

St. Bede's College Shimla

A Post Graduate College Affiliated to the H.P. University

NAAC Re-accredited A+ grade

&

College with Potential for Excellence



PROSPECTUS

2022-23

ADMISSION SCHEDULE FOR 2022-23

Submission of Admission Forms will be online (Print-outs of the same to be brought at the time of Counseling)
Display of Merit Lists and Fee Deposit as per HP University schedule.

Regular Teaching Commences for 2nd & 3rd year - 11th

July, 2022

1st year 1st August 2022

Dates will be notified on the website as per the directions of the Himachal Pradesh University.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

1. Copy of Matriculation Certificate.
2. Copy of duly attested testimonials (+2 Class onwards).
3. Original Character Certificate issued by the institution last attended.
4. Three latest passport size photographs.
5. Copy of Aadhar Card.
6. Migration Certificate (Original)

Note : An additional copy each of Matriculation Certificate and +2 Mark sheet should also be deposited along with HPU Registration form to be filled by all fresh first year students.

Affidavit giving reason(s) for gap years if there is break in continuity after last exam passed.

Certificates of Bonafide Himachali (for girl students who belong to H.P.)

Note: Only girl students who are Bonafide Himachali are eligible for exemption of tuition fees for non self-financed courses.

The candidates who have passed the previous examination from another Board/University must submit the following documents:

- i). Eligibility Certificate from the H.P. Board/University declaring equivalence of the courses studied by them for the purpose of admission.
- ii). Original Migration Certificate from Board/University from which they passed the previous examination.
- iii). Character Certificate (in original) from the Head of the institution last attended.

★ Admission without these documents will be provisional and at the candidate's own risk and responsibility.

★ All original certificates must be produced at the time of admission/ counseling.

INDEX

| Contents | Page No. |
|---------------------------------------------------------------|----------|
| 1. The Beginnings of the Congregation of Jesus of Mary | ...1 |
| 2. St. Bede- The Patron Saint of St. Bede's College | ...2 |
| 3. Certificate of Accreditation - 3rd Cycle | ...3 |
| 4. College Motto : Vision & Mission | ...4 |
| 5. St. Bede's College, a brief profile | ...5 |
| 6. Code of Conduct | ...6 |
| 7. Anti Ragging | ...7 |
| 8. Eligibility Criteria for Admission | ...9 |
| 9. Award of Degree | ...11 |
| 10. Details of Courses / Credits for BA/B.Com | ...12 |
| Details of Courses / Credits for Honours | ...13 |
| Details of Courses / Credits for B. Sc. | ...14 |
| 11. Course wise Assessment and Evaluation | ...15 |
| 12. Courses Offered | ...16 |
| 13. Admission Procedure | ...19 |
| 14. Fee Structure (B.A./B.Sc.) | ...21 |
| 15. Self -Financed Courses | ...24 |
| i) BBA | ...26 |
| ii) BCA | ...29 |
| iii) B.Sc. (Hons.) Biotechnology & Microbiology | ...32 |
| iv) B. Com. | ...35 |
| 16 Post Graduate Courses (Self -Financed) | |
| i) M. A. English | ...38 |
| ii) M. Sc. Botany | ...40 |
| iii) M. Com. | |
| 17. Value Added/Skill Based Programmes | ...42 |
| 18. D. EL. Ed. and Fee Structure | ...43 |
| 19. Eligibility for Examinations | ...45 |
| 20. Examination & Vacation Schedule | ...46 |
| 21. Withdrawal Rules | ...47 |
| 22. Leave Rules | ...48 |
| 23. Issue of Certificates | ...49 |
| 24. Library Facilities | ...49 |
| 25. Spiritual and Moral Formation | ...50 |
| 26. Social Service | ...51 |
| 27. Physical Education and Sports | ...51 |
| 28. Clubs and Societies | ...51 |
| 29. Awards and Prizes | ...53 |
| 30. Aid/Scholarships for Deserving Students/Govt. Scholarship | ...53 |
| 31. Living and Working in Harmony | ...54 |
| 32. Teaching Faculty | ...56 |
| 33. Facilities Available | ...58 |
| 34. General Guidelines | ...59 |
| 35. Online registration for anti ragging | ...60 |

The Beginnings of Congregations of Jesus & Mary

Claudine Thevenet was born in Lyon when the French Revolution unleashed a reign of terror, soaking the city of Lyon in bloodshed. True to her Catholic education, she was comforting, consoling and providing for the starving and wounded soldiers of both armies. However, providence had other designs for her. At the tender age of 19, she had the misfortune of witnessing the brutal execution of her two younger brothers, which had an imprint on her heart, not the horrifying execution, but the last words of her dying brothers- 'Forgive, Claudine, as we forgive'. These beautiful words were an echo of words uttered by Jesus Christ from the cross.



Claudine now chose to fulfill the dying request of her younger brothers, such was the hard school in which the future foundress was initiated; and it was here the foundations of a biding faith in ever-living providence, utter selflessness, Christ like charity and sympathy with others, were laid. Her life was now for the poor and needy of every category and the outcasts of society. Fr. Andre Coindre was a constant guide to Claudine. The day 31st July, 1816 saw the association of young ladies in Lyon in honour of the Sacred Heart of Jesus. After two years of Christian charity, on 31st July 1818, there was a Divine Call, 'Come Follow me', words spoken so long ago on the shores of Galilee, now re-echoed in her heart and Claudine resolved to leave her home. Thus, on that day was conceived the ideal which is the aim of the Congregation of Jesus & Mary 'to form souls for heaven by means of a truly Christian education'. Her method of imparting education was simple: 'prevent faults' she would say, and the deviations of the pupils by vigilance, so that you will not have to punish them. The best leader is not the one who punishes, but the one who knows how to prevent the greatest number of mistakes. In 1818 while forming the religious order of young ladies Claudine took the name of Mary St. Ignatius- the Patron Saint of Ignatius of Loyalla. Mother Mary St. Ignatius devoted herself completely to her Congregation. The numerous trials she met and overcame, strengthened her soul but undermined her bodily strength and on 3rd February, 1837 she breathed her last. Her dying words, 'How Good God Is' are a testimony to the work of the Jesus & Mary Congregation, how it started and where it has reached today. 'One woman, one orphan, one loom'-surely a humble beginning, yet from such a tiny mustard seed has blossomed a giant tree whose branches have spread far and wide embracing all nations, races and cultures.

How Good God Is...

St. Claudine Thevenet

St. Bede- The Patron Saint of St. Bede's College



St. Bede

St. Bede was probably born in 673 A.D. At the age of seven, his parents placed him under the care of Abbot Benedict for his education and upbringing. But when the monastery of St. Paul was established in the year 682, St. Bede seems to have been transferred to the care of its first Abbot, Ceolfrid, and to have remained a monk there for the remainder of his life.

St. Bede was made a deacon at the age of nineteen by Bishop John of Hexham. Since canon law laid down the age of twenty-five as the norm for admission to the diaconate, Bede's scholarship and devotion must have been recognised as exceptional for him to have been presented by Abbot Ceolfrid six years early. He was advanced to the Priesthood by Bishop John eleven years later. From the time of his receiving the priesthood until his fifty-ninth year, he worked to compile extracts from the works of the venerable Fathers on holy scripture, and to make commentaries on their meaning and interpretation. During all this, St. Bede was gathering materials for his History which he completed in 731.

St. Bede's History belongs to his latter years, due to which he has richly earned the title 'Father of English History'. For St. Bede was not content to compile a bare chronicle of events and dates, or to restrict himself to biography as his predecessors had done. He set himself to examine all available records, to secure verbal or written accounts from reliable living authorities, to record local traditions and stories, to interpret significant events, and in short, to compile as complete and continuous a history of the English Church and people as lay within his power. He was the first to conceive or attempt such a formidable project and posterity acknowledges his pioneer work as a remarkably successful achievement. St. Bede's industry and scholarship are generally acknowledged, but his most significant achievement lies in his inspired ability to select and integrate the vast mass of facts and traditions that he had gathered, into a single framework. When we consider St. Bede's limited facilities and resources, it is clear that his achievements are unique.

St. Bede passed away on the evening of 25th May, 735 A.D. The principal and lasting memorial of the first of the English historians is the inspiration of his holy life and the value of the great work that he bequeathed to posterity.

Certificate of Accreditation- 3rd Cycle



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
St. Bede's College
Nav Bahar, Shimla, affiliated to Himachal Pradesh University,
Himachal Pradesh
Accredited with*

A⁺ Grade

valid upto September 15, 2021

Date : September 16, 2016



DP Singh
Director

EC(SC)/17/A&A/29.3

College Motto

Non Nobis Solum

Not for Ourselves Alone

Our Vision :

**"TO FORM WELL INTEGRATED INDIVIDUALS WHO
ARE ASSETS TO CONTEMPORARY SOCIETY."**

Our Mission :

a) We are committed to :-

- ◆ Inspire young women to achieve academic excellence.
- ◆ Teach discernment so that our students think for themselves and think correctly.
- ◆ Encourage and recognize talent in individual students.
- ◆ Create awareness that education is a continuous quest.

b) Socially we work towards:-

- ◆ Preparing young women for their role in the future as good career women, wives and mothers for creating happy homes.
- ◆ Fostering team spirit and encouraging a sense of responsibility and self discipline.
- ◆ Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- ◆ Sensitizing them to reach out to the marginalized and the underprivileged.

c) Spiritually we work towards :-

- ◆ Leading them to have faith in God, themselves and others, who would live their lives in the light of faith.
- ◆ Exposing them to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- ◆ Women whose very presence anywhere would exude goodness and touch the lives of others.

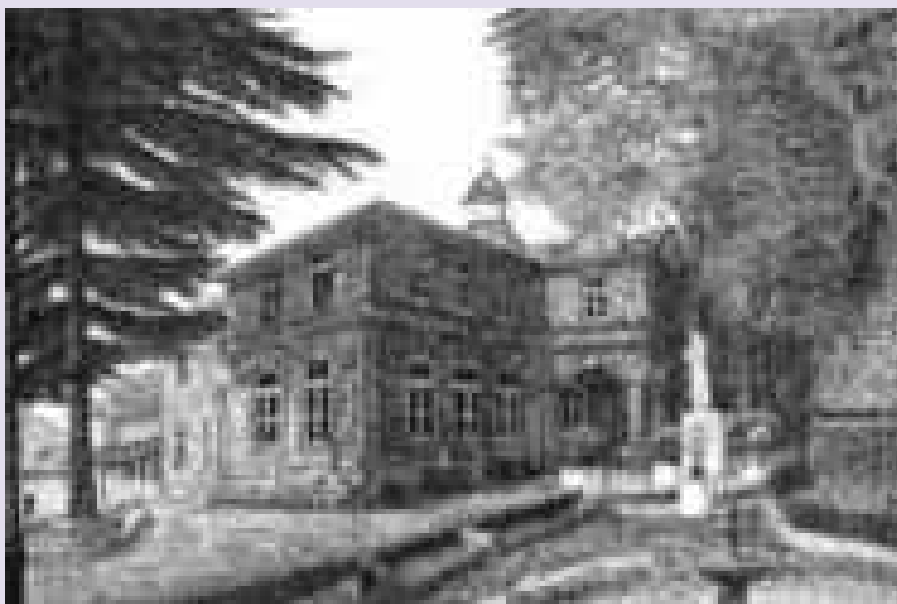
St. Bede's College

AN INTRODUCTION

“NON NOBIS SOLUM” – Not for ourselves alone, is the motto of this premier institute of Himachal Pradesh. The magnificent location of St. Bede's on the eastern knoll of Shimla, nestled midst thick lush green cedars, adds to the grandeur of its facade. Ever since the inception of the college in 1904, it has endured the upheaval of two world wars and the partition of India. Since then Bede's has grown from strength to strength in its academic culture. The emphasis on the value-oriented education being imparted by this premier institution of Shimla further makes it a centre of holistic learning. The college enjoys the distinct position of not only being the first college to have been established in Shimla in 1904, but also the first college in Himachal to have been conferred with the status of 'A+' grade in its third cycle of accreditation by NAAC. This college is every girl's dream of chiselling and honing her personality and talent to carve a niche for herself in this competitive world. Situated at a distance of about 3kms. from main Shimla, it is easily accessible from the Circular Road.

The Institute takes pride in its rich history and heritage. The imposing structure of the main building constructed in 1903, The Marian Block, has been declared as a heritage site by the ASI.

The college is undoubtedly making rapid strides in the field of education which is implicit from the fact that it is running three streams-Arts, Science & Commerce. The most acclaimed courses of St. Bede's are its UG Courses of Honours in English, Economics, Psychology and Geography. The college also offers B.B.A., B.C.A., Biotechnology, Microbiology (Hons) and P.G. courses in English, Botany and Commerce under the self-financing scheme. St. Bede's welcomes students of all religions. We live and work, and pray together as a family. We know that it is possible to work together for common goals and we are enriched by such an experience. Together we strive to work for change in society, translating our vision into reality.



Code of Conduct

Discipline is a distinctive feature of the institution. Disregard of rules and regulations of the College is dealt with firmly. Discipline is to be maintained at all levels — regularity for the assemblies, punctuality and regularity for the classes, maintaining silence in the corridors and in areas where classes are held. It is mandatory for students to have 75% (minimum) attendance as stipulated by the university and college authorities.

Any action likely to tarnish the good name of the college will be regarded as a breach of college discipline. The students have to maintain a respectful attitude towards the authorities, elders, teachers and their own peers. The students must cultivate a deep sense of honesty, integrity and develop a sense of respect with regard to college property. Students must be modest in their mode of dress.

The Value Education classes evolved by the college are held regularly in small groups to help the students in self-growth. Students are groomed to be responsible and accountable citizens of India.

- The authority of the college extends over every student on its rolls, at all times and in all places.
- The Principal and all the members of the staff have the authority and the duty to ensure discipline and order among the students everywhere and always.
- Every student must procure for herself the prescribed text books and the necessary stationery. All students should be modest in their dressing.
- Students should be regular in attendance and punctual for all functions of the college.
- The classroom is recognised as a place for work. Consequently care is taken not to disturb work in the classrooms and reading rooms, etc.
- Students should co-operate with the authorities in maintaining its high standard of cleanliness and order.
- Any damage to the property is forbidden. Students should not write, scratch the college walls or furniture.

- Students should utilise their free periods in reading books, magazines and newspapers available in the library or in pursuing some useful hobby or craft, or in the practice of some sport.
- Parents/Guardians should keep the college office posted with change of address, whether local or permanent.
- Visitors are not allowed to go into the classrooms without permission.
- ThePrincipal may from time to time have to supplement these rules as and when the need arises.

Instructions for students/ Parents/ Guardians

Students/Parents/Guardians should acquaint themselves thoroughly with the following rules :

- a) The admission form should be complete in all respects in legible, block letters and submitted along with the relevant certificates.
- b) A student will not be admitted to class unless she produces the admission slip duly attested by the Principal.
- c) Fees is Paid Online mode.
- d) Non-payment of fees for 2 months may cause a student's name to be struck off the rolls of the institution. If the student is readmitted, admission fee will be charged again.
- e) Lectures attended by a student whose name is struck off the rolls, on account of non-payment of fees, will not be counted for the period she is off the rolls.
- f) Use of Mobile phones in the classrooms is strictly prohibited.
- g) Students are expected to attend their classes regularly. The university rules require a student to have a minimum of 75% attendance, failing which the student will not be permitted to sit for the university examinations.
- h) Names of the students absent without informing for more than four consecutive classes will be struck off the rolls. Re-admission may be granted at the discretion of the Principal.

Anti-Ragging Cell

Ragging is Strictly Banned in the Institution

The college comprises of an Anti-Ragging Cell with the rules and regulations under the Supreme Court of India Orders.

Ragging is a criminal conspiracy, unlawful assembly and rioting. Public nuisance is created during ragging. There is violation of decency and morals through ragging, injury to body, causing hurt or grievous hurt, wrongful restraint, wrongful confinement, use of criminal force, assault as well as sexual offences or even unnatural offences, extortion, criminal trespass, criminal intimidation and attempts to commit any or all of the above mentioned offences against the victim shall not be tolerated by the college.

Fill in an online form on www.antiragging.in and get your reference no. which is to be filled in the admission form.



The following could be the possible penalty for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of Law.

Rules against Ragging :

1. Cancellation of admission.
2. Suspension from attending classes, as decided by the committee.
3. Withholding, withdrawing scholarship/ fellowship and any other benefits.
4. Debarring from appearing in any test, examination or any other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension or expulsion from the hostel and the college and consequent debarring from admission to any other institution.
8. Fine up to Rs. 25,000/-
9. Rigorous imprisonment up to three years.
10. **All students to fill online anti-ragging form on www.antiragging.in and send the scanned copy to the college along with other admission documents.**



Eligibility Criteria for Admission

A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P. Board of School Education (or in case of Shastri, pass in Shastri from Sanskrit Colleges affiliated to the HPU) or an examination accepted as equivalent thereto by the various bodies of the H. P. University.

- (i) A minimum percentage of marks required for the B.A. programme shall be 45% and 40% for SC/ST/OBC in the previous qualifying examination.*
- (ii) A minimum percentage of marks required for admission to B.Sc. programme shall be 50% and 45% for SC/ST/OBC in the previous qualifying examination.*
- (iii) Sports quota: 5% seats reserved under Sports quota for student who are outstanding in sports (National/International rank holders).

* The minimum percentage can vary according to Himachal Pradesh University regulation/declaration.

- (iii) The candidates who have passed the qualifying examination with science stream, they shall be given preference in admission to B.Sc./B.C.A. programme.
 - (iv) The candidates who have passed the qualifying examination with commerce stream, they shall be given preference in admission to B.Com./B.B.A. programme.
 - (v) The candidates who have passed the qualifying examination with Mathematics as one of the subjects, they shall be given preference in admission to B.C.A. programme.
- Students with Compartment will not be eligible for admission

Outline of Choice Based Credit System :

1. Core Course (14 for honours courses; 4 discipline specific papers each for regular courses and 2 papers each for English and Hindi/MIL in B.A./B.Com): 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 for honours courses and 2 each for 5 regular courses): Elective courses offered under the main discipline/ subject of study is referred to as Discipline Specific Elective.
- 2.2 Generic Elective (GE) Course (4 for honours courses and 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 disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.
3. Ability Enhancement Courses (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;
- i.) Environmental Science and
- ii.) English/ Hindi/ MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
- 3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/Hindi Communication/MIL Communication.
- 3.2 Skill Enhancement Courses (SEC) (minimum 2 for honours courses and 4 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 both theory and lab/hands-on/training in field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
4. Practical/tutorials (One each with every core and discipline/generic specific elective paper).
5. Dissertation/Project-To introduce a research component in under graduate courses Project work/Dissertation is considered as a special course involving application of knowledge in solving/ analyzing/ exploring a real life situation/ difficult problem. A Project/ Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Award of Degree

1. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers, respectively.
2. An undergraduate degree in Science disciplines may be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.
3. An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Elective papers.



Details of Courses/Credits Under Graduate (B.A./B.Com.)

| Course | *Credits | |
|-----------------------------------------------------------------------------------------------------------|------------------|------------------|
| | Paper+ Practical | Paper + Tutorial |
| I. Core Course (6 Credits) | | |
| (12 Papers) | 12×4= 48 | 12× 5=60 |
| Two papers -English | | |
| Two papers -Hindi/MIL | | |
| Four papers -Discipline 1 | | |
| Four papers -Discipline 2 | | |
| Core Course Practical / Tutorial* | 12×2=24 | 12×1=12 |
| (12 Practicals) | | |
| II. Elective Course (6 Credits) | | |
| (6 Papers) | 6×4=24 | 6×5=30 |
| Two papers- Discipline 1 specific | | |
| Two papers- Discipline 2 specific | | |
| Two papers- Inter disciplinary | | |
| Two papers from each discipline of choice | | |
| and two papers of interdisciplinary nature. | | |
| Elective Course Practical / Tutorials* | 6×2=12 | 6×1 =6 |
| (6 Practical/ Tutorials*) | | |
| Two papers- Discipline 1 specific | | |
| Two papers- Discipline 2 specific | | |
| Two papers- Generic (Inter disciplinary) | | |
| Two papers from each discipline of choice | | |
| including papers of interdisciplinary nature | | |
| • Optional Dissertation or project work in place of one elective paper (6 credits) in 6th Semester | | |
| III. Ability Enhancement Courses | | |
| 1. Ability Enhancement Compulsory Courses (AECC) | | |
| (2 Papers of 4 credits each) | 2×4=8 | 2×4=8 |
| Environmental Science | | |
| English/Hindi/MIL Communication | | |
| 2. Skill Enhancement Courses (SEC) | 4×4=16 | 4×4=16 |
| (4 Papers of 4 credits each) | | |
| Total Credit | 132 | 132 |

* Wherever there is a practical there will be no tutorial and vice-versa.

Details of Courses/Credits for Honours

| Course | *Credits | |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
| | Theory+Practical | Theory + Tutorial |
| I. Core Course (6 Credits) | | |
| (14 Papers) | $14 \times 4 = 56$ | $14 \times 5 = 70$ |
| Core Course Practical / Tutorial* | | |
| (14 Papers) | $14 \times 2 = 28$ | $14 \times 1 = 14$ |
| II. Elective Course (6 Credits) | | |
| (8 Papers) | | |
| A.I. Discipline Specific Elective | $4 \times 4 = 16$ | $4 \times 5 = 20$ |
| (4 Papers) | | |
| A.2. Discipline Specific Elective | | |
| Practical/Tutorials | $4 \times 2 = 8$ | $4 \times 1 = 4$ |
| (4 Papers) | | |
| B.I. Generic Elective/Interdisciplinary | $4 \times 4 = 16$ | $4 \times 5 = 20$ |
| (4 Papers) | | |
| B.2. Generic Elective | | |
| Practical/Tutorials | $4 \times 2 = 8$ | $4 \times 1 = 4$ |
| (4 Papers) | | |
| • Optional Dissertation or project work in place of one Discipline Specific elective paper (6 credits) in 6th Semester | | |
| III. Ability Enhancement Courses | | |
| I. Ability Enhancement Compulsory Courses (AECC) | | |
| (2 Papers of 4 credits each) | $2 \times 4 = 8$ | $2 \times 4 = 8$ |
| Environmental Science | | |
| English/Hindi/MIL Communication | | |
| 2. Skill Enhancement Courses (SEC) | | |
| (Minimum 2, Max. 4) | $2 \times 4 = 8$ | $2 \times 4 = 8$ |
| (2 Papers of 2 credits each) | | |
| Total Credit | 148 | 148 |

* Wherever there is a practical there will be no tutorial and vice-versa.

Details of Courses/Credits for B.Sc.

| Course | *Credits | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| | Theory+Practical | Theory+Tutorials |
| I. Core Course (12 Papers) 04 Courses from each of the 03 disciplines of choice Core Course Practical / Tutorial* (12 Practical/ Tutorials*) 04 Courses from each of the 03 Disciplines of choice | $12 \times 4 = 48$ $12 \times 2 = 24$ | $12 \times 5 = 60$ $12 \times 1 = 12$ |
| II. Elective Course (6 Papers) Two papers from each discipline of choice including paper of interdisciplinary nature. Elective Course Practical / Tutorials* (6 Practical / Tutorials*) Two Papers from each discipline of choice including paper of interdisciplinary nature | $6 \times 4 = 24$ $6 \times 2 = 12$ | $6 \times 5 = 30$ $6 \times 1 = 6$ |
| • Optional Dissertation or project work in place of one Discipline elective paper (6 credits) in 6th Semester. | | |
| III. Ability Enhancement Course 1. Ability Enhancement Compulsory (2 Papers of 4 credits each) Environmental Science English/MIL Communication 2. Skill Enhancement Course (Skill Based) (4 Papers of 4 credits each) | $2 \times 4 = 8$ $4 \times 4 = 16$ | $2 \times 4 = 8$ $4 \times 4 = 16$ |
| Total Credit | <hr/> 132 | <hr/> 132 |

* Wherever there is practical there will be no tutorials and vice-versa.

Course-wise Assessment and Evaluation

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

- (i) Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course; and
- (ii) End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.
- (iii) For practical subjects theory will be 50%, Practical 20% and CCA 30%

Continuous Comprehensive Assessment (CCA) : This would have the following components :

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 End-Semester Examination (ESE).

- * Those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the head of institution.
- * Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the head of the institution.
- * The exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25%. However, the condition of 50% attendance will be compulsory in these cases. The claim for this exemption should be supported by authenticated certificate from the concerned authorities.
- * The candidates getting the exemptions, except for those getting exemptions for co-curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

A) Classroom Attendance Incentive :

As an incentive for the classroom attendance, CCA marks will be awarded as follows :-

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

B) Minor Test :

There will be one minor test of 15 marks.

C) Internal Assessment :

Remaining 10 marks of CCA will be awarded on the basis of Seminars/Assignment/Class tests etc.

Note : In order to qualify a paper students must pass both in CCA and ESE separately.

A student failing in CCA will not be permitted to take her End Semester Exam (as per HPU Rules).

Grievance and Redressal Mechanism

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the College on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal will be placed before the Grievance Redressal Committee (GRC), chaired by the College Principal, comprising :

- (1) For cases pertaining to the major subject (core or elective courses) : the Head of the Department, course teacher, and a senior teacher of the department.
- (2) For cases pertaining to the Electives, the Head of the department (of the Major), course teacher, and a senior teacher of the department of the subject.

COURSES OFFERED

Humanities

B.A. Pass Course:

ELECTIVES :

1. Computer Application with

Choose any **ONE** of the following:

Economic/History/Music Instrumental/Psychology/Political Science/Nutrition & Health/
Maths /Physical Education

2. Economics with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/ Maths/ English/ Geography/
Hindi/Computer Application /Physical Education

3. English with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

4. Geography with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

5. Hindi with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

6. History with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/English/Geography/Hindi/Computer
Application /Physical Education

7. Maths with

Choose any **ONE** of the following:

Economics/ Computer Application

8. Music (Instrumental) with

Choose any **ONE** of the following:

Psychology/Political Science/Nutrition & Health/English/Geography/Hindi/Computer
Application /Physical Education

9. Nutrition & Health Education with

Choose any **ONE** of the following:

Economic/History/ Music (Instrumental)/ English/Geography/Hindi/Computer Application.

10. Political Science

Choose any **ONE** of the following:

Economic/History/ Music Instrumental /English/ Geography/ Hindi/Computer Application.

11. Psychology with

Choose any **ONE** of the following:

Economic/History/ Music Instrumental /English/ Geography/ Hindi/Computer Application.

12. Physical Education with

Choose any **ONE** of the following:

History/Economics/English/ Music Instrumental/Geography/Hindi/Computer Application

(B). B.A. HONOURS

1.English

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Geography/ Economics

(An entrance test for English Honours will be held off-line, dates for which will be notified on the college website.)

2. Economics – (Maths as a subject in Class XII is mandatory for Economics Hons.)

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Geography/English.

3. Psychology – (An entrance test for Psychology Honours will be held off-line, dates for which will be notified on the college website.)

GENERIC ELECTIVES (GE) - Choose any one of the following:

English/Geography/Economics.

4. Geography

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Economics/English.

(C). SCIENCES

1. B.Sc. Botany (Compulsory Subjects Zoology and Chemistry)

2. B.Sc. Zoology (Compulsory Subjects Botany and Chemistry)

3. B.Sc. Physics (Compulsory Subjects Maths and Chemistry)

4. B.Sc. Chemistry

· (Compulsory Subjects Physics and Maths)

OR

· (Compulsory Subjects Botany and Zoology)

5. B.Sc. Mathematics (Compulsory Subjects Physics and Chemistry)

6. B.Sc. Computer Science (Compulsory Subjects Physics and Maths)

(D). SELF FINANCED PROFESSIONAL COURSES

1. B.Com
2. B.B.A.
3. B.C.A.
4. B.Sc. Hons. in Microbiology
5. B.Sc. Hons. in Biotechnology
6. D.El.Ed Course, H.P. Board

E. POST GRADUATE COURSES

1. M.A. English
2. M.Com.
3. M.Sc. Botany

NOTE:

* Eligibility criteria as per H.P. University.

** It will be mandatory for all students to choose **ONE Value-added Online Course from the Swayam/Coursera Portal** (Government of India's MOOCS platform for online free E-learning).

***Counselling Service for students will be provided.



ADMISSION PROCEDURE

Admission and Reservation

Admission to the various courses of study shall be open to all girls, irrespective of race, creed, caste or class. However, Christian students who qualify, will be given preference for admission. As per Government norms 25% of seats are reserved for SC/ST/OBC/Physically Challenged.

- a) 22% of the seats shall be reserved for SC/ST/OBC candidates respectively.
- b) 3% seats shall be reserved for physically challenged candidates
- c) Sports 5% seats shall be reserved for students who are outstanding in sports.

All students applying for admission under the Reserved Category (SC/ST/OBC/Minorities) must furnish related certificates. It is mandatory to submit the same as it is required for use by the UGC, government departments, NAAC and other official agencies which the college deals with for providing benefits to those students.

Refusal of Admission

★ No student shall be eligible for admission to first semester, if she is more than 22 years of age as on 1st June of the relevant year of admission. This age limit shall be raised up to 3 years for Scheduled Caste/Tribe candidates. The Vice-Chancellor may, however, in exceptional circumstances, to be recorded in writing, permit relaxation in age up to a maximum period of three months.

No student who fails in all the compulsory and elective subjects or fails twice in the same examination conducted on the annual system shall be readmitted in the same class. The Vice-Chancellor of the University may in exceptional circumstances, for reasons to be recorded in writing, permit such a student to be admitted notwithstanding anything contained in the foregoing rules. A student shall be refused admission if her conduct during any previous stay in the College has been unsatisfactory. A student who has been expelled or rusticated shall not be admitted to any course of study in the College without the prior approval of the Vice-Chancellor of the University. This approval is obtained by the Principal of the College.

★ In cases not governed by the above, the Principal reserves the right to refuse the admission without assigning any reason.

★ The admission of a candidate migrating from a Board/University/College shall be treated as provisional and shall only be confirmed when she produces :

- (i) The original certificate of the previous qualifying examination, along with three attested photostat copies of the same certificate.
- (ii) A certificate of good conduct from the head of the institution last attended by her.
- (iii) An original migration certificate in the case of applicants who have passed examinations from Board/Universities other than the H. P. Board or the Himachal Pradesh University.
- (iv) A medical certificate of fitness. (Form attached)
- (v) 'No Objection Certificate', from the Indian Embassy abroad and student visa (Foreign students only).
- (vi) Equivalence certificate from H. P. University (Foreign students only).

A student disqualified by another University shall not be given admission during the period of disqualification.

Migration

The admission of students migrating from another University or from another college or Institution affiliated to the Himachal Pradesh University shall be governed by Regulations framed by the Executive Council of the Himachal Pradesh University in this behalf, from time to time.



FEE STRUCTURE (B.A. /B.Sc.) I Year (Annual Fee)

I At the time of admission/re-admission

| | | | |
|---|-----------------------------------------------------|-----|---------|
| 1 | College registration fee (non-refundable) | Rs. | 50.00 |
| 2 | College admission/re-admission fee (non-refundable) | Rs. | 50.00 |
| 3 | Tuition Fee (Non Himachali) | Rs. | 6 00.00 |
| 4 | Tuition Fee (Himachali) | Rs. | NIL |
| 5 | University Misc. Fee | Rs. | 708.00 |
| 6 | Lab Fee [Per Practical] | Rs. | 3200.00 |
| 7 | Computer Lab Fee | Rs. | 4000.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------|
| TOTAL | Rs. | 16800.00 |
|-------|-----|----------|

FEE STRUCTURE (B.A. /B.Sc.) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-----------------------------|-----|---------|
| 1 | Tuition Fee (Himachali) | Rs. | NIL |
| 2 | Tuition Fee (Non Himachali) | Rs. | 600.00 |
| 3 | University Misc. Fee | Rs. | 708.00 |
| 4 | Lab Fee [Per Practical] | Rs. | 3200.00 |
| 5 | Computer Lab. Fee | Rs. | 4000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (B.A. /B.Sc.) III Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-----------------------------|-----|---------|
| 1 | Tuition Fee (Himachali) | Rs. | NIL |
| 2 | Tuition Fee (Non Himachali) | Rs. | 600.00 |
| 3 | University Misc. Fee | Rs. | 708.00 |
| 4 | Lab Fee [Per Practical] | Rs. | 3200.00 |
| 5 | Computer Lab. Fee | Rs. | 4000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

Self-Financed Courses (UG)

1. Bachelor of Business Administration (BBA)
2. Bachelor of Commerce (B. Com)
3. Bachelor of Computer Application (BCA)

Honours Courses

1. B. Sc. (Honours) Biotechnology
2. B.Sc. (Honours) Microbiology

Eligibility condition for admission for regular students

- (a) Candidates who have passed any of the following examinations:

10+2 examination from H. P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by Himachal Pradesh University, Shimla- 5 with 50% Marks having passed in five written subjects (including English)

OR

Any examination of a University/Board/College or school in a foreign country recognized as equivalent for the above purpose by the Vice Chancellor/Equivalent Committee, either of its own or on the recommendation of the Association of Indian Universities.

- (b) Rounding off fraction is not permissible.

- (c) If the candidate does not produce the actual marks from Board in respect of +2 equivalent examination where the result is shown in grade and standard, etc., the minimum percentage of marks for each subject given in standards will be taken into consideration for determining their eligibility.

N.B. However the cut off percentage will depend on the number of applicants.

Dress Code

BBA/BCA students will have to wear a uniform of Black Trousers, Mauve Shirt, Polka dotted Purple and Black Tie, Black College Cardigan and the College Blazer and Black Shoes.

Self Financed Courses (P. G.)

1. M. A. English
2. M. Com
3. M. Sc. Botany

Eligibility Criteria

- As per university rules.
- Admission to M. Sc. Botany, M.Com & M.A. English will be on the basis of an entrance examination conducted by the Himachal Pradesh University, Shimla. For details refer to H. P. U. website.



FEE STRUCTURE (BBA) I Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-------------------------------------------|-----|----------|
| 1 | College Registration Fee (Non-refundable) | Rs. | 100.00 |
| 2 | Admission Fee | Rs. | 100.00 |
| 3 | Tuition Fee | Rs. | 22000.00 |
| 4 | University Misc. Fee | Rs. | 354.00 |
| 5 | Levy Fee | Rs. | 3000.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (BBA) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 22000.00 |
| 2 | University Misc. Fee | Rs. | 354.00 |
| 3 | Levy Fee | Rs. | 3000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (BBA) III Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 22000.00 |
| 2 | University Misc. Fee | Rs. | 354.00 |
| 3 | Levy Fee | Rs. | 3000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (BCA) I Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-------------------------------------------|-----|----------|
| 1 | College Registration Fee (Non-refundable) | Rs. | 100.00 |
| 2 | Admission Fee | Rs. | 100.00 |
| 3 | Tuition Fee | Rs. | 22000.00 |
| 4 | University Misc. Fee | Rs. | 354.00 |
| 5 | Levy Fee | Rs. | 3500.00 |
| 6 | Lab. Fee | Rs. | 1000.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 2. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (BCA) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 22000.00 |
| 2 | University Misc. Fee | Rs. | 354.00 |
| 3 | Levy Fee | Rs. | 3500.00 |
| 4 | Lab. Fee | Rs. | 1000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (BCA) III Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 22000.00 |
| 2 | University Misc. Fee | Rs. | 354.00 |
| 3 | Levy Fee | Rs. | 3500.00 |
| 4 | Lab. Fee | Rs. | 1000.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE B.Sc. Honours Biotechnology/Microbiology Ist Year

1 At the time of admission

| | | | |
|---|----------------------------------------|-----|----------|
| 1 | College Admission Fee (Non-refundable) | Rs. | 1000.00 |
| 2 | Tuition Fee | Rs. | 40000.00 |
| 3 | University Misc. Fee | Rs. | 5900.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE B.Sc. Honours Biotechnology/Microbiology IInd Year

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 40000.00 |
| 2 | University Misc. Fee | Rs. | 5900.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE B.Sc. Honours Biotechnology/Microbiology IIIrd Year

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 40000.00 |
| 2 | University Misc. Fee | Rs. | 5900.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (B.Com.) I Year

1 At the time of admission

| | | | |
|---|-------------------------------------------|-----|----------|
| 1 | College Registration Fee (Non refundable) | Rs. | 100.00 |
| 2 | College Admission Fee | Rs. | 100.00 |
| 3 | Tuition Fee | Rs. | 15400.00 |
| 4 | University Misc. Fee | Rs. | 2596.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (B.Com) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 15400.00 |
| 2 | University Misc. Fee | Rs. | 2596.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|-----------------|
| TOTAL | Rs. | <u>16800.00</u> |
|-------|-----|-----------------|

FEE STRUCTURE (B.Com) III Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 15400.00 |
| 2 | University Misc. Fee | Rs. | 2596.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (M.A./M.Com.) I Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-------------------------------------------|-----|----------|
| 1 | College Registration Fee (Non refundable) | Rs. | 100.00 |
| 2 | College Admission Fee | Rs. | 100.00 |
| 3 | Tuition Fee | Rs. | 11000.00 |
| 4 | University Misc. Fee | Rs. | 5900.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

FEE STRUCTURE (M.A./M.Com.) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 11000.00 |
| 2 | University Misc. Fee | Rs. | 5900.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|-----------------|
| TOTAL | Rs. | <u>16800.00</u> |
|-------|-----|-----------------|

FEE STRUCTURE (M.Sc Botany) I Year (Annual Fee)

1 At the time of admission

| | | | |
|---|-------------------------------------------|-----|----------|
| 1 | College Registration Fee (Non refundable) | Rs. | 100.00 |
| 2 | College Admission Fee | Rs. | 100.00 |
| 3 | Tuition Fee | Rs. | 40000.00 |
| 6 | University Misc. Fee | Rs. | 11800.00 |
| 7 | Lab. Fee | Rs. | 3200.00 |

University Fee

| | | | |
|----|--------------------------------------------------|-----|-------|
| 1. | Sports and Co-Curricular Activities Fee (Annual) | Rs. | 30.00 |
|----|--------------------------------------------------|-----|-------|

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|-----------------|
| TOTAL | Rs. | <u>16800.00</u> |
|-------|-----|-----------------|

FEE STRUCTURE (M.Sc.Botany) II Year (Annual Fee)

1 At the time of admission

| | | | |
|---|----------------------|-----|----------|
| 1 | Tuition Fee | Rs. | 40000.00 |
| 2 | University Misc. Fee | Rs. | 11800.00 |
| 3 | Lab Fee | Rs. | 3200.00 |

Annual Charges (Non refundable)

| | | | |
|----|---------------------------------|-----|----------|
| 1 | Sports Fee | Rs. | 500.00 |
| 2 | Cultural/Educational Activities | Rs. | 1900.00 |
| 3 | P.T.A. Fund | Rs. | 500.00 |
| 4 | Minor Test | Rs. | 250.00 |
| 5 | Library Fee | Rs. | 600.00 |
| 6 | Scout Fee | Rs. | 50.00 |
| 7 | Identity Card | Rs. | 200.00 |
| 8 | Postage | Rs. | 200.00 |
| 9 | Emergency Fund | Rs. | 100.00 |
| 10 | Staff Benefit Fund | Rs. | 10000.00 |
| 11 | Student Aid Fund | Rs. | 100.00 |
| 12 | Internet/ERP | Rs. | 1000.00 |
| 13 | Magazine | Rs. | 300.00 |
| 14 | Mentor Card | Rs. | 50.00 |
| 15 | Water & Electricity | Rs. | 1000.00 |
| 16 | NCC | Rs. | 50.00 |

| | | |
|-------|-----|----------------------|
| TOTAL | Rs. | <hr/> 16800.00 <hr/> |
|-------|-----|----------------------|

Value Added/Skill Based Programmes

It is compulsory for the students to take at least one value added course in Ist, IInd & IIIrd Year .

Compulsory Courses for Ist Year (Only One)

Add-on Courses 2022-23

B.A/ B.Sc/ B.Com/ BBA/ BCA -First year.

(Fee- 4500/-)

1. French /German
2. Tally ACE (compulsory for B.Com and BBA)
3. Physical Fitness & Yoga
4. Web Designing

B.A/ B.Sc/B.Com/ BBA/ BCA - Second year

(Fee-4500/-)

- 1 German/French
- 2 Java
- 3 Tally with GST (compulsory for B.Com and BBA)
4. Physical Fitness & Yoga

B.A/B.Sc/B.Com/BBA/BCA - Third year

(Fee-4500/-)

1. German
2. Physical Fitness & Yoga
3. Nutrition & Health
4. Communication Skills & Personality Development

Note : The course will commence with a minimum No of 50 students per course



D. El. Ed. Course

The D. El. Ed. Course is of two years duration and is termed as Diploma in Elementary Education. It is affiliated to the H. P. Board. Minimum qualification for admission to the course is at least 50% marks in +2 for the candidates of general category and 45% for the candidates belonging to SC and ST categories, after which they go through the D. El. Ed. Common Entrance Test. Successful candidates are allotted seats to the Training Colleges through Counselling held every year by the H. P. Board.

Curriculum Structure

The content of the D. El. Ed. programme has the potential to prepare the trainees to handle effectively the elementary school curriculum from standard I to VIII. The major function of the courses is to enable the prospective teachers to develop insight into priorities and problems of learning processes and to equip the trainees to organise teaching learning process in schools with the right perspective.

School Experience Programmes

Practice Teaching is undertaken by the D. El. Ed. students in different government schools every year during their 2 year course.

There is an annual examination in the month and dates notified by the H.P. Board.

Placement Procedure

For placement into govt. schools the D. El. Ed. students have to appear & qualify for H.P. Teacher Eligibility Test.



D. El. Ed. Course

Fee Structure

| | |
|----------------------------|--------------|
| D.El. Ed.Non Sub. | |
| Registration Fee | Rs. 50.00 |
| Tuition Fee | Rs. 27500.00 |
| Admission Re-admission Fee | Rs. 2000.00 |
| Annual Charges | Rs. 6000.00 |
| Maintenance Fee | Rs. 1000.00 |
| House Exam | Rs. 100.00 |
| Medical Fee | Rs. 10.00 |
| SAF | Rs. 150.00 |
| SWF | Rs. 150.00 |
| Misc Fee | Rs. 310.00 |
| Sports Fee | Rs. 100.00 |
| I.D. Card Fee | Rs. 50.00 |
| Cultural Act Fund | Rs. 100.00 |

| | |
|-----------|----------|
| Total Rs. | 37520.00 |
|-----------|----------|

D.El. Ed. Sub.

| | |
|----------------------------|--------------|
| Registration Fee | Rs. 50.00 |
| Tuition Fee | Rs. 16500.00 |
| Admission Re-admission Fee | Rs. 2000.00 |
| Annual Charges | Rs. 6000.00 |
| Maintenance Fee | Rs. 1000.00 |
| House Exam | Rs. 100.00 |
| Medical Fee | Rs. 10.00 |
| SAF | Rs. 150.00 |
| SWF | Rs. 150.00 |
| Misc Fee | Rs. 310.00 |
| Sports Fee | Rs. 100.00 |
| I.D. Card Fee | Rs. 50.00 |
| Cultural Act Fund | Rs. 100.00 |

| | |
|-----------|----------|
| Total Rs. | 26520.00 |
|-----------|----------|

ELIGIBILITY FOR EXAMINATION

- ★ In order to be eligible to appear at the University examination, the candidate should have attended not less than:
 - (a) 75% of the lectures delivered in each of the subjects offered.
 - (b) 25% of the periods are assigned to Practical work in each subject.
 - (c) The student should qualify the minor tests which are compulsory.
 - d) Parents too are responsible for ensuring the minimum percentage of attendance (75%) required to sit for the final examination.
- ★ Absence from lectures, tutorials, seminars, practicals etc., on account of participation in Institution Intercollege, State, National, International Meets or tournaments, Youth Festival and Cultural competitions or N.C.C. or N.S.S. camps, including the actual time spent on journeys therefore, shall be ignored and shall be deemed as attendance for the purpose of the above.

Admission to Examinations :

- ★ The Himachal Pradesh University from time to time prescribes the forms and certificates required for admission to the different examinations of the University and makes the forms available online. A candidate seeking admission to an examination of the Himachal Pradesh University shall be required to pay the fees as prescribed by the same University.
- ★ The Principal of the College may intimate the candidates, at least fifteen days prior to the commencement of the examination, for the withdrawal of the application of any candidate, who fails to fulfil the conditions.
- ★ The Superintendent of the Examination centre may not permit a candidate to take the examination, if it is brought to his/her notice in writing by the Principal of the College that the candidate has not paid the outstanding dues including hostel and mess charges or has failed to return the library books or

other articles, or in the case of loss has not paid the cost thereof, as assessed by the Principal of the College.

- ★ The Vice Chancellor of the University may withdraw the permission of the candidate to appear in an examination, if at any stage it is found that the candidate was not eligible for admission to that examination or has been subsequently rusticated or expelled from the College after the submission of her application form.

Proposed Vacation /Examination Schedule

- 1 Regular teaching of 1st Year, from August 1, 2022.
- 2 IInd Year & III rd year classes from July 11, 2022
- 3 Annual Exams from 15th April 2023 to 20th May 2023

Winter Vacations 1st January 2023 to 4th February 2023

Diwali Break 22nd October to 26th October 2022

Summer Break 10th June to 4th July 2022

(As per H. P. University Schedule)



A student who wishes to withdraw her admission from the college must apply to the Principal in writing. The application for withdrawal must be countersigned by the parent. All fees, fines and other dues will be charged when the formal withdrawal takes place.

Fee Refund Policy

College refund policy is in accordance with UGC Guidelines.

4.2.3 If a student chooses to withdraw from a program of study in which she is enrolled, the institution concerned shall follow the following four-tier system for the refund of Fee remitted by the Student.

* (inclusive of course Fee and non tuition Fee but exclusive of caution money and security deposit)

| Sr. No. | Percentage of Refund of Aggregate Fee | Point of time when notice of withdrawal of admission is served to HEI |
|---------|---------------------------------------|----------------------------------------------------------------------------------------|
| (1) | 100% | 15 days before the formally notified last date of admission |
| (2) | 80% | Not more than 15 days after the formally notified last date of admission |
| (3) | 50% | More than 15 days but less than 30 days after formally notified last date of admission |
| (4) | 00% | More than 30 days after formally notified last date of admission |

4.2.4. In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate Fee as processing charges from the refund amount.

4.2.5 Fee shall be refunded to the eligible student after one month of the date of receiving a written application from her in this regard.

Removal from College

The Principal has the discretion to strike off the name of any student who is irregular in attendance or is not amenable to the college discipline.

Fines

- a) It is mandatory for a student to be present on the re-opening day of the college. Sick leave, however, will be granted on the production of a Medical Certificate from a doctor. This however, will not affect the rule regarding the minimum attendance.
- b) Each student must bear the cost of repairing and replacing all articles of furniture, crockery, library books etc. lost, broken and damaged by her.

Scholarships & Financial Assistance

Scholarships -There are number of scholarship opportunities available for students. The college management may grant fee concession to the needy students having financial difficulty in continuing with their studies on merit-cum-means basis. These scholarships recognize merit and talent of students. Students may submit their application/form for the scholarship at the beginning of the academic session, within 20 days of registration for admission.

Student's Aid Fund (SAF)

Students can avail of financial assistance offered by the SAF, application for the same to be given to the principal.

Fee concession and assistance from SAF are not available to students repeating a class.

Book Bank Scheme

A Book Bank Scheme is in operation for needy students. The application in this respect may be submitted to the Librarian.

General guidelines:

- (i) The students interested in availing fee concession must submit their application/ form along with requisite documents/certificates such as:
- (ii) An affidavit with respect to the family income (income certificate from Tehsildar with details of income from different sources).
- (iii) Academic profile of the previous class in the principal's office within 20 days of their registration for timely processing of the application for fee concession.
- (iv) Fee concession to students whose parents are not surviving and there is no

source of income and those whose father has expired, and mother is not able to bear the expenditure towards studies. Following documents/Information shall be submitted by the student: 1. Proof of Death be submitted by the candidate. 2. Income proof/certificate from the tehsildar.

(v) The students must have passed the examination in first attempt i.e., should not have a re-appear or compartment or should not have dropped the examination. In case of gap of one year or more between passing the qualifying exam & seeking admission in the college, this discount will not be granted.

(vi) Students should not involve in criminal cases, ragging or any other misconduct/violation of College Rules. Students must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 90%.

(vii) Not getting any fellowship/scholarship/concession from any other source.

The concession may be withdrawn on misconduct/indiscipline on the part of the student, irregularity in attendance or failure or unsatisfactory grade in any of the courses in any examination.

General conditions applicable to all category of students availing fee concession (i) Fee concession is not a matter of right of the student and the college can increase or decrease percent of students to be granted fee concession, extent of fee concession, amount of fee concession, limit of income of their parents/guardian to be eligible for fee concession or any other condition.

Note: -These concessions are not applicable for self-financing courses.

LEAVE RULES

- ★ Students are expected to attend their classes regularly.
- ★ They are expected to attend punctually all the examinations and tests of various types in the subjects they study. The parents and students will hold responsibility to abide by the university requirements.
- ★ All leave applications must be duly countersigned by the Principal/ Parent/Guardian/Hostel Superintendent, Teacher before the students avail of the leave. Leave slips should be submitted within a week of absence.
- ★ Students, even if they are on leave, must see to it that their fees are paid and that the library books they have borrowed are returned on time.

- ★ Names of the students absent without informing for more than four consecutive classes will be struck off the rolls. Re-admission may be granted at the discretion of the Principal.

ISSUANCE OF CERTIFICATES

- ★ Applications for Character and Discharge Certificates should be made at least two days in advance.
- ★ Before a Character Certificate is issued, teachers teaching the student and the Mentor should fill the Mentor Card, which will also be submitted along with the application.
- ★ A duplicate copy of any certificate will be issued on payment of Rs. 50/- if it is within one year or Rs. 100/-, if later.
- ★ For obtaining the degree certificate by post, the Ex-Students are requested to pay Rs. 500/- (Postage included) for students residing in India. For overseas students a sum of Rs. 700/- (Postage included) must be sent in the form of DD in the name of St. Bede's Educational Society
- ★ When transcripts or photocopies of the syllabus are required a fee of Rs. 500/- must be paid in the form of DD in the name of St. Bede's Educational Society

LIBRARY FACILITIES

- ★ The college is proud to have an automated two floor library. The students and staff have access to National Library and Information Services Infrastructure of Scholarly Content through INFLIBNET.
- ★ The library is open from 9.00 a.m. to 4.00 p.m. on all working days. Any change in timings will be notified on the Library and college notice board.
- ★ The library is operated on the 'Open stack' principle that permits direct access to the books. The books are classified according to the Dewy System and arranged in Decimal Classification System and in decimal sequences. A book once drawn from a shelf is to be replaced to its previous position.
- ★ The college provides excellent Library and reading room facilities. The total number of volumes on the shelves exceeds 34,500 with more than 108 periodicals.

- ★The library is essentially a place of quiet and serious study. Silence is to be maintained at all times inside and outside the library.
- ★A student can borrow three books at a time against the Identitycum - library Card. Post graduate students may borrow four books at a time. The books may be retained for a period of seven days, after which they must be returned. At the time of returning the books, the Librarian may decide whether to reissue the book or not. A fine of Re. 1/- per volume, per day will be charged for the books kept over time.
- ★Leave from the college does not imply exemption from the return of books. The books may be returned to the Library through a messenger or by registered post.
- ★Students will keep their personal belongings at the property counter at their own risk. Students may however, take into the library, note books and essential stationery.
- ★Before leaving the library, students must ensure that they have returned all the reading material used by them. They are strictly forbidden to take away any book which is not issued to them. At the exit counter, books issued will be examined.
- ★BOOK BANK Text books will be issued every Tuesday and Friday from 2.00 pm to 3.00 pm. The needy student have to deposit Rs. 100/- per book as security.
- ★The library provides internet and photostat facility to the staff and students.
- ★The library has an archive section which has more than 2,500 Ancient and Rare Books.

SPIRITUAL AND MORAL FORMATION

- ★Every student in the college is encouraged to practice her religion privately but without interfering with the normal time table of the college.
- ★The religious holidays declared by the Government will be adhered to by the college.

- ★The students and faculty assemble thrice a week for common prayer/assembly.
- ★The Christian students, while responsible for their own growth and formation in the spiritual life.
- ★All students will be given value education once a week i.e. the ethics of good living, relationship with God and others. All students will be assigned their Mentors and are required to attend these classes
- ★Students and members of the faculty will all be careful to manifest, in deed and word, the greatest respect for the religious beliefs of others, no matter what religion they profess.

SOCIAL SERVICE

The College offers its students opportunities for personality development and enrichment by means of community and social service in any one of the following programmes :

- (i) National Service Scheme (NSS)
- (ii) The Remedial Classes
- (iii) The Women's Cell
- (iv) The Environment Cell
- (v) Community Outreach Programme

PHYSICAL EDUCATION AND SPORTS

- ★The institution owns a spacious play field and arrangements exist for basketball, volley ball, table-tennis and badminton.
- ★Annual tournaments are held for different games.
- ★A well equipped gymnasium is also available for workouts.

CLUBS AND SOCIETIES

The following Clubs, Societies promote extracurricular activities in the college.

1. Ships :
 - INS Himmat
 - INS Vikas
 - INS Vikrant
 - INS Chirag

1. Admission Committee
2. Alumnae Committee
3. Anti Ragging Committee
4. Canteen Committee
5. Community Outreach Cell
6. College Magazine & News Letter
7. Cultural Society
8. Debates & Dramatics Society
9. Discipline Committee
10. Disaster Management Cell
11. Election Committee
12. Environmental Cell
13. Equal Opportunity Cell
14. Examination Committee
15. Grievance and Redressal Cell
16. Health Club
17. Heritage Cell
18. IQAC Committee
19. Library Committee
20. Media Committee
21. NAAC Committee
22. N.C.C.
23. N.S.O.
24. N.S.S.
25. Placement Cell
26. Prospectus Committee
27. PTA Committee
28. Purchase Committee
29. Red Ribbon Club
30. Research Committee
31. RUSA Committee
32. Time Table Committee
33. U.G.C. Committee
34. Women's Anti Harassment Cell
35. Women Development Cell
36. Website Committee



Programmes are organised by the students in co-ordination with their teachers. The activities of the various clubs and societies are reported in the College Magazine 'Echoes' of St. Bede's, a periodical edited and managed by the students under the guidance of the Principal and the Staff Editors.

Every student of St. Bede's is expected to be an active participant in at least two of the societies aforelisted.

AWARDS AND PRIZES

Awards and Prizes are given to Merit Holders and to those students who have excelled in :

- * Academic Excellence
- * Cultural Activities
- * Best use of Library
- * Sports
- * 100% attendance in class
- * Leadership Skills

SPECIAL HONOURS

- i) Bedeian Pin is the highest honour bestowed upon a student for good moral character, leadership qualities, all round excellence in academics and co-curricular activities and who has imbibed the spirit of St. Bede's "Non Nobis Solum".
- ii) Dr. Rana Nayar Trophy presented by Dr. Rana Nayar to the Best English Honours student.
- iii) Trophy presented by Mrs. K. Bali for overall Best Ship of the year in Cultural Activities.
- iv) Trophy presented by ANZ Grindlays Bank, Shimla to the overall best Ship of the Year.
- v) A cash prize of Rs. 15000/- for excellence in sports is instituted by Champa Devinder Dhingra Sports Trust



TEACHING FACULTY

Prof. Sr. Molly Abraham
Principal

Botany

- | | | |
|----|--------------------|-------------------------|
| 1. | Dr. Shramja Munjal | Associate Prof. and HOD |
| 2. | Ms. Preeti Kaundal | Asst. Prof. |
| 3. | Ms. Kusum | Asst. Prof. |
| 4. | Ms. Poonam Thakur | Asst. Prof. |

Bio-Technology

- | | | |
|----|--------------------|-------------|
| 1. | Ms. Shruti Gupta | Asst. Prof. |
| 2. | Ms. Navdeep Thakur | Asst. Prof. |

Commerce

- | | | |
|----|--------------------|------------------|
| 1. | Mr. Manu Mahajan | Asst Prof. & HOD |
| 2. | Ms. Savita Rana | Asst. Prof. |
| 3. | Mr. Ashish Kumar | Asst. Prof. |
| 4. | Mrs. Raman Bassi | Asst. Prof. |
| 5. | Ms. Priyanka Mehta | Asst. Prof. |

Computer Science

- | | | |
|----|---------------------|-------------------|
| 1. | Ms. Neha Walia | Asst. Prof. & HOD |
| 2. | Ms. Nivedita Sharma | Asst. Prof. |
| 3. | Ms. Madhu Pahwa | Asst. Prof. |

Chemistry

- | | | |
|----|----------------------|-------------------|
| 1. | Mr. Nishant | Asst. Prof. & HOD |
| 2. | Ms. Madhu Bala | Asst. Prof. |
| 3. | Dr. Maheshwar Thakur | Asst. Prof. |

Economics

- | | | |
|----|--------------------------|-----------------------|
| 1. | Dr. Anupama Tandon Tomar | Associate Prof. & HOD |
|----|--------------------------|-----------------------|

- | | | |
|----|---------------------|-------------|
| 2. | Ms. Unnatti Chauhan | Asst. Prof. |
| 3. | Dr. Vishal Chauhan | Asst. Prof. |
| 4. | Ms. Swati Kapil | Asst. Prof. |

English

- | | | |
|----|--------------------------|-----------------------|
| 1. | Ms. Anuja Rathore Sharma | Associate Prof. & HOD |
| 2. | Dr. Deepti Pajni | Associate Prof. |
| 3. | Dr. Gitanjali Mahendra | Associate Prof. |
| 4. | Dr. Vandana Thakur | Asst. Prof. |
| 5. | Ms. Snigdha Bhat | Asst. Prof. |

Hindi

- | | | |
|----|------------|-------------------|
| 1. | Dr. Devina | Asst. Prof. & HOD |
| 2. | Dr. Anjana | Asst. Prof. |

History

- | | | |
|----|--------------------|-------------------|
| 1. | Ms. Poonam Chauhan | Asst. Prof. & HOD |
|----|--------------------|-------------------|

Geography

- | | | |
|----|--------------------|-------------------|
| 1. | Mr. Pankaj Aashish | Asst. Prof. & HOD |
| 2. | Dr. Sr. Shanti | Asst. Prof. |
| 3. | Mr. Anoop Diltia | Asst. Prof. |
| 4. | Mr. Sanjeev | Asst. Prof. |

Home Science

- | | | |
|----|--------------|-------------|
| 1. | Ms. Jaiwanti | Asst. Prof. |
|----|--------------|-------------|

Maths

- | | | |
|----|-------------------|-------------------|
| 1. | Mr. Susheel Gupta | Asst. Prof. & HOD |
| 2. | Dr. Kanu Mehta | Asst. Prof. |

Microbiology

- | | | |
|----|------------------|-------------------|
| 1. | Ms. Reena Kumari | Asst. Prof. & HOD |
|----|------------------|-------------------|

Bio-Technology

- | | | |
|----|--------------------|-------------|
| 2. | Dr. Shruti Gupta | Asst. Prof. |
| 3. | Dr. Navdeep Thakur | Asst. Prof. |

Political Science

- | | | |
|----|------------------|-------------|
| 1. | Ms. Komal Sharma | Asst. Prof. |
| 2. | Ms. Neha Joita | Asst. Prof. |

Psychology

- | | | |
|----|---------------------|-------------|
| 1. | Mr. Mohit Chauhan | Asst. Prof. |
| 2. | Ms. Jagriti Chauhan | Asst. Prof. |

Physics

- | | | |
|----|------------------|-----------------------|
| 1. | Dr. Sapna Sharma | Associate Prof. & HOD |
|----|------------------|-----------------------|

Zoology

- | | | |
|----|---------------------|-------------------|
| 1. | Dr. Shweta Thakur | Asst. Prof. & HOD |
| 2. | Ms. Shivani Chauhan | Asst. Prof. |

D. El. Ed.

- | | | |
|----|------------------|-----------------------|
| 1. | Dr. Neeta Khanna | Associate Prof. & HOD |
|----|------------------|-----------------------|

Music

- | | | |
|----|-----------------|----------------|
| 1. | Sangeeta Sharma | (Instrumental) |
|----|-----------------|----------------|

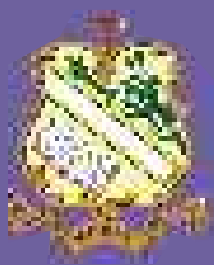


FACILITIES AVAILABLE

- 1 Well equipped modern Labs for Science, Humanities & Computer Science
- 4 Language Lab
- 5 Digital Classrooms
- 6 Library - (with a seating capacity of 300 students)
- 7 INFLIBNET facilities in the college Library
- 8 Automated Office and Library
- 9 Archives
- 10 Wi-Fi enabled campus (College & Hostel)
- 11 Cyber Cafe
- 12 UGC Resource Centre
- 13 Academic alliance with Microsoft
- 14 Security Cameras
- 15 Conference Hall
- 16 A multipurpose Auditorium
- 17 Common Room with Leisure Time Facilities
- 18 Placement Cell
- 19 Counseling Cell
- 20 Canteen
- 21 Aqua-guard Drinking Water Facility
- 22 Hostel (3 blocks with capacity of 200 students)
- 23 Central Heating system in the Hostel
- 24 Recreation Hall
- 25 Basket ball and Tennis Courts
- 26 Paper Recycling Unit
- 27 Green House
- 28 Garbage Collection Centre
- 29 Vermi-composting Unit
- 30 Infirmary
- 31 Chapel
- 32 Biometric facility for the Staff
- 33 Parking Facility (only for Staff)
- 34 Departmental Libraries
- 35 Gymnasium
- 36 Generator Power Backup
- 37 Digital Podium
- 38 Bulk Messaging System
- 39 Herbal Garden
- 40 Solar lighting & solar heating
- 41 Tranquil, pleasant and spacious green campus
- 42 Website : www.stbedescollege.in







ST. BEDE'S COLLEGE ANTHEM

1. Our **LAMP** Shines bright with radiant hope,
For those who live in dark despair,
We are a light for those who grope,
For those in need, we care and share.

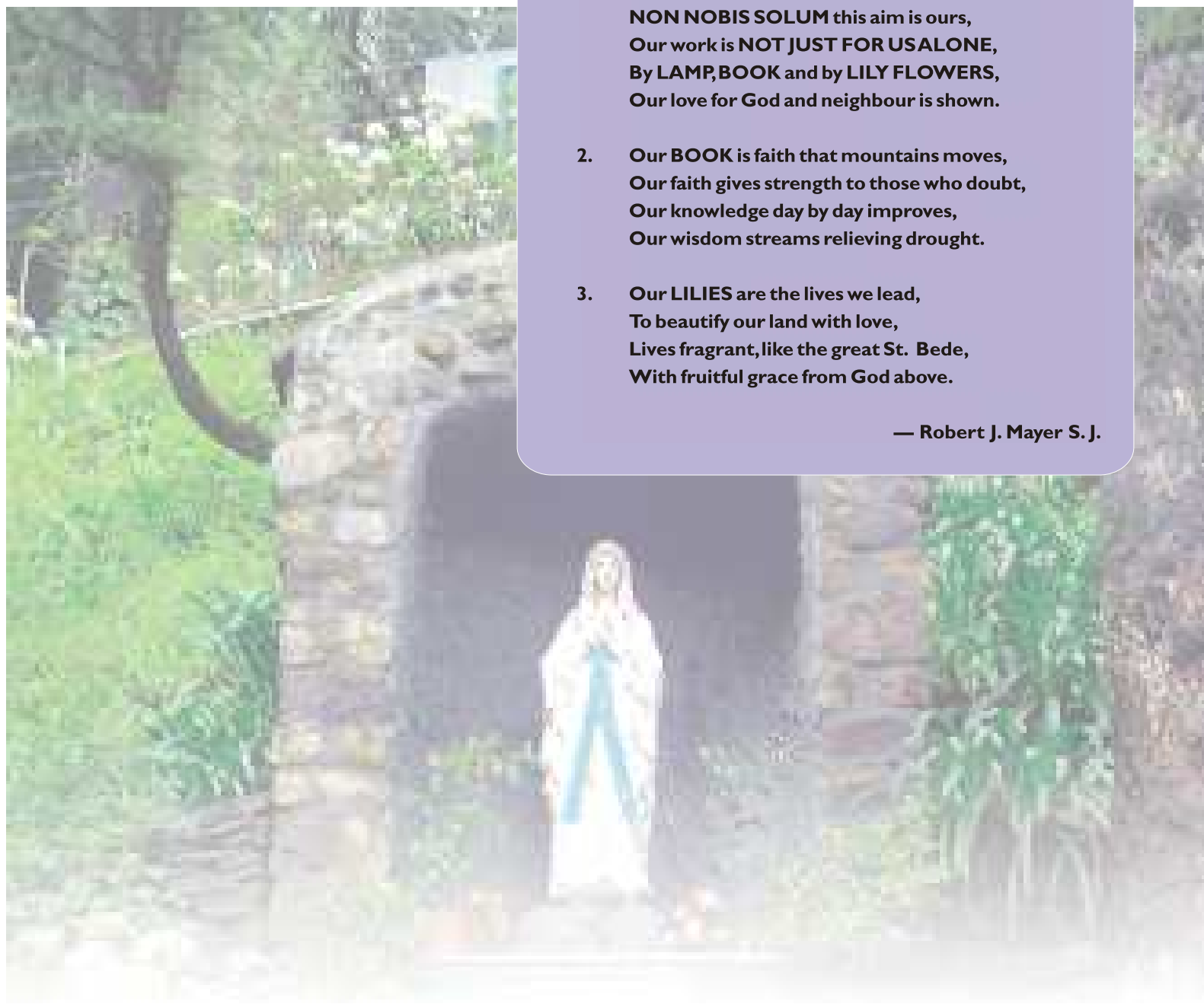
Chorus :

NON NOBIS SOLUM this aim is ours,
Our work is **NOT JUST FOR USALONE**,
By **LAMP,BOOK** and by **LILY FLOWERS**,
Our love for God and neighbour is shown.

2. Our **BOOK** is faith that mountains moves,
Our faith gives strength to those who doubt,
Our knowledge day by day improves,
Our wisdom streams relieving drought.

3. Our **LILIES** are the lives we lead,
To beautify our land with love,
Lives fragrant, like the great St. Bede,
With fruitful grace from God above.

— Robert J. Mayer S. J.



ST. BEDE'S COLLEGE,

Navbahar, Shimla - 171 002
(Himachal Pradesh)

Tel No. : 0177-2842304 Fax : 0177-2842498

Email : bedescollege@gmail.com, www.stbedescollege.in

Price Rs. 1000/-