# From the pen of the principal

## Dr. Sukhbir Singh Thind, Principal P.E.S-1

Dear students,

It is the dream of every person in life to become a successful person by studying and writing. For this he has to face many difficulties in life. The best way to overcome these difficulties is “Education”. Therefore, if one wants to become a successful and good person, then it is the moral duty of every student to complete their education diligently, because there are many expectations of their parents behind them. Along with this, students should also participate more and more in co-educational activities along with education so that their personality can develop holistically. So I and my staff will help the students in every possible way.

I sincerely hope that you will take full advantage of this opportunity to fulfill your goals and become an exemplary citizen, bringing glory to yourself, your parents and this institution. With this hope, I welcome everyone to this college.

**Dr. Sukhbir Singh Thind**
**P.E.S-1**
**Principal**
**Mobile : 98153-46628**

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# Admission Schedule

Admission timings are from 9:30 AM to 1:30 PM. Candidates should bring their documents and necessary fee at the time of admission and after receiving the fee schedule from the university, the fee information will be posted on the college notice board.

| CLASS | ADMISSION SCHEDULE | PLACE |
|---|---|---|
| B.A Part-1 | 17.07.2018 to 19.07.2018<br>55% and more<br>20.07.2018 and 21.07.2018-<br>reserve catagories and<br>remaining seats | Room No. 74 (New Block)<br>boys<br>Room No. 81 (New Block)<br>Girls |
| B.A Part-2 | 18.07.2018 and19.07.2018 | Room No. 57 Boys 58 |

| | | |
|---|---|---|
| | | (Girls) |
| B.A Part-3 | 18.07.2018 and19.07.2018 | Room No. 63 |
| B.Com Part-1 | 17.07.2018 | Room No. 51 |
| B.Com Part-2 | 19.07.2018 | Room No. 51 |
| B.Com Part-3 | 20.07.2018 | Room No. 51 |
| B.Sc (Medical/Non-Medical)Part-1 | 17.07.2018 | Physics Lab |
| B.Sc (Medical/Non-Medical)Part-2 | 19.07.2018 | Physics Lab |
| B.Sc (Medical/Non-Medical)Part-3 | 20.07.2018 | Physics Lab |
| B.C.A Part-1 | 17.07.2018 | Room No. 42 |
| B.C.A Part-2 | 19.07.2018 | Room No. 42 |
| B.C.A Part-3 | 20.07.2018 | Room No. 42 |
| P.G.D.C.A./M.S.C(IT) (LE) | 21.07.2018 | Room No. 42 |
| M.A.(Economics/English/Political Science) Part-1 | 20.07.2018 | Concerned Department Room(Main Building) |
| M.A.(Economics/English/Political Science) Part-2 | 21.07.2018 | Concerned Department Room(Main Building) |

**Important Note** :- 1) Last date for submission of admission form for all above classes is 10-07-2018 till 02.00 PM.
2) Any change in the above admission dates will be notified on the notice board of the college.

# Maharaja Ripudaman Singh

Maharaja Ripudaman Singh was born on March 4, 1883 in Nabha, the only son of Maharaja Hira Singh Ji. During his membership of the Imperial Legislative Council from 1906 to 1908, he pursued the interests of the Sikhs and played a role in the Reformist Legislation. Similarly, he also attended the coronation of George V in 1911 on behalf of the Nabha princely state. In 1906, he got the Anand Marriage Act written by Bhai Kahaan Singh ji, which was in force from 1909 to 1949.

After the death of his father in 1911, taking over the reins of the Nabha state, he made many reforms in the judiciary of the state and made many progressive laws. In 1923, due to your patriotism, the British took over the rule of the Nabha princely state from you and exiled you to Kodaikanal (Madras), where he died in 1942 at the age of 59.

**** Source Wikipedia and Hindustan Times***

# Government Ripudaman College, Nabha

Dedicated to the memory of the great patriot Maharaja Ripudaman Singh, this college was established in 1946 AD. It was once the summer residence of Maharaja Hira Singh Ji, father

of Maharaja Ripudaman Singh Ji, also known as 'Pakka Bagh'.

At present, apart from the main building,there are two science blocks, commerce block, library building, new Maharani Gurcharan Kaur block (arts block), conference room and staff room are the main attractions of the campus. The college has a magnificent theatre, open air reading rooms and various laboratories. The open magnificent college stadium and adjacent mini playground (which has almost all sports facilities), gymnasium, boxing ring etc. are the college features.

The Insignia of the College The horse and lion are symbols of agility and strength. Nul Secondus written below the insignia means never second place.

The college campus is adorned with various types of trees, including 10 open parks, open parking. The facility has canteen, edu-set, 20 departments, 35 class rooms, toilets and newly constructed seminar room.

The college is a co-educational institution, affiliated to Punjabi University, Patiala and has the honor of receiving B grade from NAAC. It is the only government college of higher education in the surrounding area, providing education to both rural and urban students. With the services of 55 teachers, this college offers 10+1, 10+2 (Science), Bachelor of Science, Bachelor of Arts, Bachelor of Commerce, Bachelor of Computer Application, PGDCA, Master's degrees in Political Science, English and Economics are also offered.

# College Administration

| | | |
|---|---|---|
| Principal | : | Dr. Sukhbir Singh Thind |
| College Counsel | : | Smt. Reenu Jain<br>Dr. Harwinder Singh<br>Dr.Balwinder Singh,<br>Dr. Mukhtyair Singh<br>and Dr. Surinder Pal |
| Bursar | : | Smt. Ammi Bhalla |
| House Examination | : | Dr. Harwinder Singh |
| Senior Tutor | : | Dr. Harwinder Singh (Boys)<br>Smt. Reenu Jain (Girls) |
| Youth Co-ordinator | : | Dr. Mukhtyair Singh (Girls) |
| RUSA Co-ordinator | : | Sh. Sukaant Mittal |
| UGC Incharge | : | Smt. Ammi Bhalla |

| | | |
|---|---|---|
| Internal quality Assurance Cell | : | Dr. Ritu Bhardwaj |
| NCC | : | Lieutenant Dr. Balwinder Singh |
| NSS | : | Dr. Harwinder Singh<br>Dr. Surinder Pal<br>Balbir Singh (Boys)<br>Smt. Poonam Majhail (Girls) |
| Librarian Restorer | : | Shri Vijay Kumar |

## Office Staff

| | | |
|---|---|---|
| Superitendent | : | Smt. Veena |
| Bill Clerk / Cashier | : | Shri Rajeev Mukhi |
| University Clerk | : | Smt. Sushil Kumari |
| University Clerk | : | Shri Dovy |
| University Clerk | : | Mrs. Jaswinder Kaur |
| Steno Typist | : | Mrs. Karam Kaur (94170-17808) |

Contact : Phone & Fax 01765-222914
E-mail : gcripudamannabha@gmail.com

This Prospectus is not a legal Document.
This is only for the information of Students.

# 1) Faculty (Education Department)

## -:: Languages ::-

Room No:30
(Main Building)

## Department of English

1. Smt.Geeta Sharma (Associate Professor) (Head)

2. Smt. Poonam Majhail( Associate Professor)

Seats

3.Mrs. Aradhana Kamra (Assistant Professor) M.A Firstyear-30
M.A Second year-30

4. Mrs. Hitesh Goyal (Assistant Professor)

5. Smt. Aarti Bakshi( Assistant Professor)

6. Dr. Ritu Bhardwaj (Assistant Professor)*

7. Mrs. Manpreet Kaur(Assistant Professor)*

8. Mrs. Shilpa Rajpal(Assistant Professor)**

9. Sh. Manipal Singh(Assistant Professor)**

## Department of Punjabi

( Room no. 21
(Main Building)
(1st Floor)

1. Shri Tej Pal (Assistant Professor)*

2. Shri Balbir Singh (Assistant Professor)*

3. Mrs. Kulwinder Kaur (Assistant Professor)**

4. Shri Kuldeep Singh (Assistant Professor)**

5. Dr. Ravneet Kaur (Assistant Professor)**

6. Miss Amandeep Kaur (Assistant Professor)**

7. Mrs. Sunita Rani (Assistant Professor)**

8. Dr. Rajinder Kaur (Assistant Professor)**

## Department of Sanskrit

1. Dr. Surinder pal (Associate Professor) (Head) Room no. 20
(Main Building)
(1st Floor)

## Department of Hindi

1 Smt. Balwinder Kaur (Assistant Professor)*

R

Room No: 10
Main Building
1st Floor

**Note: *Assistant professors working on the posts are part-time.**
**** Assistant Professors working on vacant posts are guest faculty.**

# Humanities

## Department of Political Science

1. Shri Mukhtyair Singh (Associate Professor) (Head) — Room No. 18, Main Building
2. Shri. Harminder Singh(Assistant Professor)**
3. Shri. Kuljit Singh(Assistant Professor)**
4. Shri Narinder Singh(Assistant Professor)**
5. Shri Surinder Puri(Assistant Professor)**

## Department of History

1. Smt. Kiran (Assistant Professor)** — Room No. 31, Main Building
2. Sh. Amrinder Singh(Assistant Professor)**
3. Smt. Karampreet Kaur(Assistant Professor)**

## Department of Geography

1. Dr. Balwinder Singh (Associate Professor) (Head) — Room No.50, Library Building
2. Shri Jagmeet Singh(Assistant Professor)**
3. Miss Preetinder Kaur(Assistant Professor)**

**Non teaching Staff**

1. SLA (Empty)

2. Shri. Pawan Kumar (Sr. LA)

## Department of Economics

Room No.29
Main Building
First Floor

1. Smt. Kalpana Khanna Batra (Assistant Professor)(Head
2. Smt. Minakshi Jindal(Assistant Professor)**
3. Smt. Neha Jain(Assistant Professor)**
4. Dr. Deepika(Assistant Professor)**

## Department of Public Administration

1. Dr. Shashi Bala(Associate Professor)(Head)*
2. Mrs. Kanchan Jindal (Assistant Professor)**
3. Mrs. Jaspreet Kaur (Assistant Professor)**

Room No.56
Science Building

## Department of Music (Instrumental)

Room No.9
Main Building

1. Dr. Lalita Jain (Part Timer) Head

**Non-Teaching Staff:**

1. Smt. Kiran Malhotra (Tabla Instructor)

## Department of Home Science

1. Smt. Ammi Bhalla(Associate Professor)(Head)

Room No.11
Main Building
First Floor

**Non teaching staff**

1. Smt. Kiran Bala(S.L.A)
2. Vacant….(J.L.A)
3. Smt. Jatinder Kaur( Senior L.A)

* **Boys can also read this subject.**

## Department of Physical Education

Room No.37
Library Building

1. Dr. Deepak Kaushal (Assistant Professor)**
2. Dr. Lakhwinder Singh (Assistant Professor)**

**Note: Candidates who have cleared the trial will be able to get this subject. Players will be given priority.**

## Department of Philosophy

1. Dr. Surinder Singh (Assistant Professor)**

Room No.12
Main Building
(First Floor)

# -:: Science ::-

## Department of Physics

Room No.64
Science Block- 1

1.Dr. Harwinder Singh (Associate Professor) (Head)

2. Ms. Shilpi Rani (Assistant Professor )**

3. Ms. Karanjot (Assistant Professor )**

**Non Teaching Staff**

1. Mr. Sukhdev Singh (SLA)
2. Shri Mewa Singh (LA)

## Department of Chemistry

Room No 59
Science Block

1. Mr. Sukant Mittal ((Assistant Professor) (Head)*

2. Mrs. Ashima Garg (Assistant Professor )**

3. Mrs. Monika Sharma (Assistant Professor )**

**Non-Teaching Staff:**

1.Shri Sarabjit Singh (SLA)

2.Vacant

3.Sh. Baldev Singh(gasman)

4.Vacant……LA

## Department of Botany

Room No 66
Science Block

1. Miss Monika Rani (Assistant Professor )**

**Non teaching staff :**

1. Vacant..... (SLA)

2. Vacant…..(JLA)

3. Sh. Harbhajan Singh (Senior L.A)

4. Sh. Bal Krishan (LA)

## (Department of Zoology)

Room No 65
Science Block
1st Floor

1. Smt. Neelam Bhatia Mukhi (Assistant Professor )**

2. Mrs. Tarandeep Kaur (Assistant Professor )**

**Non-Teaching Staff:**

1. Vacant.....(SLA)

2. Vacant…. (JLA)

3. Sh. Jagmail Singh(LA).

## Department of Mathematics

Room No 19
Main Building

1. Smt. Balwant Kaur(Assistant Professor )**
2. Mrs. Shivani Modgill (Assistant Professor )**
3. Sh. Rohit Garg (Assistant Professor )**

# -:: Commerce ::-

## Department of Commerce

Room No 53
Commerce Block

1. Smt. Renu Jain(Associate Professor)(Head)
2. Sh. Sushil Kumar Jindal(Associate professor)
3. Mrs. Arvinder Kaur (Assistant Professor)*

Seats: B.Com 1- 60
B. Com 2- 60
B. Com 3- 60

## Department of Computer Science

1. Mrs. Anju Gupta (Assistant Professor )** Library Building

## Department of Environment Science

1. Ms. Randeep Kaur (Assistant Professor )** Room No.13 Main Building First Floor

**Note: *The Assistant Professors working on vacant posts are Part Timer**
****The Assistant Professors working on vacant posts are guest faculty.**

## Department of Self-Financed Courses

Room no. 45
Library Building

Mrs. Aarti Bakshi (Member Secretary)

Mrs. Rajni Bala (Computer) Assistant Professor

Mrs. Malini (Computer) ,, ,,

Mrs. Kirti (Computer) ,, ,,

Sh. Jagdeep Singh ,, ,,

Mrs. Shivali (Computer) ,, ,,

Mrs. Vijeta (Computer) ,, ,,

Mrs. Divya (Computer) ,, ,,

Mrs. Anjum (Computer) ,, ,,

Mrs. Neeru Chowdhury (English) ,, ,,

Sh. Pardeep Singh ,, ,,

Smt. Kamaljeet Kaur ,, ,,

Smt. Sonia Rani ,, ,,

Smt. Vanika Bhatia ,, ,,

## Library Staff

1. Vacant....(Librarian)

2.Vacant..... (Librarian)

3.Shri Vijay Kumar (Library Restorer)

4.Mr. Hari Chand (Servant)

# Courses available in the college

### A)10+1 and 10+2 (Medical) Time Duration-2 Years (Annual System)

1) English

2) Punjabi/Punjab History and Culture

3) Chemistry

4) Physics

5) Biology

6) Computers

7) Environmental Education

## B) 10+1 and 10+2 (Non-Medical) Time Duration 2 years (Annually)

1) English

2) Punjabi/Punjab History and Culture

3) Chemistry

4) Physics

5) Mathematics

6) Computers

7) Environmental Education

## (1) B.A.Part I (Semester System)

Compulsory Subjects:

a) General Punjabi or Punjabi (Basic Knowledge)

b) English (Communication Skills)

Apart from the above two compulsory subjects, the candidate has the following groups. Any 3 subjects have to be chosen.

Only one Subject from each group can be taken:

| Group-1 | Group-2 | Group-3 | Group-4 |
|---|---|---|---|
| 1.Geography | 1.History | 1.Punjabi literature | 1.Home Science* |
| 2.Political Science | 2.Mathematics | 2.English Literature | 2.Physical Education* |

| | | | |
|---|---|---|---|
| | 3.Philosophy* | 3.Hindi Literature | 3.Musical Instrument* |
| | | 4.Sanskrit Literature | 4.Public Administration |
| | | | 5.Economics |

***There are practical subjects. Practical subjects cannot be taken more than two.**
**B.A. The subjects selected in the first part are B.A. Part 2 and 3 have to be selected.**
Note :- 1) Students cannot take Geography and Home Science subject along with Mathematics subject.

(2) The candidate shall be responsible for any error found in the subject matter.

3) Admission will be on the basis of merit and priority (first come first serve). The subject will not change in any circumstances after having Seats full.

4) It is not necessary that the admission committee should allow the candidates to take the same subject / subjects as filled in the admission form. In this regard the subject/subjects will be allowed to be taken only after keeping in mind the teaching staff and seats.

5) In B.A. An elective subject in the first semester will be subject to change within four weeks from the date of admission, the right of which is reserved by the Principal. Students will fill the prescribed performa in this regard and submit it to the college office. After checking the appropriateness of the subject pairs presented by the university and the college, the constituted committee will take its approval from the Principal.

## (2) B.A. Part II (Semester System) and B.A. Part III (Semester System)

B.A. In Part 2 and 3 the candidate will choose only those subjects which he/she has taken in B.A. Selected in Part I.

## (3) B.Sc. (Medical) Time Duration – 3 Years (Seats – 50)

| B.A Part-1(Semester System) | B.A Part-2(Semester System) | B.A Part-3(Semester System) |
|---|---|---|
| Punjabi/ Basic Knowledge | Punjabi/ Basic Knowledge | Punjabi/ Basic Knowledge |
| Chemistry | Chemistry | Chemistry |
| Botany | Botany | Botany |
| Zoology | Zoology | Zoology |
| | English communication Skills | |
| | Environment | |

## (4) B.Sc. (Non-medical) Time period- 3 years (Seats – 50)

| B.A Part-1(Semester System) | B.A Part-2(Semester System) | B.A Part-3(Semester System) |
|---|---|---|
| Punjabi/Basic Knowledge | Punjabi/Basic Knowledge | Punjabi/Basic Knowledge |
| Chemistry | Chemistry | Chemistry |
| Physics | Physics | Physics |
| Mathematics | Mathematics | Mathematics |
| | English Communication Skills | |
| | Environment | |

## (5) B.Com Part I (Semester System)

Minimum Qualifications for Admission to B.Com

1) 40% marks in 10+2 commerce form

2) 10+2 in arts com with knowledge of maths, economics, accounts etc.

3) Passed 10+2 with 50% marks in any other group

**B.Com Part-1(1st Semester)**

1) Punjabi/Punjabi Compulsory (Elementary Knowledge)-i

2) English (Communications Skills)

3) Financial Accounting-1

4) Business Laws-1

5) Computer Applications in Business

6) Principles of Economics-1

**B.Com Part-1(2nd Semester)**

1) Punjabi/Punjabi Compulsory (Elementary Knowledge)-ii

2) English (Communications Skills)

3) Financial Accounting-ii

4) Business Laws-ii

5) Computer Applications in Business

6) Principles of Economics-ii

**B.Com Part-2(3rd Semester)**

1) Punjabi/Punjabi Compulsory (Elementary Knowledge) -i

2) English (Communications Skills)

3) Principles of Business Management

4) Corporate Accounting-i

5) Income Tax Law-i

6) Company Law

**B.Com Part-2(4th Semester)**

1) Punjabi/ Punjabi Compulsory (Elementary Knowledge)

2) English (Communication Skills)

3) Auditing Practices

4) Corporate Accounting-ll

5) Income Tax Law-l1

6) Business Statistics

**B.Com. Part-III (5th Semester)**

1) Punjabi/ Punjabi Compulsory (Elementary Knowledge)

2) Management Accounting-l

3) Cost Accounting-l

4) Indirect Taxes

5) Governance, Ethics and Social Responsibility of Business

6) Corporate Finance/Essentials of E-Commerce

**B.Com Part-III (6th Semester)**

1) Punjabi/Punjabi Compulsory (Elementary Knowledge)

2) Management Accounting-Il

3) Cost Accounting-11

4) Business Environment

5) Fundamental of Entrepreneurship

6) Financial Planning/Internet and WWWeb

## 6) M.A. Part I & II (Semester System)

Seats-( M.A. Part-1=40)
| (M.A.Part-2=40)

Admission to the subjects of English, Economics and Political Science is regulated by the University will be done accordingly. According to the instructions of Punjabi University, B.A. / B.Sc. /B. Com. Part Three student re-appearing in M.A. Admission will not be granted in Part I. Similarly, as per University's letter No. 6375-6386 College/GC-6, dated 28.07.05 M A graduate of any faculty in the courses will be eligible for admission but the condition is that at least 50 percent of the total marks of the graduate should be obtained.
**Candidates admitted to MA will contact with the head of the department for the respective subjects / options. There is no need to fill forms in the entry form.**

## 7) Self Finance Course

**B.C.A Part-1(1st Semester) (Seats 50)**

1) General English-1

2) Punjabi (Compulsory)

3) Fundamentals of IT

4) Programming Fundamentals using C

5) Software Lab-1

6) Software Lab-II

**B.C.A Part-1(2nd Semester)**

1) General English- II
2) Punjabi (Compulsory)
3) Digital Electronics
4) Data Structures
5) Basic Mathematics
6) Software Lab-111

**B.C.A Part-II (3rd Semester) (at 50)**

1) English Communication Skills-1

2) Discrete Mathematics

3) Computer System Org & Architecture

4) Programming using C++

5) Fundamentals of DBMS

6) Software Lab-IV

7)Software Lab-V

8)Punjabi Compulsory

**B.C.A Part-II (4th Semester) (Seats 50)**

1) English Communication Skills-11
2) Computer Networks
3) Management Information Systems
4) Computer Oriented Numerical & Statistical Methods
5) Relational DBMS with Oracle

6) Software Lab-VI

7) Software Lab-VII

8)Punjabi (Compulsory)

**B.C.A Part-III (5th Semester) (50)**

1) English Literary Skills-1

2) System Analysis and Design

3) System Software

4)Java Programming

5) Web Designing using HTML and DHTML

6) Software Lab- IX

7)Software Lab-X

8) Punjabi (Compulsory)

**B.C.A Part-Ill (6th Semester)**

1)English Literary Skills-1

2) E-Commerce

3) Operating System

4) Software Engineering

5) Web Designing using ASP.NET

6) Software Lab- XI

7) Software Lab-XII

8) Punjabi (Compulsory)

**PGDCA (1st Semester) (Seats-40, Unit-2)**

1) Fundamentals of IT

2) Operating Systems

3) Programming Fundamentals using C Language

4) Software Lab-1

5) Software Lab-Il

**PGDCA (2nd Semester)**

1)Programming with C++

2) DBMS with MS Access

3) Fundamentals of Com Networks, Internet & Scripting Languages

4) Software Lab-Ill

5) Software Lab-IV

6)Data Structures

**M.Sc. (IT) Lateral Entry (3rd Semester) (Seats-30)**

1) Web Technology

2) Java Programming

3) Software Engineering

4) Computer Networks

5) Programming Lab-IV: Web Technology

6) Programming Lab-V: Java Programming

7) Deficit Paper: Mathematical Foundation of Computer Sci

**M.Sc. (IT) Lateral Entry (4th Semester)**

1) Computer Graphics

2) LINUX Administration

3) Research Methodology

4)Artificial Intelligence

5) Programming Lab-VI: Computer Graphics

6) Programming Lab-VII: LINUX

7) Deficit Paper: Visual Basic (MS-123)

8) Deficit Paper: RDBMS & Oracle (MS-124)

9) Deficit Paper: Programming Lab III: VB & RDBMS & Oracle

**Note: Regarding Deficit Exam and Punjabi Basic Knowledge Subject**

1. Candidates who are admitted in this university after passing any class from an external university, the completed cases of deficit papers/papers should be submitted by the Principal along with their recommendation to the Dean by the date 17.09.2018 , College Development of in any case approach the council office for approval. Incomplete cases will not be considered. Candidates will do the examination of deficit papers at their own level. The college will not have any responsibility in this regard.

2. B.A. / B.Sc. / B.Com. / BCA Students taking two Punjabi Basic knowledge subjects will themselves take approval from Punjabi University Patiala and contact the office within one week of admission in this regard.

**Note: Qualifying Subjects:**

1. B.A. Qualifying subjects of B.Sc/B.Com/BCA Two Part I (Second Semester) Drug Abuse Problem, Management and Prevention will be applicable and in Part II (Fourth Semester) Environment and Road Safety Awareness will be applicable.

# 3) Admission process

**A. Important instructions for filling the admission form**

1.Candidate must fill their own form in their clean and clear handwriting.

2.It is mandatory to fill all the coloums.

3. Candidates must fill their own category.

4. The names of the candidates and their parents will be the same as the result of the examination passed by them are recorded in the card.

5. The candidate and his parents must make full signatures to the specified places.

6. In the form, at specific places, a single negative is prepared to paste color passport size photos and one photo must be attached with the form. Behind the new photograph, name of the candidate, father's name and name of class must be written This rule is applicable to the old students of the college also.

7. Candidates desirous of taking admission on reservation basis must apply with certificate issued by the competent authority.

8. It is necessary to plant a Power certificate issued by the Registration Branch of Punjabi University, Patiala along with their application form for candidates who have passed the final examination from a University / Board of Education outside Punjab.

9. Form completed in all respects must be submitted in the office by the specified date . After the last date the form will be taken only with the prior approval of the Principal.

10. Separate form to be filled for each course / stream.

11. Fill your full address along with phone number on the card attached to the form.

## b) Admission Rules

For the academic year of the year 2018-19, admission for various categories will be conducted as per the following rules.

1. Students should deposit the admission form in the office by the specified date and get the receipt. Incomplete letters will not be accepted, candidates availing the benefit of reservation should attach the relevant proofs.

2. Admission can be obtained as per dates specified by Punjabi University. It is necessary for candidate to appear before the admission committee on the scheduled date. In case of date or any other change, the notice will be posted on the notice board of the college, no private notice will be sent.

3. No consideration will be given for admission after the specified date.

4. Absentee candidates will not be entitled to choose their preferred subject on subsequent attendance.

5. Admission is done only on the basis of merit and availability of seats.

6. Admission made on false or false statement may be cancelled at any time.

7. Admission of re-appearing candidate in previous category as determined by the University / Board will be done on the basis of available seats and rules.

8. Punjabi University, Patiala in its letter no. 2427 / College S / dated 20.04.18 has ordered that from session 2018-2019 the students who have got re-appear in one subject out of 10+2, those students will be given B.A. (Part I) will be granted on the condition that they first clear the 10+2 compartment examination before appearing for the first semester examination. If they do not pass the exam, their B.A. admission will be cancelled. Such candidates will immediately submit their certificate (detail marks card) in the office after the result of 10+2. It is the responsibility of the candidates to submit the certificate on time.

9. Admission in B.A part 1 in college will be based on provision of seats for different subjects and availability of professors. Re-appeared students only be thought after Completed or Passed candidates get admission on the basis of available seats.

10. Admission to the college is given on merit. After committee's recommendation ,principal gave permission for admission.

11. Admission in every class will be on new admission form. This policy is applicable on older students of college also.

12. Parent's signature on the admission form is now required on specific places. In case of fraud signature of parents, admission should be cancelled.

13. Passing any class examination in any university that the candidate cannot be re-admitted in the same class to improve his/her division.

14. Admission to any class/ subject will be liable only if there are at least ten candidates for it.

15. The college principal can refuse admission to any candidate in the college at her discretion. Candidates using incompetent means, drop outs, debarred from appearing in the examination Indiscipline candidates will not be admitted.

16. The right to interpret and amend the rules is reserved to the Principal of the College.

17. Admission will be given only to students from other Universities / Institutions who have accredited by Punjabi University.

18. B.A. In the first part, the subject of physical education is given on the basis of physical test. At the time of admission candidates should not fill the subject of physical education in their admission form. They should complete three optional subjects of their choice. After getting the physical education subject after the test, the student will have to drop one of the three optional

subjects taken earlier. The concerned Head, Physical Education Department should be informed to be released.

19. Candidates taking physical education subject will have tile before paying the fee, tile date of the college will be posted on the notice board.

20. Only those candidates will be admitted/migrated who studied the courses/subjects available in the college.

21. Admission to all classes will be through schedule fixed by Punjabi University, Patiala.

## c) Documents required for admission and special instructions

1. At the time of interview for admission, candidates should bring the following original certificates

a) Class X pass certificate as proof of date of birth

b) Certificate (DMC) detailing marks in school board / university passed examinations.

c) Character certificate from the head of the institution where the candidate has passed the previous examination.

d) The original certificate of belonging to the reservation category.

e) Eligibility Certificate if required.

2. Self attested photocopies of the above certificates should be attached with the admission form.

3. All the columns of the admission form should be filled clearly, no cut-off should be done.

4. Three copies of passport size color photograph must be brought by the candidate. A photo should be installed in a specific place. A photograph should be pasted on the card and one should be attached with it.

## d) Interview

1. On the day of interview the candidate will ensure attendance at the specified time and place.

2. Candidates absent or late for the interview will forfeit their right of admission. Then he will get admission only on availability of seats.

3. It is necessary to show your original certificates at the time of interview.

4. Candidates should bring the required admission fee at the time of interview,as the candidate selected for admission will have to deposit this amount at the same time. In

case of not doing so, cancel the admission of that candidate will be given.

5. Admission will be considered complete only after full payment of fee, failing to pay his/her selection will be cancelled.

## d) Rules regarding non-compulsory reading of Punjabi

**Only those candidates will be allowed to take the subject of Punjabi Basic Knowledge instead of Punjabi Compulsory**

a) Those who have passed the 10th or 10+2 examination from schools/institutes located outside the state of Punjab.
b) Children of military personnel / paramilitary personnel, who have not studied Punjabi up to school level.

c) Candidates eligible to take the subject of Punjabi Basic Knowledge should submit their affidavit and other evidence immediately after admission later will be deposited in the office.

**Candidates who have passed 10th or 10+2 examination from any school/board/institute located in Punjab will not be eligible to take Punjabi Basic Knowledge subject instead of Punjabi Compulsory.**

## e) Regarding Eligibility

1) Students who have appeared in 10+2 examination from Punjab School Education Board, Mohali, Board of School Education, Haryana, Himachal Pradesh Board of School Education, CBSE. Board and ICSE Boards except those who have passed 10+2 and graduation examination from other states then such candidates will be given admission only after obtaining admission-eligibility-certificate from Punjabi University. |

2) According to the instructions of Punjabi University, the concerned candidate has to submit his original DMC and original migration certificate in the college office within one month of admission. In case of not doing so late fee will be charged by the University, for which the candidate will be responsible himself.

## f) Rules for Payment of Fees

1) Admitted candidates will get the receipt by submitting the fee online on the day of admission itself. A candidate who do not submit may be denied admission.

2) Fees for self finance courses have to be deposited twice a year, six months fee at the time of admission and second installment in November. If any change is made by the Government or the University, the amount due will be charged or refunded.

3) In case of any penalty the amount fee has to be deposited through online bank challan and a receipt will be issued by the college. Failure to pay the fee and penalty on time will result in removal from the college-roll. Neither re-information nor penalty prayer will be entertained in this regard.

4) After depositing the fee, the student will get a receipt and it will be the responsibility of the student to collect the balance on time.

## 4) Change the subject

1. B.A. A student may change an elective subject, but not a faculty, if necessary within four weeks of admission to Part I. This subject change can be done only on the basis of seats obtained and merit. Substitution will be on the basis of pairs running in the college (Subject Substitution Form can be obtained from office)

2. (a) A student who after passing the re-appearance in the B.A first part examination, while taking admission in BA Part II, if one chooses wants to change one optional subject he wants, then he will be allowed to change this optional subject on the condition that he has B.A. Deficient paper of Part I must be passed, no Defiest paper should not be on practical subject.

   (b)An optional subject change provision is only for B.A. Part II will be limited only, i.e. B.A. Part Three student cannot change the elective subject.

   (c)An optional subject change arrangement for B.A. will be last date of form filling for admission without late fee in Part II and it will be within one and a half months from the date.

## 5) Regarding taking leave

1. Application for leave from college up to six days should be made in the college office with the recommendation of the tutor concerned.

2. Application for leave beyond six days should be made in the office through the concerned tutor along with the recommendation of the senior tutor.

3. Taking leave only means that he will not be penalized for non-attendance. Short does not mean required minimum attendance at lectures.

4. Students sent to participate in any activity related to the college, competition camp, etc., should submit their leave application through the tutor to the office after getting the recommendation of the professor-in-charge of that activity. Lack of attendance will not be made up without sanctioned leave. Attendance facility will be given only to the authorized student sent by the college.

5. Prior written permission from the Principal is required for absence from home examination.

## 6) Regarding government scholarships

1. Matriculation Fire students belonging to Scheduled Castes/Tribes and permanently settled in Punjab get scholarships under the scheme of Government of India. Eligible students will fill the prescribed form online within 15 days of admission and submit the hard copy to the office so that the papers containing the scholarship form can be sent to the Director Education Department (Colleges) Punjab Welfare Department in time.15 days from submission of form for renewal of Stipend belonging to Scheduled Caste students hard copy will be submitted in the office online.

2. Backward category students also submit their scholarship form online within 15 days of admission.

3. After filling, the hard copy will be submitted in the office. Students can apply for scholarship under a single scheme, in more than one scheme.

**Note-1) In case of rejection of scholarship after applying, the student will be responsible.**

**2) Considering the situation due to Covid-19, if any instructions are issued by the government, then the college Will be put on the website.**

## 7) Fee Waiver

1. The college has a limited amount of fee waiver to help poor and meritorious students. In this regard, the application has to be signed by the parent/guardian and submitted to the college office.

2. Fees can be waived only if the student attends classes regularly, shows satisfactory progress in studies. Fee waiver may be withdrawn from a student whose conduct is complained to by any college authority, is irregular or neglectful in studies or participates in disruptive activities.

## 8) Reservation

The details of reserved seats in each course are as follows:

| | | |
|---|---|---|
| 1. For Scheduled Castes | | 25 percent |
| 2. For Backward Classes/OBCs | | 10 Percent |
| 3.For children of retired personnel / serving in Armed Forces/CRPF/ Police. ( Those who passed away during service are also included.) | | 2 percent |
| 4.For Punjab Govt or Govt of India players | | 2 Percent |
| 5.For persons with disabilities | | 3 Percent |
| a) Blind or visually impaired | 1 Percent | |
| b) Deaf and Dumb | 1 Percent | |
| c) For children of physically challenged | 1 Percent | |
| 6.For the Children of teachers / employees of education department | | 2 Percent |
| 7.For the children of freedom fighters | | 2 percent |
| 8. Border Area / Backward Area | | 4 percent |
| 9. Victims of November 1984 riots | | 2 Percent |
| 10. For divorced widow women | | 2 Percent |

**Note:- If any amendment is made by the Punjab Government regarding note reservation, then a notice will be posted on the notice board of the college and this notice will also be put on the website.**

# 9) Attendances and penalties

75% attendance in each paper or each subject is required for all students admitted to the college to be eligible to appear in the university examination. Parents/guardians should keep a close eye on the attendance of the students. If a student's parent/guardian is ever called to the college, he/she must meet the concerned authorities. At the end of the year, the students who have fewer lectures will not be allowed to appear in the university examination by the college. Students who are absent for a period or a whole day are liable to a fine of Rs.1/- per day. Non-attendance at tutorial group meeting will incur special penalty. **If a student is absent from class for ten consecutive days, his/her name will be cut from the college, re-admission will have to be done within 10 days and the decision regarding re-admission will be at the exclusive discretion of the Principal.**

M.A.P.G.D.C.A./B.C.A./B.Com. B.Sc. and B.A. The internal sent by the college for attendance is also a basis for assessment points. Every student should get at least 75%

of each subject. Attendance and prerequisites are required. Detailed from the concerned department regarding internal assessment. Acquiring information is the student's personal responsibility.

### Rules regarding dropping out of college

Students wishing to withdraw from the College shall request in writing. Unless the name of the student is deducted from the college by then if the arrears are not deducted, he will have to pay the recoverable college charges and fines that would have been incurred by him. Students who have outstanding dues of fines or exhausted library books will not be issued leaving certificate and appropriate action may be taken against them.

## 10) MST

At least two MST (Mid Semester Test) from every semester to all students for all courses must be given.

## 11) Internal Assessment

Students' attendance for internal assessment, at least two MSTs, assignments ,seminar etc. are necessary.

## 12) Library

At present there are about 54,365 books in the college library. Books are issued only to staff members and students as per rules. A student of degree classes can take out two books simultaneously for two weeks. MA A student can withdraw 4 books for 14 days at a time. If the book is not returned after 14 days, a fine of 25 paise per day is charged on each book. A book once withdrawn can be withdrawn again if no one else wants it. If someone loses the book, the full price of the book will have to be paid. More information regarding this is available on the identity card.

## a) Book Bank

With UGC Grants, a book bank exists in the library, out of which textbooks are borrowed for long-term reading by students in weak financial condition.

## b) Identity-cum-library card

After admission, the student will be issued an identity-cum-library card by the college. It is necessary to keep this identity card with the student at all times. This card has to be produced on demand by any college official. Non-existence of student pass identity card in the college is a disciplinary action will be considered In case of loss of identity card, duplicate identity card will be issued as per rules. **Upon termination of the session, the ID card will be considered**

**cancelled.**
Reissued after registration of FIR (First Information Report) in case of lost / damaged identity card. He will have to pay due fee. For any conspiracy or fraud regarding duplicate identity card. The student's admission will be cancelled.

# 13) Co-curricular activities

According to his interest, the student wants to participate in any activity, he can contact the concerned in-charge-professor after taking admission.

## a)National Cadet Corps

A company of the National Conduct Corps Army Wing is working in the college under the leadership of Lieutenant Dr. Balwinder Singh. Boys and girls receive military training in it.

## b) National Service Scheme

4 units of Rashtriya SevaYojana under the leadership of Dr. Surinder Pal and Balbir Singh and Dr. Harwinder Singh (boys) and Smt. Poonam Majhail (girls) are also running in the college.

## c) Sports

The college campus has excellent sports facilities. College teams participate enthusiastically in almost all sports competitions of Punjabi University. All students entering the college (including girls) are given all kinds of facilities to participate in sports. Apart from the grand stadium, College has a decent arrangement of gymnasium, boxing ring etc.

## d) Cultural Activities

To guide the students for their personality and collective development and cultural, artistic and Punjab Youth Services in the College to awaken more adventurous interests and promote related activities. A youth club approved by the department is established. It organizes youth fairs, campus exhibitions, hiking and inter-registrations.

## e) Student Societies

Apart from studies, students are also encouraged for co-curricular activities. For this purpose departmental councils are established in almost all the departments of the college.

# 14) College Committees

## a) Career Guidance Cell

A career guidance cell is also present in the college to provide employment related information to the college students. These cells provide suitable career guidance to the students along with

their campus from time to time and attempts to arrange an interview.

### b)Eduset

Under Eduset programme, Education is imparted to students through satellite by subject experts. From time to time, information about the lectures given by the subject experts to the students through this program is posted on the board, so that the students can attend these lectures.

### c)Right to Information Act-2005 and Right to Service Act, 2014

The Right to Information Act-2005, dated 12.10.2005 and the Right to Service Act, 2014 came into force.

### d) Women's Safety Cell

Women's Safety Cell is functioning in the college to redress the grievances of girls. Women teachers conduct seminars and important meetings on various aspects related to female students solve the problems of girls.

### e) Tutorial System

Tutorial Group System is an important system. The students who are in each group, their responsibility is given to a tutor. The tutor is the guardian of his group in the college. He looks after all the interests of the student and keeps a record of the student's progress and conduct. Tutorial system from the point of view of giving proper guidance and advice to the student personally through the teachers

### f) Grievance Redressal Committee

It helps a lot in the college to redress the grievances of the students and to implement their constructive suggestions.There are two grievance redressal committees. Students put their complaints and suggestions outside the office. Tips can be put in the box.

### g) Anti Ragging Committee

Ragging is strictly prohibited in the college. To stop ragging under the leadership of Dr. Balwinder Singh, anti Ragging Committee has been constituted.

## 15) College publications

Lilly is the literary magazine of our college, through which students and teachers present their literary activities. Apart from this annual report regarding the achievements of the college every year is printed.

# 16) Honors to be awarded to students

In academic, sports and co-curricular areas such as Roll of Honour, College Colour, Merit Certificate and the rules regarding awarding of prizes are as follows:

## a) Role of Honour

### 1) Academic

Those who secured the first position in the university in the first attempt in the academic university examinations. A roll of honor is provided to the student.

### 2) sports

a) Individual in national sports competitions. A player or national who takes first or second position in a game. A member / player of a team that comes first or second in level sports competitions.

b) All India, Inter-University Sports Competitions 1st or 2nd placed player or team member/player in an individual sport).

c) International or university (member of a team or individual player for world inter-university competition.

d) Captain of the State (Senior) or University team provided he has participated in sports competitions or has been sent by the college.

e) A player who sets a new record in a varsity or state senior championship.

**Note: Only those sports competitions which are organized by Punjabi University / Inter-University will be recognized by the Punjab Government.**

### 3) Co-educational

a)Co-educational activities conducted by a recognized All-India level institution. (Cultural, NSS,NCC, Red Cross etc.) Students who stand 1st or 2nd in any of the activities.

b)A member of Winning team participating by the University in National Level Inter-University/Inter-State Competitions.

c)A student representing Punjab / Government of India at international level.

d)NCC Cadet, a cadet won at the camps of National and state level NCC Camps representing Punjab, Haryana, Himachal and Chandigarh Directorates in the Republic Day Parade.

**b) College Colour**

1) Academic: Academic College Color will be awarded to the student who stands first in the division of the University.

a) Got a place in the merit list in the examination and first in the college.The incoming student will also be given the college colour.

b) Sports: College-colour, after due deliberations are usually given to those sportsmen, who have set a high standard in the sport and this standard is recognized by universities, states and others have featured in important competitions. College-color began to be provided in the playground. In addition to the student's achievement, his attendance on the playground throughout the year and consistently good behavior will also be taken into consideration. Boys selected as the best athlete during the college's athletic meet and the girl is awarded the college colour.

**c) Co-Academic**

a)Student winning three trophies and at least one first prize in co-curricular inter-college competitions.

b) A student securing 12 points in inter-college competitions will be entitled to the College Colour.(2 points for each trophy, 3 points for first prize, 2 points for second prize, the third or consolation 1 point of award)

c)Second position student or 50% of winning team in Inter-Zonal Festival. College colors will be provided to the students.

d)The student who comes first individually in the regional youth fair will be awarded the college color and 20% of students from the receiving winning team will be awarded the College Colour.

**d) NCC**

a) NCC Best cadet of the unit

b)NCC Cadet participating in the Republic Day Camp.

c)College-color to cadets who have made special achievements in inter-group activities

**e) College Magazine**

1) The student editor of the college magazine Lilly will be awarded the college colour.

**)RULES REGARDING AWARD OF MERIT CERTIFICATE**

1)Merit certificate will be awarded to the student who stands second in the college with first division.

2)Merit certificate is also awarded to the student who has advanced in cultural competitions obtained at least 6 points as mentioned :-
(2 points for each trophy, 3 points for 1st prize, 2 points for 2nd prize, 1 point for 3rd or consolation prize)

3) Student or winning team member who secured first and second position in Zonal Youth Festival

4)Obtaining first position in competitions conducted by any other college / recognized institution student (but must be recommended by this college to participate)

5)Member of the winning team from the zonal sports competitions.

6)3rd position player from university in individual sports events.

## 17) Essential rules for college campuses

1. Students should schedule their classes according to the time table, if any student is caught loitering outside his period, appropriate disciplinary action will be taken against him.

2. No meeting can be held in the college premises without obtaining the prior permission of the Principal.
3. It is the duty of every student of the college to follow the disciplinary norms prescribed by the college. The committee will consider the case of those who break the discipline. Further action will be taken only on their recommendation.

4. It is prohibited to carry bicycles, scooters, motor cycles etc. beyond the iron gate.

5. If a student's name is removed from the college-roll for any reason, his/her re-admission will be only after the approval of the Principal and payment of the prescribed admission fee.

6. **Very Important: It is strictly prohibited for students to bring mobile phones inside the college premises. This be erected Disciplinary action will be taken against the student who violates the His mobile phone will be confiscated and his entry will be denied.**

7. A Sikh student must wear a turban to the college. Hat in college for any student is strictly forbidden to come wearing a patch.

8. Academic / non-academic posters should be posted in the college only at designated places. walls everywhere, Placing posters on windows and doors is strictly prohibited.

9. **Urgent: Non-students are prohibited from entering the college. Students should not**

**bring any of their relatives or friends/acquaintances to the college for sightseeing. Legal Action will be taken and disciplinary action will be taken against the concerned student.**

10. Government of College Parents / Teachers Association for the interests of the students and development of the institution. It is very important for every student to agree to the instructions/constitution.

11. It is in the interest of the student to maintain discipline in all respects on the college campus. Not to damage the flowers in any way and not to damage the college building/furniture/electrical fittings and fans in any way. Any breach will be compensated from the guilty student. Students should not write objectionable words on the walls/furniture/blackboards of the college and not put up any posters. Proper seating in the college canteen. Any kind of fighting/quarrels in the college campus.

12. Abstain from As per the orders of the Hon'ble Supreme Court ragging is strictly prohibited in the college.

13. It is prohibited to bring any type of weapon in the college by any student. If any weapon is recovered from the student inside the college campus, appropriate police action is taken in this regard and the admission from the college will be cancelled.

14. There is no car-parking facility in the college for students.

15. It is prohibited to come to the college in the state of smoking, tobacco or drinking alcohol or in any other intoxicated state.

16. Correspondence regarding admission to the College, removal of name or any other subject may be addressed to the Principal.

17. Notifications are posted on the notice board by the college. So students must see the notice board every day.

18. Good suggestions from parents/guardians of students are respected.

19. Whoever is found writing his or another student's name on walls, tables and chairs etc. disciplinary action will be taken against them.

20. Students should sit in the library or common room instead of wandering around in any free period. To keep our dress and behavior in line with our social values. After conducting their classes in the college, they should not stay in the college campus and go to their homes. Disciplinary action will be taken against them for negligence and their parents will be informed about it.

## Special note

1. In this prospectus without any prior notice by the principal during the session as required in the rules of the college any changes can be made accordingly.

2. Any change regarding admission and other rules may be made by the Principal regarding the students will be notified through notices placed on the college notice board and website from time to time.

3. Admission and other rules mentioned in the prospectus before candidates fill the admission form online read carefully. Admission will be purely on the basis of merit.

4. Semester system is applicable in all the classes, students are eligible to give third/fifth semester examination if he has passed 50% of previous semesters papers.

## Schedule Fixed by Punjabi University

| | | |
|---|---|---|
| 1 | College Opening Date | 16.07.2018 |
| 2 | Winter Vacations | From 24.12.2018 to 06.01.2019 |
| 3 | Regular Admission Semester System(Without Late Fee) | From 16.07.2018 to 23.07.2018 (Without Late Fee) |
| 4 | 500/- Rs. Late Fee (With Principal's Approval) | From 24.07.2018 to 03.07.2018 |
| 5 | 1000/- Rs. Late Fee ( Dean College Approval) | From 04.08.2018 to 10.08.2018 |
| 6 | 1500/- Rs. Late Fee ( VC Approval) | From 11.08.2018 to 20.08.2018 |
| 7 | 2000/- Rs. Late Fee ( Academic Council Approval) | From 21.08.2018 to 31.08.2018 |

**Under semester system- After 31st August, 2018 admission cannot be done under any circumstances.**

**Under semester system:-**

| | | |
|---|---|---|
| 8 | First Semester Study | From 24.07.2018 to 20.11.2018 |
| | First Semester Examination | 26.11.2018 |
| 9 | second semester study | From 08.01.2019 to 02.05.2019 |
| | second semester examination | 06.05.2019 |

| | | |
|---|---|---|

**Note**:- 1) Practical Fee : B.Sc. (Medical) Rs 288, (Non Medical) Rs 204, Home Science, Music, Philosophy Rs 84, Geography Rs 72, B.Com, (Computer Class Rs 200)

2) B.A./B.Com., B.Sc. Tuition fee is waived for girls.

3) Half the tuition fee is waived for girls in PGDCA and BCA.

4) Fees/ Funds shall be Waived as per the Government instructions from time to time for Scheduled Caste candidates but it is necessary for them to attach the relevant certificate, self-declaration, regarding income from mother, father and fill the scholarship form.

5) Details of fees will be posted on the college notice board after the fee schedule of Punjabi University, Patiala.