

MOHAN LAL DUTT GOVT. COLLEGE KHAD

Teh. Haroli, Distt. Una (Himachal Pradesh) 177207



Prospectus

2025-26

www.gdckhad.in

gdckhad2016@gmail.com

Mohan Lal Dutt Govt. College Khad is affiliated to Himachal Pradesh University, Shimla.



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MOHAN LAL DUTT GOVT. COLLEGE KHAD

TEH. HAROLI, DISTT. UNA (HIMACHAL PRADESH)

Website: www.gdckhad.in

Email ID: gdckhad2016@gmail.com

1. INTRODUCTION OF THE COLLEGE

Situated in the beautiful lush green valley formed by the River Swan and overlooking the picturesque Shivalik Hills, Mohan Lal Dutt Govt. College Khad is located on the Una-Gagret highway about 20 Km from Una. The popular demand of the masses, social activists, intellectuals and philanthropists of the area culminated in a fruitful manner when the Govt. acceded to the request and a notification was issued in May 2016, facilitating the opening of this college.

It is worth mentioning that this place is popularly known for producing great football players who have represented their teams at National and International level. The college would provide all such potential athletes a platform where they can enhance their skills to achieve their dreams without having to move to far off colleges. In addition to that, the poor, deprived, and under-privileged, unable to go for higher education due to financial constraints, will be highly benefitted.

The College provides holistic education aimed at creating responsible and empowered citizens. It offers two courses at undergraduate level – Bachelor of Commerce and Bachelor of Arts, affiliated with Himachal Pradesh University, Shimla. The College has recently shifted to its own beautiful and spacious campus.



New College building.

2. TEACHING AND NON-TEACHING FACULTY

PRINCIPAL

Vacant

TEACHING FACULTY

DEPARTMENT OF COMMERCE

Prof. Lakhbir Singh

Assistant Professor

M.Com, MBA, NET Commerce and Management

Vacant

Assistant Professor

DEPARTMENT OF ENGLISH

Prof. Ravi Raj

Associate Professor

M.A., M.Phil



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DEPARTMENT OF HINDI

Dr. Arti Devi Assistant Professor MA Ph.D.

DEPARTMENT OF ECONOMICS

Prof. Rakesh Sharma Assistant Professor M.A., M.Phil, NET, SET

DEPARTMENT OF POLITICAL SCIENCE

Prof. Virender Singh Assistant Professor M.A., M.Phil, SET, NET, JRF, SRF

DEPARTMENT OF HISTORY

Prof. Mani Ram Assistant Professor MA (History) NET

DEPARTMENT OF MUSIC (Instrumental)

VACANT-01 Assistant Professor

VACANT-01 Tabla Vaadak

LIBRARY

Smt. Navjot Badwal Assistant Librarian

Smt. Nirmla Devi Assistant Librarian

NON-TEACHING FACULTY

VACANT-01 Office Superintendent

Sh. Naresh Kumar Sr. Assistant

Sh. Harish Kumar Jr. Office Assistant

Sh. Manoj Kumar Jr. Office Assistant

Sh. Sucha Singh Peon cum Chowkidar

Smt. Ravindra Devi Peon

Sh. Ashok Kumar Peon cum Chowkidar

3. ADMISSION & ADMINISTRATIVE COMMITTEES

ADMISSION COMMITTEES

B.Com

1.AP Rakesh Sharma	Convener	2.A.P.. Lakhbir Singh	Member
		3.Smt Navjot Badwal	

B.A.

1.Dr. Arti Devi	Convener	2. A.P.. Virender Singh	Member
		3. A.P.. Mani Ram	Member



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COLLEGE ADVISORY COMMITTEE

1. A.P.. Ravi Raj	Convener	2. Dr. Arti Devi	Member
3. A.P.. Rakesh Sharma	Member	4 A.P.. Virender Singh	Member

ANTI RAGGING SQUAD/DISCIPLINE COMMITTEE

1. A.P.. Ravi Raj	Convener	2. Dr. Arti Devi	Member
3. A.P.. Rakesh Sharma	Member	4. A.P.. Lakhbir Singh	Member
5. A.P.. Virender Singh	Member		

3.INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT AT WORK PLACES

1. Dr. Arti Devi	Convener	2. Smt Nirmla Devi	Member
3 Smt. Ravindra Devi	Member	Smt. Indu Devi	Member

CAREER GUIDANCE AND COUNSELING CELL

1.A.P.. Ravi Raj:	Convener	2.A.P. Lakhbir Singh	Member
3.A.P.Mani Ram	Member		

WATER MANAGEMENT COMMITTEE

1. A.P.. Virender Singh	Convener	2. Sh. Harish Kumar	Member
		3. Sh. Sucha Singh	Member

INTERNAL QUALITY ASSURANCE CELL

1. A.P.. Ravi Raj	Convener	2. Dr. Arti Devi	Member
3. A.P.. Rakesh Sharma	Member		

HOUSE EXAMINATION COMMITTEE

1. A.P.. Rakesh Sharma	Convener	3. Sh. Manoj Kumar	Member
2 .A.P.Mani Ram	Member	4. Sh. Ashok Kumar	Member

CULTURAL COMMITTEE

1. Dr. Arti Devi	Convener	2. A.P.. Virender Singh	Member
		3. A.P.. Mani Ram	Member

SPORTS COMMITTEE

1. A.P.. Virender Singh	Convener	2. Sh. Harish Kumar	Member
3. Sh. Ashok Kumar	Member	4.Students from respective disciplines	Member

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NAAC COMMITTEE			
1.A.P.. Rakesh Sharma	Convener	2. A.P.. Lakhbir Singh	Member
3. Smt Navjot Badwal	Member	4. Sh. Naresh Kumar	Member
BURSAR			
A.P.. Rakesh Sharma	Bursar		
NSS			
1. Dr. Arti Devi	Programme Officer	2. Sh. Harish Kumar	Clerk

LIBRARY COMMITTEE

1. A.P.. Ravi Raj	Convener	Smt. Navjot Badwal	Member
3. Smt Nirmla devi	Member		

NCC			
1. A.P.. Lakhbir Singh	CTO	2. Sh. Harish Kumar	Clerk
LOCAL PURCHASE COMMITTEE			
1. A.P.. Lakhbir Singh	Convener	2. .A.P.. Mani Ram	Member
		3.Sh. Naresh Kumar	Member
INFRASTRUCTURE COMMITTEE			
1. A.P. Rakesh Sharma	Convener	. A.P.. Lakhbir Singh	Member
2. .A.P.. Mani Ram	Member		

CSCA ADVISORY COMMITTEE			
1. A.P.. Ravi Raj	Convener	2. Dr. Arti Devi	Member
3. A.P. Rakesh Sharma	Member		
SOCIAL MEDIA & WEBSITE MANAGEMENT COMMITTEE			
1. Dr. Arti Devi	Convener	2. Sh. Naresh Kumar	Member
3.Sh. Harish Kumar	Member		
22. ROVERS & RANGERS			
A.P.. Mani Ram	Rover I/C		Ranger I/C



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Road Safety Club

1. Dr. Arti Devi	Convener	2. A.P.. Virender Singh	Member

22. Electoral Literacy Club

1. A.P.. Virender Singh	Nodal Officer

23. Discipline Committee

1. A.P.. Rakesh Sharma	Convener	2. Dr. Arti Devi	Member
3. Sh. Harish Kumar	Member		



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Glimpses of some activities



4. ADMISSION SCHEDULE FOR SESSION 2025-26

1. Issue of Prospectus/Launch of Online Admission Portal: 1st June 2025 onwards
2. Dates to apply for Admissions through Online Portal: 1st June 2025 to 19th June 2025
3. Display of First Merit List: 20th June 2025(5.00 pm)
4. Fee Deposit: 21st to 23rd June 2025
5. Display of 2nd Merit List: 24th June 2025 (3.00 pm)
6. Fee Deposit (2nd Merit List): 25th to 27th June 2025
7. Orientation for First Year Students 28th to 30th June 2025
8. Regular Teaching Commencement: 1st July 2025 onwards
9. Annual Practicals 16th to 25th March 2026
10. Theory examination 26th March to 10th May 2026

5. GUIDELINES FOR ADMISSION

5.1 COURSES OFFERED

Bachelor of Arts (B.A.) – English, Hindi, Economics, History, Music and Political Science.

Bachelor of Commerce (B.Com)

5.2 ELIGIBILITY CONDITIONS

A pass in the Senior Secondary (+2) Examination or an examination equivalent thereto of a Board/University established by law in India with pass in four written subjects (including English).

Bachelor of Arts (BA): At least 33% marks.

Bachelor of Commerce (B.Com): At least 40% marks (for girls 33%). The Minimum Eligibility for Non-Commerce Students shall be 45% marks in +2 examination (Only those students who have opted either Mathematics or Economics in +2).

Important:

- **Applicant who has passed the qualifying examination with commerce stream shall be given preference in admission to B.Com Programme.**
- Applicant must not be more than 23 years of age (25 years for girl applicant, 26 years for SC and ST applicant and 28 years for specially-abled applicant) on 1st July of the corresponding year. The Vice-Chancellor, Himachal Pradesh University, Shimla shall have the power to permit age relaxation up to a maximum period of 6 months.
- Applicant can seek admission to the first year of the course(s) only if he has English as one of the compulsory subjects in the 10+2 examination.
- Admission of a student is liable to be cancelled in case he/she furnishes incomplete/ wrong/ false information or in case of concealment of facts. Disciplinary action will also be taken against such a candidate.

5.3 GENERAL ADMISSION RULES

1. Admission will be made on the recommendation of the Admission Committee.
2. Admission will be strictly on fulfillment of eligibility conditions.
3. All admissions will be provisional subject to the approval of Himachal Pradesh University, Shimla.
4. **All terms and conditions of admission and fee structure can be changed or modified as per the directions of Himachal Pradesh University, Shimla and the Govt. of Himachal Pradesh.**
5. Applicant must upload scanned original certificates on admission portal.



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6. Applicant having a gap of one or more years in their studies will have to furnish an undertaking.
7. Every student seeking admission in any class will be required to pay Rs. 600/- per annum towards PTA fund.
8. Girl students seeking admission in any class must upload scanned copy of H.P. Bonafide certificate to avail concessional fees (Tuition Fee Only).
9. Students seeking exemption from Tuition Fee for disability must attach an attested copy of 40% disability certificate.
10. The admission of a student who is seeking admission to Three Years Degree Course (TDC) II or TDC III on the basis of educational qualifications acquired from the University other than the Himachal Pradesh University, Shimla shall be regularized on the basis of equivalence of syllabi as and when decided by the Himachal Pradesh University, Shimla.
11. Candidates coming from school of education Board/University other than HP Board of school education/ Himachal Pradesh University, Shimla must submit original migration certificate in the college.

5.4 ADMISSION PROCEDURE

The College has developed an online admission portal, every candidate intended to take admission in the college is required to apply online through this portal, which is available at <https://admission.gdckhad.in/>. **All New and Old Candidates must Register and Apply before Last Date.** Before applying candidate must have following document/particulars handy:

1. A valid own Mobile number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS.
2. Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber CAFÉ's Mobile number.
3. An E-Mail ID belonging to the candidate or someone in the family.
4. Aadhar number or Enrolment number. It is compulsory to create and link ABC /APAAR Identity on www.abc.gov.in before filling the admission form.
5. Recent passport size photograph and signature.
6. Detailed Marks Card of previous passed examination.
11. Candidates wishing to apply for Reservation must have a valid supporting document.
12. In the Registration Section please select the Course and Semester/Year in which you are seeking admission. Subject selection will be visible after you successfully register and Login into portal.
13. It is advised to regularly check email, SMS and visit College site for latest updates over admission process.

5.5 DOCUMENTS REQUIRED FOR ONLINE ADMISSION

1. Scanned copies of all original Board certificates from matric onwards.
2. Recent soft copy of passport size photograph of minimum 200 x 200 pixel resolution and less than 200 KB in size.
3. Scanned Signature.
4. Scanned copy of character certificate from the head of institution last attended. The original character certificate to be submitted in the college.
5. In case of student who has discontinued his/her studies for one or more year the character certificate must be supplemented by another character certificate obtained from Class I Gazetted Officer or the Panchayat Pradhan of the village/illaka concerned.
Note: The character certificate must not have been issued more than six months prior to the date of admission.
6. Students with a gap of one year or more have to accept declaration mentioned under Sub-Categories.
7. Scanned SC/ST/OBC/EWS certificate for those seeking relaxation or weightage.



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8. The candidates who belong to IRDP, NCC, NSS, Sports, Cultural Quota and those seeking relaxation or weightage must upload scanned copy of certificate.
9. The candidates from other Boards/University, must submit in the College:
 - a. Eligibility certificate from H.P. Board/University showing equivalence.
 - b. Migration Certificate.
10. All girl candidates have to upload scanned copy of Bonafide Himachali Certificate for getting Exemption from Tuition fee.

5.6 ONLINE ADMISSION PROCEDURE

1. In case a candidate is using the site for first time and do not have a Login ID and password click on NEW REGISTRATION to register on website by filling his/her name, gender, email ID, Mobile Number and by selecting his course. On clicking REGISTER button, candidate will get LOGIN and PASSWORD, to be used for further process. Candidate will be able to login to the admission portal by using these credentials in all future visits to this portal.

The online application form is to be filled up by the applicant carefully after reading all rules, eligibility conditions.

2. After filling login-password, click on LOGIN. You will be on a screen to fill application form.
3. Various columns and dropdowns will appear on screen and candidate will have to fill or choose as applicable in his/her case and complete all the information. Candidate will also be required to upload his/her photograph, scanned signature and scanned documents.

It is mandatory to file online Anti-Ragging Undertaking as a part of UGC initiative. The link is on the first page of online admission process.

All data will be saved against candidate's registered ID. Candidate will be able to view and can modify the information, if final form is not submitted.

4. Click on PAYMENT.
5. On completion of application form, student will have option to make the payment of Rs 50/- online using debit card, credit card, net banking. A receipt will be generated after payment has been successfully made online.
6. College authorities will scrutinize the documents attached by the candidates to confirm that there is no shortcoming or deficiency in the application form. On any deficiency, a SMS/email will be sent on candidate's number/email ID. Candidate will be able to check the status of his/her application online with his/her password on the admission portal www.admission.gdckhad.in in this regard.
7. On satisfaction of college authorities, admission will be granted subject to eligibility and availability of seats, a confirmation SMS/email will be sent on candidate's number/email ID.
8. The candidate will be required to submit the fee ONLINE.
9. In case the student fails to submit his/her fee online before due date, the seat will be offered to the next eligible candidate.
10. Student will get information, like roll no., time-table etc. through SMS/email, and from College Notice Board.



6. OUTLINES OF UGC CHOICE BASED CREDIT SYSTEM

1. Core Course (12 papers for regular courses): The Papers under this category are going to be taught uniformly across all universities with 30% deviation proposed in the draft. The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/University adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

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 candidate's proficiency/skill is called an Elective Course.

2.1 Discipline Specific Elective (DSE) Course (4 papers for regular courses)

Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each university has complete freedom to suggest its own papers under this category based on their experience, specialization, requirements, scope and need.

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

2.2 Dissertation/Project*: An elective course 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.

2.3 Generic Elective (GE) Course (2 each for B.A./B.Com. regular courses) : An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore discipline of interest beyond the choices they make in Core and Discipline Specific Elective papers. The list provided under this category is suggestive in nature and each university has complete freedom to suggest its own papers under this category based on its expertise, specialization, requirements, scope and need. **P.S.:** 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 Course (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines. SEC courses are value-based and skill-based and are aimed at providing hands-on-training, competencies, skills, etc.



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3.1 Ability Enhancement Compulsory Courses (AECC): (2 papers for regular courses)

i) Environmental Science

ii) English Communication/ Hindi Communication/MIL/Communication.

3.2 Skill Enhancement Courses (SEC) (4papers for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain theory and lab/ hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employ ability. The list provided under this category is suggestive in nature and each university has complete freedom to suggest its own papers under this category based on its expertise, specialization, requirements, scope and need.

4. Practical/tutorials (One each with every core and discipline/generic specific elective paper): The list of practicals provided is suggestive in nature and each university has the freedom to add/subtract/edit practicals from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A/ B.COM.

	Core Course (12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective DSE (4)	Generic Elective GE(2)
1st Year	English MIL -1 DSC-I A DSC-2 A Hindi/ MIL/-1 DSC-1 B DSC-2 B	Environment Science English (Writing Skill)			
2nd Year	English MIL -2 DSC-I C DSC-2 C Hindi/ MIL/2 DSC-1 D DSC-2 D		SEC-1 SEC-2		
3rd Year			SEC-3 SEC-4	DSE-1A DSE-2A DSE-1B DSE-2B	GE-1 GE-2

6.1 Annual System

An academic year comprising 180 working days. With six working days in a week this would mean that each academic year will be having $180/6=30$ teaching/working weeks. Considering that each teaching day has 5 teaching/working hours, a teaching week would have $5 \times 6=30$



working/teaching hours and each academic year will have $30 \times 30 = 900$ teaching hours available for each student.

A candidate has to opt for eight (8) subjects, to be studied throughout the year. In order to be promoted to next year of the course, it is compulsory to pass in minimum six (06) subjects with 35% marks in term end/Internal assessment, with 40% in aggregate, is the basic condition to be declared passed in the subject.

6.2 Credits

The term 'credit' refers to the weight age given to a course, usually in terms of the Number of instructional hours per week assigned to it. This explains why they are usually called credit hours'. The credits also determine the volume contents and delivery of programme such as lectures, tutorials, practical, assignments etc.

For the purpose of credit determination, instruction is divided into three components :-

(a) Lectures (L):

Classroom lectures of one hour duration.

(b) Tutorials (T):

Special, elaborate instructions on specific topics (from Lectures) of one hour duration.

(c) Practical (P) :

Laboratory or field exercises in which the student has to perform experiments or other practical work of two hour duration.

Each one of these components is considered as equal to one credit. One lecture (L) as well as one Tutorial (T) of one hour a week is considered as one credit, whereas one Practical (P) of two hours a week is considered as one credit. The total weightage given to a course in terms of credits will be equal to $L+T+P$, where L is the number of one hour Tutorials per week, and P is the number of two hour Practicals per week. This can be written in symbols as: $C=L+T+P$. Where, C is the credit weight age for a particular course.

The total minimum credits required for an under graduate degree programme is one hundred thirty two.

7. BASIC STRUCTURE: DISTRIBUTION OF COURSES

1	Ability-Enhancement Compulsory Course (AECC)	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X2)	8
2	Skill-Enhancement Elective Course (SEC)	4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4)	16
3	Core Course	12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) (5 Lectures and 1 Tutorial)	72
4	Discipline Specific Elective (DSE)	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	24
5	Generic Elective (GE)	2 Papers of 6 Credit Hrs. each (Total	12



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		Credit Hrs. 3X6 (5 Lectures and 1 Tutorial)	
	Total Credit Hours		132

7.1 Programme Structure: B. Com

Course Code	Course Title	Course Type
1st Year		
ENVS2AECC02	Environmental Studies	Ability-Enhancement Compulsory Course (AECC)-1
BC 1.1	Financial Accounting	Core Course C-1
BC 1.2	Business Organisation and Management	Core Course C-2
ENGCE101	English-1	Core Course C-3
ENGAECC104	Writing Skills	Ability-Enhancement Compulsory Course (AECC)-2
BC 1.3	Business Law	Core Course C-4
BC 1.4	Business Statistics and Mathematics	Core Course C-5
HIND101	Prayojanmoolak Hindi	Core Course C-6
2nd Year		
BC 2.1	Company Law	Core Course C-7
BC 2.2	Income Tax Law and Practice	Core Course C-8
ENGCE201	English-2	Core Course C-9
BC 2.3	Computer Applications in Business	Skill-Enhancement Elective Course (SEC)-1
HIND201	Anivarya Hindi 'Rachna Punj'	Core Course C-10
BC 2.4	Corporate Accounting	Core Course C-11
BC 2.5	Cost Accounting	Core Course C-12
BC 2.6	E-Commerce	Skill-Enhancement Elective Course (SEC)-2
3rd Year		
BC 3.1(c)	Corporate Governance and Auditing	Discipline Specific Elective (DSE)-1
BC 3.2(a)	Fundamentals of Financial Management	Discipline Specific Elective (DSE)-2
BC 3.3	Entrepreneurship	Skill-Enhancement Elective Course (SEC)-3
ECONA313	Economy of Himachal Pradesh	Generic Elective (GE)-1
BC 3.5(c)	Management Accounting	Discipline Specific Elective (DSE)-3
BC 3.6(c)	Fundamentals of Investment	Discipline Specific Elective (DSE)-4
BC 3.7	Personal Selling & Salesmanship	Skill-Enhancement Elective Course (SEC)-4
ECONA314	Indian Economy	Generic Elective (GE)-2



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7.2 Subject Combinations for B.A.

B.A. 1st Year

Core Courses (6*2 credit) Discipline Specific Course DSC-1A DSC -1B	Core Elective (6*2 credit) (Any One) DSC-2A DSC-2B	Compulsory 1 Compulsory 2 (6*2 Credit)	Ability-Enhancement Compulsory Course (4*2 credit) AECC 1 AECC 2
English	I. Economics II. Music (Instrumental) III. History	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills
Hindi	I. History II. Political Science	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills
Economics	I. History II. Political Science	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills
Political Science	I. Economics II. History III. Hindi	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills
History	I. Hindi II. Political Science III. Economics	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills
Music (Instrumental)	I. English II. Economics	I. Core English II. Core Hindi	I. Environment Science II. English – Writing Skills

B.A. 2nd Year

Core Courses (6*2 credit) DSC-1C DSC -1D	Core Elective (6*2 credit) (Any One) DSC-2C DSC-2D	Compulsory 3 Compulsory 4 (6*2 credit)	Skill Enhancement Course (4*2 credit) SEC 1 SEC 2
English	I. Economics II. Music (Instrumental) III. History	I. Hindi II. English	English
Hindi	I. History II. Political Science	I. Hindi II. English	Hindi
Economics	I. History II. Political Science	I. Hindi II. English	Economics
Political Science	I. Economics II. History III. Hindi	I. Hindi II. English	Political Science
History	I. Hindi	I. Hindi	History



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	II. Political Science III. Economics	II. English	
Music (Instrumental)	I. English II. Economics	I. Hindi II. English	Music (Instrumental)

B.A. 3rd Year

Core Courses (6*2 credit) Discipline Specific Elective Course DSE-1A DSE -1B	Core Elective (6*2 credit) (Any One) DSE-2A DSE-2B	SEC 3 SEC 4 (4*2 credit)	Generic Elective (6*2 credit) GE 1 GE 2
English	I. Economics II. Music (Instrumental) III. History	English	Political Science
Hindi	I. History II. Political Science	Hindi	I. Economics II. English III. History
Economics	I. History II. Political Science	Economics	I. History II. English III. Political Science
Political Science	I. Economics II. Hindi III. History	Political Science	I. History II. English III. Economics
History	I. Hindi II. Political Science III. Economics	History	I. Economics II. English
Music (Instrumental)	I. English II. Economics	Music (Instrumental)	Political Science



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7.3 Programme Structure: B.A.

FIRST YEAR

Course	ENGLISH	HINDI	ECONOMICS	POLITICAL SCIENCE	HISTORY	MUSIC
DSC1-A	English Literature-1 (ENG DSC102)	Hindi Sahitya Ka Itihaas (HIND102)	Principles of Micro Economics-I (ECONA101)	Introduction to Political Theory (POLS101)	History of India from the Earliest Times upto c. 300 CE (HIST(A)101)	Theory of Indian Music (Basic Principles of Indian Music & Biographies of Musicians Composers and Musicologists) (MUSA101TH)
DSC2-A						
AECC -1	Environment Science (ENVS2AECC02)	Environment Science (ENVS2AECC02)	Environment Science (ENVS2AECC02)	Environment Science (ENVS2AECC02)	Environment Science (ENVS2AECC02)	Environment Science (ENVS2AECC02)
Compulsory-1	English-1 (ENGCE101)	English-1 (ENGCE101)	English-1 (ENGCE101)	English-1 (ENGCE101)	English-1 (ENGCE101)	English-1 (ENGCE101)
DSC1-B	English Literature-2 (ENG DSC103)	Madhyakalin Hindi Kavita (HIND103)	Principles of Micro Economics-II (ECONA102)	Indian Government and Politics (POLS102)	History of India c. 300-1206 (HIST(A)102)	Theory of Indian Music (General and Biographies of Musicians Composers and Musicologist) (MUSA103TH)
DSC 2-B						
AECC-2	English (Writing Skills)	English (Writing Skills)	English (Writing Skills)	English (Writing Skills)	English (Writing Skills)	English (Writing Skills)



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	(ENGAEECC104)	(ENGAEECC104)	(ENGAEECC104)	(ENGAEECC104)	(ENGAEECC104)	(ENGAEECC104)
Compulsory -2	Prayojanamoolak Hindi (HIND101)	Prayojanamoolak Hindi (HIND101)	Prayojanamoolak Hindi (HIND101)	Prayojanamoolak Hindi (HIND101)	Prayojanamoolak Hindi (HIND101)	Prayojanamoolak Hindi (HIND101)

SECOND YEAR

Course	ENGLISH	HINDI	ECONOMICS	POLITICAL SCIENCE	HISTORY	MUSIC
DSC1-C	British Literature (Play and Novel) (ENG DSC202)	Adhunik Hindi Kavita (HIND202)	Principles of Macro Economics-I (ECONA201)	Comparative Government and Politics (POLS201)	History of India, c. 1206-1707 (HIST(A)203)	Ancient Granthas & Contribution of Musicologists (MUSA201TH)
DSC2-C						
SEC-1	Creative Writing, Book & Media Reviews (ENG AEEC/SEC 204)	Karyalayi Hindi (HIND204)	Economics of Rural Development (ECONA204)	Legislative Support (POLS 203)	Historical Tourism (HIST(A)213)	Hindustani Music (MUSA205PR)
Compulsory- 3	English-2 (ENGCE201)	English-2 (ENGCE201)	English-2 (ENGCE201)	English-2 (ENGCE201)	English-2 (ENGCE201)	English-2 (ENGCE201)
DSC1-D	Literacy Cross Currents (ENG DSC203)	Hindi Gadya Sahitya (HIND203)	Principles of Macro Economics-II (ECONA202)	Introduction to International Relations (POLS202)	History of India, c. 1707-1950 (HIST(A)204)	Medieval Granthas & Contributions of Musicians & Musicologists (MUSA203TH)



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DSC2-D						
SEC-2	Translation Studies & Principles of Translation (ENG AEEC/SEC 205)	Anuvad Vigyaan (HIND206)	Demography (ECONA206)	Public Opinion and Survey Research (POL204)	An Introduction to Archeology (HIST(A)215)	Hindustani Music (MUSA206PR)
Compulsory-4	Anivarya Hindi 'Rachna Punj' (HIND201)	Anivarya Hindi 'Rachna Punj' (HIND201)	Anivarya Hindi 'Rachna Punj' (HIND201)	Anivarya Hindi 'Rachna Punj' (HIND201)	Anivarya Hindi 'Rachna Punj' (HIND201)	Anivarya Hindi 'Rachna Punj' (HIND201)

THIRD YEAR

Course	ENGLISH	HINDI	ECONOMICS	POLITICAL SCIENCE	HISTORY	MUSIC
DSE-1A	Soft Skills (ENG DSE303)	Lok Sahitya (HIND305)	Economy of Himachal Pradesh (ECONA303)	Administration and Public Policy: Concepts & Theories (POL301(B))	Modern and Contemporary World History I: 1871-1919 (HIST(A)305)	Theory of Indian Music and Study of Ancient Granthas and Rāgas (MUSA303TH)
DSE- 2A						
SEC-3	Technical Writing (ENG AEEC/SEC 301)	Rang Aalekh Evam Rangmanch (HIND301)	Public Finance (ECONA310)	Democratic Awareness through Legal Literacy (POL303)	Indian History and Culture (HIST(A)317)	Value based Practical Oriented Course for Hindustani Music (MUSA301PR)
GE-1	Contemporary India: Women & Empowerment		Economy of Himachal Pradesh	Society, Economy & Politics in Himachal Pradesh	Women in Indian History	



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	(ENGGE306)		(ECONA313)	(POL305)	(HIST(A)309)	
DSE- 1B	Academic Writing and Composition (ENG DSE304)	Chayavaadotar Hindi Kavita (HIND306)	Development Economics (ECONA305)	Democracy & Governance (POL302(A))	Modern and Contemporary World History II: 1919-1992 (HIST(A)307)	Theory of Indian Music and Gharana Tradition (MUSA305TH)
DSE-2B						
SEC-4	Business Communication (ENG AEEC/SEC 302)	Samachar Sankalan aur Lekhan (HIND304)	Money & Banking (ECONA311)	Conflict and Peace Building (POL304)	Introduction to Indian Art (HIST(A)319)	Value based Practical Oriented Course for Hindustani Music (MUSA302PR)
GE-2	Literature from Himachal (ENGGE305)		Development Economics (ECONA315)	Human Rights, Gender and Environment (POL306)	History of Himachal Pradesh, 1815-1972 (HIST(A)312)	

Note: The eligibility of admission & subject combinations shall depend totally on notification of Govt. of Himachal Pradesh/ Himachal Pradesh University, Shimla.



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8. STUDENT'S CONTINUOUS COMPREHENSIVE ASSESSMENT & EVALUATION

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

- Continuous Comprehensive Assessment (CCA) accounting for 30% of final grade.
- Annual examination accounting for 70% of the final grade.

In practical subjects, practical exams will be of 20% and annual examination of 50% weightage.

CCA Scheme

CCA will account 30% of total marks i.e. 100, which a student will get in a course. The breakup of 30% i.e. 30 marks is given as under:

➤ Minor test (Class test for 5 marks+ House test for 10 marks)	15 marks
➤ Assignments/ seminars/ class test/ tutorials/ quiz	10 marks
➤ Attendance	5 marks

(A) Mode of conducting Minor Test (15 Marks) will be as under:-

Class room test after completion of the 40% of syllabus.

House Test will be conducted after the completion of 75% syllabus.

(B) Distribution of marks for evaluation of Tutorial/ Home Assignment etc.:-

5 marks are assigned for the quality of contents and structure of the assignment.

5 marks are assigned for the clarity of language of the script (Hindi/ English) and its presentation in the class room.

Total marks 5+5 =10 marks

(C) Classroom Attendance

Each student will have to attend a minimum of 75% Lectures/ Tutorials/ Practicals. A student having less than 75% attendance will not be allowed to appear in the annual examination. Those having greater than 75% attendance will be awarded CCA marks as follows (out of 5):

- 75% to 79% - 1 mark
- 80% to 84% - 2 marks
- 85% to 89% - 3 marks
- 90% to 94% - 4 marks
- More than 95% - 5 marks

A student will have to pass both the components i.e. CCA and EYE (End Year Examination) separately (with at least 40% marks EACH in CCA, practical and EYE) to become eligible to be declared successful for the course.



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9. COLLEGE DUES

(Funds details as per Govt. Notification)

For the Academic Session 2025-26

Particular	Fees (In Rs.)
A. Government Fund	
Annual	
Admission	25
Monthly	
Tuition Fees (Boys & Non-Himachali Girls)	50
B. University Fund	
Annual	
Holiday Home	1
Welfare	15
Sports Fund	15
University Development Fund	250
C. College Fund	
College refundable	
Library Security	100
College Non Refundable	
Annual Charges	
Medical Aid	6
Campus Development	10
Book Replacement Fund	25
Furniture Repair/Replacement Fund	10
Magazine Fund	50
NCC Fund	10
Student Aid Fund	2
Cultural Activity Fund	20
Computer & Internet Facility	20
House Exam	80
Identity Card	20
Duplicate Identity Card	20
Monthly Charges	
Amalgamated Fund	25
Sports Fund	20
Building Fund	10
Rover and Rangers Fund	5



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Practical Fee (Per Subject)	180
NOTES	
1. Re-Admission Fees : First Time	100
Second Time	200
2. Absence Fine Per Period	1
3. Absence Fine (Practical)	3
4. Absence Fine (House Exam Per Paper)	10
5. Late Return of Library Books Per Day	1
6. Late Payment of Dues per Day	1
7. Late Admission Fee per Day	10

Fee Structure for B.A. & B.Com

	B.A. 1 st Year	B.Com 1 st Year	B.A. 2 nd Year	B.Com 2 nd Year	B.A. 3 rd Year	B.Com 3 rd Year
Admission	25	25	25	25	25	25
Tuition Fees (Boys)	600	600	600	600	600	600
Continuation			10	10	10	10
University Sports Fees	15	15	15	15	15	15
University Youth Welfare Fee	15	15	15	15	15	15
University Holiday Fee	1	1	1	1	1	1
Library Security	100	100	0	0	0	0
House Exam	80	80	80	80	80	80
Magazine Fee	50	50	50	50	50	50
Amalgamated Fund	300	300	300	300	300	300
Medical Aid	6	6	6	6	6	6
Student Aid	2	2	2	2	2	2
NCC Fund	10	10	10	10	10	10
Identity Card	20	20	20	20	20	20
Building Fund	120	120	120	120	120	120
Campus Development Fund	10	10	10	10	10	10
Furniture Repair/Replacement Fund	10	10	10	10	10	10
Culture Activity Fund	20	20	20	20	20	20
Book Replacement Fund	25	25	25	25	25	25
Rover and Rangers Fund	60	60	60	60	60	60
Sports Fund	240	240	240	240	240	240



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Computer & Internet Facility	20	20	20	20	20	20
University Development Fund	250	250				
Practical (Commerce, Music)		180		540		0
PTA Fund	600	600	600	600	600	600
Fees for Boys and Non-Himachali Girl Students	2579	2759	2239	2779	2239	2239
Fees for Bonafide Himachali Girl Students	1979	2159	1639	2179	1639	1639

10. RULES FOR STUDENTS

A . Conduct and Discipline

The Principal can impose fine, suspension or expulsion on any student who is found indulging in such misconduct as listed below. Violation of discipline in the campus will not be tolerated at all.

1. (a) Any act of ragging in the campus will be severely dealt with. Ragging implies harassment/ physical or mental torture to another student by a student or a group of students.

Any student found indulging in such nefarious activities will be guilty of gross misconduct. Ragging is a cognizable offence. Other serious offences are listed below :

(b) Anybody found guilty of writing obscenities/dirty words on blackboard, wall or furniture.

(c) Aimlessly loitering in the verandahs, raising noise or attempts to disturb classes.

(d) Smoking or taking of drugs/alcohol etc. in the campus of the college.

(e) Any attempt to damage the furniture or any property in the campus.

(f) Bringing unwanted outside elements/persons to the campus or sitting unnecessarily within the campus.

(g) Playing in the ground without the permission of the Principal.

(h) Pasting posters on the walls or on the Notice Board without Principal's permission.

2. Students who participate in sports or other extracurricular activities/educational tours must produce written permission from their parents/guardians.



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Every student must always carry with him/her the identity card which is issued to him/her as he/she joins the college. He/she must produce Identity Card whenever demanded.

Parents/guardians are requested to remain in touch with the Principal and concerned teachers regarding the progress of their wards in the college.

B. Rules for Leave

1. A student can proceed on leave with prior permission. For this, they should apply on the **Proforma**, co-signed by parents/guardians and duly recommended by the tutor(s).
2. A tutor can recommend/approve leave upto 6 days, for longer duration, a student must get his/her leave application signed by the Principal.
3. Leave during House Examination/Class Test will be sanctioned by the Principal in special cases only.
4. If a student absents himself continuously for more than 10 days without authorized leave, his/her name will be struck off the rolls of the college. Such student will have to seek re-admission by making an application giving the reason to the Principal with recommendation of the tutor and on payment of the prescribed fee.
5. Leave for sickness must be accompanied by a medical certificate.

A student can only be re-admitted twice. He shall cease to be a student after that. Re-admission is required to be sought within ten days of the date on which the notice of struck-off is put on the Notice Board, failing which it is to be assumed that the student is not interested in continuing as such.

C. General Rules

1. Even if a student earns a prize on the basis of University Examination, this prize will not be awarded if he/she does not appear in the House Examination. However, this condition will be relaxed in case of a student who represents the college in inter-college/University/State/National Competition provided the concerned student has sought prior permission of the Principal.
2. Whereas prize for merit position will be awarded only if the student secures minimum of 60% marks aggregate marks and pass in all subjects.

11.COVID-19 APPROPRIATE BEHAVIOUR

1. Wearing of face cover is compulsory in college campus Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
2. Avoid crowding at any point.
3. Maintain a minimum distance of 6 feet with each other.



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4. Avoid touching eyes, nose and mouth.
5. Make sure you and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately in the dustbin and wash your hands.
6. Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. If someone brings you supplies or you need to leave your house, wear a face cover to avoid infecting others.
7. Spitting in college campus is punishable with fine.
8. Bring your own water bottle, hand sanitizer and always keep your college ID card with you.
9. Don't share any eatables or any material during classes or in campus, including pen, pencil, marker, sketch, scale, calculator, etc.

12. STUDENTS' FACILITIES/ACTIVITIES

12.1 College Student Central Association

This association is elected according to the rules and regulations of H.P. University. Besides maintaining discipline in the college, the CSCA plays an important role in involving students in various co-curricular activities like seminars and functions of Intra/inter-college level.

12.2 Parent-Teacher Association

This association has been working actively Sept., 2016 and has contributed towards the improvement of the college infrastructure and provided assistance as per the requirements of the college in the welfare of the students.

12.3 Clubs/Societies

The college has following clubs/societies:

1. Commerce & Economics Society
2. Literary Club

12.4 Old Student's Association

Old Students' Association has been constituted to enable the alumni to maintain regular liaison with their Alma mater.

13. ROSTER FOR ADMISSION AND RESERVATION

Keeping in view the various types of reservations mentioned in clause 6: Admission and Reservation the following roster has been evolved w.e.f. session 2023-24 and all the admission shall be made according to this Roster of Reservation.

200 POINT ROSTER

Sr. No. of Seat(s)	Category for which the seat(s) remarked	Sr. No. of Seat(s)	Category for which the seat(s) remarked
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1	UR- <i>PH-1</i>	101	UR- <i>PH-6</i>
2	UR	102	UR
3	UR	103	UR
4	UR	104	UR
5	SC-1	105	SC-23
6	UR	106	UR
7	UR- <i>Ex-man-1</i>	107	UR- <i>Ex-man-16</i>
8	OBC-1	108	OBC-16
9	EWS-1	109	EWS-11
10	SC-2	110	SC-24
11	UR	111	UR
12	UR	112	UR
13	UR	113	UR
14	SC-3- <i>Ex-man-2</i>	114	SC-25- <i>Ex-man-17</i>
15	UR	115	UR
16	UR	116	UR
17	OBC-2	117	OBC-17
18	EWS-2	118	EWS-12
19	SC-4	119	SC-26
20	ST-1	120	ST-6
21	UR- <i>Ex-man-3</i>	121	UR- <i>Ex-man-18</i>
22	OBC-3	122	OBC-18
23	SC-5- <i>PH-2</i>	123	SC-27- <i>PH-7</i>
24	UR	124	UR
25	UR	125	UR
26	UR	126	UR
27	UR	127	UR
28	SC-6- <i>IRDP-1</i>	128	SC-28- <i>IRDP-8</i>
29	OBC-4- <i>Ex-man-4</i>	129	OBC-19- <i>Ex-man-19</i>
30	EWS-3	130	EWS-13
31	UR	131	UR
32	SC-7	132	SC-29
33	UR- <i>Ex-man-5</i>	133	UR- <i>Ex-man-20</i>
34	UR	134	UR
35	OBC-5- <i>IRDP-2</i>	135	OBC-20- <i>IRDP-9</i>
36	UR	136	UR
37	SC-8	137	SC-30
38	EWS-4	138	EWS-14
39	UR	139	UR
40	ST-2- <i>Ex-man-6</i>	140	ST-7- <i>Ex-man-21</i>
41	SC-9	141	SC-31
42	OBC-6	142	OBC-21
43	UR	143	UR
44	UR	144	UR
45	UR	145	UR
46	SC-10	146	SC-32
47	UR- <i>Ex-man-7</i>	147	UR- <i>Ex-man-22</i>
48	UR	148	UR



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49	OBC-7- <i>PH-3</i>	149	OBC-22- <i>PH-8</i>
50	SC-11	150	SC-33
51	UR- <i>WFF-1</i>	151	UR- <i>WFF-3</i>
52	UR	152	UR
53	EWS-5	153	EWS-15
54	UR- <i>Ex-man-8</i>	154	UR- <i>Ex-man-23</i>
55	SC-9	155	SC-34
56	OBC-8	156	OBC-23
57	UR	157	UR
58	UR	158	UR
59	EWS-6	159	EWS-16
60	SC-13 <i>Ex-man-9</i>	160	SC-35 <i>Ex-man-24</i>
61	ST-3	161	ST-8
62	UR	162	UR
63	OBC-9- <i>IRDP-3</i>	163	OBC-24- <i>IRDP-10</i>
64	SC-14- <i>IRDP-4</i>	164	SC-36- <i>IRDP-11</i>
65	UR	165	UR
66	UR	166	UR
67	UR	167	UR
68	UR	168	UR
69	SC-15	169	SC-37
70	EWS-7	170	EWS-17
71	UR	171	UR
72	OBC-10 <i>Ex-man-10</i>	172	OBC-25- <i>Ex-man-25</i>
73	SC-16	173	SC-38
74	UR- <i>Ex-man-11</i>	174	UR- <i>Ex-man-26</i>
75	UR	175	UR
76	UR	176	UR
77	OBC-11	177	OBC-26
78	SC-17	178	SC-39
79	EWS-8	179	EWS-18
80	ST-4- <i>IRDP-5</i>	180	ST-9- <i>IRDP-12</i>
81	UR- <i>Ex-man-12</i>	181	UR- <i>Ex-man-27</i>
82	SC-18	182	SC-40
83	UR- <i>PH-4</i>	183	UR- <i>PH-9</i>
84	OBC-12	184	OBC-27
85	UR	185	UR
86	UR- <i>Ex-man-13</i>	186	UR- <i>Ex-man-28</i>
87	SC-19	187	SC-41
88	UR	188	UR
89	OBC-13	189	OBC-28
90	EWS-9	190	EWS-19
91	SC-20- <i>WFF-2</i>	191	SC-42- <i>WFF-4</i>
92	UR	192	UR
93	UR- <i>PH-5</i>	193	UR- <i>PH-10</i>
94	UR- <i>Ex-man-14</i>	194	UR- <i>Ex-man-29</i>
95	OBC-14- <i>IRDP-6</i>	195	OBC-29- <i>IRDP-13</i>
96	SC-21- <i>IRDP-7</i>	196	SC-43- <i>IRDP-14</i>



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97	EWS-10	197	EWS-20
98	ST-5	198	ST-10
99	OBC-15	199	OBC-30
100	SC-22- <i>Ex-man-15</i>	200	SC-44- <i>Ex-man-30</i>

Abbreviations used: UR: Unreserved, SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Sections, IRDP: Integrated Rural Development Programme, PH: Physically Handicapped, WFF-Ward of Freedom Fighter, Ex-Man: Ex Serviceman.

Vertical Reservation: (i) SC 22%, (ii) ST 5%, (iii) OBC 15%, (iv) EWS 10%

Horizontal Reservation: (i) Ex-Man/Ward of Ex-Man= 15% (ii) PH=5% (iii) WFF=2% (iv) IRDP=7%

The seats under 200 Point Roster for different categories are as under:

Category	SC (22%)	ST (5%)	OBC (15%)	General	EWS (10%)	Total
Open	28	06	18	70	20	142
Ex-man/WES	06	02	04	18	--	30
WFF	02	--	--	02	--	04
IRDP	06	02	06	--	--	14
PH	02	--	02	06	--	10
Total	44	10	30	96	20	200

14. COLLEGE PRIZE POLICY

Part	Details	Prize Money (in Rs.)
Academic Category		
A.	University Merit	1200/-
B.	College Merit in University Exams (The students who have obtained 55% in aggregate in the exams conducted by HPU are eligible.)	
	a) First in Aggregate	800/-
	b) Second in Aggregate	600/-
	c) Third in Aggregate	400/-
	Subject wise Merit in University Exams (The students who have passed all subjects with 55% in aggregate in the exams conducted by HPU are eligible.)	
	a) First Topper	300/-
	b) Second Topper	200/-
C.	College Merit in House Exams (The students who have passed in all subjects are eligible.)	



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	a)	First in Aggregate	500/-
	b)	Second in Aggregate	300/-
	Subject wise Merit in House Exams (The students who have passed all subjects are eligible.)		
	a)	First Topper	200/-
Cultural/Sports Category			
A.	Representing India		2500/-
B.	Inter-University Winner		1500/-
C.	Representing State/HPU		1200/-
D.	Position in Inter-College competition conducted by HPU		
	a)	First	400/-
	b)	Second	300/-
	c)	Third	200/-
E.	Represented college in Inter-College competition conducted by HPU		200/-
F.	Represented college in Inter-College competition at levels other than University		200/-
G.	Position in competition conducted by the College		
	a)	First	300/-
	b)	Second	200/-
	c)	Third	100/-
H.	Best Athlete (One each in boys' and girls' section		400/-
College Students' Central Association			
A.	Office Bearers (Memento)		300/-
B.	Class Representative(s)		200/-