

Rules of Admission

1. Admission will be made on the recommendation of admission committee.
2. Admission will be strictly on fulfilment of eligibility conditions.
3. All admissions will be provisional subject to be approval of Vice-Chancellor H.P.U. Shimla.
4. All terms and conditions of the admission and fee structure can be changed or modified as per directions of HPU Shimla/H.P. Govt.
5. A candidate seeking admission will be accompanied by his/her parents/guardian at the time of admission.
6. A student must produce original certificates at the time of admission.
7. A candidate having a gap of one or more years in their studies will have to submit a self-declaration explaining the reason.
8. Girl students seeking admission in any class must bring an attested copy of H.P bonafide certificate to avail themselves of fee concession (Tuition fee only).
9. A candidate expelled by any College/ University or found involved in any indisciplinary activities in the preceding year (s) will not be admitted in the college.
10. If any student gets admission by furnishing incorrect information or by concealing the facts, his/her admission will be cancelled on detection of such fault by the College/University.
11. In spite of the eligibility for admission, the Principal can refuse admission if the conduct of the student has not been up to the mark during previous year.
12. The Principal reserves the right to reject or cancel the admission of any student without assigning any reason (s) or explanation if situation warrants so.

Upper Age Limit:

25 years for girls and 23 years for boys as on July 1, 2021, for admission in 1st year of UG Degree Programs. The Vice Chancellor, HPU may in exceptional cases/ circumstances, to be recorded in writing, give relaxation in age up to maximum of six month to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by the Principal and a consolidated list of all such cases will be sent for approval of the Vice-Chancellor by 31st October of every academic year.

Relaxation in upper age limit is also admissible to physically challenged candidates.

Documents Attached for admission in 1st Year →

1. Matriculation and 10+2 examination marks sheet issued by a recognized Board.
2. Passport-size photographs.
3. Character certificate from the Head of the Institution last attended or a character certificate issued by the Gazetted officer/ PanchyatPardhan in the case of private candidate. (The character certificate should have been issued within the last 6 months on the date of submission of admission form.)
4. Candidates who have passed +2 from a board other than H.P. Board of school Education must submit Migration Certificate in original, that is to be enclosed later on with the H.P.U. Registration form and not with the admission form.
5. Attested copies of the certificate of ST/SC from Magistrate class-I for seeking relaxation in age and benefit of reservation in the respective category.
6. Attested copy of certificate issued by competent authority for availing benefit of reservation in the category concerned.
7. Any gap (latest) in the academic career of an applicant must be supported by a documentary evidence/ self-declaration as the proof of his/her activities during the period of gap.
8. Attested copy of BonafideHimachali Certificate for the exemption of tuition Fee. (For Girls candidates only) to be attached with the admission form at the time of verification of certificates
9. Copy of Aadhar card

Note: Admission without any of the above documents shall be purely provisional and at the candidate's own risk. The candidate is further advised to produce her/his original certificates at the time of final physical verification of certificates by the committee.

B.A. /B. Com – 2nd and 3rd Year Admission

Admission to the 2nd and 3rd year undergraduate course will be made on roll-on basis according to the orders of the Directorate of Higher Education, Shimla from time to time. Students seeking admission in higher class should have completed the previous class and appeared in the examination. Students are required to submit the required fees after submission the following documents:

1. The Admit card of previous examination
2. The grade card of previous class.

FOR UG DEGREE COURSES

1. The student should have passed the Senior Secondary (+2) Examination (In any academic stream) Conducted by the H.P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.
2. A student who has passed the qualifying examination in Arts Stream shall be given preference in the B.A. Programme.
3. A student who has passed the qualifying examination with Commerce stream shall be given preference in B. Com Programme.
4. A student who has passed Shastri, Prak Shastri from Sanskrit college affiliated to the H.P.U. or Rashtriya Sanskrit Sansthan (Deemed University) under MHRD Govt. of India shall be eligible for admission to arts stream only if the candidate has passed Prak Shastri of Shastri with English as one of the Subjects.
5. Merit will be work out by taking into consideration the best of five subjects including English as one of the subjects

RULES OF ADMISSION FOR ACHIEVERS IN SPORTS & CULTURAL ACTIVITIES: -

Admission against quota meant for outstanding sportsmen/sportswomen and outstanding students in cultural activities shall be made only once in the beginning of the session. These students must also qualify the minimum eligibility conditions for admission in that course as provided under the rules.

- Original Certificates to verify at the time of admission.
- Only those students who have secured 1st, 2nd or 3rd position in District/State/National level Cultural events will be considered for the quota meant for outstanding students in Cultural activities.
- Only those students will be considered for sports quota who have participated in the District State/National Level tournaments.
- It will be mandatory for the students admitted against sports and cultural quota to participate in Sports/Cultural events.

UPPER AGE LIMIT FOR ADMISSION

1. 25 years for girls and 23 years for boys as on 1st July 2021, for admission in 1st year of UG Degree Programs. Girls born after 1st July 1996 and boys born after 1st July 1998 are eligible for admission to B.A./B.Com. 1st year. Vice-Chancellor shall have the power of granting age relaxation up to a maximum of six months. For SC/ST students, however, the age limit will be raised by three years.
2. The Vice-Chancellor, HPU may in exceptional cases/circumstances, be recorded in writing, give relaxation in age up to a maximum of six months to any candidate. All such cases of Age relaxation of up to six months granted admission provisionally by the Principal and a consolidated list of all such cases sent for approval of the Vice-Chancellor by 31st October of every academic year.
3. Relaxation in upper age limit is also admissible to physically challenged candidates.

Minimum percentage of marks required for admission for B.A. 1st (Pass Course) 33% marks at +2 level are required, however, students opting mathematics must have 45% in aggregate or for 45% marks in mathematics at +2 level. For B.Com. 1st 45% in five written subjects (including English) with Mathematics/Economics as compulsory subjects, 40% in level for those students who have passed +2 under commerce group. In the case of girls, students 33% in +2 are required.

FEE CONCESSION AND SCHOLARSHIP

1. Students who belong to SC/ST categories shall be entitled to scholarship.
2. O.B.C. Scholarship is also available to the students from government.
3. Poverty cum brilliance scholarship is available to the students whose parents are bonafide residents of Himachal Pradesh.
4. Students belonging to IRDP families are also entitled to the scholarship.
5. As per govt. Notification No. EDNH (8) 7/76 dated 29/06/2001, all the girl student of H.P. have got full fee concession, they have to submit bonafide Himachali Certificate duly attested by the Revenue officer, in the college office.

LEAVE RULES:

1. Leave can be granted to the student only on particular leave form, which is available in the office, but his /her Parent or Guardian must sign it.
2. At a time maximum five days leave will be granted.
3. The concerned teacher must sanction leave application.
4. A medical certificate / Registration Slip must accompany leave because of illness of more than 10 days.
5. Student, who represent college in various inter-college games, youth festivals or other competitions, shall have to get their leave sanctioned from the Principal and noted by the subjects teachers concerned before their departure for the event.
6. No leave will be granted during Minor Tests.

Migration:

1. Migration from another college and vice-versa is governed by the HPU rules.
2. The migrated student must bring with him/her. A) Migration certificate by the university. B) Character certificate from the Principal of the college last attended. C) Lecture attendance statement.
3. After the migration has been sanctioned and notified by the university the student must join the second college within the given period i.e., by the date given by the university,
4. The first college is entitled to the tuition fee for month in which the university sanctioned the Migration.

Library:

The college has a library. It is in the initial stage of formation. The library subscribes to as many as three newspapers and threemagazines. Students are encouraged to avail library facility during working hours on all working days.

Existing Cells

1. **Internal Quality Assurance Cell (IQAC):**As per National Assessment and Accreditation Council (NAAC) guidelines every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. Keeping in view the guidelines of NAAC, affiliating university and Govt. of Himachal Pradesh, this cell is working to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College. The cell also works to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

2. **Career Guidance Cell:** With the objective of providing timely information to the students regarding various career opportunities, a career guidance cell is functioning in the college. A team of dedicated teachers collects the information from various sources and disseminates the same display on the notice board and through personal contact. All interested students are advised to read displayed information regularly.

3. **Women Cell:**This cell has been constituted to achieve the objective of gender quality by making the girls aware of their right and duties. Gender disparity manifests itself in various forms and the underlying causes for the discrimination are related to social and economic structure, which is based on informal and formal norms and practices. The cell frequently organizes interactive sessions with students to get an insight into women- specific problems, which need to be addressed on priority basis for emancipation of women.

Other Activities.

1. **The Bharat Scouts and Guides (Rovers and Rangers):** Activities undertaken by the Bharat Scout and Guides (Rovers and Rangers) are primarily based on community development. The college has two wings of this organizations one for girls (Rangers) and one for boys (Rovers) having '24+16' seats.

2. **Sports Activities:** - The students who want to take part in sports like volleyball, badminton and athletic activities may contact the teacher in charge.

3. **College Magazine “Shivalika”**: To nourish the creativity among students, the college magazine “Shivalika” is published every year. Students having a flair for writing may submit their articles within the specified dates for publication in the magazine.

4. **College CSCA**: A student Central Association is formed in the college as per H.P.U. Instructions. CSCA members and nominated members are elected based on merit. The election schedule for the CSCA election/formation is decided by the Himachal Pradesh University Shimla and college adheres to the same.

5. **Educational Tours**: The College also provides the facility of educational tour under the supervision and guidance of the teachers. The students will visit such places, which are of Educational, Cultural, Industrial and Historical importance. Only those students are eligible for the tours that fulfil 75% of the class attendance.

Do's & don't conduct:

The Principal and the members of the teaching staff have the power to take disciplinary action against student indulging in indiscipline, which may lead to fine, suspension or expulsion. Student should follow up the following:

- Show respect, courtesy and politeness to the teachers, employees of the college and fellow students.
- Maintain silence while moving in the college campus and sitting in the college library.
- Ragging is strictly prohibited in or around the college campus.
- Do not disfigure college walls by slogans, drawing sketches or writing remarks on them.
- Do not write indecent remarks on the Black Boards or Desks.
- Do not loiter around on the campus, corridors aimlessly.
- Attend your classes regularly while you are in the college.
- Smoking will be treated as an offence in the college campus.
- Use of mobile phones by the students in the college campus except for specified areas is strictly banned. The defaulters have to pay fine and the mobile will be confiscated.

Identity Card:

- A student without an identity card, duly signed by the Principal, is deemed an outsider .
- Without identity card, no one is allowed to enter the college premises.
- In case the identity card is lost, a duplicated card will be issued only after an F.I.R. is registered with the nearest police station and an original copy of the FIR appended with such request.