

# Government Degree College Mandi



## Prospectus-cum-Information Brochure

2021-22



**Contact: Principal Govt. Degree College Mandi. Phone No. : 01965257350**  
Email: Id [degrecollegemandi@gmail.com](mailto:degrecollegemandi@gmail.com)

## **Vision**

- **To achieve excellence in higher education by empowering students through knowledge dissemination, character building and social commitment.**
- **To transform from an institution of learning to a centre of knowledge and wisdom by attaining excellence in all spheres of life.**

## **Mission**

- **To provide quality education to the under privileged sections of society.**
- **To establish a knowledge centre that will serve as a hub for knowledge exchange.**
- **To impart leadership qualities to brave new challenges.**
- **To nurture today's youth to face tomorrow's challenges.**
- **To stress upon the need and importance of human and ethical values.**
- **To promote nationalism and patriotism among the students.**
- **To develop learner's personality and intellectual levels.**
- **To promote secularism and gender equality.**

## ***From the Principal's Desk***

Hearty welcome to all who are seeking admission to Government Degree College, Mandi, an institute of higher learning in the remote Tehsil of District Poonch for the academic session 2021-2022. In the fast changing world dominated by electronic media, computer and information technology, the vast world has emerged as a global village and more than ever before the realization dawns on all that "Education is the greatest leveler, a means of social upliftment". The Higher Education Department Government of Jammu and Kashmir, for realizing the vision of bringing education to the doorsteps of the learners residing in far-off and remote areas, has taken steps of far reaching repercussions, opening new colleges, framing of new academic calendar with enhanced working days as per the UGC guidelines speak volumes of the earnestness of the authorities concerned for providing ample opportunities with wider scope for advancement of learning in the institutions of Higher Education.



The Central Government and its Education Department has brought New Education Policy (NEP), 2020 for recognizing, identifying and fostering the unique capabilities of each student. The fundamental principles of the policy include flexibility, multidisciplinary and a holistic education across Arts, Sciences, Social Sciences, Humanities and Sports for a multidisciplinary world in order to show the unity and integrity of all knowledge. The policy also lays stress on creativity, innovation, intensive use of technology, respect for full equity and inclusion, synergy in curriculum across all levels of education. So a 'light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out of the box ideas through autonomy, good governance and empowerment.

Presently the college offers UG course in Arts and Humanities as per the subject combination prescribed by the University of Jammu.

As a remote college, it has to grapple with problems unique to it and despite the odds, the college endeavors to provide quality education to its enrolled students.

Real contributions consist of in giving the best to the present. This is what we shall strive to do. I am sure we shall be scaling new heights with every successive year.

We are fully prepared to receive the new aspirants in the forth coming session. We are ready to contribute in preparing the valuable human resource. I exhort the students to enter the portals of this temple of learning with a burning desire to learn and prepare themselves for life as sensitive and responsible citizens.

**"By Education, I mean all round development of a child's mind, body and spirit"**  
**Mahatama Gandhi**

As an institution of Higher learning, the college will leave no stone unturned in the overall development of the students of this remote and hilly region, I once again well come you all.

Dr. Mohammed Azam

Principal  
Govt. Degree college  
Mandi

# College Profile

Govt. Degree College Mandi was established during the academic session 2019-20 by Higher Education Department. It has initially started functioning in the building of Old Block Development Office, Rajpura Mandi with Arts Stream during the academic session 2019-20. Higher Education Department has accorded sanction for the introduction of subjects namely General English, Hindi, Urdu, Punjabi, Arabic, Persian, Sanskrit, Dogri, Kashmiri, Computer Applications, Mathematics, Statistics, Geography, History, Economics, Sociology, Commerce, Political Science, Education & EVS vide Govt. order No.: 293 HE of 2019 Dated: 28-05-2019. The charge of Principal GDC Mandi was assigned to Principal GDC Poonch, as Nodal Officer, vide Govt. Order No: 299-HE of 2019 Dated: 03-06-2019 for the smooth functioning of college. Now the college is headed by the Principal Dr.Mohammed Azam supported by the teaching and non teaching staff.

## Location of the College

The land measuring 52 kanals and 10 marlas has been acquired at Azamabad in favour of Higher Education Department for the establishment of Govt. Degree College Mandi. It is located at a distance of just 4 kms away from the Main Bus Stand, Mandi. The college started functioning in the building of Old Block Development Office Rajpura Mandi. Mandi is situated at the foothills of the high mountains of Pir Panjal region which adds to its beauty. Mandi valley is picturesque and next to Kashmir valley in its natural beauty. It has many tourist spots such as Loran Valley, Nandi Chul, Batal Kote, Jabbi Totee Noorpur Sarran, Sarri, etc. There are various holy places in the area which are still unexplored such as Budha Amarnath Temple, Ziyrat Syed Ali Shah Rizvi (RA), Ziyrat Sain Elahi Baksh (RA).

Mandi is a small town in a narrow valley enclosed by steep and grassy hills of no great elevation, situated near the confluence of two streams namely Gagri and Pulsta. It is about 20 kms from Poonch town. Mandi Block is bounded by Surankote Block towards South, Poonch block towards West, Tangmarg towards North. Poonch city, Rajouri city, are the nearby cities of Mandi. It is in the 1580 m elevation (altitude).

## I Faculty of Arts and Humanities

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. <b>G. English</b>     | 10. <b>Pol. Science</b>         |
| 2. <b>Arabic</b>         | 11. <b>Economics</b>            |
| 3. <b>Comm. English.</b> | 12 <b>History</b>               |
| 4. <b>Mathematics</b>    | 13. <b>EVS</b>                  |
| 5. <b>Geography</b>      | 14. <b>Persian</b>              |
| 6. <b>Urdu</b>           | 15. <b>Sociology</b>            |
| 7. <b>Hindi</b>          | 16 <b>Statistics</b>            |
| 8. <b>Punjabi</b>        | 17 <b>Computer Applications</b> |
| 9. <b>Education</b>      |                                 |

**FACULTY OF ARTS AND HUMANITIES**  
**SUBJECT COMBINATIONS UNDER CHOICE BASED CREDIT SYSTEM (ARTS) SESSION 2018 ONWARDS**

SEM	CORE COURSES							Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course	Discipline Specific Elective (DSE)	Generic Elective (GE)	
1	English / Urdu -1 (Compulsory)	Education	History	Library Science	Sociology, Mathematics,	Pol. Science	Computer Application Geography	Economics OCL (Persian, Arabic, Kashmiri)	Physical Education	Communication English/MIL-1 EVS-1		
<b>Any two courses to be chosen selecting only one from each column above</b>												
2	English / Urdu-2 (Compulsory)	<b>Two courses selected in 1 semester to be continued</b>							Communication English/MIL-2 EVS-2			
3	English / Urdu-3 (Compulsory)	<b>Two courses selected in 2 semester to be continued</b>								SEC1		
4	English / Urdu-4 (Compulsory)	<b>Two courses selected in 3 semester to be continued</b>								SEC2		
5									English/Hindi/MIL-5	SEC3	DSE1 DSE2	GE1
6									English/Hindi/MIL-6	SEC4	DSE3 DSE4	GE2

**Subject Combinations allowed by The University of Jammu for the session 2021-22**  
**SUBJECT COMBINATIONS (BA) Sem-Ist available in the college are given below:**

<b><u>The College offers following combinations in Arts Stream in Sem-I</u></b>				
S.No	Chose Any one compulsory	Core Subjects	Compulsory	Chose Any one compulsory
01	English/Urdu	Sociology, Persian	EVS	Communication English/Urdu
02	English/Urdu	Sociology, Arabic	EVS	Communication English/Urdu
03	English/Urdu	Political Science, Persian	EVS	Communication English/Urdu
04	English/Urdu	Political Science, Arabic	EVS	Communication English/Urdu
05	English/Urdu	Political Sc., Sociology	EVS	Communication English/Urdu

**NOTE:**

1. Combination once allotted shall not be changed thereafter.

## Eligibility Criteria for Admission to B.A. Semester-I (CBCS)

### 1. For Admission to B.A. Semester-I (CBCS)

Admission to Semester 1<sup>st</sup> of the three year B.A. (General) Course shall be open to a candidate having passed the Higher Secondary Part-II (10+2 pattern) examination (in full subjects) of the Jammu & Kashmir State Board of School Education, CBSE or an examination recognized as equivalent thereto subject to availability of seats & if otherwise found eligible.

### Institutional Calendar 2021-22

Month	Activity	Date
August	Admission to B.A Semesters I & III International Youth Day Independence Day Celebration National Sports Day	12 <sup>th</sup> of August 15 <sup>th</sup> of August 29 <sup>th</sup> of August
September	Teachers' Day Celebration Ozone Day International Peace Day Social Justice Day World Tourism Day	5 <sup>th</sup> of Sept. 16 <sup>th</sup> of Sept. 21 <sup>st</sup> of Sept. 25 <sup>th</sup> of Sept. 27 <sup>th</sup> of Sept.
October	Class work of B.A Semesters I & III starts. National Voluntarily Blood Donation Day International Non-Violence Day International Day for Girl Child National Unity Day	1 <sup>st</sup> of October 2 <sup>nd</sup> of October 11 <sup>th</sup> of October 31 <sup>st</sup> of October
November	College Picnic National Education Day International Week for Tolerance and Peace National Flag Day	1 <sup>st</sup> Week 11 <sup>th</sup> of Nov. 9 <sup>th</sup> to 14 <sup>th</sup> Nov. 30 <sup>th</sup> of Nov.
December	World AIDS Day World Human Rights Day <i>Assessment tests of BA Semester-I &amp; III</i> Commencement of B.A Semester – I & III Exams.	1 <sup>st</sup> December 3 <sup>rd</sup> December From 1 <sup>st</sup> week From 3 <sup>rd</sup> week
January	Winter Vacation Road Safety Week National Girl Child Day National Voters Day Republic Day <i>Educational Tour /Subject Tours.</i>	1 <sup>st</sup> to 10 <sup>th</sup> Jan. 11 <sup>th</sup> to 17 <sup>th</sup> Jan. 24 <sup>th</sup> of January 25 <sup>th</sup> of January 26 <sup>th</sup> of January
February	World Cancer Day National Science Day	4 <sup>th</sup> of February 28 <sup>th</sup> of February
March	International Women Day	8 <sup>th</sup> of March
April	World Health Day World Earth Day	7 <sup>th</sup> of April 22 <sup>nd</sup> of April
May	World Red Cross Day Swatchhta Week	8 <sup>th</sup> of May 12 <sup>th</sup> to 18 <sup>th</sup> of

	Anti-Terrorism Day	May 21 <sup>st</sup> of May
June	Summer Vacation Swachh Campus & Jal Shakti Abhiyan Voluntary Blood Donation Day International Yoga Day International Day Against Drug Abuse Human Trafficking <i>Admission to BA Semesters-I starts.</i>	1 <sup>st</sup> June -15 <sup>th</sup> of July 5 <sup>th</sup> of June 14 <sup>th</sup> of June 21 <sup>st</sup> of June 26 <sup>th</sup> of June
July	International Plastic Bag Free Day World Population Day International Youth Skills Day	3 <sup>rd</sup> of July 11 <sup>th</sup> of July 15 <sup>th</sup> of July

### TENTATIVE ACADEMIC CALANDER 2021-22

S. No	Event	Schedule	
		Semesters I & III.	Semesters II & IV.
1	Admission Process	1 <sup>st</sup> week of Aug.,21 to 2 <sup>nd</sup> week of Sept.,21	2 <sup>nd</sup> week of Jan., 22 to 4 <sup>th</sup> week of Jan., 22
2	Commencement of Class Work	1 <sup>st</sup> week of Sept., 21	1 <sup>st</sup> week of Feb., 22
3	Commencement of Internal Assessment Test	1 <sup>st</sup> week of Dec., 21	4 <sup>th</sup> week of April, 22
4	End of Semester Class Work	2 <sup>nd</sup> week of Dec., 21	2 <sup>nd</sup> week of May, 22
5	Semester End Examination	3 <sup>rd</sup> week of Dec., 21 onwards	3 <sup>rd</sup> week of May, 22 onwards
6	Winter Break	1 <sup>st</sup> Jan to 10 <sup>th</sup> Jan., 2022	
7	Summer Break	1st June to 15th July, 2022ssss	

**Note: The dates of admission, University Examinations and holidays are subject to notification(s) from the University of Jammu, and the Department of Higher Education.**

### List of Holidays and No. of Teaching/Working Days

SEMESTER I & III						
Month & Year	Calendar Days	Holiday	Day & Date	No. of Sundays	Total No of Holidays Including Sundays	No of Teaching Days
July 16 <sup>th</sup> 2021-31 <sup>st</sup> July 2021	16	Eid-ul-Zuha	21 <sup>st</sup> & 22 <sup>nd</sup> July	02	04	12
August, 2021	31	Independence Day	15 <sup>th</sup> Aug.	05	08	23
		Ashoora e Muharram	19 <sup>th</sup> Aug.			
		Janam Ashtami	30 <sup>th</sup> Aug.			
September, 2021	30	NIL	NIL	04	04	26
October, 2021	31	Gandi jayanti	2 <sup>nd</sup> Oct.	04	10	21
		Mahanovmi&Dussehra	14 <sup>th</sup> & 15 <sup>th</sup> Oct.			
		Eid Milad un Nabi	19 <sup>th</sup> Oct.			
		Friday following Eid Milad un Nabi	22 <sup>th</sup> Oct.			

		Accession Day	26 <sup>th</sup> Oct.			
November, 2021	30	Pooja Holidays (Diwali)	03 <sup>th</sup> to 05 <sup>th</sup> Nov.	04	08	22
		Guru Nanak Ji Birthday	19 <sup>th</sup> Nov.			
Dec. 2021	31	Christmas Day	25 <sup>th</sup> Dec.	05	06	25
<b>TOTAL</b>	<b>169</b>			<b>24</b>	<b>40</b>	<b>129</b>
<b>SEMESTER II &amp; IV</b>						
January, 2022	31	Winter break	1 <sup>st</sup> to 10 <sup>th</sup> Jan.	04	07	24
		Lohri	13 <sup>th</sup> Jan.			
		Guru Gobind Singh Birth Day	20 <sup>th</sup> Jan.			
		Republic Day	26 <sup>th</sup> Jan.			
February, 2022	28	Guru Ravi Das Birth Day	16 <sup>th</sup> Feb.	04	05	23
March, 2022	31	Mahashivratri	01 <sup>st</sup> March	05	11	20
		1 <sup>st</sup> Navratra	18 <sup>th</sup> March			
		Nauroz	21 <sup>st</sup> March			
		Holi Breaks	18 <sup>th</sup> -20 <sup>th</sup> March			
April. 2022	30	Ramanavami	10 <sup>th</sup> April	04	09	21
		Bisakhi	13 <sup>th</sup> April			
		Mahavir Jayanti	14 <sup>th</sup> April			
		Birth Day of Dr.BR Ambedkar	14 <sup>th</sup> April			
		Jumma- tul-Vida	29 <sup>th</sup> April			
May, 2022	31	Shab-e-Qadar	1 <sup>st</sup> May	05	08	23
		Eid-ul-Fitar	4 <sup>th</sup> May			
		Budhpurnima	16 <sup>th</sup> May			
June, 2022	30	Kabir Jayanti	6 <sup>th</sup> June	04	06	24
		Martyr's Day Guru Arjun Dev Ji	7 <sup>th</sup> June			
July, 1 <sup>st</sup> to 15 <sup>th</sup> ,2022	15	Eid ul Adha	10 <sup>th</sup> &11 <sup>th</sup> July	02	04	11
<b>TOTAL</b>	<b>196</b>			<b>28</b>	<b>50</b>	<b>146</b>



***\*Holidays are subject to change as per notifications of Jammu and Kashmir UT Government and Higher Education Department.***

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

1. No outsider is allowed to enter the College without a valid reason and without the permission of the Principal. He / She shall write his name, purpose of visit and the person he wishes to meet on the Visit Book available at the entry gate.
2. If a student remains absent from the college without permission for more than ten consecutive days, his/ her name shall be struck off from the College rolls.
3. Unlawful assembly of students in the College is banned.
4. Writing of graffiti on the walls or sticking of posters is a cognizable offence.
5. Ragging in any form, on or off the College Campus, including the hostels is a cognizable offence and the student(s) involved in ragging will be severely punished, even to the extent of being expelled from the College.
6. Students resorting to violence in the campus or unfair means in the examination are liable to be issued a bad Character Certificate in addition to the action initiated against them in accordance with the University rules & regulations.
7. A Student desirous of withdrawing his/ her name from the College rolls should submit an application duly countersigned by his/her parent/guardian. The withdrawal certificate shall be issued only after the student clears all College dues. Such students shall in no case be readmitted during the same academic session.
8. Any student, who indulges in any indiscipline in the College, shall not be eligible for any Prize, Certificate, Award or Scholarship from the Institution. The College authorities reserves the right to change, modify or suspend the rules as and when required.
9. No student shall be allowed to enter in the college premises without proper UNIFORM.

### **College Uniform**

It is compulsory for all students to wear the prescribed college uniform. Students who do not conform to the dress regulations will not be permitted to college premises to attend classes.

#### **For Boys**

<b>Dress</b>	<b>Colour</b>	<b>Summer</b>	<b>Winter</b>
Full trousers/ Pants (Formal)	Black	Black	Navy blue Sweater/Coat/Jacket
Full sleeve shirt with a single pocket	Light Sky	Light Sky	Light Sky
Full shoes	Black	Black	Black
Socks	Black/White	Black/White	Black/White

#### **For Girls**

<b>Dress</b>	<b>Colour</b>	<b>Summer</b>	<b>Winter</b>
Kameez ( Sq. cut neck full sleeves)	White	White	Black Sweater/Coat/Jacket
Salwar	White	White	White
Dupatta/Chunni	White	White	White/ Black Duptaa/Shawl
Sandal/Shoes	Black	Black	Black
Socks	White/ Black	White/Black	White/Black

Students, other than Sikh boys, are not permitted to attend college with long hair. Hair must be trimmed so as not to touch ears or shirt collar. Black patkas/turbans are to be worn by Sikh boys.

## **Library Rules**

1. Books will be issued to the students on the production of the library Card issued to him/her in the beginning of the Academic Session 2021-22 by the college Librarian duly signed by the Principal.
2. In case the card is lost, the students must immediately bring it to the notice of the college librarian to avoid any misuse of the card.
3. A duplicate card will be issued on a payment of Rs. 100/- after proper verification and a copy of FIR from the concerned Police Station.
4. A damaged card can also be replaced by surrendering it to the college librarian along with a payment of Rs. 100/-.
5. Books lost or damaged in any way shall have to be replaced by a latest edition by the borrower, failing which the double cost of the book shall be charged.
6. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter.
7. Students shall be permitted to borrow two/three books at a time for a maximum period of 15 days. If a student fails to return the same within prescribed time period, overdue charges/fine @ Re. 1/- per day/per book shall be charged from the students for the first 15 days and thereafter @ Rs. 2/- per day..
8. Reference Books, Rare Books, Books especially reserved and current periodicals will not be issued for use at home; these can be consulted only in reading room.
9. Strict silence shall be observed in the library and reading rooms. Students shall not take their personal books or belongings inside the library.
10. Students appearing for the university examinations shall surrender their library Card/books before obtaining a No Demand Certificate for the collection of the ADMIT CARDS.

## **Identity Card**

1. Every student on being admitted shall be issued an Identity Card. Students are required to carry their Identity cards and produce on demand in or outside of the college premises.
2. The loss of the identity card must be reported immediately to the concerned authorities.
3. A new Identity Card will not ordinarily be issued. However, after proper verification and on the production of missing report furnished by the concerned Police Station, a duplicate identity card can be issued on a payment of Rs.100/.

## **Code of Conduct**

1. No outsider is allowed to enter the college premises without a prior permission.
2. All the students must be in a proper uniform.
3. Students must conduct themselves with decency, decorum and dignity.
4. Smoking, chewing of tobacco and consumption of alcohol are strictly prohibited.
5. The use of mobile phones is not allowed openly and strictly banned inside the class rooms. Mobiles are allowed for e-learning process & each student must download & install Arogya Setu App to remain alert & vigilant in the days of COVID-19 Pandemic.
6. Students should extend a helping hand in the maintenance of discipline and to keep the college premises neat and clean.
7. Students are not allowed to destroy /damage or break any college property, furniture or fixtures.
8. The college administration does not take any responsibility for the loss of personal belongings of the students.
9. If a student remains absent from the college for more than 07 consecutive days, without obtaining proper permission from the college authorities, he/she shall be removed from the rolls of the college.
10. If a student is falling under shortage category in any subject, he/she will not be permitted to appear in Internal Assessment Tests as well as External Examination
11. Unlawful assembly of the students in the college premises is prohibited.
12. Writing of graffiti on the walls or sticking posters is a cognizable offence.
13. Ragging in any form is banned and the students involved in ragging will be expelled from the college without any notice.
14. Misbehavior with any teaching or non-teaching staff shall be dealt with severely and may lead to the expulsion from the college.
15. Students resorting to unfair means in the examinations would be liable to be issued a bad character certificate.
16. The medium of answering the examination shall be English except languages.
17. All students must follow SOP's related to COVID-19 pandemic as issued by the Government from time to time.
18. The decision of the Principal shall be final in all matters of discipline and enforcement of rules.

## **Grievances Redressal Cell**

There is a grievance redressal cell in the college that strives to redress grievance of the staff and the students in the Institution. The faculty takes care of the personal and emotional needs of the students through counseling.

## SCHOLARSHIPS

Following Scholarships and Financial Assistance Schemes are available in the college:

S.No.	Agency	Name of the Scholarship
01	All India Council For Technical Education	Prime Minister Special Scholarship Scheme (PMSSS)
02	Department of Education	a) National Merit Scholarship b) Bad Pocket Scholarship for RBA
03	Social Welfare	Post Matric Scholarship for Schedule for Scheduled Caste, OBC and Physically Challenged Students
04	Tribal Affairs Department	Post Matric Scholarship for Tribal Students
05	Pahari Speaking Advance Board	Post Matric Scholarship for Pahari Speaking students

Students are required to apply for various Scholarships or Financial Assistance on the prescribed application form. The scholarship and financial assistance are, however, awarded to deserving students subject to the following conditions:

- (a) A good conduct
- (b) Satisfactory progress report in the studies
- (c) Regularity in attendance
- (d) A report of the tutor in-charge
- (e) Income/Category certificates issued by the competent authority.

Guardians of the students applying for any scholarship must give an undertaking that in case his/her ward participates in strikes or any other subversive activities, he/she will refund the amount of the scholarship received by his/her ward in one installment.

## ADMISSION PROCESS

### The Schedule for Admission to B.A Semester-I

Admission Programme	From	To
Sale of Prospectus and Receipt of Application Forms	06-08-2021	11-08-2021
Display of 1 <sup>st</sup> Select List	12-08-2021	
Admission of 1 <sup>st</sup> select list	12-08-2021	20-08-2021
Display of 2 <sup>nd</sup> List (Subject to availability of seats)	21-08-2021	
Admission of 2 <sup>nd</sup> select list	21-08-2021	25-08-2021
Last date of Admission without late fee	25-08-2021	

**a) 06-08-2021 to 25-08-2021 (Without late fee)**

**b) 26-08-2021 to 04-09-2021 (With late fee of Rs. 320/- as per university norms and subject to availability of seats)**

c) The Vice Chancellor may consider grant of late admission for 10 days after the expiry of last date as per (b) the above on payment of Rs. 2910/- as late fee. The regular teaching work shall begin during 1<sup>st</sup> week of September, 2021.

- Admission to B.A Sem- I, under CBCS, is open to the permanent residents/Domiciles of the J&K UT (Catchment Area) and children of Central Government Employees, Army and Para Military Personnel posted in J&K UT.
- Students seeking admission in B.A Sem-I shall have to apply in the prescribed preadmission Online/Offline Application Form issued from the office.
- Final selection list shall be made on the basis of merit based on percentage of marks obtained by the students in HSP-II and additional weight age of 5% marks (i. e. 25 marks out of total of 500 marks) to the students belonging to the reserved categories, as listed in SRO- 126 dated 28-08-1994 on production of certified copy of reservation certificate.
- A merit list of all the candidates seeking admission in the college shall be displayed by the college admission committee strictly in order of merit for different streams/courses depending upon the intake capacity and shall be displayed on the college notice board on the basis of which the selected candidate accompanied by parents/guardian along with required documents/certificates shall appear before the designated admission committee for grant of provisional admission within the prescribed time limit. If a selected candidate fails to seek admission within the prescribed time limit **his/her** candidature shall be dropped from the merit list and next meritorious applicant shall be considered for the admission subject to the availability of seats by way of second and third merit list to be prepared by college admission committee.

***Note: The Principal of the college reserves the right to accept/reject applications which are found otherwise incomplete for admission. The decision of the principal would be final and binding to all.***

## FEE STRUCTURE

**A) Revised Fee Structure for Admission to of B.A Sem-1<sup>st</sup> for the Session 2021-22  
Vide Govt. Order No. 297-HE of 2019 dated: 30-05-2019**

S. No	Name of the Item	Fee in (Rs.)
1	Admission Fee	40/-
2	Pool Fund	1950/-
3	Students Aid Fund	100/-
4	Building Maintenance Fund	165/-
5	Games/Sports Fund	220/-
6	Reading Room Fund	50/-
7	Furniture Fund	70/-
8	Stationary Fund	35/-
9	Magazine Fund	80/-
10	Motor Vehicle Fund	60/-
11	Identity Card Fund	50/-
12	Student's Service Fund	30/-
13	Seminar/Cultural Activities Fund	30/-
14	Excursion Fund	90/-
15	Medical Aid Fund	25/-
16	Relief Fund	10/-
17	Red Cross Fund	50/-
18	Miscellaneous Fund	60/-
19	EDUSAT	25/-
20	NSS Fund	50/-
	<b>Total (A)</b>	<b>3190/-</b>

### B):Break up of University Dues:

(Vide University Notification No. F. Acd./I/19/14224 s- 14323 dated: 30-03-2019).

S. No	Name of the item	Fee in (Rs.)
21	Registration Fee	360/-
22	Sports Fee	530/-
23	Cultural Fee	150/-
24	Digitalization and Networking Fund	220/-
25	Examination Development Fund	290/-
26	Corpus Fee	220/-
27	Resource Mobilization Fee	100/-
28	DIQA fee	220/-
29	Red cross	20/-
30	NSS fee	130/-
	<b>Total (B)</b>	<b>2240/-</b>

	<b>Grand Total (A+B)</b>	<b>5430/-</b>
--	--------------------------	---------------

S. No	Laboratory Fund	Fee in (Rs.)
1	Students using one Lab.	154/-
2	Students using two Labs.	238/-
3	Students using three Labs.	308/-
<b>Total</b>		<b>700/-</b>
4	Subject Tour Fund	105/-
5	Environment fee	238/-

**Exam Fee : Rs. 760/-**(+ Rs. 140/- Exam. maintenance Fund (EMF) + Rs. 100 per Science Practical)

**Eligibility Fee: Rs. 880/-** for those students who have passed 10+2 other than J&K BOSE  
**Subject tour** as per requirement of syllabus: **Rs. 75/- per Science Subject**

**Late Admission Fee for B.A. Sem-I (FOR SEMESTER PATTERN)**

- (a) Within 10 days after the last date prescribed for admission: **Rs. 320/-**  
 (b) The Vice Chancellor may consider grant of late Admission for 10 days only after the expiry of last date as (a) above: **Rs. 2910/-**.

**A. Fee Structure for Semester 1<sup>st</sup>:**

Stream	Common Fee (in Rs.)	Lab./ Science Fee (in Rs.)	Subject Tour (in Rs.)	EVS Fee (in Rs.)	Examination Fee (Sem-I+Sem-II) (in Rs.)	EMF (Sem-I+Sem-II) (in Rs.)	Practical Fee Per Science Subject (Sem-I+Sem-II) (in Rs.)	Cost of Exam. Form (Sem-I+Sem-II) (in Rs.)	Total Fee (in Rs.)
Arts	5430	--	--	238	760+760=1520	140+140=280	--	100+100=200	<b>7668/-</b>
Arts with Geography	5430	154	105	238	760+760=1520	140+140=280	100+100=200	100+100=200	<b>8127/-</b>

**B. Fee Structure for Semester 3<sup>rd</sup>:**

Stream	Common Fee (in Rs.)	Lab./ Science Fee (in Rs.)	Subject Tour (in Rs.)	EVS Fee (in Rs.)	Examination Fee (Sem-III+Sem-IV) (in Rs.)	EMF (Sem-III+Sem-IV) (in Rs.)	Practical Fee Per Subject (Geography) (Sem-III+Sem-IV) (in Rs.)	Cost of Exam. Form (Sem-III+Sem-IV) (in Rs.)	Total Fee (in Rs.)
Arts	5070	--	--	--	760+760=1520	140+140=280	--	100+100=200	<b>7070/-</b>
Arts with Geography	5070	154	105	--	760+760=1520	140+140=280	100	100+100=200	<b>7429/-</b>

## C. Fee Structure for Semester 5<sup>th</sup>:

Stream	Common Fee (in Rs.)	Lab./ Science Fee (in Rs.)	Subject Tour (in Rs.)	Degree Fee (in Rs.)	Examination Fee (Sem-V+Sem-VI) (in Rs.)	EMF (Sem-V+Sem-VI) (in Rs.)	Practical Fee Per Subject (Geography) (Sem-V+Sem-VI) (in Rs.)	Cost of Exam. Form (Sem-V+Sem-VI) (in Rs.)	Total Fee (in Rs.)
Arts	5070	--	--	810	760+760= 1520	140+140 = 280	--	100+100 =200	<b>7880/-</b>
Arts with Geography	5070	154	105	810	760+760= 1520	140+140 = 280	100	100+100 =200	<b>8979/-</b>

*Note: Fee structure is subject to further notification, if any, by the University of Jammu, Jammu and Higher Education Department.*

### **National Cadets Corps (NCC)**

To inculcate a sense of discipline, develop character, a desire for service and capacity for leadership, the college provides facilities for NCC training for the volunteer male students.

One NCC Senior Division (SD) is available in the college. Total number of seats is 50 male students. Prescribed NCC uniform kits are issued to the enrolled NCC cadets free of cost. Interested students may apply for admission to the college for further details. The admission shall be made on first come first serve basis.

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

The College has one unit of NSS comprising of 100 volunteers (male and female) who work under the guidance of the Programme Officer. The students have to apply on a prescribed form for registration to the unit. Enrolled volunteers are required to put in at least 120 hours of social work per year in addition to participation in one camp of seven day duration in the adjoining village as per the guidelines of HRD Ministry and University of Jammu.

The aim of organizing NSS activities in and outside of the college campus is to make education more relevant and situation based where NSS volunteers can actually face the present day challenges especially in planning and executing the much needed projects for quality life. Such activities usually encourage the students to develop a sense of social consciousness, qualities of leadership and personality development.

### **Sports and Games**

We encourage our students to take keen interest and participate in various sports activities for their physical strength and mental power. The college conducts some outdoor and indoor games for the physical health and mental fitness of the students such as Kabbadi, Cricket, Volleyball, Running, Chess, Badminton, etc.

## **INTERNAL ASSESSMENT**

The evaluation of each course shall contain two parts: Internal or In Semester Assessment (IA) and External or End-Semester Assessment (EA). The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical. The University has laid down certain rules for appearing in the examination and for internal assessment to be awarded to students. A student should have attended atleast 75% of the total lectures delivered during the academic session (both in theory and practical) for being permitted to take the examination. 50%



marks allotted to each subject in practical at all levels are reserved for internal assessment. In practical classes, assessment of students shall be made on the basis of her daily performance. 20% marks in theory are reserved for internal assessment. The evaluation of a candidate shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose under the CBCS as per the following:

### THEORY

<b>Syllabus to be covered in the Examination</b>		
<b>Internal Assessment Test(Pattern)</b>	<b>Time allotted</b>	<b>Weightage (%age)</b>
6 credits (100 marks) One long answer type question of 10 marks and Five short answer type questions of 2 marks each	Upto 50% (after 45 days) 1 hour	20
2 or 4 credits (50 marks) Five short answer type questions of 2 marks each.		
External End Semester University Exam ( <b>Pattern:</b> As proposed by the concerned BOS and approved by Academic Council)	Upto 100% ( after 90 days) 3 hour	80
<b>Total</b>		100
<b>PRACTICAL</b>		
Daily evaluation of practical records/Viva voce/attendance etc.		50
Final Practical Performance + viva voce (External Examination) 100% Syllabus		50
<b>TOTAL</b>		<b>100</b>

### **Minimum Eligibility for Appearance in Examination**

A semester end external examination for B.A Sem-I Course, under CBCS, shall be open to the following categories of students:

1. A regular student who has undergone a regular course of study in a college for the period specified for that course of study by having been on the rolls of the college immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the college Principal where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal concerned:

- ✓ He/she has been a student of good conduct.
- ✓ He/she has attended not less than 75% of the lecture delivered including seminars, tutorials etc in each course opted by him/her in that semester.
- ✓ He/she has passed in internal assessment.
- ✓ In the case of Laboratory Course/ practicals, he/she has attended not less than 75% of the practical classes conducted .
- ✓ He/she has paid the prescribed fee.

### **PROMOTION TO NEXT SEMESTER**

(i) A student will be eligible for promotion from Semester-I to II, Semester-III to IV if he/she has  
(a) Secured pass marks in Internal Assessment of all the subjects/papers of the Semester-I/III as the case may be.

(b) Has appeared in at least one of the papers of Semester End examination of Semester-I/III as the case may be.

(ii) A student will be eligible for promotion from Semester-II to III and Semester IV to V provided he/she has earned at least 50% of the total credits for the subjects/papers of theory/practical of Semester-I/III as the case may be and passed in Internal Assessment of all subjects/papers of Semester-II/IV as the case may be

(iii) A student will be eligible for promotion from Semester-V to VI provided he/she has passed in all Subjects/papers of Semester-I and Semester-III. Provided that a student who does not fulfil the promotion criteria (i), (ii) & (iii) above shall be declared fail in the semester concerned. However, he/she shall have the option to retain the marks in the papers in which he/she has secured Pass marks.

(iv) A student who has to reappear in a subject/paper prescribed for Semester-I to IV shall appear in the subsequent Semester end examination to be held as per the dates prescribed by the University.

(v) A student who has to reappear in a subject(s)/paper(s) prescribed for Semester-V & VI shall appear in the supplementary examination.

### **Attendance in lieu of participation in Games**

Any candidate who participates in games, cultural and other Co-Curricular activities as defined below with prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendance incurred by her on account of such participation, be treated as present on all the working days during the days of her absence on such account for a period not exceeding 15 working days in a semester programme subject to a maximum of 30 working days in an year.

- ✓ State representation in International /All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.

- ✓ Participation in the Inter-University Competitions held under the auspices of a university or any other recognized institution as a member of the University team.
- ✓ Participation in the Inter-College Competitions organized by university as a member of the team of participating institutions.
- ✓ Participation in the Coaching Camps/Rehearsals prior to participation as a member of state or university team in the National /All India /Inter –University Competitions.
- ✓ Participation in the Mountaineering /Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the state Government / university as a member of Institution affiliated/recognized by the university.

### **CONDONATION OF LECTURES**

The Principal of College concerned may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing upto 5% of the lectures delivered or practicals conducted in each course separately. A student whose deficiency in lectures/practicals in a course is not condoned by the Principal of College or is not condonable, shall not be eligible to appear in the semester examination of CBCS in that course but shall be permitted to appear in the subsequent semester examination if he/she remains on the rolls of the College as a regular student and attends the required number of lectures delivered from the date of classification or the date on which he/she has joined whichever is earlier up to the semester and provided that the number of lectures he/she attended is not less than the number by which he/she fall short of attendance in subject(s).

A student who does not fulfill the minimum requirement of attendance in lectures/practical in a course will not be eligible to sit in the semester examination in that course. Such a student will have to repeat the course when the classes in that course are held by the college.

### **CANCELLATION OF ADMISSION:**

1. If student after having been admitted remains continuously absent for 10 days without any genuine grounds, his/her name shall be struck off from the college rolls and he/she will not be re-admitted during the same session.
2. Any student found indulging in any undesirable activity in the college shall be dealt with under rules even to the extent of rustication from the college.
3. Any students indulging in ragging.

**GOVT. DEGREE COLLEGE, MANDI**  
**ADMISSION FORM**  
**SESSION 2021-22**  
**B.A Semester Sem-I/III/V (CBCS)**

University

Registration No

College Roll No

(to be filled by the office)

SPACE  
FOR  
PHOTOGRAPH

**PERSONAL DATA**

1. Full Name (in Block Letters).....
2. Father's Name (Block Letters).....
3. Guardian's Name and Relationship.....
4. Date of Birth in figures (in words).....
5. Monthly income of Father/ Guardian.....
6. Permanent Home Address H. No / Street  
 Mohalla..... Village.....  
 Tehsil..... District..... Ph.  
 No/Mob.No.....
7. Present Address.....
8. A. Religion ..... B. Nationality.....
- C. Whether SC/ST/OBC/ALC/RBA/EWS/PSP.....
9. Are you a state subject/Domicile? .....

**10. Academic Data**

Exam Passed	Year of passing the qualifying examination	Exam Roll No.	Uni./Board	Marks Aggregate with %age	Division	School/College	Subjects taken
12 <sup>th</sup> . (10+2)							
B.A Sem. I							
B.A Sem. II							
B.A Sem. III							
B.A Sem. IV							

## 1. Subjects Offered

11. General English 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

1. Which one would like to take **NSS** or **NCC** (Choose any One) \_\_\_\_\_
2. Games/ Events you wish to play \_\_\_\_\_

## 2. Declaration by the student:

I solemnly undertake to obey all the rules & regulations of the College and the instructions issued from time to time by the Principal. I also know that any breach of rules may render me liable to disciplinary action. I undertake to attend the minimum number of lectures (Theory & Practical) required under Statutory Rules of the University to make me eligible to sit for the University Examination.

Signature of the Student

### a) Documents to be submitted with Admission Form :

A student seeking admission should present himself/herself personally along with the parent/guardian to the college and shall present the following documents.

1. Marks certificate in original of the qualifying examinations (along with three attested copies).
2. (a) Provisional/Character certificates in original from the Head of the Institution last attended in case of regular students.  
(b) Provisional / Character certificates from J&K State Board of School Education and character certificate from DSP/SHO (Police) of that area in the case of private candidates.
3. Date of birth certificate-Secondary School certificate issued by J&K State Board of School Education.
4. Four copies of the passport size photographs.
5. Category Certificate, Income Certificate from the competent Authority (only for those who want to apply for scholarship/financial assistance).
6. However, the students who have passed their qualifying examination from the Institution other than the J&K State Board of School Education shall have to submit the following Documents in addition to the above.

a) Migration certificate in original from the University/Board from which the student has passed the qualifying examination.

b) Eligibility certificate from the University of Jammu.

No objection certificate from the college Principal of his home district in J&K, if the candidate belongs to a district other than Poonch

7) Undertaking (Annexure- I) for all the students seeking admission.

8) Undertaking (Annexure- II) for all the students seeking admission.

9) Undertaking (Annexure-III) for students with gap period.

10) Undertaking (Annexure-IV) for students who have passed (10+2) examination from Board other than J&K Board(BOSE). The admission form complete in all respects along with necessary required documents shall be scrutinized by the members of Admission Committee prior to deposit of fee.

**The Principal reserves the right to cancel admission of a candidate at any stage for filling in wrong /concealment of wrong information leading to wrong admission.**

**Note:**

- Documents are to be attested by any Gazetted officer/ College admission Committee Members/Self Attested.
- In view of the COVID 19 situation, all the students and their parents/guardians must follow the instructions/rules/SOPs issued by the Govt. from time to time, while submitting the admission forms.
- The wearing of masks is must by one and all.
- The candidate should avoid large gatherings and maintain social distancing in the College.

## Annexure- I

**The following undertaking is to be submitted by all the students seeking admission in B.A. Sem-I/III/V.**

I .....S/O,D/O .....R/O.....

do hereby solemnly declare as under: -

1. That I am seeking admission in B.A Sem-I/III/V in Govt. Degree College Mandi during the session 2021-22 on the basis of my merit in Higher Secondary Part-II/

B.A Sem- I/B.A Sem-III.

2. That I have not sought admission in any Academic/Professional /Technical/ Govt. /Private Institution within or outside the state.

3. That in case I seek admission or get selected in any Academic /Professional/ Technical Govt./Private Institution, I shall immediately bring the fact to the notice of the college authorities and that I shall get my admission cancelled from the college before being admitted in any of the above mentioned institutions.

4. That I have carefully read and understood the law prohibiting ragging and the directions of Supreme Court and the Central/State Government in this regard.

5. That I have carefully read the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

6. I hereby undertake that

- I will not indulge in any type of behaviour or act that may come under the definition of ragging.

- I will not participate in or abet or propagate ragging in any form.

- I will not hurt anyone physically or psychologically or cause any other harm.

7. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations and/or as per the law in force.

8. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this -----day of -----month of -----Year

**Guarantor**

**Father/Mother/Guardian**

**Signature of candidate**

**Name: Signature**

**ANNEXURE-II**

**Anti-Ragging Undertaking**

1. I, Mr./Ms. \_\_\_\_\_ Father/Mother/Guardian of \_\_\_\_\_ (full name of student with admission /registration/enrolment number), having been admitted to Govt. Degree College Mandi, have read the copy of UGC Regulations (2009), on curbing the menace of Ragging in Higher Education Institutions. I have understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the regulations and I am aware as to what constitutes ragging.
3. I have also, in particular perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
  - i. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - ii. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations without prejudice or another criminal action that may be taken against my ward under any panel law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm in case the declaration is found to be untrue, the admission of ward is liable to be cancelled.

Declared this \_\_\_\_\_ (day) or \_\_\_\_\_ (month) or \_\_\_\_\_ (year)

**Verification**

**Signature of deponent**

Verified that the contents of this Undertaking are true to the best of my knowledge and no part of this Undertaking is false and nothing has been concealed there in.

Verified at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date) of \_\_\_\_\_ (Month) of \_\_\_\_\_ (year)

**Signature of deponent**

Solemnly affirmed and signed in my presence on \_\_\_\_\_ (date) of \_\_\_\_\_ (month) of \_\_\_\_\_ (year) after reading the contents of this Undertaking.



### **Annexure- III**

**The following Undertaking is to be submitted in case of students with gap.**

I ..... S/O,D/O  
.....R/O.....

do hereby solemnly declare as under: -

1. That I have passed my 10+2/B.A.Sem-I examination during the session ..... as a regular/private candidate from ..... Board/University.
2. That I am seeking admission in Govt. Degree College Mandi in B.A Sem –I class during the session 2021 –2022.
3. That during the gap period, I was neither employed nor sought admission in any Academic / Professional/ Technical / Govt. or Private Institution.

**Signature of candidate**

### **Annexure-IV**

**The following Undertaking is to be submitted in case of students who have passed Higher Secondary Part- II or equivalent examination from a Board other than J&K State Board.**

I.....S/O,D/O.....R/O.....  
.....do hereby solemnly declare that I am seeking provisional admission to ..... Class in Govt.Degree College Mandi on clear understanding that my admission to this class is provisional and is subject to the confirmation on the issue of certificate of eligibility by the University of Jammu under rules. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission shall automatically stand cancelled.

**Signature of candidate**

### **DISCLAIMER**

The statements made in this prospectus & the information contained herein is believed to be correct at the time of publication. The college, however, reserves the right to make changes in the rules and regulations, conditions governing the conduct of students, fee structure, etc., at any point of time without prior notice. The college accepts no responsibility for the hardships or expenses incurred by the students or any other person for such changes, additions and errors or omission.

