increased to almost 5500 in the previous academic session 2024-25.

The college has been considerate with the ever increasing academic needs of the time. It took lead in starting Commerce classes in 1965 and evening classes in 1966. In the year 1984, it became a post-graduate institution. At present PG courses in English, Economics, Hindi, Political Science, Mathematics and Commerce are being offered. The college offers UG courses in the streams of Arts, Science, Commerce, Computer Application, Management and Education. Some professional courses under self-financing scheme were also introduced as: BBA in 1996, BCA in 2001, B.Ed. in 2005, PGDCA in 2012 and B.Voc. (in retail and hospitality/ tourism sectors) in 2017. Also in the year 2017, elective courses in Psychology, Tour & Travel, Applied Arts, Painting and Sculpture were started. Dance and Education as elective courses have been introduced in 2018. The course on Environment studies has also been introduced in 2018.

The college has highly qualified and experienced faculty members, actively involved in disseminating knowledge and skills to the students. The college has well-developed facilities for effective teaching-learning environment. All the laboratories viz, Physics, Chemistry, Botany, Zoology, Geography, Music, Language, IT and Education Technology are well furnished. Over the years, the college has shown consistently good results as compared to HPU/SPU pass percentage.

## **IGNOU Study Centre (1102)**

The college has a study centre of **IGNOU** which had more than 2000 students in the previous session. The centre runs a variety of academic and professional courses such as CIT, CFN, CTE, DECE, DNHE, PGDRD, DTS, BA, B.Sc., B.Com, BCA, BTS, BSW, M.Sc. MCA, MA (Rural Development, Education, Economics, English, Hindi, History, Sociology, Public Administration, Political Science and Social Work) and MBA.

## **Co-ordinator:**

**Dr. Raj Kumar Thakur**

## **Assistant Co-coordinator:**

**Mr. Mahender Singh**

**For more information and admission visit the**

**Website: [rcshimla@ignou.ac.in](mailto:rcshimla@ignou.ac.in)**

## **Library**

The college has a good library which has an Online Public Access Catalogue (OPAC). The college has procured SOUL network version from INFLIBNET Ahmedabad. There are two large reading halls for students. The library has more than 38280 books on its shelves. It subscribes to 12 daily newspapers and around 40 magazines and journals regularly, including online.

In the fields of sports and physical activities, the college has achieved a mark of excellence. It provides excellent facilities for indoor and outdoor games, adventure sports, cultural and co-curricular activities. It also provides options for students to join NCC, NSS, Rovers & Rangers, Eco-Club, Red Ribbon Club and Red Cross Club. These Extra-curricular activities help in the holistic development of student's personality to become better citizens.

## College Affiliation

College is affiliated to Sardar Patel University Mandi, which came into existence in the year 2022. Its aim is to enable the youth of the state to get the opportunity to pursue higher education in the vicinity. Over 46 Govt. and Private Degree Colleges of Mandi, Lahaul Spiti and Kullu District have been affiliated to this State University.

## Distinctive Features

- E-surveillance through CCTV Cameras
- Electronic Notice Board outside the Administrative Block.
- A branch of SBI
- Virtual & Smart Class Rooms
- Counter of Post Office
- HRTC Bus-Pass Counter.
- College Canteen
- Internet Connectivity
- Gymnasium
- Two Girls' Hostel and a Boys' Hostel
- Basket ball Court.
- Volleyball, Kabbadi, Handball and Kho-Kho courts.
- Upcoming administrative College Building under construction.

# THE COLLEGE FACULTY

## Principal

### Faculty of Arts

#### Department of English

1. Dr. Chetan Singh
2. Ms. Shikha Kapur
3. Ms. Asha Thakur
4. Ms. Jyotsna
5. Ms. Archana Sharma
6. Ms. Vrinda Shandil
7. Ms. Gunjan Hajri
8. Ms. Tenzin Chhomoo
9. Vacant

#### Department of Hindi

1. Dr. Raj Kumar Jamwal
2. Dr. Dayak Ram
3. Ms. Anju Bala
4. Mr. Bhupinder Sharma
5. Dr. Hoshiyar Singh
6. Vacant

#### Department of Sanskrit

1. Dr. Hem Lata
2. Mr. Naresh Kumar

#### Department of Economics

1. Mr. Mehar Chand
2. Ms. Bandna Kumari
3. Dr. Des Raj
4. Dr. Shivendra Sangar

#### Department of History

1. Dr. Sandeep Raghav
2. Mr. Mahender Singh
3. Vacant

#### Department of Sociology

1. Dr. Vinod Bhardwaj
2. Ms. Heena

#### Department of Performing & Visual Arts

1. Dr. Nirmal Kumar (Instrumental Music)
2. Dr. Anupama (Vocal Music)
3. Dr. Mujeeb Hussain (Painting)
4. Vacant (Applied Art)
5. Ms. Nivedita Gautam (Sculpture)
6. Dr. Santosh Kumar (Kathak Dance)

#### Department of Geography

1. Dr. Pradeep Kumar
2. Vacant

#### Department of Public Administration

1. Dr. Anuj Kumar

#### Department of Physical Education

1. Dr. Sunil Sen

#### Department of Political Science

1. Dr. Ram Singh Atal
2. Mr. Baldev Verma
3. Dr. Rattan Lal Verma
4. Mr. Suraj Mani
5. Ms. Meenakshi Johel
6. Vacant

#### Department of Journalism & Mass Communication

1. Dr. Chaman Lal
2. Ms. Aditi Sharma

#### Department of Tour & Travel

1. Dr. Arvind Kumar

#### Department of Psychology

1. Ms. Vipasha Kashyap

#### Department of Education

1. Dr. Suman Bhardwaj

### Faculty of Commerce

- |                       |                      |                     |
|-----------------------|----------------------|---------------------|
| 1. Dr. Ravinder Kumar | 2. Dr. Anuj Kumar    | 3. Dr. Ritesh Verma |
| 4. Dr. Balvir Singh   | 5. Mr. Santosh Kumar |                     |

## Faculty of Science

### Department of Botany

- 1 Dr. Tara Sen
- 2 Dr. Deepali Ashok
- 3 Dr. Neetu
- 4 Dr. Banita Kumari
- 5 Dr. Madhavi Joshi
- 6 Vacant

### Department of Physics

- 1 Dr. Harish Kumar Chauhan
- 2 Ms. Yachna Sharma
- 3 Ms. Raj Kumari
- 4 Dr. Jitender Kumar
- 5 Dr. Surender Kumar

### Department of Chemistry

- 1 Ms. Seema Sharma
- 2 Mr. Joginder Pal Jaswal
- 3 Dr. Raj Kumar Thakur
- 4 Mr. Mahinder Kumar
- 5 Mr. Neeraj Sharma
- 6 Dr. Sanjay Kumar
- 7 Dr. Rojila Puri
- 8 Ms. Kanchan Parmar

(on Study Leave)

### Department of Computer Science

- 1 Ms. Lateshwari

### Department of Environment Science

1. Dr. Manoj Thakur

### Department of Zoology

1. Dr. Monika Panchani
2. Dr. Sanjay Narang
3. Dr. Radhika Jamwal
4. Ms. Jyoti Thakur

### Department of Mathematics

- 1 Dr. Sanjay Sharma
- 2 Dr. Vivek Kapoor
- 3 Ms. Anju Sharma
- 4 Dr. Vivek Kapoor
- 5 Ms. Priyanka Randhava
- 6 Dr. Anita Thakur
- 7 Dr. Kavita

### Non-Teaching Staff

- 1 Mr. Gopal Guleria, Supt. Grade- I
- 2 Mr. Khushal Singh, Supt. Grade-II
- 3 Mr. Sher Singh Sr. Asstt.
- 4 Sh. Bali Bhadar (Sr. Asstt.)
- 5 Sh. Dharm Dev (Jr. Asstt.)
- 6 Mr. Sunil Thakur (JOA, IT)
- 7 Mr. Anil Kumar (JOA, IT)
- 8 Mr. Ajay Verma (JOA, IT)
- 9 Ms. Poonam Sharma (JOA, IT)
- 10 Librarian (Vacant)
- 11 Ms. Rumma Devi (Asstt. Lib.)
- 12 Mr. Chander (Asstt. Lib.)
- 13 Ms. Bhagwati Devi (Asstt. Lib.)
- 14 Sh. Sushil Kumar, (SLA)
- 15 SLA (Vacant)
- 16 Sh. Sunder Lal (JLA)

- 17 JLA (Vacant)
18. JLA (Vacant)
19. JLA (Vacant)
20. Ms. Santeshwari Devi, LA
21. Sh. Chaman Lal, LA
22. Ms. Hansa Dervi, LA
23. Sh. Tikkam Ram, LA
24. Smt. Guddi Devi, LA
25. Sh. Sesh Ram, LA
26. Sh. Tara Chand, LA
27. Sh. Parveen Kumar, LA
28. Ms. Satya Devi, LA
29. Mr. Rajender Singh, Peon
30. Mr. Ashok Kumar, Peon
31. Ms. Kaushalya Peon
32. Ms. Durga Devi, Peon
33. Ms. Parvati Devi, Peon
34. Ms. Jaiwanti Devi, Peon
35. Mr. Kashmir Singh, Peon
36. Mr. Chura Mani, Peon
37. Ms. Promila, Peon
38. Ms. Sarla Devi Peon
39. Ms. Rooma, Peon
40. Ms. Deepa Kumari, Peon
41. Ms. Jelekha, Peon
42. Sh. Dheeraj Kumar DW
43. Ms. Sarita Devi, DW
44. Ms. Dolma Devi, DW
45. Ms. Sumitra, DW
46. Ms. Chandrawati, DW

## Choice Based Credit System (CBCS) Regulations

In the year 2013 Choice Based Credit System was introduced for undergraduate students in Arts, Science and Commerce. Choice Based Credit System was introduced in 2016 in accordance with UGC guidelines. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses.

The courses follow grading system, which is considered to be better than the conventional marking system, because, it is necessary to introduce uniform grading system in various institutions throughout India. This will benefit the students to move across institutions with in India and across countries. The uniform grading system will also enable potential employers to assess performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

**1. Core Course /Discipline Specific Course (DSC):** A Course, which should compulsorily be studied by a candidate as a core requirement, and hence termed as core course. Core course is also referred as Discipline Specific Course (DSC). The course, designed under this category, aims to cover the basics that a student is expected to learn in that particular discipline.

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

**(i) Discipline Specific Elective (DSE) Course:** Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective

Course: - The University / Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

**(ii) Dissertation / Project Work:** An elective course of 6 credits, designed to acquire special /advanced knowledge, such as supplement study/ support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called Dissertation/Project work. A Project/ Dissertation work may be given in lieu of a discipline specific elective paper.

**(iii) Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline /subject, with an intention to seek exposure to other subjects/disciplines is called a Generic Elective Course.

**Note:** A core course offered in a discipline/subject may be treated as an elective by other discipline/ subject and vice versa and such electives may also be referred to as Generic Elective.

**3. Ability Enhancement Courses:** The Ability Enhancement Courses are of two kinds: Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Course (SEC).

**(i) Ability Enhancement Compulsory Course (AECC):** These are the courses based upon the content that leads to knowledge enhancement. AECC to be studied are

- Environmental Science and
- English/Hindi/Sanskrit. These are mandatory for all disciplines.

**(ii) Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and / or skill-based knowledge and are aimed at providing hands-on-training, competencies, skills etc. to increase the employ ability of students.

## Duration (Time Frame):

The Under-Graduate programme is for a minimum period of three years and a maximum of five years, from the date of admission of the candidate.

## Credits:

The term "Credit" refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'. The credits also determine the volume of course contents and delivery of programme through lectures, tutorials, practicals, assignments etc. For the purpose of credit determination, instruction is divided into three components:-

**Lectures (L)** – Class room lectures of one hour duration.

**Tutorials (T)** – Special, elaborate instructions on specific topics (from lectures) of one hour duration.

**Practicals (P)** – Laboratory or field exercises in which the students have to do experiments or other practical work of two hours duration.

**Total minimum credits required for an under-graduate degree programme is one hundred thirty two (132)**

## Summary of credits for B.A. & B.Com

SN	Course Type	No. of Courses	Credits (Per Course)	Total Credits
1.	DSC-I	4	6	24
2.	DSC-II	4	6	24
3.	Core Language	4	6	24
4.	AECC	2	4	8
5.	SEC	4	4	16
6.	DSE-I	2	6	12
7.	DSE-II	2	6	12
8.	GE	2	6	12
				132

## Summary of credits for B.Sc

SN	Course Type	No. of Courses	Credits (Per Course)	Total Credits
1.	DSC-I	4	6	24
2.	DSC-II	4	6	24
3.	DSC-III	4	6	24
4.	AECC	2	4	8
5.	SEC	4	4	16
6.	DSE-I	2	6	12
7.	DSE-II	2	6	12
8.	DSE-III	2	6	12
				132

**Evaluation / Assessment:** All courses involve an evaluation system of students that has two components:

- Continuous Comprehensive Assessment (CCA).
- Term End Examination (TEE).

## A) Continuous Comprehensive Assessment

**(CCA):** Continuous Comprehensive Assessment accounts for 30% of the final grade that a student gets in a course of study.

**This would have the following components:**

- Class room attendance:** Each student will have to attend a minimum of 75% Lectures / Tutorials / Practical. A student having less than 75% attendance will not be allowed to appear in the Term End Examination (TEE).
  - Those having attendance between 74% and 65% will apply for exemption in a prescribed form accompanied by clear reason(s) for absence, to the authorized functionaries.
  - Those having attendance between 64% and 50% will apply for exemption in a prescribed form accompanied with a Medical Certificate from a Govt. Hospital. Exemption from 75% attendance will be given to those students who have participated in prescribed co-curricular activities (e.g. NCC, NSS, Eco-Club, Rovers and Rangers, Youth Festivals, Sports, etc.) Exemption to the extent of 25% will be given to such students (making the necessary attendance as 50% in these cases).

Further those students getting the exemption, except for those getting exemption for co-curricular activities, will not be titled for the CCA marks for class room attendance.

**Classroom Attendance Incentive:** The students having greater than 75% attendance and who also participated in co-curricular activities, 25% will be added to the attendance.

## All students will get weightage for attendance as enlisted below:

=75% but <80%	1 mark
=80% but <85%	2 marks
=85% but <90%	3 marks
=90% but <95%	4 marks
=95% & above	5 marks

## House Test:

The house test accounts for 15 marks of the CCA that make 30% of the final grade. The house test will be conducted in the month of December.

## Term End Examination (TEE):

- i) For courses without practicals, the remaining 70% of the final grade of the student in a course will be on the basis of a TEE that will be of three hours duration and will cover the whole syllabus of the course.
- ii) For courses with practicals, the TEE (70% of the final grade of each course) will consist of Term End Practical Examination (20% of the final grade) and Term End Theory Examination (50% of the final grade). Both will be of three hours duration each.
- iii) For the odd semester the TEE will be in the month of December, and for the even semester and the students appearing under Annual system of examination TEE will be in the month of April.
- iv) A candidate who does not pass the examination (TEE) in any course(s) or due to some reason is not able to appear in the TEE (other conditions being fulfilled) shall be considered as fail. Such a failed candidate shall be permitted to appear in the subsequent TEE to be held in December or April as the case may be.
- v) The registration for the TEE will be done at the time of enrollment for the course at the beginning of the academic session. The fee for the TEE will also collected at that time as decided by the university.

- vi) Student who is not permitted to appear in the TEE due to shortage of attendance beyond the exemption limit (< 50% attendance) shall be deemed to have dropped the course. However, such a candidate on his/her written request (made immediately), can be allowed to redo the missed course after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and TEE.

## Grading:

Credit Weighed Marking System: Performance of a student is evaluated in terms of credits earned in Credit Weighed Marking System. Earned credits are defined as the sum of course credits in which grade points above a certain cut-off have been obtained for declaring the learner "Pass" in that course.

## In this way two performance indices emerge:

- a) **Grade Point Average (GPA)**
- b) **Cumulative Grade Point Average (CGPA)**

## Grievances and Redressal Mechanism (Evaluation):

The student will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Grievance Redressal Committee (GRC), chaired by the RUSA Co-coordinator. The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final. The result would be declared by the COE of the Himachal Pradesh University & Sardar Patel University and the degree or certificate or diploma, as the case may be conferred.

## ADMISSION PROCESS FOR UG & PG CLASSES

### B.A. / B.Sc / B.Com1 YEAR

#### Eligibility Conditions:

A student will be eligible for admission to BA/B.Sc/B.Com-1 Year, if he/she has passed the Senior Secondary (10+2) Examination (Academic Stream) conducted by the Himachal Pradesh Board of School Education or an examination accepted as equivalent there to by the various bodies of Himachal Pradesh University.

- (i) Provided that the candidates who have passed the qualifying examination with science streams shall be given preference in admission to B.Sc.
- (ii) Provided that the candidates who have passed the qualifying examination with commerce stream shall be given preference in admission to B.Com.

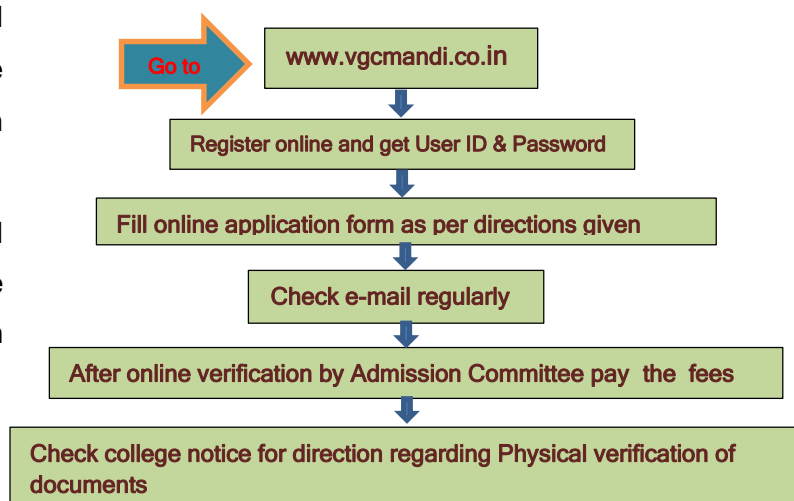
#### Admission Procedure:

- i) Every candidate seeking admission to any class has to register first on the college website for user ID and password and then has to fill online application form.
- ii) In case of any clarification or guidance, the applicant can approach Admission Guidance and Counselling Committee of the college.
- iii) Admission of a student is liable to be cancelled in case he/she furnishes incomplete/wrong/false information or in case of concealment of acts. Disciplinary action will also be taken against such a candidate.
- iv) Initially all admissions shall be provisional and subject to the final approval by Sardar Patel University.

The applicant has to bring his/her mother/father/guardian with him/her at the time of admission. "Guardian" means only blood relation. He/ She should not be a student of this college. No student of this college should sign in place of parents/guardian.

- V) Rules of admission are subject to change as per Sardar Patel University notifications issued from time to time.
- VI) Students seeking admission in BA/B.Sc/B.Com 2<sup>nd</sup> and 3<sup>rd</sup> year will have to register again for roll-on admission without waiting for the previous result.
- VII) No admission will be granted after the last date of admission.

#### Steps for Online Admission:



#### IMPORTANT Check e-mail for following:

- Objections raised by Admission Committee in case of incomplete form.
- Directions to pay fee online.
- To download fee receipt for provisional admission
- And Identity - cum-Library card.

**NOTE:** As per the direction of the Hon'ble High Court any candidate with compartment in 10+2 will not be eligible for seeking admission in under-graduate courses.

Anti Ragging Undertaking must be filled by the students online on [http:// www.antiragging.in](http://www.antiragging.in) only

## Documents Required at the time of Physical Verification

- i) Matriculation certificate for date of birth.
- ii) 10+2 mark sheet.
- iii) Migration Certificate in original (for students who have passed their 10+2 from any other Board/ University other than HP).
- iv) All girl candidates have to submit a copy of Bonafide Himachali Certificate to avail the benefit of relaxation from tuition fee as per Govt. notification number EDN-H (8) 3(7) 1/76 dated 29.06.2001.
- v) 40% disability certificate, sports/cultural quota and category certificates are required to be submitted during admission in case of students who seek admission against these seats.
- vi) Original character certificate from the Head of the institution last attended in case of a student seeking admission to the 1<sup>st</sup> year of any course.
- vii) For seat against single girl child, an affidavit of single girl child from parents is to be submitted with the form.
- viii) Any gap of one year or more in the academic career (after 10+2) of an applicant must be supported by documentary evidence / undertaking as the proof of his /her activities during the period of gap.
- ix) Income certificate for 10% economically backward general category quota.

**NOTE:** Character certificate must not have been issued more than six months prior to the date of admission. In case a student who has discontinued his/her studies for one or more years, the character certificate, from the institution last attended, must be supplemented by another character certificate duly signed by gazetted class-I officer or the Panchayat Pradhan of the village.

## Refusal of Admission:

- i) Failed/compartament candidate in 10+2 will not be eligible for seeking admission in under graduate courses.
- ii) In spite of being eligible for admission, the Principal can refuse admission if the conduct of the student has not been up to the mark during the previous years.
- iii) The Principal reserves the right to disallow or cancel any admission.

## Age Limit:

Maximum age limit for admission to BA/B.Sc/ B.Com course is 23 years for boys of general category, 25 years for girls of general category and 26 years for SC/ST category (both boys and girls) as on 1<sup>st</sup> July of the year concerned. Maximum age limit for girls and boys in PG courses will be followed as prescribed by HPU/SPU. The Vice-Chancellor may permit age relaxation up to maximum of three months.

## Mode of Selection:

The admission to BA/B.Sc/B.Com course will be made purely on the basis of merit of the previous qualifying examination.

## Reservation of Seats:

15%, 7.5%, 5% and 10% of the seats shall be reserved for SC, ST, differently abled and economically backward general category candidates respectively as per Sardar Patel University roster norms. This reservation policy will be applicable to those who have passed their qualifying examination from Himachal Pradesh Board of School Education or from any other school located within the territorial jurisdiction of Himachal Pradesh or Bonafide of Himachal Pradesh. One Seat will be reserved for single girl child.

**NOTE:** As per the direction of the Hon'ble High Court, vacant reserved seats meant for SC and ST & economically backward general categories in educational institutes, which remain unfilled, will thereafter be offered and filled from amongst the eligible candidates from open category on the basis of merit.

## Courses Offered and Availability of Seats:

Course	Number of Seats
B.Sc (Physical Science /Life Science) in Chemistry, Physics, Maths Botany, Zoology. B.Sc (Computer Science)	80+60 (in each subject)
B.A.in all Discipline Specific Courses of Arts	80+60 (in each subject)
B.Com	80+60
B. Voc (Retail Management)	40
B. Voc.(Hospitality &Tourism)	40

**Note:** i) One seat is reserved for single girl child.

i) Two seats are reserved for students from J&K.

ii) The number of the above mentioned seats can be changed according to the availability of teachers and infrastructure.

## Subject Combination:

- a) Arts:** A student choosing to enroll in BA-1<sup>st</sup>, will choose main subject as DSC-I. He/ She will be enrolled in BA with DSC-I, for example BA with Economics. He/ She will choose a second subject as DSC-II. Discipline Specific Core (DSC) courses offered by the college are English, Hindi, Sanskrit, Geography, Sociology, History, Political Science, Public Administration, Mathematics, Journalism & Mass Communication, Psychology, Tour & Travel, Physical Education, Music, Painting, Sculpture, Applied Arts, Dance and Education. The subject combinations offered by the college are displayed on the notice board/ online on College website and are also available with the admission committee.

**Note:** - i) The students will select/opt any two subjects either from Group-A or from Group-B

ii) Candidate can opt only one language either Hindi/Sanskrit/English

- b) Commerce:** The core courses for the students have already been prescribed by the university.

**Note:** In addition to the Discipline Specific Core Courses a student of BA/B.com.-1<sup>st</sup> year will study:

i) Core language compulsory courses.

ii) Two Ability Enhancement Compulsory Courses, (Environmental Science & English Communication/Hindi/Sanskrit)

- c) Science:** A student who wants to enroll in B.Sc 1<sup>st</sup> will choose DSC-I from the following options. He/ She will then be enrolled in B.Sc with DSC-I, for example B.Sc with Physics. He/she will study DSC-II and DSC-III corresponding to DSC-I. In addition to this he/she will also study two Ability Enhancement Compulsory Courses, during the 1<sup>st</sup> year.

DSC-I	DSC-II	DSC-III
Physics	Mathematics	Chemistry
Chemistry	Mathematics	Physics
	Botany	Zoology
Botany	Zoology	Chemistry
Zoology	Botany	Chemistry
Mathematics	Physics	Chemistry
Computer Science	Physics	Mathematics

**Note:** The Committee of the college will decide the number of students to be enrolled under Discipline Specific Course according to the seating capacity of the class rooms.

## B.A. / B.Com

### PROPOSED SCHEME FOR (CBCS) B.A./B.Com

Course	Credits (Th+Pr)	Year	Discipline Specific Courses (CORE COURSE) (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (4)	Generic Elective GE (2)
1. Discipline Specific Courses (DSC) 12 papers of 6 credits Each	12x4=48	First	English/MIL-1 DSC- 1 A DSC- 2 A	(English/MIL Communication) / Environmental Science			
2. Theory (12 Papers) (4 Credits) Each Core Course Practical/ Tutorial (12 Papers)	12x2=24						
3. Elective Course (6 Papers 6 credits each) Two Papers- Discipline Specific Elective-1 (DSE-I)	6x4=24		English/MIL-1 DSC- 1 B DSC- 2 B	Environmental Science/ (English/MIL Communication)			
Two Papers- Discipline Specific Elective-2 (DSE-II)	6x2=12						
Two Papers- Interdisciplinary Generic Elective (GE) Electric Course Practical/ Tutorials (6 Practical/ Tutorials)							
3. Ability Enhancement Courses Ability Enhancement Compulsory Course (AECC) (2 papers of 4 credits each) A. Environment Science B. English/Hindi	1x4=4 1x4=4	Second	English/MIL-2 DSC- 1 C DSC- 2 C		SEC-1		
4. Skill Enhancement Courses (SEC) (4 Paper for 4 Credit each)	4x4=16						
			English/MIL-2 DSC- 1 D DSC- 2 D		SEC-2		
<b>Total Credit = 132</b>  ➤ Optional dissertation or project work in place of discipline specific elective paper (6 credits) in 3 <sup>rd</sup> year.  ➤ Institute has evolved a system about sports/NCC /NSS/ related courses on its own.		Third			SEC-3	DSE- 1 A	GE-1
						DSE- 1 B	
					SEC-4	DSE- 2 A	GE-2
						DSE- 2 B	

# B.Sc.

## PROPOSED SCHEME FOR (CBCS) B.Sc

PROPOSED SCHEME FOR (CBCS) B.Sc							
Course	Credits (Th+Pr)		Year	Discipline Specific Courses (CORE COURSE) (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Discipline Specific Elective DSE (6)
1 Discipline Specific Courses (DSC) 12 papers of 6 credits Each Theory (12 Papers) (4 credits) Core Course Practical/Tutorial (12 Papers)	12x4=48		First	DSC- 1 A	Environmental Science		
	12x2=24			DSC- 1 B			
				DSC- 2 A			
	DSC- 2 B			English/Hindi/ Sanskrit (One out of three)			
	DSC- 3 A						
	DSC- 3 B						
2. Elective Course (6 Papers 6 credits each) Two Papers from each disciplines of choice including paper of inter disciplinary nature (DSE) Elective course Practical/Tutorials (6 Practical/Tutorials) Two Papers from each disciplines of choice including paper of inter disciplinary nature (DSE)	6x4=24		Second	DSC- 1 C		SEC-1	
	6x2=24			DSC- 1 D			
				DSC- 2 C			
				DSC- 2 D			
				DSC- 3 C			
				DSC- 3 D			
3. Ability Enhancement Courses Ability Enhancement Compulsory Course (AECC) (2 papers of 4 credits each) A. Environment Science B. English/Hindi/Sanskrit 4. Skill Enhancement Courses (SEC) (4 Paper for 4 Credit each)	1x4=4 1x4=4 4x4=16	Third				SEC-3	DSE- 1 A
							DSE- 1 B
						SEC-4	DSE- 2 A
							DSE- 2 B
							DSE- 3 A
							DSE- 3 B

## ADMISSION TO POSTGRADUATE COURSES

Admission to M. Sc Mathematics, MA in English, Hindi, Political, Science, and Economics & M. Com. will be on the basis of an entrance test to be conducted by Sardar Patel University Mandi.

### SYLLABI

#### M.A.(English)

##### 1<sup>st</sup>Semester

- 1 History of English Literature Chaucer to 1800
- 2 Poetry from Chaucer to Pope
- 3 Shakespeare and his Contemporaries
- 4 Nineteenth Century Fiction

##### 2<sup>nd</sup>Semester

- 1 History of English Literature : Nineteenth and 20<sup>th</sup> Centuries
- 2 Romantic and Victorian Poetry
- 3 Modern Fiction
- 4 Growth and Structure of English Language
- 5 Advanced Academic Writing (GE-I)

##### 3<sup>rd</sup>Semester

- 1 Literary Criticism
- 2 Modern British and American Poetry
- 3 Modern British Drama
- 4 World Fiction

##### 4<sup>th</sup>Semester

- 1 Contemporary Literary Theory
- 2 American Drama
- 3 Indian Writing in English
- 4 Indian Writing in Translation
- 5 Contemporary Short Fiction (GE-II)

#### M.A.(Hindi)

##### प्रथम सेमेस्टर

1. मध्यकालीन काव्य
2. हिन्दी साहित्य का इतिहास (आदि भक्ति एवं रीतिकाल)
3. हिन्दी नाटक एवं उपन्यास
4. भाषा -विज्ञान

##### द्वितीय सेमेस्टर

- 1 भक्ति एवं रीति-काव्य
- 2 हिन्दी साहित्य का इतिहास (आधुनिक काल)
- 3 आधुनिक गद्य साहित्य
- 4 हिन्दी भाषा एवं देवनागरी लिपि
- 5 मीडिया लेखन एवं हिन्दी पत्रकारिता (जेनरिक-1)

##### तृतीय सेमेस्टर

- 1 भारतीय काव्यशास्त्र एवं साहित्यलोचन
- 2 अनुवाद विज्ञान
- 3 छायावादी काव्य
- 4 आधुनिक हिन्दी नाटक

##### चतुर्थ सेमेस्टर

- 1 छायावादोत्तर काव्य
- 2 पाश्चात्य समीक्षा सिद्धांत
- 3 शोध प्रविधि
- 4 लोक साहित्य : सैद्धांतिक विवेचन एवं प्रायोगिक आयाम
- 5 हिन्दी साहित्य और सिनेमा (जेनरिक-2)

#### M.A. (POLITICAL SCIENCE )

##### 1<sup>st</sup>Semester

- 1 Western Political Thinkers
- 2 Comparative Politics: Approaches & Processes
- 3 Theories & Concepts of International Relations
- 4 Indian Politics I: Political Institutions

##### 2<sup>nd</sup>Semester

- 1 Contemporary Debate in Political Theory
- 2 Comparative Political Analysis: Concepts & Recent Theories
- 3 Indian Politics II: Political Processes
- 4 India and the World (GE-1)

##### 3<sup>rd</sup>Semester

- 1 Indian Political Thinkers
- 2 India's Foreign Policy
- 3 Recent Trends in the Politics of South Asia (SAARC countries)
- 4 International Organization OR Research Methods and Research Ethics OR Social Movements in India (Any one from given three options)

##### 4<sup>th</sup>Semester

- 1 Public International Law
- 2 State Politics in India with Special Reference to Himachal Pradesh
- 3 Public Policy & Governance in India OR Contemporary Political Thinkers OR Contemporary World Politics / .Dissertation/Project Work (Any one from given three options)
- 4 International Political Economy (GE-2)

## M.A.(Economics)

### 1<sup>st</sup>Semester

- 1 Micro Economics
- 2 Elementary Mathematics for Economics
- 3 International Economics
- 4 Labour Economics

### 2<sup>nd</sup>Semester

- 1 Macro-Economics
- 2 Basic Statistics
- 3 Money and Banking
- 4 History of Economic Thought
- 5 Fundamental Concepts of Economics (GE-I)

### 3<sup>rd</sup>Semester

- 1 Agricultural Economics
- 2 Gender Economics
- 3 Research Methodology
- 4 Economic of Population OR Econometrics (DSE-1)
- 6 Contemporary Economic issues and data handling (AEC)

### 4<sup>th</sup>Semester

- 1 Indian Economy
- 2 Public Finance
- 3 Economics of Development and Planning
- 4 PG Dissertation OR Industrial Economics (DSE-2)
- 5 Economy of Himachal Pradesh (GE-2)

## M.A./M.Sc.( Mathematics)

### 1<sup>st</sup>Semester

- 1 Real Analysis
- 2 Advanced Algebra
- 3 Ordinary Differential Equations
- 4 Operations Research
- 5 Fluid Dynamics

### 2<sup>nd</sup>Semester

- 1 Measure Theory and Integration
- 2 Field Theory
- 3 Partial Differential Equations
- 4 Linear Algebra and Matrix Analysis
- 5 Mathematical Statistics

### 3<sup>rd</sup>Semester

- 1 Complex Analysis
- 2 Classical Mechanics
- 3 Topology
- 4 Magneto Field Dynamics or Cryptography
- 5 Analytical Number Theory or Wavelet Theory

### 4<sup>th</sup>Semester

- 1 Functional Analysis
- 2 Integral Equations and calculus of Variations
- 3 Advanced Discrete Mathematics
- 4 Differential Geometry or coding Theory
- 5 Solid Mechanics or Non-Linear Programming Problems
- 6 Project

## M.Com.

### 1<sup>st</sup>Semester

1. Management Theories and Practices
2. Business Environment
3. Managerial Economics
4. Statistical Analysis for Decision Making
5. Income Tax Laws and Administration
6. Corporate Legal Framework

### 2<sup>nd</sup>Semester

1. Corporate Financial Accounting
2. Human Resource Management
3. Corporate Finance and Policy
4. Marketing Management
5. Research Methodology and Data Science
6. Corporate Governance & Business Ethics
7. Organizational Behaviour and Development (GE-1)

### 3<sup>rd</sup>Semester

1. Advanced Cost Accounting
2. International Financial Management and Policy
3. Financial Institutions & Markets
4. Management Control Techniques Or Stock Market Operations (Any One)
5. E-Commerce and Digital Marketing Or Supply Chain Management and Logistics (Any One)
6. Industrial Psychology Or Strategic Human Resource Management (Any One)
7. Computer Application in Business (AECC)

### 4<sup>th</sup>Semester

1. Security Analysis and Portfolio Management
2. Entrepreneurship Development and Project Management
3. Strategic Management and Business Policy
4. (Specialization: Students are required to choose ONE Specialization out of three Specializations and out of selected Specialization, choose any two Courses.)
  - Accounting and Finance:**
    - (i) Advanced Financial Management and Policy Or
    - (ii) Business Taxation Or
    - (iii) Forensic Accounting and Auditing
  - Marketing:**
    - (i) Consumer Behaviour Or
    - (ii) Retail Management Or
    - (iii) Rural Marketing
  - Human Resource Management:**
    - (i) Human Resource Development Or
    - (ii) Management of Industrial Relations Or
    - (iii) Labour Legislation and Employee Welfare
5. **Project Report and Viva- Voce** (75 marks for Project Report and 25 marks for Viva-Voce)
6. **Comprehensive Viva-Voce** ( Based on Courses Studied during all Four Semesters)
7. **Indian Ethos , Life Skills and Business** ( GE-2)

## FEES AND FUNDS

(As approved by the Govt.)

1. Every student must pay dues on the dates notified from time to time.
2. Failure to pay dues on due date will entail a fine of Rs. 1/-per day.
3. In case of non-payment of dues on time, the name will be struck off from the college rolls at the end of the month.
4. Registration fee will not be charged from a student migrating from another college if he /she is already registered with SPU.
5. On migration from other institutions, funds for the entire session and tuition fee from the time of joining the college shall be charged.

➤ The student with special needs with more than 40% disability will not be charged any fees and funds as per the direction of Govt. Himachal Pradesh.

### Payment Deposit Methods:

The students of BA/B.Sc /B.Com 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year will deposit their fee online as directed in admission website [www.vgcmandi.co.in](http://www.vgcmandi.co.in)

Instructions for depositing fee through online process are also available on the official website of the college [www.vgcmandi.co.in](http://www.vgcmandi.co.in)

For any queries related to online payment of the fees, any of the following staff members may be contacted:

Mr. Todar Ram

94184-20106



## DETAILS OF FEES AND FUNDS (INRUPEES)

### FOR UG CLASSES FOR THE SESSION 2023-24

H.O. A/c	Fee & Funds	@p.a./p.m.	H.O. A/c	Fee & Funds	@p.a./p.m.
Govt. Funds	Admission fee	25.00p.a.		Furniture Replacement/	
	Re-admission fee 1 <sup>st</sup> time	100.00		Furniture repair fund	10.00 p.a.
	Re-admission fee 2 <sup>nd</sup> time	200.00		Society club fund	5.00 p.a.
	Late admission fee	10.00 per day		Book replacement fund	25.00 p. a
	Tuition fee	50.00 p.m.		Cultural activities fund	20.00 p.a.
University Funds/fees	Registration fee	200.00p.a.	Practical Funds	Rover & Rangers fund	5.00 p.m.
	Continuation fee	10.00p.a.		Sports Fund	20.00 p.m.
	Sports fee	20.00p.a.		Physical Education fund	15.00p.m.
	Youth welfare fee	15.00p.a.		Geography fund	15.00p.m.
	Holiday home fee	1.00p.a.		Computer Practical (Commerce, Math & Computer Science Students)	15.00p.m.
	Migration fee	400.00 p.a.		Music fund	15.00p.m.
	Univ .Development fund	250.00 p.a. 100.00p.a.(IRDP/BPL)		Physics Fund	20.00p.m.
College Dues	Library security(refund able)	100.00p.a.	Others	Chemistry fund	20.00p.m.
	Building Fund	10.00p.m.		Botany fund	20.00p.m.
	Identity Card	10.00p.a.		Zoology fund	20.00p.m.
	NCC fund	10.00p.a.		Project Report Fund for M Com students	50.00p.a.
	House Exam/Mid Term Test Fund	50.00p.a.		P.T.A. Fund	500.00 p.a.
	College Magazine Fee	50.00p.a.		Youth Red Cross	
	Student aid fund	2.00p.a		Membership fee	40.00
	Medical Fund	6.00p.a.		Absentee Fine per Period	1.00.p.p
	Amalgamated fund	25.00p.m.		Absentee fine per Practical	3.00 p.p
	Campus Dev., Beautification & Up keep fund	10.00p.a.		Absentee fine	
	Duplicate Identity Card	20.00p.a.		Mid-Term Test per paper	10.00 p.p
	Computer & Internet Facility	20.00p.a.		Late Return of Lib. Books	1.00 per day
				Late Payment of Dues	1.00 per day

**Note:-**

**Fees and funds once paid shall not be refunded in any case.**

- The above fees and funds are subject to change as per SPU/HP Govt. instructions.
- Rs.500/-will be charged extra towards "PTA Fund".
- Rs.100/-will be charged extra from students migrating from other colleges on account of library security.
- Fine, if any, from the student, will be collected at the end of the session.
- Candidate has to apply for the fund of security within a period of six months after the completion of his/her course failing which the security will be forfeited.

## SCHOLARSHIPS AND AWARDS

The college offers various scholarships and awards to poor and meritorious students under State/Centre Sponsored Scholarship Schemes being run by the Education Department in Himachal Pradesh. The beneficiaries will fill the online application form which will, then, be verified by the college. They will receive the scholarship amount online through Direct Benefits Transfer (DBT). The schemes as well as application form is available on [National Scholarship Portal](#).

The various Scholarship Schemes are facilitated for different categories of Bonafide of Himachal Pradesh to encourage them to improve their merit/performance in studies. The eligible beneficiaries should be regular students in Govt. /Govt. aided /affiliated (H.P.) institutions in Himachal Pradesh.

### 1. MAHARISHI BALMIKI CHATRAVRITI YOJANA-HIMACHAL PRADESH:

The scholarship under this scheme @Rs.18000/- per year is given to the Bonafide Himachali girl students belonging to Balmiki families, engaged in unclean occupation, beyond Matric to college level for studies and professional courses at the level of college situated in Himachal Pradesh irrespective of their status i.e. Govt. or Private. The concerned students must apply on prescribed Performa thought There Head of the School/ College /Institution along with Balmiki Certificate.

### 2. INDIRA GANDHI UTKRISHT CHATTARVRITI YOJNA FOR POST PLUS TWO STUDENTS:

The Indira Gandhi Utkrisht Chattarvriti Yojna for meritorious students for Post Plus Two Courses shall be awarded to 150 students @ Rs.18000/-p.a. per student purely on the basis of merit and without any income ceiling. The scholarship will also be awarded to ten toppers each from the merit list of 10+2 Arts, Science and Commerce, supplied by the H.P. Board of School Education Dharamshala provided they join any academic /professional

### 3. MUKHYA MANTRI VIDYARTHI KALYAN YOJNA-HIMACHAL PRADESH

Students belonging to IRDP families and studying from 6<sup>th</sup> to university level are eligible for this scholarship provided they are pursuing their study in Govt./Govt. Non-Linear Programming aided institutions in H.P.

### 4. CENTRALLY SPONSORED POST MATRIC SCHOLARSHIP SCHEME FOR SC STUDENTS HIMACHAL PRADESH:

The SC students whose parents' annual income from all sources is up to rupees two lakh fifty thousand (Rs.2,50,000/-) are eligible for full scholarship (i.e. maintenance allowance +full fee) for all courses provided they are pursuing their studies in Govt./Govt. aided Private Institutions.

### 5. CENTRALLY SPONSORED POST MATRIC SCHOLARSHIP SCHEME FOR ST STUDENTS-HIMACHAL PRADESH:

All OBC students whose parent's annual income from all sources is up to Rs.2,50,000/-are eligible for scholarship (i.e. maintenance allowance +full fee) provided they are studying in Govt./Govt. aided Private Institutions as regular students.

Scholarship form will be filled in **NATIONAL SCHOLARSHIP PORTAL** through online mode:<https://scholarships.gov.in>

**6. PM-YASASVI POST MATRIC SCHOLARSHIP FOR OBC/EBC/DNT STUDENTS-HIMACHAL PRADESH:**

Under this scheme all the students from general category other than DNT/EBC/OBC whose parent's income is less than Rs. 2, 50, 000 p.a. are eligible.

**7. KALPNA CHAWLA CHATTARVRITI YOJNA:**

This is given to top 2000 meritorious girl students of +2 Arts, Science and Commerce stream. Rs. 18000 p.a. is awarded as per the merit list provided by the HPBOSE.

**8. POST MATRIC SCHOLARSHIPS SCHEME FOR MINORITIES (CS):**

The annual income of parent's should not exceed Rs **2.00 lakh** from all sources and student should not have less than 50% marks. Financial assistance will be given to pursue degree or post graduate level technical/professional courses from recognized institutions.

**9. CENTRALLY SPONSORED SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS:**

As per their guidelines.

**10. POST-MATRIC SCHOLARSHIP FOR STUDENTS WITH DISABILITIES**

As per their guidelines.

**11. NATIONAL SCHOLARSHIP FOR POST GRADUATE STUDIES:**

As per their guidelines.

**12. S.D. PURI MEMORIAL SCHOLARSHIPS.**

Late Sh. S.D. Puri Memorial Scholarship of Rs. 10000/- is given to students standing First in B.Sc (Non-Medical) and M.Sc./M.A. (Mathematics) in the College each year. The scholarship has been instituted by Er. A. K. Puri.

**13. B.R. AWASTHI MEMORIAL SCHOLARSHIP:**

Two scholarships of Rs. 5100/- each have been instituted by Er. V.K. Awasthi /Dr. A.K. Awasthi in the memory of their father, late Sh. B.R. Awasthi. One is to be given to the topper of 3<sup>rd</sup> year (UG) among all the three faculties- Arts/Commerce /Science (in rotation). The other is to be given to the overall topper of PG 4<sup>th</sup> Sem. considering results of 1<sup>st</sup> and 2<sup>nd</sup> semester of three faculty.

**14. Sonia Sharma Memorial Scholarship**

Two Scholarships of Rs.5500/- each for students of B. Ed have been instituted by Prof. Prakash Sharma, in memory of his wife.

**15. Mahindra and Mahindra Financial Services Ltd. Scholarship**

As per their guidelines.

**16. Financial Assistance to Needy but Deserving Students**

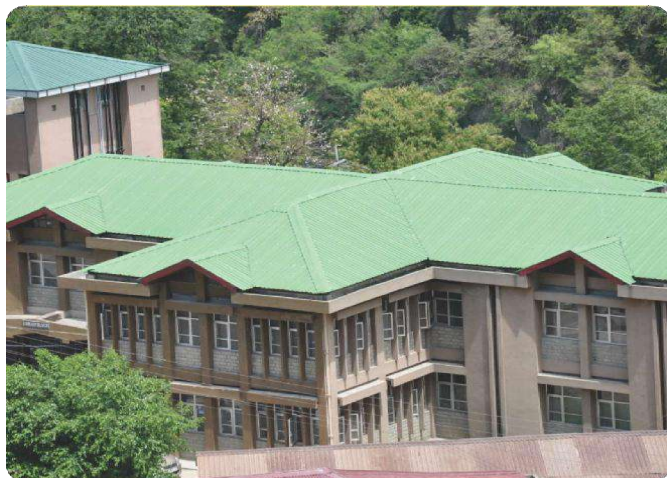
A limited number of students who cannot pursue their higher studies due to lack of finances are helped out of a fund, to which contributions are made voluntarily by teachers, parents, social organizations and others.

## LIBRARY AND ITS RULES

The college library is one among the best in the State. It has an Online Public Access Catalogue (OPAC). There are two reading halls for students, The library has 38280 books on the shelves. It subscribes to 12 daily newspapers and 40 monthly magazines and journals (including online) regularly. The library has different sections for text books and reference books.

- ❖ Ordinarily two books are issued at a time for a period of one month but the librarian has a right to recall the books.
- ❖ A fine of Rs.1/-per day per book will be charged beyond the due date of return of the book.
- ❖ Books are also issued for the whole semester to the students belonging to SC/ST low income group on the recommendation of the tutor.
- ❖ Reference books are not issued. They can be consulted in the library after obtaining permission from the librarian.
- ❖ In case of loss of a book, the student will have to replace the book or pay fine in addition to the present price of the book with special permission of the Principal.
- ❖ Books are issued only on the production of Identity card.
- ❖ Students can get registered in N-LIST to get access to various E-books and Journals.

**Students can download their identity- cum- library cards from the website after completing their admission process.**



## HOSTEL FACILITY

The college has two Girls' Hostels and one Boys' Hostel with a capacity to accommodate 140 girls and 65 boys. Hostel is allotted on academic merit basis. The following rules are strictly to be observed by the hostel boarders:-

- ❖ The Hostel Warden appoints a Hostel Prefect who looks after the discipline and daily attendance of the girls.
- ❖ The mess is run on co-operative basis.
- ❖ No boarder is allowed to use electric appliances in the room.
- ❖ Entry of out-siders in the hostel is strictly prohibited.
- ❖ Use of drugs or intoxicants, smoking and ragging in the hostel are offences which can result in the eviction of the offender from the hostel.
- ❖ Pets are not allowed in the hostel.
- ❖ No boarder is allowed to proceed to his/her native place without prior permission of Hostel warden.
- ❖ On leaving /vacating the hostel, the boarder shall have to procure a "No Dues Certificate" from the Hostel warden.

**Note: Candidate has to apply for the refund of Hostel security within the period of six months after the completion of his/her course failing which the security will be forfeited.**

## HOSTEL CHARGES

H.O.A/c	Fee and Funds	Amount to be Charged
Govt. Funds	Hostel Admission fee	10.00 p.a.
	Room rent per seat@Rs.30.00 per month	360.00 p.a.
College Dues	Hostel Security (Refundable)	500.00
	Furniture Charges	100.00
	Utensil Charges	30.00 p.a.
	Hostel Identity Cards	5.00 p.a.
	Common Room Fund	120.00 p.a.
	Attendant Fee	300.00 p.a.
	Clerical Assistance	60.00 p.a.
	Fee Electricity	360.00 p.a.
	Charges Water	120.00 p.a.
	Charges Sweeper	180.00 p.a.
	Charges	100.00 p.a.
	Depreciation Charges	100.00 p.a.
	<b>TOTAL</b>	<b>2245.00</b>
	Mess Advance	500.00
	Mess Charges Extra	(Refundable/adjustable)

*Hostel Maintenance fund @ Rs. 4800 per Annual will be charged separately*

## LEAVE RULES FOR STUDENTS

- ❖ A student can proceed on leave with prior permission from the Principal, but the application should also be signed by the parents/ guardian of the student and duly recommended by the tutor.
- ❖ A tutor can recommend leave up to 6 days. For longer duration, a student should get leave application signed by the parent and senior tutor.
- ❖ Leave on account of illness must be accompanied by a Medical Certificate.
- ❖ A student can only be re-admitted twice during the session and if the name is struck-off from the college rolls, he/ she shall cease to be a student after that.

## DISCIPLINE

### CODE OF DISCIPLINE AND ACT OF INDI-DISCIPLINE

- a. Every student should carry his/her Identity Card, which is issued to the students after admission. It should be shown/produced on demand.
- b. Any act of ragging in the campus or in or around the Hostel will be severely dealt with.
- c. Ragging means and includes any type of physical and mental torture, done by any individual or group either by words or by conduct, which gives an apprehension in the mind of a person that he cannot pursue his studies free from any mental disturbance/ torture created thereby. Students found to have been involved in the act of Ragging will be dealt with as per provision of statute 23-A and recommendations of the committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan Committee Report).
- d. Mobile phones should strictly be used only within the mobile zones.

**The following acts will be considered as acts of misconduct and indiscipline and punished with fine or suspension/expulsion or both:**

- i. Writing obscenities/dirty words on blackboards, walls or furniture and banging doors etc.
- ii. Loitering aimlessly in the verandas, making noise or trying to disturb classes.
- iii. Smoking, taking drugs/ alcohol and chewing tobacco, spitting etc. in the college campus including canteen.
- iv. Bringing outsiders/miscreants/anti-social elements in the campus.
- v. Pasting posters on the walls or notice on the Notice Board without prior permission of the Principal.
- vi. Misbehaving with teacher/other staff.
- vii. Holding of any meeting in the campus without prior permission.
- viii. Using mobile phones in class rooms

## GUDIYA HELPLINE NO. 1515

### RULES FOR AWARD OF PRIZES IN ANNUAL FUNCTION:

Prizes are given to the students who secure positions in University Examinations, Sports and Co-curricular activities.

### ACADEMICS:

- ❖ First and second prize to students of undergraduate classes standing 1<sup>st</sup> & 2<sup>nd</sup> in aggregate and in DSC-I in the College in SPU Term End Examination.
- ❖ First and second prize to students of post graduate classes standing 1<sup>st</sup> & 2<sup>nd</sup> in aggregate and in a course /paper in the college in SPU examination.
- ❖ Students not securing 50% marks in the aggregate or in the subject concerned and not passing examination in all subjects of study shall not be considered for the prizes.
- ❖ "College Roll of Honour" will be awarded to a student securing a position in SPU merit list.

### SPORTS/ CULTURAL/ NCC/ NSS:

- ❖ Students securing first, second and third positions in National/ Inter- Zonal/ Inter- Varsity/ SP University/HP State sports/Cultural events.

- ❖ Students securing first and second position in the college's sports/cultural events.
- ❖ NCC students for participation in RD parade. Selection in national directorate level camp/ State RD, position in shooting, best turn out and selection as Best Cadet.
- ❖ NSS students for selection as Best Volunteer and Group Leader.
- ❖ "College Colour" to students for their outstanding performance in National/ State/ HPU sports or cultural or NSS events.

## CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Importance of Co-curricular activities is immense. It opens comprehensive growth of human beings at multiple domains of mind and personality. Intellectual development, emotional development, social development, moral development and aesthetic development are its basic outcomes since ages. Creativity, enthusiasm, positive thinking are instant results of co-curricular activities. Curricular activities impart only bookish knowledge to the students; whereas co-curricular activities provide space for extension of human potential and capacity at its best possible way. These co-curricular activities along with curricular widen the growth of students at three levels (body, mind and soul). Therefore various clubs and societies have been constituted under the guidance of able and veteran teachers.

### National Cadet Corps

The College has National Cadet Corps (Army Wing & Air Wing) and the recruitment is done by/through selection.

N.C.C. Army wing enrolls 110 boys and 60 girls while Air Wing enrolls 74 boys & girls cadets. If NCC cadets opt for/desire for certificate examination (i.e. "B" and "C") they will have to ensure 80% attendance in the prescribed training programmes and camps.

### National Service Scheme

There are two units of National Service Scheme (N.S.S.) in this College with enrollment of one hundred volunteers in each unit under the guidance of a Programme Officer. These units are engaged in regulars as well as special camp activities in and around the College, as envisaged under the spirit of the scheme. Enrollment is done/ ensured simultaneously during the month scheduled for general admission.

### Rovers and Rangers

The Bharat Scouts and Guides is a voluntary organization which is called as Rovers and Rangers at the college level is devoted to the development of character of the young generation and self less service to the nation. There are more than 250 million people in 216 countries with 153 internationally recognized organizations under the umbrella of Scouts and Guides. This movement is steadily marching ahead in Himachal Pradesh. This movement has already reached the schools and colleges of Himachal Pradesh. This college also has introduced young adults as Rovers and Rangers and they are given training of leadership for the service of motherland and mankind.

### Red Ribbon Club

Red Ribbon Club is working actively in the college. Students can get registered as volunteers of this club which aims at launching an exhaustive campaign against AIDS by educating and sensitizing college youth as well as the public.

### Eco Club

Eco Club aims to heighten awareness about the environment. The college organizes various activities under Eco Club to spread awareness among students about the local and global environmental issues.

## Red Cross Club

The college Red Cross Club works in association with the local Red Cross Unit in hosting life saving blood donation drives. The Red Cross Club aims to promote health, relieve suffering, and in building a culture of peace without any sort of discrimination.

## COLLEGE MAGAZINE

The college magazine “VIPASHA” provides an opportunity to the budding student writers to express their creative abilities and analytical views with regard to various issues. The Magazine has seven sections viz. English, Hindi, Pahari, Sanskrit, Science, Commerce and Planning Forum. Students willing to contribute their vibrant write ups to the College Magazine during the session can contact the Staff Editors of various sections of the Magazine, and if needed, necessary guidance can also be provided to them.

## CAREER GUIDANCE, COUNSELLING AND PLACEMENT CELL

Now a days Guidance, Counselling and Placement Activities have become an integral part of educational institutions and play a very important role in the functioning of colleges and universities. There are a number of factors that influence the career development of students like their interests, abilities, values, personalities, back grounds and circumstances. Career counselling is a process that helps the students to know themselves and the world of work so that they can make better decisions/choices regarding their education, career and life. Placement opportunities are being provided to the students through campus interviews. In our college a Career Guidance Counselling and Placement Cell is actively involved in such activities in a way so that

they take right decisions regarding their career and life. This cell also helps the students to develop their communication skills and develop their personality. In future, the college aims at further strengthening the activities of the Career Guidance Counselling and Placement Cell in the larger interest of the students by organizing frequent interactive sessions with business establishments so that more and more students get opportunities for gainful employment.

## COMMUNITY PARTICIPATION

### 1. PARENTS TEACHERS' ASSOCIATION (PTA)

Parents Teachers' Association (PTA) is a formal organization under HP Education Department between parents and teachers. It aims at the collective efforts of parents and teachers in the development of the College.

#### Its main objectives are as follows:

- To revive the relationship between the parents and teachers.
- To create a healthy educational environment in the college.
- To arrange/ organize seminars discussions with the elder and veteran personalities of the society and incorporate their suggestions for the improvement of the educational standards in the college.
- To suggest ways so that students enrollment and education is promoted.
- To make a collective effort to refine the conduct of the students and also to restrict the entry of anti-social elements in college campus.
- To inform the parents/guardians about the performance of their wards from time to time and to make arrangement for the parents to meet the concerned staff once in a quarter.
- To arrange teachers and other resources when there is shortage of staff and resources in the institution as a temporary measure.
- To make the parents aware of various schemes of the govt. in the area of education and also to give information about various activities and programmes of the Department of Education.

## 2. OLD STUDENTS' ASSOCIATION

The college is proud of its Old Student's Association which is now the fountain head of its strength. O.S.A. was formed with the objective to exchange ideas, which besides being mutually beneficial will generally help in achieving excellence. It builds a sense of belongingness among the old students and brings

together all talents to arrange cultural, literary, sports and other events. It helps in rendering possible voluntary services to the society. In this college O.S.A. has constructed a well-furnished girls' common-room under V.M.J.S. scheme.

## Annual General House of PTA

The annual general house of the PTA is held every year in the College Conference Hall to transact following agenda:

- ♦ Election of the office bearers and members of the executive
- ♦ Any other matter related to students' welfare with the permission of the chair

*Parents/guardians may please note that no separate communication regarding the meeting will be sent. It is the duty of the students to remind their parents/guardians and motivate them to attend the same.*



## B. Voc (Bachelor of Vocation) Courses

Prof. Ram Singh Attal (Co-Ordinator)

Mr. Manoj Sharma	(Trainer Hospitality and Tourism)	Mr. Lalit Thakur	(Trainer Retail Management)
Ms. Leena Katwal	(Trainer Hospitality and Tourism)	Mr. Naveen Kumar	(Trainer Retail Management)
Mr. Tarun Singh Thakur	(Trainer Hospitality and Tourism)	Mr. Chura Mani	(Trainer Retail Management)
Ms. Ranjana (MIS)	Mr. Aman Guleria (LA-H&T)	Mr. Varun Sen	(LA-Retail)

### UGC APPROVED THREE YEAR REGULAR DEGREE PROGRAMME

#### COURSE OF STUDY

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

i. B.Voc in Retail Management (40 Seats)

ii. B.Voc in Hospitality & Tourism (40 Seats)

#### OBJECTIVES

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

#### COURSE STRUCTURE

B.Voc Programme is designed with the provision for multiple exit levels. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advanced diploma level courses leading to B.Voc. degree. Following Table provides a snapshot of the various certificates and their duration:-

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Awards	Normal Duration	Exit Point/ Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

#### Multiple Entry and Exit Options:

- ❖ After the completion of Semester 1st, the candidate will get a certificate, and she/he may go for a job or continue the studies.
- ❖ The candidate may rejoin Semester 2<sup>nd</sup>. After the completion of Semester 2<sup>nd</sup>, the candidate will get a Diploma, and she/he may go for a job or continue the studies.
- ❖ The candidate may rejoin Semester 3<sup>rd</sup>. After the completion of Semester 3<sup>rd</sup> and 4<sup>th</sup>, the candidate will get an advanced Diploma, and she/he may go for a job or continue the studies.
- ❖ The candidate may rejoin Semester 4<sup>th</sup>. After the completion of Semester 5<sup>th</sup> and 6<sup>th</sup>, the candidate will be awarded a B.Voc. degree, and she/he may go for a job or become an entrepreneur, or continue studying for the M.Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. degree (NSQF Level 10) after this, in the vocational studies, or they can apply for competitive exams conducted by State Public Service Commission and Union Public Service Commission.

## Internship Programme:

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

## JOB OPPORTUNITIES

### RETAIL MANAGEMENT

- ❖ After the completion of the first semester, the student will get a "Sales Associate" Certificate in the Retail Management sector from Retailers Association's Skill Council of India (RASCI). The candidate may work as a certified resource in any Retail-related industry.
- ❖ After the completion of the second semester, the student will get a combined "Team Leader" Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University/ Sardar Patel University. The candidate may get an opportunity to work in any retail-related industry.
- ❖ After the completion of the second year, the student will get a combined "Departmental Manager" Advanced Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University/ Sardar Patel University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- ❖ After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University/ Sardar Patel University. The candidate may become a "Store Manager" in retail-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Semester	Job Role	Training Hours
4	I	Team Leader	585
5	II	Departmental Manager	585
6	III&IV		1170
7	V & VI	Store Manager	1170

## HOSPITALITY & TOURISM

- ❖ After the completion of the first semester, the student will get a "Front Office Associate" Certificate in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC). The candidate may work as a certified resource in any hospitality and tourism-related industry.
- ❖ After the completion of the second semester, the student will get a combined "Front Office Executive" Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) and Sardar Patel University. The candidate may get an opportunity to work in any Hospitality and Tourism-related industry.
- ❖ After the completion of the second year, the candidate will get a combined "Guest Relations Manager" Advanced Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) and Sardar Patel University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- ❖ After the completion of the third year, the student will get a Degree Certificate from the Sardar Patel University. The candidate may become a "Duty Manager" in the Hospitality and Tourism-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Semester	Job Role	Training Hours
4	I	Guest Service Associate	585
5	II	Guest Service Associate	585
6	III & IV	Duty Manager	310
7	V & VI	Front Office Manager	325

## ELIGIBILITY CONDITIONS

- ❖ Admission to the B.Voc Programme will be as per the rules and regulations of the Sardar Patel University.
- ❖ The eligibility criteria for admission to the B.Voc. degree programme shall be 10+2 in all streams from a recognized board; 10+2 examination or an examination equivalent thereof from a Board/University established by law in India. with English as a compulsory subject OR any examination of University /Board/ College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee on its own, OR on the recommendation of Association of Indian Universities with Pass marks at 10+2 level OR as per eligibility norms of the college for admission to undergraduate courses in case of centre of excellence.
- ❖ Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission of students to the under graduate courses as per reference no. DD No.1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.
- ❖ Maximum age limit for admission to B.Voc. courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates as on July 1<sup>st</sup> of the admission year. The Vice-Chancellor may permit age relaxation as per norms.
- ❖ Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Govt.
- ❖ Students belonging to SC/ST category also require Pass marks at 10+2 level OR as per eligibility norms of the college for admission to undergraduate courses in case of centre of excellence.
- ❖ Compartment students shall not be allowed to take admission in the B.Voc Programmes.
- ❖ A Candidate can not pursue two fulltime undergraduate courses simultaneously.
- ❖ The University reserves the right to cancel any admission at any stage.

- ❖ In matters related to undergraduate admissions, the decision of the Admission Committee /Vice-Chancellor, Sardar Patel University, Mandi shall be final.
- ❖ All legal matters pertaining to undergraduate admission shall be subject to the Himachal Pradesh jurisdiction only.

## MODE OF SELECTION

- ❖ Admission to the B.Voc programe in Retail Management and Hospitality &Tourism (Semester-I) shall be done purely on merit in the qualifying examination (10+2 etc.)
- ❖ There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.
- ❖ Category1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill based course under NSQF.
- ❖ Category 2: Students who have acquired NSQF certification Level 4, but may like to change their trade and enter in to skill-based courses in a different trade.
- ❖ Category 3: Students who have passed the10+2 examinations with conventional schooling without any background of vocational training.
- ❖ **Note:** Regarding selection of students for B.Voc programme, 10% extra weight age shall be given to Category-1, 5% extra weight age shall be given to Category-2 in 10+2 examination. Final list of the students shall be finalized based on merit.

## MEDIUM OF INSTRUCTION

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

### Admission Fee for B. Voc (in rupees)

<b>Boys</b>	4107+500(PTA Fund) =4607
<b>Girls</b>	3507+500(PTA Fund) =4007
<b>Boys (IRDP/BPL)</b>	3957+500(PTA Fund) =4457
<b>Girls (IRDP/BPL)</b>	3357+500 (PTA Fund) =3875

**Late Fee per Day Rs. 10/-**

## Higher Education Institute Society-Vallabh Govt. College, Mandi (H.P.) (HEIS-VGC Mandi)

**Director-cum-Principal/Chairperson**

**Principal**

**Member Secretary**

**Dr. Harish Kumar**

### Coordinators

Dr. Baldev Verma  
Dr. Yachana Sharma  
Dr. Anuj Kumar

B. Ed Programme  
BCA & PGDCA Programme  
BBA Programme

### Advisory Committee for Self-Financing Courses

- ❖ Mr. Ram Singh Atal
- ❖ Dr. Raj Kumar
- ❖ Ms. Anju Sharma
- ❖ Dr. Pardeep Kumar
- ❖ Dr. Anuj Kumar

### Faculty

#### Department of Education

Dr. Pooja Kapoor  
Dr. Monika  
Dr. Rajender Chauhan  
Ms. Astha

#### Department of Computer Application

Mr. Yogesh Chaudhary  
Mr. Vijay Thakur  
Mr. Dhani Ram Thakur  
Ms. Vandana Kapoor  
Ms. Prem Lata

#### Department of Business Administration

Ms. Parinita Sharma  
Ms. Sapna Sharma  
Dr. Praveen Sonkhla

#### Department of PGDCA

Ms. Sushila Kumari  
Ms. Dipti Thakur

### Administrative Staff

Dr. Joginder Jaswal (Bursar)

Mr. Khushal Singh (Supdt.G-II)

Ms. Banita Kapoor (Computer Opt. & Clerk)

Mr. Toder Ram (Accountant/Fee Clerk)

Mr. Sunil Thakur (Pharmacist)

Ms. Hem Nalini (Asstt. Lib.)

Mr. Ashish Parmar (Computer Tech.)

Ms. Manpreet Kaur (Data Entry Operator)

Mr. Ghanshyam Singh (Electrician)

Ms. Mohini Devi (Library Attendant)

Ms. Narvada Devi (Library Attendant)

Mr. Ram Singh (Peon)

Mr. Om Prakash (Chowkidar)

Mr. Praveen Kumar (Peon)

Ms. Prakash Chand (Peon)

Ms. Meena Devi (Hostel Attendant)

Mr. Devi Singh (Lab. Helper)

Mr. Gispati (Mali)

## SELF- FINANCING COURSES

Bachelor of Business Administration (BBA), Bachelor of Computer Application (BCA), Post Graduate Diploma in Computer Application (PGDCA) and Bachelor of Education (B.Ed) are being run by the college under Self-Financing Scheme.

### **BBA, BCA & PGDCA:**

The duration of BBA & BCA course is of three years and it is a semester based programme spread over six semesters. Duration of PGDCA is of one year and it is spread over two semesters.

### **Number of seats:**

Category	BBA	BCA	PGDCA
Subsidized	40	40	60
Non-subsidized	30	40	30
Total	70	80	90

### **ELIGIBILITY CONDITIONS:**

- BBA:** Plus two examinations under 10+2 system or examination equivalent thereto of a Board /University established by law in India, with 45% Marks (40% marks in case of Scheduled Caste/Scheduled Tribe Candidates).
- BCA :** Plus two examination under 10+2 system or examination equivalent thereto of a Board/University established by law in India, with 40% Marks (35% marks in case of Scheduled Caste/ Scheduled Tribe Candidates)
- PGDCA :** Bachelor degree in any discipline with at least 50% Marks (45% marks in case of Scheduled Caste /Scheduled Tribe candidates) from a university established by law in India

OR

Any examination of a University/ Board/ College or School of an equivalent consideration for the above purpose by the Vice-Chancellor/Equivalence committee with 50% marks (45% in case of SC/ST candidates)

### **Basis of Admission to BBA/BCA/PGDCA**

Admission will be on the basis of merit of Entrance Exam conducted by Sardar Patel University in all the above mentioned courses.



## Non-subsidized /payment seats (BBA, BCA & PGDCA):

There will not be any written Test for Non-subsidized category. The final selection to these seats will be based on merit subject to minimum eligibility conditions laid by SPU.

### Note:

1. Only the eligible candidates shall be admitted to the courses subject to availability of seats.
2. The candidates shall compete in their respective categories only.
3. Attendance in regular classes should be more than 75% of the total lectures delivered.
4. There will be a compulsory industrial tour for the student's of 3<sup>rd</sup> year of BBA.

### Application form and fee:

Application form should be filled online and subsequently fee should also be submitted online along with relevant documents.

1. Separate application form along with counselling fees of Rs.300/- (Rs.200/- in case of SC/ST/Antodaya/ IRDP/BPL candidates) for subsidized and non-subsidized seats and fee should be deposited in the account of Chairperson-cum-Principal HEIS, VGC Mandi.

Account number is **34840521923 SBI, College branch Mandi.**

2. Attested copy of certificate of Matriculation and Plus Two with the conversion formula of grades in percentage, whatever applicable, with relevant testimonial for BBA and BCA.
3. Along with these certificates attested copy of graduation certificate is also required for PGDCA.
4. Proof of the date of birth (Matriculation certificate).
5. Certificate in original from appropriate authority.
  - i) Certificate of SC/ ST/Antodaya/IRDP /BPL.
  - ii) Bonafide Himachali.
  - iii) Certificate of differently abled.
6. House Examination and Library Registration Card.
7. Two self-addressed envelopes of size 28x23 cm bearing stamps of Rs. 5/- India and in case of foreign addressee stamps of required amount should be affixed by the applicant.

**Note:** There is limited hostel facility available with the College for girl students only.

Details of fees and funds for BBA, BCA, PGDCA, B. Ed				
Course	Subsidized	Non-Subsidized	PTA Fund	Library Security
<b>BBA</b>	<b>9000/-</b> Per Annum	<b>20000/-</b> Per Annum	<b>500/-</b> Per Annum	<b>1000/-</b> Refundable
<b>BCA</b>	<b>12000/-</b> Per Annum	<b>25000/-</b> Per Annum	<b>500/-</b> Per Annum	<b>1000/-</b> Refundable
<b>PGDCA</b>	<b>14000/-</b> Per Annum	<b>25000/-</b> Per Annum	<b>500/-</b> Per Annum	<b>1000/-</b> Refundable
<b>Bed 1<sup>st</sup> Year</b>	<b>59486/ +5880/- Levy Charges</b> (Likely to be revised as per the Direction of SPU/Govt.)		<b>500/-</b> Per Annum	<b>1000/-</b> Refundable
<b>B.Ed 2<sup>nd</sup> Year</b>	<b>58454/-</b> (Likely to be revised as per the Direction of SPU/Govt.)		<b>500/-</b> Per Annum	

As per University Notification No. HPU (Acad) Dated 11/07/2016 University Development funds shall be Rs. 500/- for non-subsidized and Rs.250/- for subsidized seats. For IRDP/BPL student it will be Rs.100/-.

(Only once at the time of admission) Youth Red Cross Membership Fee-Rs. 40/- p.a.

**Note:** 1. The above fees and funds are subject to change as per SPU/HP Govt. instructions.

2. Fee and funds once deposited shall not be refunded in any case.

## Reservation Rules (General)

Admission to the courses except for self-financing payment seats shall be subject to the following conditions:-

1. 10%, 15% & 7.5% seats shall be reserved for General, Scheduled Caste and Scheduled Tribe candidates respectively, who have passed their qualifying examination from HP Board of School Education, or any other school located within the territorial jurisdiction of Himachal Pradesh or from HPU or HP Krishi Vishwavidyalaya or Dr. Y.S. Parmar University of Horticulture and Forestry.
2. The remaining 67.5% shall be filled as under:
  - i. 25% seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examinations.
  - ii. 75% of the seats out of the candidates who have passed their qualifying examination from HP Board of School Education or any other School located within the territorial jurisdictions of the Himachal Pradesh, or from HPU or HP Krishi Vishwavidyalaya or Dr. Y.S. Parmar University of the Horticulture and Forestry subject to the following:-

- a. 5% of the seats shall be reserved for candidates outstanding in cultural activities.
- b. 5% of the seats shall be reserved for outstanding sports persons.
- c. 5% of the seats shall be reserved for physically handicapped candidates.

The minimum eligibility condition for admission to the courses in case of SC/ST will be 5% lower than the eligibility conditions for the other students.

The roster of admission showing reservation to various categories shall be used as per the rules of Himachal Pradesh University Shimla/Sardar Patel University Mandi.

## Age Limit: BBA/BCA & PGDCA

The maximum age limit in BCA course is 21 years for boys, 23 years for girls and 24 years for SC/ST candidates. The maximum age limit for BBA course is 22 years and for PGDCA is 26 years as on 01-07-2023. However, in case of candidates belonging to scheduled castes / scheduled tribes, there will be relaxation as per University norms. The Vice-Chancellor shall have the power to permit age relaxation for reason to be recorded in writing upto a maximum of six months.

**SCHEME OF EXAMINATION for BBA/BCA  
I, II, III year (Under CBCS)  
As per Sardar Patel University Mandi Ordinance.**



## BACHELOR OF EDUCATION (B.Ed.)

B.Ed. programme was started in the College under self-financing scheme in the session 2005-06 with the objective of imparting quality teacher-training to the students so that they can serve as teachers and contribute to the development of human resources. The college has excellent infrastructure, both academic and physical, for running this programme in a smooth and effective manner.

### A. Eligibility and Procedure of Admission:

- (a) The candidates with at least 50% marks either in the Bachelor's Degree (Medical / Non-medical / Commerce / Arts) and/or in the Master's Degree in the Sciences /Social Sciences /Humanities /Commerce, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, and 45 percent marks in case of SC/ST/OBC/Physically handicapped categories in the aforesaid Bachelor's /Master's Degree and 50% marks for Bachelor's in Engineering or technology from a recognized University established by law in India are eligible for admission in the programme.

**Note:** No relaxation, even 0.01percent in the above mentioned percentage of marks shall be granted under any circumstances. [Para 3.2 of Appendix IV of NCTE Notification No.F-51F1/2007-NCTE (N &S) dated 27-11-2007].

- (b) Post graduation is considered only to make those Candidates eligible who are not eligible on the basis of qualifying examination but the post graduation will not be the merit criteria. The Post graduation must be in one of the school subjects and the subject offered at Post Graduation level should be the same as at graduation level.
- (c) The reservation of seats for SC/ST/OBC/ Ex-Servicemen and differently-abled categories will be as per the existing rules of Himachal Pradesh Govt.
- (d) The admission will be made strictly on the basis of the merit of entrance test conducted by Sardar

Patel University, as per the feasibility and circumstances to conduct the entrance test. The minimum eligibility condition will be the attainment of 35% marks in the entrance test (Govt. of Himachal Pradesh Letter No. EDN-A-F (7) 5/2013 Dated 18th March 2013). However, in case of SC/ST, 30% marks in the entrance test would be the minimum qualifying criteria (Hon'ble High Court of Himachal Pradesh CWP 4533 of 2013). The Entrance Test will consist of 150 questions of one mark each on general awareness about India, Himachal Pradesh, Freedom Movement, various Commissions and Committees on Education, General Mental Ability and proficiency in the languages of Hindi and English.

### B. Division of Seats

- (a) 85% seats will be reserved for the candidates from within the state and 15% will be open for candidates of other states/UTs on all India basis. The eligibility criteria for 85% seats will be that the candidate must be a bonafide /domicile resident of Himachal Pradesh. Each candidate would be required to submit a certificate to this effect from the SDM/ Tehsildar of the area concerned.
- (b) 10% out of 85% state quota seats in un-aided self-financing institutions shall be treated as management quota seats and shall be brought out of the purview of centralized Counselling to be conducted by S.P.U. Mandi. The management of the institute shall fill up management quota seats on the basis of the merit of entrance test through counselling in a transparent manner. There shall be no reservation, whatsoever, in respect of the prescribed management quota seats. The basic eligibility criteria shall remain the same as in case of other students.
- (c) 85% seats reserved for the Bonafide / domicile candidates of Himachal Pradesh will be filled by applying 100 point reservation roster of Himachal Pradesh Govt. (Department of Higher Education, Govt. of Himachal Pradesh Letter No. EDN-A-Ga (18)-7/06-LDated 13th July 2009.

Number of Seats=100 (Two Units)				
Stream	H.P. Quota	All India Quota	Management seats	Total
Medical	19	4	2	25
Non-Medical	19	4	2	25
Arts/Commerce	39	7	4	50

## E. Admission to the B.Ed. Course is subject based:

At the time of admission, each candidate shall opt for two teaching subjects. A candidate can opt only those teaching subjects, which he/she has studied at graduation/ post-graduation level. The candidate must have studied the subjects from the subject combination for at least three years at Bachelors level and two years at Masters level.

Honours students shall opt for teaching subjects (one major subject in which they have obtained the degree, and the other subsidiary subject which should have been studied at least for one year/one semester).

The candidates who have passed additional subjects at graduation level can opt for only those teaching subjects, marks of which are taken in to account for the purpose of calculating percentage of marks at graduation level.

### The following will be the teaching subjects for the students of different streams:

- a. **B.Com / M.Com** students shall opt following subjects:
  - i. Teaching of one of the languages i.e. English/Hindi/Sanskrit.
  - ii. Teaching of Commerce.
- b. **B.Sc (Medical)** graduates shall opt the following two teaching subjects:
  - i. Teaching of Life Sciences
  - ii. Teaching of Physical Sciences

- c. **B.Sc.(Non-medical)** graduates shall opt the following two teaching subjects:

- i. Teaching of Mathematics
- ii. Teaching of Physical Sciences

- d. **Arts Graduates** shall opt following teaching subjects:

- i) Teaching of Social Sciences: Teaching of Social Sciences shall be opted by the graduates who have taken any one of the following subjects at BA/MA level:
  - i. History
  - ii. Geography
  - iii. Political Science
  - iv. Sociology
  - v. Economics
  - vi. Public Administration

### OR

Teaching of Mathematics: It shall be opted by the graduates who have taken mathematics as one of the subjects at their graduation level.

- ii) Teaching of any one of the languages i.e. English, Hindi and Sanskrit, provided the candidate has studied the subject at the graduation level.

- F. **Duration (Time Frame):** The B.Ed programme through regular mode shall be of a minimum period of two academic years (spread across four semesters) and a maximum of three academic years from the date of admission of the candidate. There shall be at least 100 working days in each semester exclusive of the period of examinations and admissions with 600 teaching clock hours (each working day having 6 teaching clock hours). The minimum attendance of students shall be 80% for Theory Courses and Practicals and 90% for Field Attachments / School Internship/Practice Teaching.

**Admission in this course will be done as per the counselling schedule of SPU for the academic session 2025-26**

## ONLINE ADMISSION COMMITTEE FOR THE SESSION 2025-26

B.SC. 1st YEAR (PHYSICAL SCIENCE WITH MATHEMATICS, PHYSICS, CHEMISTRY & COMPUTER SCIENCE)

CHEMISTRY STAFF ROOM

Dr. Raj Kumar Thakur (Coordinator)

Dr. Neeraj Kumar Sharma

Mr. Mahinder Singh

Ms. Yachna

Dr. Vivek Kapoor

Ms. Raj Kumari

B.SC.1st YEAR

(LIFE SCIENCE WITH BOTANY, ZOOLOGY)

ZOOLOGY STAFF ROOM

Dr. Sanjay Narang

Dr. Radhika

Dr. Tara Thakur

Dr. Neetu

Ms. Jyoti

B.SC.2nd YEAR & 3RD YEAR

(PHYSICAL SCIENCE WITH MATHEMATICS, PHYSICS, CHEMISTRY, COMPUTER SCIENCE)

PHYSICS STAFF ROOM

Dr. Sanjay Kumar

Dr. Rojila Puri

Dr. Jitender Kumar

Dr. Surender

B.SC.2nd YEAR & 3rd YEAR

(LIFE SCIENCE WITH BOTANY, ZOOLOGY)

BOTANY STAFF ROOM

Dr. Monika Panchani

Dr. Deepali Ashok

Dr. Banita Kumari

Dr. Madhvi Sharma

Dr. Manoj Thakur

SCREENING COMMITTEE SCIENCE

(CHEMISTRY STAFF ROOM)

Dr. Seema Sharma

Dr. Harish Kumar

Dr. Vivek Kapoor

B. COM. 1st, 2nd & 3rd YEAR

(ADMISSION / SCREENING COMMITTEE)

COMMERCE STAFF ROOM

Dr. Balvir Singh

Dr. Ritesh

Mr. Santosh Kumar

COMMERCE SCREENING COMMITTEE

Dr. Anuj Kumar

B.A.1st YEAR

(DSC-1 POLITICAL SCIENCE, APPLIED ART)

ROOM NO. 207

Dr. Rattan Lal Verma

Ms. Vrinda Shandil

Dr. Anita Thakur

Dr. Hoshiyar Singh

Mr. Suraj Mani

B.A. 1st YEAR (DSC1 HISTORY, PAINTING, EDUCATION)  
ROOM NO. 214

Mr. Mahender Singh (Hist.)

Dr. Mujeeb Hussain

Dr. Naresh Kumar

Dr. Suman Bhardwaj

Ms. Tenzin Chhomoo

B.A.1st YEAR (DSC-1 HINDI, ENGLISH, JOURNALISM & MASS COMMUNICATION, MUSIC, SCULPTURE, PSYCHOLOGY)

ROOM NO. 213

Dr. Dayak Ram

Dr. Chaman Kumar

Ms. Vipasha

Dr. Nirmal Singh

Ms. Nivedita Gautam

Ms. Aditi Sharma

B.A.1st YEAR (DSC1 ECONOMICS, GEOGRAPHY, PUBLIC ADMINISTRATION, SOCIOLOGY, DANCE) ROOM NO. 212

Mr. Mehar Chand

Dr. Vinod Kumar

Ms. Bandna Kumari

Dr. Santosh Kumar

Dr. Shivendra Sangar

Dr. Anuj Kumar (Pub. Adm.)

B.A.1st YEAR (DSC-1 PHYSICAL EDUCATION, TOURS & TRAVELS, SANSKRIT, MATHS) ROOM NO. 01

Ms. Anju Sharma (Hindi)

Dr. Hem Lata

Ms. Archana

Dr. Arvind Kumar

Dr. Sunil Sen

B.A.2nd YEAR

ROOM NO. 02

Ms. Jyotsna

Mr. Bhupinder Kumar

Ms. Heena

Dr. Des Raj

Ms. Meenakshi Johal

B.A.3rd YEAR

ROOM NO. 05

Ms. Shikha Kapur

Dr. Asha Thakur

Ms. Anju Bala

Dr. Kavita

Ms. Lateshwari

ARTS SCREENING COMMITTEE  
STAFF ROOM

Mr. Baldev Verma

Dr. Raj Kumar Jamwal

Dr. Pradeep Kumar

## DISCIPLINE

### Etiquettes and Courtesies

Vallabh Govt. College believes that a disciplined mind can work wonders. Self-discipline and team work create a mindset that makes the difference. Discipline is ensured through a code of conduct and any infringement results strict disciplinary action.

1. Students should maintain discipline. They should be polite, respectful and courteous towards their fellow students, teachers, guests and administrative staff.
2. Students should maintain proper decorum in and outside the classroom.
3. In order to create the right academic atmosphere in the college, students should maintain silence in the campus.
4. Movement from one room to another should be orderly.
5. Smoking and the use of intoxicants in the campus is strictly prohibited.
6. Ragging is strictly prohibited in the college campus.
7. Bashing and quarrels with fellow students should be avoided.
8. Students should not take the law in their hands.
9. Students should park their vehicles at the place assigned for them. They should not park their vehicles at or near the main gate.
10. Honking is not allowed in the campus.
11. Students should not bring/invite outsiders into the college.
12. Students should wear helmet while driving two wheelers.
13. Loud music is prohibited in the campus.
14. Talking loudly just outside the classrooms while classes or exams are going on is not allowed.

### **Anti Smoking/ Anti Tobacco/Anti substance**

Smoking and the use of tobacco or any other kind of intoxicants are strictly prohibited in the college campus and the hostels. Anyone found smoking or indulging in substance abuse will have to pay a fine of rupees 200/- in addition to suspension or expulsion from the college

## Tentative Vacation/Admission/Examination schedule for the academic Session 2025-26

SN	Particulars	Period	Days
<b>Admission and Teaching Schedule</b>			
1.	Submission of admission forms for the session 2024-25	01.06.2025 to 19.06.2025	19 Days
	Pre- Counselling of students	13.06.2025 to 19.06.2025	07 Days
	Display of 1 <sup>st</sup> Merit List (1st Year Students only)	20.06.2025 at 05:00 PM	
	Fee to be deposited	21.06.2025 to 23.06.2025	03 Days
	Display of 2 <sup>nd</sup> Merit List (1st Year Students only)	24.06.2025 up to 03:00 PM	
	Fee to be deposited	25.06.2025 to 27.06.2025	03 Days
	Orientation of 1 <sup>st</sup> Year Students	28.06.2025 to 30.06.2025	03 Day
	Admission of UG 2 <sup>nd</sup> year & final year students on Roll On basis	01-06-2025 to 19-06-2025	19 Days
	Fee to be deposited	12-06-2025 to 23-06-2025	12 Days
	Post admission counselling	24-06-2025 to 30-06-2025	7 days
	Regular teaching	01.07.2025 to 17.10.2025	79 Days
		23.10.2025 to 31.12.2025	48 Days
		05.02.2026 to 31.03.2026	45 Days
		Remedial Classes beyond normal teaching hours (at least 48 hours)	09 Days
		<b>Total Working Days</b>	<b>181 Days</b>
<b>Vacation Schedule</b>			
2.	Summer Vacation	18.05.2026 to 11.06.2026	25 Days
	Diwali Break	18.10.2025 to 22.10.2025	5 Days
	Winder Vacation	01.01.2026 to 04.02.2026	35 Days
		<b>Total Vacation period</b>	<b>65 Days</b>
<b>Examination/Evaluation Schedule</b>			
3.	Examinations	1.04.2026 to 14.05.2026	44 Days
	Evaluation Work may be continued after Examinations	10.04.2026 to 17.05.2026	38 Days
	Results of all UG Classes	Up to 30.06.2026	

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**Ministry of Education**  
Government of India



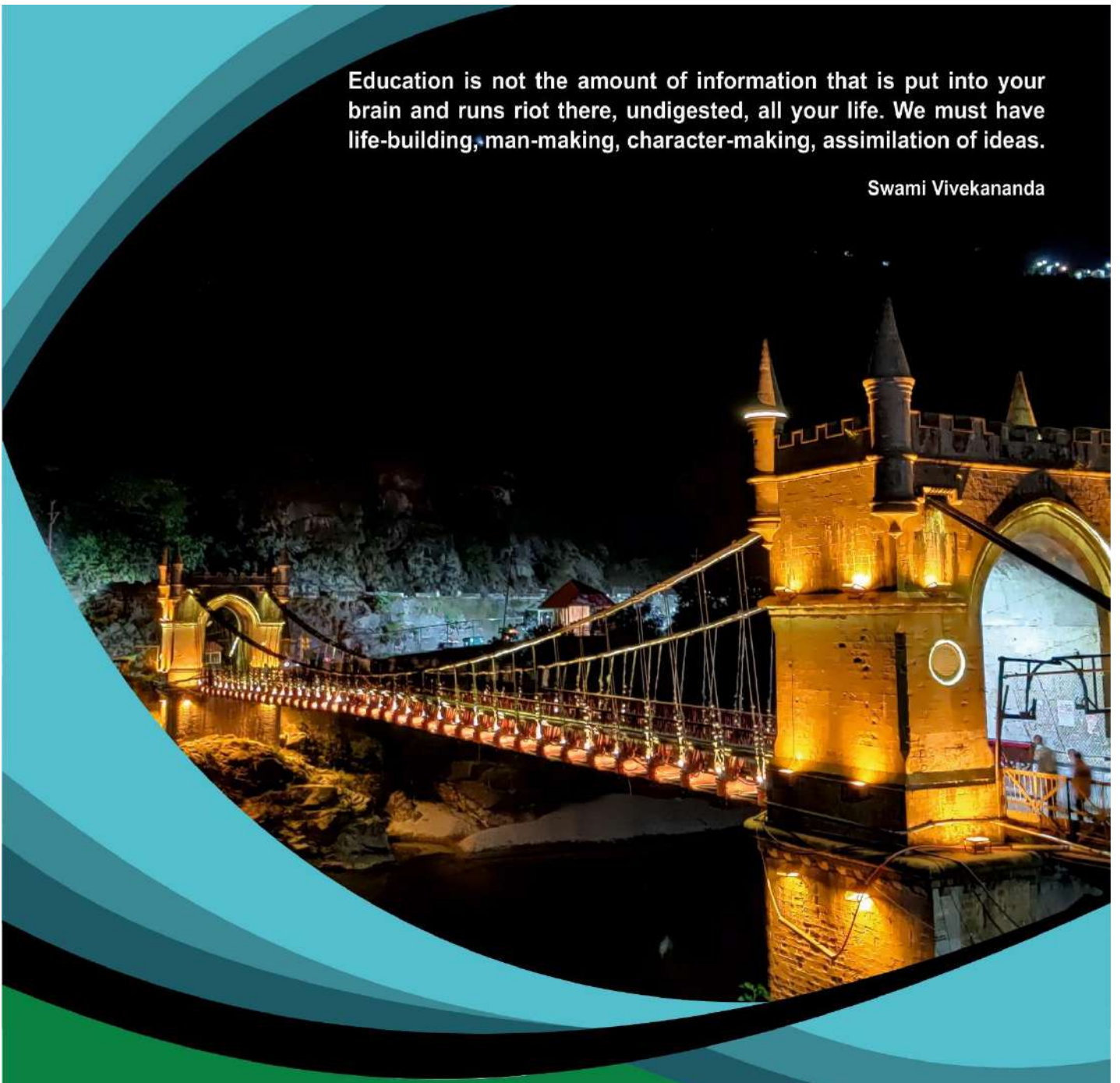
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Swami Vivekananda



## Zero Tolerance To Ragging

In accordance with the order of the Hon'ble Supreme Court of India, if any incident of ragging comes to the notice of the college authorities, the student concerned shall be given liberty to explain; if his/her explanation is not found satisfactory, he/she would be expelled from the institution.

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