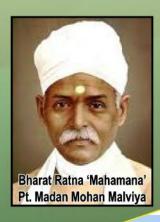


PROSPECTUS 2022-2023







Established - 1945

AMI GANESH TAN DHARAM CO

HARIANA, Distt. Hoshiarpur

(FORMERLY HINDU NATIONAL COLLEGE, HARIANA)

RE-ACCREDITED BY NAAC WITH 'B+' Grade

Ph.:01886-250041, 250018



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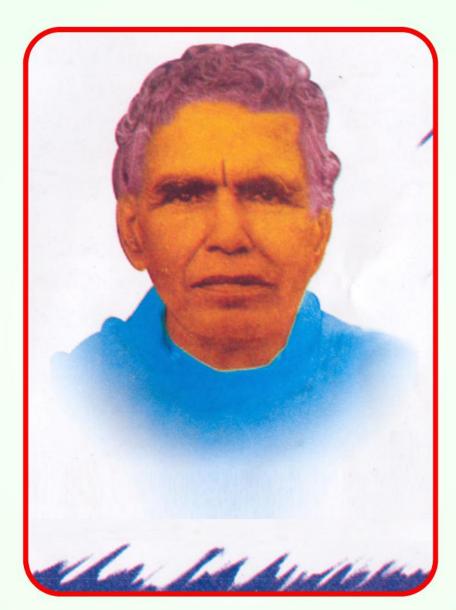






TEACHING ONLINE/ OFFLINE BLENDED MODE (AS PER UGC/ PU/ PB GOVT. GUIDELINES DURING COVID-19)

OUR INSPIRATION



Tyagmurthi Goswami Ganesh Dutt

(Founder of the college)

(1889 - 1959)



Message

The importance of education in the life of an individual can not be overstated. It shapes individuals in their formative years and instills such values in them that would govern all their choices in life. Education enables the students to realize their importance as individuals. It is a vital tool that greatly contributes towards constructive transformation of national sensibility and strengthens the edifice of our social and professional competence and ethics.

Our college, G.G.D.S.D College, Hariana has been a significant platform in career building of thousands of students. Since the day of its inception, it is committed to serve the students from different walks of life. Therefore, the students of the college are full of vibrant dynamism, an acute consciousness about the world around them and a focused ambition. As the Secretary of the college, I extend very warm welcome to the students who are desirous of seeking admission in our college. We endeavor to provide continuous updated education in a favorable environment to our students. Our emphasis is on all-round development of our students and teachers. In my opinion, a teacher must leave no stone unturned in growing the students for nation building. The process of teaching-learning should revolve round the issues of peace, harmony, love and brotherhood which will transform the students of today into ideal students of tomorrow. To put it briefly, our focus has been on creating versatile personalities to meet the requirements of the competitive environment. The college enables the students for a fruitful career ahead by offering multiple exposures to them. In order to bring out the professional qualities in the students, we ensure their overall development.

I wish all the students a grand success in their career and prosperity in their future.

Dr. Gurdip Sharma

& General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, SD Education Board (Regd.) Chandigarh

From the Principal's Desk



It is my proud privilege to welcome you to this vibrant institution of learning, G.G.D.S.D. College, Hariana. This institute is dedicated to develop skilled and outstanding students who can pursue their interests and strengths to the best of their ability so that they merge into the society building a strong generation for a better world through dynamic education. In the fast changing educational scenario, this institute commands a respectable position in this 'Kandi' area in imparting the best quality and value based education to the students. It has become a seat of learning that has established itself as a trendsetter. We are constantly improving and upgrading our infrastructure and methods in a futuristic manner to keep pace with the fast changing competitive requirements of the 21st century.

As the Principal of this college, I feel immense pleasure to share with you that this institution is putting consistent efforts for seventy-five years to serve the nation at its best. The support and guidance of our Managing Committee has stood us in the greatest stead in bringing this college this far. The college has been re-accredited by NAAC with 'B+' Grade. We have been allotted Research Centre in Punjabi for pursuing research work leading to Ph.D. degree of Panjab University, Chandigarh. We have faculty members in different subjects who can supervise students for the degree of Ph.D. Apart form B.A., B.Sc. B.Sc. (Agriculture), B.Com. B.C.A., P.G.D.C.A., M.A. (History, Punjabi), B.VOC Courses (Hardware and Networking/ Banking and Financial Services), Advanced Diploma in Organic Farming, P.G. Diploma in Marketing Management and Applied Agriculture. The college has introduced two Add-on course "Certificate Course in Mushroom Cultivation" and "Certificate course in Office Automation and E-Governance". From the current session, the college is going to start Diploma in Taxation, Diploma in Office Automation and Agriculture (as an elective subject).

I again welcome you all and wish you a very successful academic career as students of this institution.

G.G.D.S.D. COLLEGE

(Goswami Ganesh Dutt Sanatan Dharam College)

(Formerly Hindu National College) Established in 1945 HARIANA-144 208 (Hoshiarpur)

Run and Managed by: Shri Sanatan Dharma Pratinidhi Sabha (Pb.) Regd., New Delhi

Vision of the Institution:

To make Goswami Ganesh Dutt Sanatan Dharam College, Hariana an epicenter of brilliance imparting accessible quality education and providing opportunities for students to realize their competence, ensuring that learning leads to eternal glory.

Mission of the Institution:

- To provide a gateway of higher and skill-oriented quality education to economically weaker and socially backward people of 'kandi area'.
- To inculcate creativity and critical thinking in order to encourage logical decision making and innovation.
- To focus on all aspects of character building and produce enthusiastic, morally upright, ethically driven and socially sensitive, responsible citizens.
- To induce responsiveness in students towards environment, nature and biodiversity and work towards environmental regeneration.

Goswami Ganesh Dutt Sanatan Dharam (G.G.D.S.D.) College, Hariana, which was originally founded as Hindu National (H.N.) College in 1945 in Lyallpur (now in Pakistan), was rehabilitated after partition in Hariana, by the 'messiah' of the common man 'Karam Yogi' Tyagmurthi Goswami Ganesh Dutt Ji Maharaj, the then General Secretary of Shri Sanatan Dharma Pratinidhi Sabha (Punjab) Lahore.

The College was relocated in Hariana with the explicit objective of satiating the thirst of the poor, depressed and backward people, esp. womenfolk of Hariana, and its surrounding '*Ilaqa'* for the higher education.

Evidently, with the passage of time, the outlook of this institution has also changed. The College has as its new goal, envisaged the provision of quality education, general and vocational, to make it employment oriented, to develop the rational outlook of the students and to make them capable of catching with the fast-developing world.

The College is affiliated to Panjab University for B.A. and B.Sc. (Non-Medical), B.Sc. (Agriculture), B.Sc. with Computer Science, P.G.D.C.A. and M.A.-I & II in the subjects of Punjabi & History, B.C.A. & B.Com. and two Add -On Courses (Human Rights & Value Education and Web Designing & Multimedia) & PG Diploma in Marketing Management & Applied Agriculture, B.Voc (Hardware & Networking), B.Voc (Banking & Financial Services) & Advanced Diploma in Organic Farming, the college has introduced two new Skill Based courses, (i) Certificate Course in Mushroom Cultivation (ii) Certificate/ Diploma Course in Office Automation and E-Governance. From the current session, the college is going to start Diploma in taxation, Diploma in office automation, Agriculture (as an elective subject).

The College is housed in a suitable building consisting of an ultra modern hall, a Seminar hall, a sufficient number of lecture rooms, well equipped Science, Computer and Home Science laboratories and a well-stocked Post Graduate library & separate reading halls for Graduate &

Post Graduate students. The college has built a Girls' Hostel, a fully furnished Gym, a Student Centre & a common room for boys. Four Rooms have been added for teachers for creating online teaching materials.

A spacious parking area has been constructed for the benefit of the students. There are adequate arrangements for N.C.C., N.S.S., Youth Welfare Activities, Physical Education, games and sports. A number of societies and clubs exist and carry out cultural and social activities for all-round development of the students.

The distinctive feature of the college is that it is situated at a convenient distance from the town, and is away from the din, distraction and temptation of city. The very location of the college in the natural and rural setting engenders closer contact between the teacher and the taught and the simplicity of the place exerts wholesome influence in creating congenial atmosphere for coeducation. Thus both the girl and boy students get their education in healthy surroundings and in the rural setting, enjoying the amenities of the town life as well.

Recently the college has progressed in almost all the spheres under the dynamic leadership and blessings of Dr. Desh Bandhu, President, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi, Dr. Gurdip Kumar Sharma, General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, S.D. Education Board (Regd.) Chandigarh and able leadership of Principal Dr. Rajiv Kumar.

Necessary facilities are also being provided to the girl students. A separate well-furnished & spacious common room has been reserved for them in the college. Lady tutors look to their needs and progress in studies.

Scheduled Caste and Backward Class students get all kinds of facilities in the college. In addition, they are awarded the monthly stipends and scholarships by the Central or the State Government which are tenable for full course of study. Students belonging to Scheduled Caste are advised to join the college at the earliest possible as they are entitled to get their scholarship from the very date of their joining the college.

Scholarships for merit, low income group and for the sons and daughters of the teachers and freedom fighters are also available in the college. The college also manages to procure stipends for the deserving students.

Fee concessions are very generously granted to deserving students who are good at studies, games and general activities. The concessions are granted for specific terms and are subject to good conduct, satisfactory progress at studies. Remedial Coaching Classes are available for SC/ST/OBC non creamy layer students. The college has been re-accredited by NAAC with 'B+' Grade.

The college has been allotted first Research Centre in Punjabi by Panjab University Chandigarh for Ph.D.

FACULTY MEMBERS

Principal

Prof. (Dr.) Rajiv Kumar, M.Sc., N.E.T., Ph.D. (Physics)

Physics:

- 1. Dr. Rajiv Kumar, M.Sc., N.E.T., Ph.D. (Principal)
- 2. Sh. Manohar Lal Kaushal, M.Sc., S.E.T.
- 3. Dr. Shuchi Sharma, M.Sc., B.Ed., M.Phil., Ph.D.
- 4 Vacant

Punjabi:

- 1. Dr. Jaswant Singh, M.A., Ph.D.
- 2. Vacant
- 3. Vacant
- 4. Vacant

English:

- 1. Dr. Jaspal Singh, M.A., N.E.T, Ph.D.
- 2. Ms. Puneet Kaur, M.A., M.Phil., N.E.T.
- 3. Vacant

Hindi:

1. Vacant

History:

- 1. Sh. Suresh Kumar, M.A., B.Ed., N.E.T.
- 2. Vacant
- 3. Vacant

Political Science:

1. Sh. Rajiv Kumar Sharma, M.A., N.E.T.

Sanskrit:

1. Vacant

Mathematics:

- 1. Ms. Hem Lata, M.Sc., N.E.T.
- 2. Sh. Paras, M.Sc. N.E.T.

Chemistry:

- 1. Dr. Neeraj Sangar, M.Sc., M.Phil., Ph.D.
- 2. Vacant

Computer Science:

- 1. Sh. Anil Kumar, M.C.A., N.E.T.
- 2. Sh. Major Mohamad, M.Sc.(SW),M.C.A
- 3. Vacant
- 4. Vacant
- 5. Vacant

Physical Education:

 Dr. Harvinder Kaur, B.P.Ed (Gold Medalist), M.A. (Gold Medalist), N.E.T, Ph.D.

Economics:

1. Ms. Sukhwinder Kaur, M.A., M.Phil., N.E.T., D.C.S.

Music Vocal:

1. Vacant

Home Science

1. Vacant

Commerce

- 1. Ms. Gurpreet Kaur, M. Com., M.Phil., N.E.T.
- 2. Sh. Nitish Nayyar, M.Com., N.E.T.
- 3. Vacant
- 4. Vacant
- 5. Vacant

Agriculture:

- 1. Dr. Phulan Rani, M.Sc., M.Phil., Ph.D
- 2. Vacant
- 3. Vacant

Library:

- 1. Ms. Ekta Sharma, M.A., M.Lib., M.Phil., N.E.T. (Librarian)
- 2. Assistant Librarian Vacant
- 3. Restorer Vacant

Laboratories Staff

- 1. Sh. Rajan Kumar (Lab Bearer in Physics)
- 2. Sh. Vijay Singh (Lab Attendant in Chemistry)
- 3. Vacant (Lab Attendant in Comp. Science)
- 4. Vacant (Lab Attendent in Agriculture)
- 5. Vacant (Lab Attendant)

Secretarial Staff:

- 1. Vacant-(Supdt.)
- 2. Sh. Nirmal Singh-(Clerk)
- 3. Sh. Inderjit Singh (Clerk)
- 4. Vacant -(Accounts Clerk)

Bursar:

1. Sh. Anil Kumar

Medical Staff (Homeopathy):

1. Vacant

Secretarial Assistants:

- 1. Sh. Surinder Kumar, Chowkidar
- 2. Sh. Subhash Chand, Chowkidar
- 3. Sh. Budh Ram, Gardener
- 4. Vacant (Peon)
- 5. Vacant (Peon)
- 6. Vacant (Sweeper)
- 7. Vacant (Sweeper)
- Vacant (Lady Peon)
 Vacant (Ground Man)

ADMINISTRATION

General Administration:

Dr. Jaswant Singh

College Advisory Council:

Dr. Jaswant Singh

Sh. Manohar Lal Kaushal

Sh. Suresh Kumar

Dr. Harvinder Kaur

Dr. Jaspal Singh

Dr. Neeraj Sangar

Incharge, Admissions:

Sh. Suresh Kumar (Arts)

Sh. Manohar Lal Kaushal (Science)

Sh. Anil Kumar (B.C.A.)

Sh. Major Mohamad (P.G.D.C.A.)

Ms. Gurpreet Kaur (Commerce)

Dr. Jaswant Singh (M.A. Punjabi)

Sh. Suresh Kumar (M.A. History)

Cultural Activities:

Sh. Suresh Kumar

Sh. Paras

Examination Committee:

Dr. Neeraj Sangar

Sh. Anil Kumar

Sh. Major Mohamad

Sh. Inderjit Singh (Clerk)

Sports Committee:

Sh. Suresh Kumar

Dr. Harvinder Kaur

Sh. Rajiv Kumar Sharma

Sh. Anil Kumar

Sh. Paras

Students (Two)

Estate Office:

Sh. Suresh Kumar-Incharge

Sh. Nirmal Singh-Assistant

Sh. Subhash Chand-Peon

Extension Activities:

Sh. Rajiv Kumar Sharma

Ms. Sukhwinder Kaur

Scholarships:

Sh. Suresh Kumar

Dr. Phulan Rani

Sh. Vijay Singh

Sh. Kuldip Singh

Career Guidance, Counseling & Placement Cell:

Sh. Anil Kumar

MS. Sukhwinder Kaur

DR. Phulan Rani

Ms. Gurpreet Kaur

Sh. Nitish Nayyar

Sh. Major Mohamad

Campus Beautification & Dispensary:

Dr. Jaswant Singh

Dr. Neeraj Sangar

Dr. Phulan Rani

Sh. Nitish Nayyar

Dr. Shuchi Sharma

N.S.S.

Dr. Phulan Rani (Programme Officer)

Sh. Nirmal Singh (Clerk)

N.C.C.

Capt. Suresh Kumar

Construction Committee:

Dr. Jaswant Singh

Dr. Jaspal Singh

Sh. Anil Kumar

Sh. Paras

Sh. Nitish Nayyar

Sh. Rajan Kumar

Sh. Vijay Singh

Time Table:

Sh. Manohar Lal Kaushal

Sh. Anil Kumar

Educational Tours:

Ms. Puneet Kaur

Sh. Nitish Nayyar

Library Committee:

Dr. Jaswant Singh

Sh. Suresh Kumar

Dr. Jaspal Singh

Dr. Neeraj Sangar

Sh. Anil Kumar

Ms. Sukhwinder Kaur

Ms. Ekta Sharma

Students (Two)

ADMINISTRATION

Youth Welfare Activities, Red Cross Society & **Red Ribbon Club:**

Ms. Sukhwinder Kaur

Dr. Phulan Rani

Ms. Puneet Kaur

Dr. Shuchi Sharma

Sh. Inderjit Singh (Clerk)

Photography:

Sh. Anil Kumar

Sh. Major Mohamad

Press:

Sh. Rajiv Kumar Sharma

Ms. Sukhwinder Kaur

Ms. Puneet Kaur

Sh. Inderjit Singh (Clerk)

Alumni Association & PRO Committee:

Sh. Suresh Kumar

Sh. Rajiv Kumar Sharma

Dr. Phulan Rani

Ms. Puneet Kaur

Sh. Nitish Nayyar

Dr. Shuchi Sharma

Sh. Inderjit Singh (Clerk)

Purchase Committee:

Sh. Manohar Lal Kaushal

Dr. Jaspal Singh

Dr. Neeraj Sangar

Sh. Anil Kumar

Sh. Nitish Nayyar

Sh. Major Mohamad

Amalgamated Fund Committee:

Sh. Suresh Kumar

Dr. Harvinder Kaur

Sh. Anil Kumar

Dr. Phulan Rani

Ms. Gurpreet Kaur

Students-Two

Canteen & Vehicle Parking:

Sh. Nitish Nayyar

Sh. Rajan Kumar

Discipline & Anti Ragging Committee:

Dr. Jaswant Singh

Sh. Suresh Kumar

Dr. Harvinder Kaur

Dr. Jaspal Singh

Sh. Rajiv Kumar Sharma

Ms. Sukhwinder Kaur

Ms. Puneet Kaur

Ms. Gurpreet Kaur

College Magazine:

Ms. Puneet Kaur (Editor-in-Chief)

Sh. Major Mohamad (Associate Editor-in-Chief &

Computer Science)

Dr. Jaswant Singh (Punjabi)

Ms. Hem Lata (News)

Sh. Rajiv Kumar Sharma (Hindi)

Ms. Sukhwinder Kaur (Planning Forum)

Dr. Phulan Rani (Agriculture)

Ms. Gurpreet Kaur (Commerce)

Dr. Shuchi Sharma (Science)

Legal Cell/ Revenue

Sh. Rajiv Kumar Sharma

Sh. Nitish Nayyar

Sh. Nirmal Singh

Maintenance of Electronic & Electrical

Appliances

Sh. M.L. Kaushal

Sh. Anil Kumar

Sh. Inderjit Singh

Sh. Rajan Kumar

NAAC Committee

Sh. M.L. Kaushal (Co-ordinator)

Ms. Hem Lata- Member

Sh. Rajiv Kumar Sharma- Member

Sh. Anil Kumar- Member

Ms. Sukhwinder Kaur

Dr. Phulan Rani

Ms. Puneet Kaur

Sh. Paras

Ms. Gurpreet Kaur

Sh. NIrmal Singh (Office)

Internal Quality Assurance Cell (IQAC):

Dr. Rajiv Kumar (Chairperson)

Sh. M.L. Kaushal (Co-ordinator)

Dr. Jaswant Singh- Sr. Administrative Officer

Sh. Suresh Kumar- Sr. Administrative Officer

Ms. Hem Lata- Member

Sh. Rajiv Kumar Sharma- Member

Sh. Anil Kumar- Member

Ms. Sukhwinder Kaur-Member

Dr. Phulan Rani-Member

Ms. Puneet Kaur-Member

Sh. Paras-Member

Ms. Gurpreet Kaur-Member

Dr. Gurdip Kumar Sharma- Member from

Management

Sh. Ashok Sharma- Member from Society

Mr. Dilpreet Singh-Student

Ms. Manisha- Student

S. Mohan Singh Lehal- Alumnus

S. Varinder Nimana- Alumnus

Mr. Ashwani Kumar- Industrialist

RTI Committee:

Dr. Jaswant Singh

Dr. Jaspal Singh

Hospitality Committee:

Dr. Neeraj Sangar

Ms. Hem Lata

Dr. Phulan Rani

Sh. Subhash Chand

Internal Complaints Committee:

(Student Grievances/ Staff Grievances)

Sh. M.L. Kaushal

Sh. Suresh Kumar

Dr. Harvinder Kaur

Ms. Hem Lata

Sh. Rajiv Kumar Sharma

Ms. Sukhwinder Kaur

Dr. Phulan Rani

Ms. Gurpreet Kaur

Dr. Shuchi Sharma

Women Cell:

Dr. Harvinder Kaur

Ms. Hem Lata

Ms. Sukhwinder Kaur

Ms. Puneet Kaur

Dr. Shuchi Sharma

Legal Literacy Club:

Sh. Rajiv Kumal Sharma

Sh. Inderjit Singh (Clerk)

Prospectus Committee:

Sh. Rajiv Kumar Sharma

Ms. Puneet Kaur

Ms. Gurpreet Kaur

Sh. Major Mohamad

Sh. Nirmal Singh

Research Committee:

Dr. Jaswant Singh

Dr. Harvinder Kaur

Dr. Jaspal Singh

Dr. Neeraj Sangar

Dr. Phulan Rani

Dr. Shuchi Sharma

Approved Research Guides of P.U. Chd.:

Dr. Rajiv Kumar (Physics) (Principal)

Dr. Jaswant Singh (Punjabi)

Dr. Jaspal Singh (English)

Environment Committee:

Dr. Jaswant Singh

Sh. M.L. Kaushal

Dr. Neeraj Sangar

Ms. Hem Lata

Sh. Rajiv Kumar Sharma

Ms. Sukhwinder Kaur

Dr. Phulan Rani

Sh. Paras

Ms. Gurpreet Kaur

Dr. Shuchi Sharma

Students-Two

Gender Audit Committee:

Ms. Hem Lata

Sh. Raiiv Kumar Sharma

Website Committee:

Sh. Anil Kumar

Sh. Major Mohamad

NIRF Committee:

Sh. Anil Kumar

Sh. Paras

AISHE Committee:

Sh. Paras

Sh. Major Mohamad

Sh. Inderjit Singh (Clerk)

Disability Committee:

Dr. Harvinder Kaur

Sh. Nirmal Singh

Mr. Amandeep (Student)

Mr. Rajinder Pal Singh (Parent)

Ms. Rajneesh Kumari (Parent)

RUSA Committee:

Sh. M.L. Kaushal

Sh. Suresh Kumar

Dr. Jaspal Singh

Dr. Phulan Rani

Ms. Puneet Kaur

Sh. Paras

Ms. Gurpreet Kaur

Sh. Major Mohamad

Institute Innovation Cell (IIC):

Dr. Phulan Rani

Sh. Anil Kumar

Sh. Paras

Ms. Gurpreet Kaur

Dr. Shuchi Sharma

Sh. Major Mohamad

Disaster Management Committee:

Sh. M.L. Kaushal

Sh. Suresh Kumar

Sh. Rajiv Kumar Sharma

Dr. Phulan Rani

Ms. Puneet Kaur

Ms. Gurpreet Kaur

Code of Ethics Committee:

Dr. Rajiv Kumar, Administrator

Sh. M.L. Kaushal (Teaching Staff)

Sh. Suresh Kumar (Teaching Staff)

Sh. Nirmal Singh (Office)

Mr. Gurpreet Singh (Student)

Mr. Amanjot Singh (Student)

Skill Development Committee

Sh. Anil Kumar

Dr. Phulan Rani

Ms. Gurpreet Kaur

ADMISSION

Admission form alongwith a copy of prospectus may be obtained from the library on payment. Admission form should be submitted alongwith attested copies of relevant certificates and three latest passport size photographs within the dates notified.

The Principal has unfettered discretion in the matter of admission. He may refuse admission without any reason.

A candidate seeking admission to a course/examination who:

- (i) has been disqualified by the University in which he/she is seeking admission or from any other University in the region i.e. Punjab/Punjabi/Guru Nanak Dev or any other University in the region, shall be ineligible to appear in any University examination during the period of disqualification.
- (ii) willfully suppresses, neglects or discloses information pertaining to previous disqualification incurred by him/her, from any of the universities mentioned in sub-clause (I), shall be disqualified for the further period of two to three years commencing from the year in which the previous disqualification expires and both the disqualifications shall run consecutively.
- ☐ The following documents must accompany the admission form. (Incomplete application will not be entertained):

 $\ \square$ 1. Attested copies of the University/School Board certificates.

- $\square 2$. Attested copy of the Character Certificate from the Head of the Institution last attended.
- \Box 3. Three copies of passport size photographs.
- $\Box 4$. Any other Certificate/Testimonial the candidate may like to attach with application form.

Annexure-1

PANJAB UNIVERSITY

Fee/Fund/charges of **Undergraduate Classes (I,II, & III)/PG Classes (I & II)** of the affiliated colleges Situated in Punjab for the session 2021-22

Table 'A' (Per Annum in Rupees)

Sr.	Particulars	B.A.	B.Com	B.Sc.	M.A.
No.	1 at ticular s	D.A.	D.COIII	D.SC.	M.A.
1.	Admission Fee*	170	170	170	180
2.	Tuition Fee*	790	790	790	880
3.	Retirement Benefit Fund	2040	2040	2040	2040
4.	Library Development Fund	300	300	300	300
5.	Students Scholarship Fund	220	220	220	220
	(Meritorious Cum Mean students)				
6.	College Sports Fund	360	360	360	360
7.	Library Security (Refundable)	250	250	250	250
8.	College Youth Welfare Fund	140	140	140	140
9.	Prize distribution Functions	130	130	130	130
10.	Seminar/Club/Societies	130	130	130	130
11.	College News & Annual Report	70	70	70	70
12.	Identity/Library Card	70	70	70	70
13.	Magazine Charges	190	190	190	190
14.	Medical Charges	130	130	130	130
15.	Environment Education Fees	280	280	280	
16.	Student Aid Fund (Poor & Needy)	360	360	360	360
17.	Amalgamated Fund	1790	1790	1790	1790
18.	Lab Charges Rs. 60 per month per practical subject				
	Sub-Total (A)	7420	7420	7420	7420
	University Charges		480	480	480
	(Annexure VII-Table B)		-30	-50	
		3930	13560	5400	8880
	maintenance charges ©**				
	Total Fee/Charges/Fund	11830	21460	13300	16600
	(A+B+C)***				

Notes:

- *If the college is not supposed to deposit these charges with the Government i.e. "Admission Fee" and "Tuition Fee", these charges may be included in charges specified under the **Head-College Running and Maintenance Charges..**
- ** May be used for Building Fund, Dilapidation Fund, Campus, Maintenance, Electricity, Water charges, Unaided Staff/Establishment Fund.
- *** (a) Charges per annum (optional) to be realized by the colleges subject to the provision of facilities, may be added (Annexure VIII-Table A) (b) Other University Charges per annum (optional) may be added (Annexure V-Table A)

Note: Fee is subject to change as per Panjab University guidelines.

SC Students having income less than 2 lakh/annum will be charged half exam fee during each semester.

Amount collected under the **Head-Retirement Benefits Fund be maintained separately.**

Annexure-V

Other University Charges Optional (Per Annum in Rupees)

I. Fee applicable for all students of affiliated colleges

Sr.	Particulars	Charges
No.		
1.	Late admission fee with the permission of the Vice-Chancellor	3000
2.	PUPIN includes (Registration fee +Enrollment fee only for first year students)	400
3.	University Continuation fee (Rs. 100/- per semester)	200
4.	Migration Fees (for those candidates who have passed the lower examination	400
	from another University/course/councils.	
5.	Fee for issue of duplicate PUPIN card	400
6.	Inter College Migration Certificate or Duplicate Migration Certificate	600
7.	Cancellation of the Migration Certificate	700
8.	Inter University Migration or Duplicate Migration Certificate	600

II. Contribution to various funds

Sr. No.	Particulars	Charges
1.	P.U. Alumni House and Scholarship fund	30
2.	College Development Council Fee	80
3.	Students Holiday Home fee	70
4.	University sports fee and University sports development fee (187+44)	231
5.	Youth welfare fund	90
	Total	501

Table-A Charges per annum (OPTIONAL) to be realized by colleges subject to the provision of facilities (In Rupees)

Sr.	Particulars	Charges
No.		_
1.	Late fees with the permission of the Principal	600
2.	NSS/NCC FEE	20
3.	Summer Training and Vocational Courses to (be charged by the	700
	users)	
4.	Students Insurance	120
5.	Lease line Internet/Digital Library (Where it is provided)	180
6	Gymnasium Charges	60
7.	Research & Development Fund (subject to the utilization certificate to be	60
	submitted half yearly)	
8.	Generator Fund (only where use)	240
9.	Computer Fund (to be charged from the users except other	1440
	computer based courses) Rs. 120 p.m.	
10.	Parking charges scooter Rs. 55 p.m.	680
11.	For unaided UG & PG course.	700
12.	Honours class Funds	700
13	Wi-fi and Automation (Where it is provided)	1480

Table-B Add on Courses Fee per Annum

Sr. No.	Particulars	Charges
1.	Certificate/Diploma advance/Diploma Course (Arts & Commerce)	1450
	Rs. 115 p.m.	
2.	Certificate/Diploma advance/Diploma Course (Arts & Commerce)	2150+740=2890
	Rs. 170 p.m. + Lab charges 60 p.m.	

Annexure -VII

PANJAB UNIVERSITY

Fee/Fund/charges for self-financing courses

Particulars	PGDMM, PGDPM & LW,PDG MC and PGDCA PGDAA (Rs.)	BCA (Rs.)
Course/college running & maintenance charges	15760	28670
Retirement Benefits Fund	2040	2040
N.S.S./N.C.C. Fee	20	20
House Examination	350	350
Identity Card Charges	70	70
Medical Charges	130	130
Students Scholarship Fund(Meritorious)	220	220
College Youth Welfare Fund	140	140
Amalgamated fund	1790	1790
Student's aid fund poor and needy	360	360
Environment Education Fee	280	280
Sub Total	21160	34070
TOTAL Fee/fund/charges of the course	21160 + University Charges + PUPIN No. Charges (if any)	34070 + University Charges + PUPIN No. Charges (if any)

Amount collected under the **Head Retirement Benefits Fund be maintained separately. Note: Fee is subject to change as per Panjab University guidelines.**

Note:

University fee may be charged as per new university guidelines.

The College shall be charging the balance amount of the Fee from S.C/ B.C students other than the scholarship given by the Government.

Admission fee, Late Admission fee, Late Payment fine, Tuition Fee, are subject to change vide P.U./DPI decision.

College securities of all types shall lapse if not withdrawn or adjusted within six months after leaving the college.

Fee Structure for Submission of Re-evaluation Forms:

- 1. within 21 days of the declaration of Result Normal Fee
- 2. within 40 days of the declaration of Result-Rs. 2500/- per form
- 3. within 180 days of the declaration of Result-Rs. 10,000/- per form

Payment of Fee:

1. Tuition fee shall be charged for 12 months or according to the duration period of study in particular class as laid down by university rules.

2. Fee shall be charged as below:

(i) Fee for the months of

At the time of admission

July, August & September along with University and other charges.

(ii) Oct., Nov., & Dec.

By 30th September

(iii) Jan., Feb. & March

By 15th January

along with University and other charges

(iv) April, May & June

By 31st March

3. Students are advised to pay Tuition Fees etc. in time in their own interest according to the schedule laid above to avoid late payment fine which will be charged as follows: 50 paise per day upto 20th of the month and thereafter Rs. 1/- per day upto last day of month.

Note: No Application for remission of fine of any kind is entertained except with the permission of the Principal.

- 4. Fees, fine and other dues, once paid, shall not be refunded.
- 5. A student, leaving the college, shall have to pay full fee upto the month in which he leaves the college.
- 6. Fees and other charges shall be accepted in cash only.
- 7. In case of extreme circumstances, fee can be charged in installments with the permission of the principal

COURSES OF STUDY

TABLE OF SUBJECT COMBINATION IN B.A./B.Sc.-I

B.Sc. Semester-I: Punjabi (Compulsory) or HCP, Physics, Maths and Chemistry/Computer Science, Environment Education.

B.Sc. Semester-III: English (Compulsory), Physics, Chemistry/Computer Science, Mathematics.

B.Sc. Semester-V: Physics, Chemistry/Computer Science, Mathematics.

B.Sc. Semester-I: Agriculture
B.Sc. Semester-III: Agriculture
B.Sc. Semester-V: Agriculture
B.Sc. Semester-VII: Agriculture

B.C.A. Semester-I: Punjabi or HCP, English, Mathematics, PC software, Computer organisation and Maintenance, Programming in C, Environment Education.

B.C.A. Semester-III: As per PU Syllabi B.C.A. Semester-V: As per PU Syllabi B.Com Semester-I: As per PU Syllabi B.Com Semester-III: As per PU Syllabi B.Com Semester-V: As per PU Syllabi

B.A. Semester-I (General)

A. Compulsory Subjects:

- 1. Punjabi Compulsory or History & Culture of Punjab
- 2. English Compulsory
- 3. Environment Education (Candidates are required to pass this qualifying exam in B.A. Semester I/III/V)
- **B. Elective Subjects:** (Candidate has to choose three elective subjects out of following):
 - 1. Mathematics (Not allowed with History, Physical Education and Sanskrit)
 - 2. Computer Science (Not allowed with Physical Education and Music)
 - 3. History (Not allowed with Mathematics)
 - 4. Economics
 - 5. Political Science (Not allowed with Mathematics)
 - 6. Physical Education (Not allowed with Computer Science, Music and Mathematics)
 - 7. Music (Vocal) (Not allowed with Physical Education and Computer Science)
 - 8. Any one from Hindi, Punjabi, English, Sanskrit (Sanskrit not allowed with Physical Education)
 - 9. Home Science (only for girls) (not allowed with Computer Science, Music or Physical Education)

Note: Admission in Home Science, Sanskrit & Music (Vocal) shall be allowed only if number of students exceed ten (10) as per P.U. Rules.

B.A. Semester-III/and B.A. Semester-V

Same Subjects as taken in the previous class.

M.A., (Punjabi & History) and PGDCA: As per PU Syllabus

PG Diploma in Marketing Management PG Diploma in Applied Agriculture

Ph.D. (Punjabi): As per Panjab University norms.

ELIGIBILITY

Admission to:

B.A. Semester-I: Students who have passed the following examination will be eligible to join Semester-I of 3-year Degree Course.

- (i) 10+2 Examination of Board or Equivalent.
- **B.A.** Semester-III: Students who have passed the following examination will be eligible to join Semester-III of 3-year Degree Course.
- (I) Semester-II Examination of 3-year Degree Course of Panjab University.
- (ii) Any other Examination recognised by the Panjab University as Equivalent to (I) above.
- **B.A. Semester-V**: Students who have passed the following examination will be eligible to join Semester-V of 3-year Degree Course.
- (I) Semester-IV Examination of 3-year Pass Course of Panjab University.
- (ii) Any other Examination recognised by the Panjab University as Equivalent to (I) above. A student for B.A. Semester-I, III and V shall take subjects as per circular from P.U. Chandigarh. For their convenience, subject combination table is given above.

Environmental Education (Compulsory)

- (i) Qualifying paper of 50 marks to be qualified in any of the class B.A.Semester-I/III/V
- (ii) Additional Optional Subject Introduction to Computer Science in B.A. Semester-I Class.

SCIENCE GROUP - B.Sc.-Semester-I (Non-Medical)

Eligibility:

- (i) A candidate must have passed +2 examination (Non-Medical) with 40% marks in the aggregate of all subjects.
- (ii) A candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India in one subject only obtaining 20% marks in the subject of compartment (Theory & Practical taken together) shall also be eligible to seek admission to first Year of B.Sc. (General course) provided he has obtained at least 40% marks in the aggregate of all the subjects including the marks obtained by him/her in the subject of compartment.

Eligibility:

- **<u>B. Sc. Semester-III-</u>** B. Sc. Semester-II Examination of three year pass course of Panjab University Chd. or equivalent exam. from any other university.
- **B. Sc. Semester-V** B. Sc. Semester-IV Examination of three year pass course of Panjab University, Chandigarh or equivalent exam. from any other university.

Eligibility:

B.Sc. Semester-I (Agriculture) (4 year Course)

A Candidate must have passed XII examination from a recognized Board, with

- * Physics, Chemistry, Maths/Computers or (Non-Medical stream)
- * Physics, Chemistry, Biology/Biotechnology/Agriculture (Medical Stream)
- * XII in Agriculture stream

The candidate with Physics, Chemistry, Maths/Computers will have to clear Botany and Zoology in First and Second semester. Candidate with Physics, Chemistry, Biology/Biotechnology/Agriculture will have to clear Mathematics-I and MathematicsII in first and second semesters. Candidate having both the options i.e. Maths and Biology at XII level will have to appear in Botany and Zoology if he/she has been admitted on Non-Medical seat and will have to appear in Maths-I and II if he/she has been admitted on Medical seat.

Eligibility:

- **B. Sc. Semester-III** (Agriculture)-B. Sc. Semester-II (Agriculture) Examination of four year pass course of Panjab University Chandigarh.
- **B. Sc. Semester-V** (Agriculture)-B. Sc. Semester-IV (Agriculture) Examination of four year pass course of Panjab University Chandigarh.
- **B. Sc. Semester-VII** (Agriculture)-B. Sc. Semester-VI (Agriculture) Examination of four year pass course of Panjab University Chandigarh.

B.C.A. Semester-I:

- (i) +2 Examination in any discipline with at least 50% Marks.
- (ii) Matriculation Examination having passed Mathematics as one of the subjects.

- **B.C.A.** Semester-III: B.C.A. Semester-II Examination of three year pass course of Panjab University Chd. or equivalent exam. from any other university.
- **B.C.A.** Semester-V: B.C.A. Semester-IV Examination of three year pass course of Panjab University Chd. or equivalent exam. from any other university.
- **B.Com. Semester-I:** A Candidate must have passed 10+2 Examination Commerce with 40%, Semicommerce with 45%, Medical & Non-Medical with 50% marks.
 - **B.Com. Semester-III:** B.Com Semester-II Examination of three year pass course of Panjab University, Chd. or equivalent exam. from any other university.
 - **B.Com. Semester-V:** B.Com Semester-IV Examination of three year pass course of Panjab University, Chandigarh or equivalent exam. from any other university.
 - ◆B.Voc. in Hardware and Networking
 - **→**B.Voc. in Banking and Financial Services
 - Advanced Diploma in Organic Farming

(All Courses are Affiliated to Panjab University, Chandigarh and Approved by U.G.C., New Delhi)

Multiple Exit Points



6 Months - Certificate 1 Year - Diploma

2 Years - Advanced Diploma3 Years - Degree (B.Voc.)

Eligibility for admission in B.Voc.: The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent, in any stream.

P.G.D.C.A.: Post Graduate Diploma in Computer Application. Eligibility:

Graduation from Panjab University or any other university recognised by Panjab University with atleast 50% marks. 5% relaxation for SC/BC students as per rules.

The students are supposed to study only those options in Post Graduate Classes, which are offered/taught by the College.

Note: A student seeking Provisional Admission is subject to production of Eligibility Certificate later on, will do so at his/her own risk and responsibility. The students are advised to produce the eligibility Certificate as early as possible in their own interest. No refund of fee will be made if admission is not confirmed by Board/University.

M.A. (Punjabi/History)

Atleast 45% marks in concerned subject at graduation level are required. Those students who have not taken Punjabi as elective subject at Graduation level should have passed B.A./B.Sc. securing more than 50% marks. For SC, BC students, there is relaxation of 5% marks in subject concerned or in aggregate.

Career Oriented Courses: 1. Human Rights & Value Education (Humanities)

2. Web Designing-Multimedia (Computer Science)* Eligibility:

The eligibility requirements and regulations/ rules for this course are the same as for admission to B.A./B.Sc./B.Com.

- * The candidate seeking admission to this course must have prior operational knowledge of computers.
 - * Two additional seats for Only (Single) Girl Child.
 - * Additional seats for Cancer/AIDS/Thalassameia Patient.
 - * Concession to the wards of Kashmiri Displaced persons for admission.
 - * Additional Seats for Rural Area

Two Skill Oriented Courses:

- 1. Certificate Course in Mushroom Cultivation
- **2.** Certificate/ Diploma Course in Office Automation and E-Governance

Note: (i) Duration of Certificate Course: 6 months (one semester)

(ii) Duration of Diploma Course: 1 year (Two Semesters)

Important: The Certificate/ Diploma Courses are affiliated to Jagat Guru Nanak Dev Punjab State Open University, Patiala

(Estd. by Act No. 19 of 2019 of legislature of the State of Punjab)

The Eligibility requirements for registration and rules for this course are 10+2 & any Student enrolled in Degree Programme of the College.

Compartment Candidates of +2 Examination:

A candidate who has been placed under compartment in the +2 examination under Semester System through PSEB, Mohali/any other board/ body/ council/ University in India shall be eligible to seek admission to the first year of B.A/ B.Sc./ B.Com/B.C.A. course provided he/ she fulfils the following conditions:-

- 1. He/she should have been placed in compartment in <u>one subject only</u> i.e., either in first semester or second semester.
- 2. He/ she should have obtained at least 20% marks (theory+practical+internal assessment) in the subject in which he/she has been placed in compartment.
- 3. He/she should have obtained the requisite percentage of marks in the aggregate (theory+practical+internal assessment) of examination as laid down in the relevant regulation.
- 4. The candidate securing less than 20% Marks in the subject in which he/she has been placed in compartment at the +2 examination under Semester System shall not be eligible to seek admission to the first year of B.A./B.Sc./B.Com/B.C.A./B.B.A. courses.

PG Diploma in Marketing Management (Graduation in any stream)

PG Diploma in Applied Agriculture

Eligibility: (Graduation with atleast one Agriculture subject or B.Sc. Agriculture/Med.)

Ph.D. (Punjabi): As per Panjab University norms.

LIBRARY

The college has a well-furnished Graduate & Post Graduate library and separate reading sections both for boys and girls, with a good collection of general and reference books, text books and the latest books on all subjects by renowned authors. Monthly and weekly periodicals, Punjabi, Hindi & English newspapers are also made available. Substantial amount of money has been earmarked for further addition to the library.

Books and other publications are lent for use in the library and at home according to the following rules:

- 1. The following persons are entitled to use the library:
 - (a) Students on roll of the College.
 - (b) Members of the College Staff.
 - (c) Persons specially allowed by the Principal.
- 2. Students are allowed to draw two books at a time or more with the permission of the Principal.
- 3. Students are not permitted to keep library books for more than one month. The back issue of a periodical may be issued for three days.
- 4. Books of reference, dictionaries and fresh periodicals should not be removed from the library.
- 5. A fine of 50 paise per day will be charged from students for each book kept overtime.
- 6. Anyone who loses, defaces or otherwise mutilates a book or a journal or paper by tearing or removing pages, shall have to replace it by a new one approved by the Librarian within fourteen days of the report or pay double the price as damages, in addition to any fine that may be imposed by the Principal. In case the book is one of a set and is not available separately, he/she shall have to bear the cost of the replacement of the entire set. The borrower should, therefore, examine the

book at the time of issue.

- 7. A book can be recalled even before the expiry of its due date.
- 8. Losing the college library card will entail a fine of Rs. 50/-.
- 9. Students must return library books on the due date even if they are on leave.
- 10. Books borrowed from the library will have to be returned on or before the 31st March of every year, however a special concession can be given by the Principal.
- 11. The student who loses the diary will be held responsible for all the books issued.
- **N.B.:** Silence and proper decorum must be maintained in the library. Students found misbehaving in the library shall be seriously dealt with. Similarly any student found tearing or removing pages from newspapers and periodicals shall be heavily penalised.

Digital Library and Book Bank:

A student, if permitted, may draw text books for full session from text book section of digital library and Book Bank. A separate security and permission of the Principal is required for this purpose.

Tutorial Groups:

Students are divided into various groups and each group is under the charge of a tutor. The tutor is responsible for the welfare and progress of his/her wards. He/she can grant them leave upto three days. He/She gives necessary help and guidance to his/her wards and keeps a close eye on their conduct and intellectual advancement. When necessary, the tutor shall give warning to his/ her wards against transgressions.

Students are expected to be in touch with their tutors, through whom applications regarding leave or for any other purpose should be submitted to the Principal. Special fine of Rs. 5/- is levied for absence from group meetings and functions.

Extramural Activities:

The college is making rapid progress in the cultural and social activities. There are a number of societies, associations and clubs in the college. They foster a spirit of organization and co-operation among the students.

College has following Societies, Clubs & Cells:

English Literary Society, Ramanujan Mathematical Society, Homi Bhaba Physico- Chemical Society, Planning Forum, Bhartendu Hindi Parishad, Dhani Ram Chatrik Punjabi Sahitya Sabha, Political Science Society, Tansen Musical Society, Home Science Department & Human Rights Forum, Historical Society, Ankit Sadia Computer Society, Fayol Henry Commerce Society, Old Student's Association, Red Cross Society, Youth Welfare Club. N.S.S., Career Guidance, Counselling & Grievance Redressal Cell, Red Ribbon and Legal Literacy Club.

Students are encouraged to join these activities according to their aptitude and ability.

Magazine:

The college magazine 'Gitika' is published regularly with a view to provide an opportunity to students to express themselves. It has Sanskrit, Hindi, Punjabi, English, Science, Planning Forum & Computer Science Sections, each section being edited by a student editor under the supervision of a staff member of the subject concerned.

Sports:

The college games are organised and conducted under the supervision of the Deptt. of Sports which is assisted by the College Sports Committee. There are facilities for Football, Volleyball, Basketball, Badminton, Kabaddi, Hockey, Kho-Kho, Athletics, Cricket & Boxing. Strict discipline and regularity is observed in games.

Medical-Aid:

A Homeopathic Clinic has been started by the college. A doctor has been appointed to look after

the health of students, members of the staff & the people of the adopted villages-Dholbaha, Janauri, Dandoh & Tappa. In each academic year, the doctor conducts at least one medical examination of all the students in the college. The result of medical check up of each student is recorded. The doctor gives such medical advice and assistance to students as he may deem fit.

N.C.C.: Now NCC is of two years course instead of three years. In first year of enrollment NCC cadet can obtain 'B' Certificate & in second year 'C' Certificate can be obtained.

Military training has been made compulsory by the University for the able bodied male & female students of UG & PG Classes vide their letter No. 2457-2657/MISC/A-67 dated 11.4.2002. P.U. has started the weightage of marks to N.C.C. Certificate holders for admission to various courses. The weightage is as follows:

- (i) 2% for 'B' Certificate holders
- (ii) 3% for 'C' Certificate holders

 $The college \ has two \ N.C.C.\ Companies \ attached \ to \ 12 th \ Punjab \ Battalion, Hoshiar pur.$

N.S.S., Youth Welfare Club and Adult Education Programme:

Students are advised to join these clubs. Camps and other activities are regularly held to channelize the exuberant energies of the youth. Their hidden potentialities are unfolded. Inter-state tours are conducted every year.

National Adult Education Programme has been started. Student Instructors are appointed to make the programme a success.

RULES AND REGULATIONS

Fees and Dues:

Fees and dues once paid are not refundable. Regular printed receipts are issued by the office when the dues are paid. Receipts must be checked after obtaining it from the office. Fee can be charged in 3 instalments with the permission of the Principal.

A candidate failing to deposit the fee in time shall be fined heavily.

Change of Subjects:

Change of subjects shall be allowed within a period of one month from the date of admission. After this period, it will be allowed on payment of Rs. 50/- per subject at the student's own risk. After the change has been sanctioned by the Principal, it is the responsibility of the student concerned (i) to get his/her name struck off the attendance register of the subject given up, (ii) to get his/her name entered in the attendance register of the subject now taken. Every student will have to apply (on prescribed proforma) in duplicate to the Principal for his permission to change the subject and he/she will show one copy of permission to the lecturer concerned for verification and necessary action.

Absence Fine:

Students absenting themselves from the College without permission will be fined as under:

(a)	For Absence for one period	50 Paise
(b)	For Absence for the whole day	Rs. 3/-
(c)	For Absence per N.C.C. Parade	Rs. 5/-
(d)	For Absence from Science practical	Rs. 5/-
(e)	For Absence from each Tutorial Group mee	eting Rs. 5/-
(f)	For Absence from Examination/Class Test	To be decided by the Exam. Committee
(g)	For failing in Class Test/Exam	To be decided by the Exam. Committee

(h) Student remaining absent for more than a week To be decided by the Discipline Committee

* Principal has unlimited powers regarding fee remission of students.

The Principal has the power to remove the name of any student from the rolls of the College, fine, rusticate or expel him/her from the college if he/she directly or indirectly takes part in any Movement or Agitation or induces directly or indirectly, any student to participate in other activity which in the opinion of the Principal is subversive to college discipline. Any campaign by means of posters or by obtaining signatures or any other means shall be interpreted as subversive activity. Students are not allowed to organise themselves into parties or groups. No meeting without the prior permission of the Principal can be held in the College Campus.

Passage in front of Principal's office is not a thorough fare.

The Principal has also the power of detaining any student of any class on account of deficiency in studies/Lectures.

If a student remains absent from college without leave for seven days continuously, his/her name will automatically be struck off from the rolls and he/she will have to seek re-admission.

College Examination

There will be two Tests, one in September/October of one hour duration and another in Feb./Mar. of three hours duration, as a result there of, 10% marks will be added towards the final score of university examinations as per University Instructions.

The defaulters shall not be allowed to appear in the Examination unless arrears are duly cleared by the 10th of the month of Examination.

The Examination shall carry 100 marks while the Class Test carry 30 marks in each subject. If a student willfully cuts the examination/class test without getting permission in writing in advance, his/her name is liable to be removed from the college rolls. Leave during examination days can be granted only by the Principal.

Roll of Honour/Medals:

Roll of honour is the highest academic award in the college and it will be conferred on :-

- 1. The students of the college securing first position in the University in any subject of Examination.
- 2. All students who are placed in the Merit List.

Note:

- 1. Any student who has been punished on account of gross misconduct or found guilty of using unfair means in any examination will not be entitled to receive any prize.
- 2. The students winning 1st and 2nd prize should be getting more than 60% marks.
- 3. If in a class, the number of students is less than or equal to five then only one prize is to be awarded.
- 4. The students getting a prize must be regular in studies and should not have taken part in any movement or any agitation to stage a strike in the college for any reason (what so ever) or induce indirectly or directly any other student to participate in any other activity which, in the opinion of the Principal or the members of the staff, is subversive to college discipline.
- 5. Absence or failure in any Examination/ Class Test will debar a student from getting any academic prize.
- 6. All the staff and students are committed towards the cleanliness of the campus. Dustbins have been placed at various spots in the campus. The students are required to make the maximum use of the bins during their stay in the campus.

SCHOLARSHIPS, STIPENDS AND FEE CONCESSIONS

* Scholarship of Central or State Government:

The University, Government, Military, Scheduled Caste and Backward Class Scholarships are tenable at this college. Merit and National Scholarships offered by the Central and State government for poor and brilliant students are also available.

* Post Matric Scholarship Scheme:

Scholarships under the Government of India Post Matric Scholarship Scheme are available to Scheduled Castes/Tribes students who belong to Punjab i.e. permanently settled in the Punjab State and are pursuing their Post-Matriculation studies. The prescribed application forms and entitlement cards which such students should or are required to submit can be obtained free of cost from the college office as well as from the office of the District Welfare Officer concerned. The students should submit the application forms and entitlement cards to the college office alongwith their admission application for onward transmission to the Director of Public Instructions (College) Punjab.

* Fee Concession and Stipends for Meritorious Students:

In addition to these, fee-concession and stipends will be awarded to the students on their merit. The students belonging to the SC & Backward Classes are advised to join the college at the earliest possible, as they are entitled to get their scholarships from the very date of their joining the college.

N.B.- Stipends for O.B.C. & S.C. students are sanctioned from the date of joining.

O.B.C./SC students are advised to get a counter signature of Deputy Commissioner or G.A. to D.C. on their original Certificates.

Special Scholarships for the poor and deserving students, awarded by the college:-

- 1. S.D. Education Board Scholarship
- 2. Smt. Sarswati Mishra Scholarship
- 3. Sh. Raj Kumar Memorial Scholarship
- 4. Sh. Ajit Parkash Malhotra Scholarship
- 5. Sub. Maj. Pt. Ved Parkash Memorial Scholarship
- 6. College Development Council Scholarship
- 7. Sh. Vijay Kumar Memorial Scholarship
- 8. Prof. Dilbag Rai Gandotra Memorial Scholarship
- 9. Sh. Sukhdev Maini Scholarship
- 10. Smt. Shakuntla Sharma Memorial Scholarship
- 11. Sh. Yashpal Sharma Memorial Scholarship
- 12. Smt. Shubh Lata Sharma Memorial Scholarship

Fee Concessions:

- 1. Fee concessions are generously granted to the deserving students by the College. Liberal financial help is also given to the poor and meritorious students to purchase text books, to meet tuition fees and other expenses (including clothing and mess) from the Students Aid and Red Cross Funds.
- 2. Application for fee concession on prescribed forms obtainable from the college office, should be submitted when called for or at the time of admission.
- 3. All the applicants for concession will be interviewed by the staff committee on a date notified by the Principal and the names of such students who are granted concession will be duly notified. Every scholar will have to pay six month's fee at the time of the admission except students belonging to Scheduled Castes and other Backward Classes.

- 4. A student applying for the fee concession should attach with his/her application a certificate from the Head of the Institution last attended stating that he/she enjoyed concession there.
- 5. Fee concession, stipends, scholarships etc. will be withdrawn in case a scholar deteriorates in studies, remains irregular in attendance or is found guilty of misbehaviour or fails in Examination/Class Tests.
- 6. In case a scholar enjoying any concession migrates or leaves the college for any reason in the midsession, he/she shall have to repay the entire amount credited to him/her by way of any concession or stipend.
- 7. Those students who are not granted fee concession at the first instance, may apply after the first Examination. Their cases will be reconsidered on the basis of their performance in the examination
- 8. Failed students are not eligible for Fee-concession.
- 9. Concession will be given to the wards of Kashmiri Displaced persons for admission to various courses.
- 10. 50% Fee Concession will be given to the wards of Staff Members (son, daughter, brother, sister).

Attendance:

All scholars are expected to be regular and punctual in attendance. Late-comers will not be marked present. They, however, may be permitted by the class-teacher to attend a period. The Principal is fully competent to remove a scholar from the rolls of the college if he is found habitually irregular in attendance.

- 1. If a student is found habitually absent from his/her class and negligent in studies, he/she will be asked to leave the college at any time during the session.
- 2. According to the University rules, all students are required to attend at least 75% of the lectures delivered in each subject, inclusive of English Composition, Science Practicals and additional optional subjects. Attendance of 75% of N.C.C. parades is compulsory for cadets.
- 3. In addition to attending the specified percentage of lectures, a scholar has to satisfy the class teacher and the Principal by doing his/her homework regularly and showing good behaviour throughout his/her stay in the college. In the absence of the Principal's certificate to the effect, the admission form of a candidate will not be accepted by the University.
- 4. If a student falls short of lectures, condonation of shortage by the Principal, according to the University Rules, will be considered only if the reports about his studies and conduct are satisfactory.
- 5. If a student wishes to withdraw from the college, he/she must apply for the same with the express consent of his/her father/guardian provided he/she has cleared his/her dues up to date.

Leave Rules:

- 1. Leave for absence from the college should be applied for only when absolutely necessary.
- 2. Leave should be secured personally before it is availed of. In case of serious illness, the leave application should be submitted to the college office immediately on return.
- 3. Application for leave should be made on prescribed forms available with the college office.
- 4. Leave application should be signed by the applicant's father/guardian.
- 5. A medical certificate should be attached with the leave application in case of long illness.
- 6. Leave upto 3 days will be granted by Tutor incharge and for a period of more than three days by the Senior Tutor/Principal.
- 7. A student is allowed leave for 12 days only during the full session and excess leave even if taken with the sanction of the Principal will automatically be cancelled.
- 8. Students must pay their fees and return library books on the due date even if they are on leave.

Leave of absence during the Examination days or Monthly Test shall be granted only by the Principal at his discretion.

Student's Diary-cum-Identity Card:

Every student of the college is required to get Student's Diary and to carry it on his/her person at all times. He/She must show the Diary on demand by a member of the staff. Defaulters will be penalised.

Cycle/Scooter/Car:

Those who pay cycle/scooter/car fee at the time of admission should hand over their cycle/scooter/car tokens to the caretaker. The college undertakes no responsibility in the case of unregistered cycles/scooter/cars. The college authorities are not responsible for the loss of a cycle/scooter/ cars without a proper lock.

Students are advised to park their cycle/scooters/cars in the cycle shed only. They should not place them on the road.

Discipline:

Whether inside or outside the college, every student is expected to look upon himself/herself as a custodian of the honour of the college and must conduct himself/herself in a way, worthy of the college.

The following would be considered gross breaches of discipline and would be severely dealt with: (i) Disorderly conduct, (ii) Talking or shouting in the class, (iii) Smoking in the college premises, (iv) Disfiguring of desks, walls or floors, (v) Damaging college property, (vi) Crossing college lawns at unspecified places, (vii) Bringing of outsiders with doubtful character to the college, (viii) Writing indecent and filthy remarks, (ix) Indulging in any rash or unbecoming behaviour, (x) Using unfair means in the exams, (xi) Tearing or tempering with notices on the Notice Board.

Behaviour in Lecture Hall and Functions:

- 1. Students should be punctual and be in their seats well before the time of the commencement of the lecture/function.
- 2. They should stand up when the Principal, the staff and the chief guest enter the hall and should take their seats after the V.I.P.'s have taken theirs.
- 3. They should sit quietly during the lecture, avoid gossiping, whispering and unnecessary clapping or indecent expression and leave the hall in an orderly manner after the Principal, the staff and chief guest have left.
- 4. If it is very necessary to leave the hall during the function, the students should do so quietly at the end of an item without causing any disturbance.
 - Students are expected to observe the above rules. The students found guilty of gross misconduct or breach of discipline shall be liable to a drastic punishment such as heavy fine, cancellation of admission, withdrawal of admission form for the University examination, expulsion or rustication from the college, and so on, depending upon the seriousness of the offence.

Notices:

- 1. Only very important notices concerning all students are circulated. For the rest, students are expected to look up at the college notice board daily. Omission to do so may land negligent students in distress. Ignorance as a result of such omission is indefensible.
- 2. Notices, put on the college notice boards, which do not bear the signatures of Principal/Member of the teaching staff, shall have no validity. It is a very serious offence to put up notices without

proper authority. To remove, tear off or temper with the notices on the college notice board is a punishable offence.

Migration:

- 1. Migration of students from other colleges and vice-versa is governed by the University rules.
- 2. The migrated student must bring with him/her:
 - (a) Lecture attendance report.
 - (b) Statement of marks obtained in the Tests.
 - (c) Character certificate from the Principal of the college concerned.
- 3. Provisional admission to the college, pending the Migration Sanction of the University is permissible.
- 4. After the migration has been sanctioned and notified by the University, the student must join the second college within 15 days.
- 5. The first college is entitled to charge tuition fee for the month in which the migration has been sanctioned by the University. The second college is not entitled to tuition fee for the month or part thereof.
- 6. The Vice-Chancellor shall have the power to authorise the migration from one college to another.
- 7. No Migration Certificate can be issued unless the student is registered with the University.
- 8. Students who migrate to the college would be required to pay full annual charges irrespective of the fact that they had paid these in the previous college. Annual charges like fees and funds paid to the college are non-refundable.

Code of Ethics for Students

The institution aims at teaching its scholars high sense of character, mutual tolerance, personal discipline and loyality to the nation, so that they may become true patriots and law-abiding citizens in their later life. To achieve this noble aim they will be required to impose on themselves voluntarily the following social and moral dictates-

- 1. Maintain perfect discipline in and outside the class-room. Attend all the college functions punctually and keeping perfect discipline throughout a function.
- 2. Be polite in dealing with one another, college employees and fellow passengers while travelling by a bus or train.
- 3. Accord full respect to your teachers and wish every teacher when you meet him/her for the first time in the morning.
- 4. Shift from one room to another in an orderly manner. Do not run or shout at one another. Do not rush into the room unless the class inside it has completely vacated the room.
- 5. Revise all your lessons daily at home and come prepared by reading the next day's chapter from the book. Do your home-work regularly and show it to the teacher.
- 6. Do not loiter about in the vacant periods. Read newspapers or general books in the library when you are free from the class work.
- 7. Smoking and drinking are strictly forbidden inside and outside the college campus. Do not fall into these bad habits.
- 8. Cleanliness should be observed at college as well as at home. The college property is your own. Therefore, do not spoil the walls or furniture by making marks on them. Pieces of paper etc. should be thrown into the rubbish bins.
- 9. Be peaceful with one another and do not pick up quarrels. However if any dispute arises, do not try to settle things by yourself. At once make a written report to the tutor incharge or the Principal who will investigate the matter and take suitable action against the offender.
- 10. Always form a queue when you want to meet the Principal or are paying your dues at the college office.
- 11. Do not take part in politics, rather conserve your energy and utilise it in reading, writing and other

- purposeful activities. No meeting without the permission of the Principal can be organised in the college campus.
- 12. Students should cultivate in their minds the spiritual values of life. "Enter to learn and leave to serve", should be their motto. Just as one Moon gives more light than all the stars and one Sun drives away the darkness from the space millions of times larger than itself, similarly one good student, whether he/she preaches or not by his/her very presence in the world sets in motion invisible good vibrations.
- 13. All the education received is reduced to nothing if it is not built on the foundations of a pure character. And the basic need of a student is but the formation of his/her character, which not only builds his/her own life, but also helps the nation to grow.
- 14. Each day of their life, should begin with a prayer to the Almighty to bestow upon them the strength to do their work honestly, earnestly and with dedication and devotion. They should have implicit belief that the blessings would bring peace and prosperity to them, as also the courage to face the challenges of life.
- 15. As per the order of the Hon'ble Supreme Court in SLP(C) No.24295/2000 Ragging in the educational institution is strictly prohibited. If any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the student from the institution.

List of Holidays For the Calendar Year 2022

PANJAB UNIVERSITY, CHANDIGARH

LIST OF HOLIDAYS for the calendar year 2022 to be observed by the Administrative Offices, University Teaching/Non-Teaching departments and colleges affiliated to the Panjab University, Chandigarh.

All Saturdays (except in colleges) All Sundays

Other Holidays:

S.No.	Name of the Holiday	Date/s	Day/s
1.	Birthday of Sri Guru Gobind Singh Ji	January 09	Sunday
2.	Republic Day	January 26	Wednesday
3.	Guru Ravi Dass Jayanti	February 16	Wednesday
4.	Mahashivratri	March 01	Tuesday
5.	Holi	March 18	Friday
6.	Shahidi Divas of S. Bhagat Singh Ji	March 23	Wednesday
7.	Ram Naumi	April 10	Sunday
8.	Mahavir Jayanti/ Baisakhi/ Ambedkar Jayanti	April 14	Thursday
9.	Good Friday	April 15	Friday
10.	Parshuram Jayanti and Id-ul-Fitr	May 03	Tuesday
11.	Martyrdom Day of Sri Guru Arjun Dev ji	June 03	Friday
12.	Id-ul- Zuha (Bakrid)	July 10	Sunday
13.	Muharram	August 09	Tuesday
14.	Independence Day	August 15	Monday
15.	Janam Ashtami	August 19	Friday
16.	Agarsain Jayanti	September 26	Monday
17.	Mahatama Gandhi Jayanti	October 02	Sunday
18.	Dusshera	October 05 October 06	Wednesday Thursday
19.	Birthday of Maharishi Balmiki Ji	October 09	Sunday
20.	Birthday of Sri Guru Ram Dass ji	October 11	Tuesday
21	Diwali	October 24 October 25	Monday Tuesday
22.	Birthday of Sri Guru Nanak Dev Ji	November 08	Tuesday
23.	Martyrdom Day of Sri Guru Teg Bahadur Ji	November 28	Monday
24.	Christmas Day	December 25	Sunday
25.	Birthday of Sri Guru Gobind singh Ji	December 29	Thursday
	(00)	CCDCDC	

(23) G.G.D.S.D. College, Hariana

ACADEMIC CALENDAR

The REVISED Academic Calendar of TERM II (EVEN SEMESTER) to be followed by Teaching Departments/ Regional Centres/ Affiliated Colleges for UG/PG ONGOING CLASSES having Semester System of Examination for the Session 2021-2022:

Sr. No.	Particulars	Particulars From		No. of
				Days
11	Academic Term-II Even Semester	04.03.2022	21.06.2022	81+2 Sat
		(Friday)	(Tuesday)	
12	End Semester Examination	22.06.2022	22.07.2022	27
		(Wednesday)	(Friday)	
13	Summer Vacation (tentative)	25.07.2022	15.08.2022	22
		(Monday)	(Monday)	

ACADEMIC CALENDAR

The REVISED Academic Calendar of TERM II (EVEN SEMESTER) to be followed by Teaching Departments/
Regional Centres/ Affiliated Colleges for 1*YEAR

of **UG/PG CLASSES**-having Semester System of Examination for the Session 20212022:

Sr.	Particulars	From	То	No. of
No.				Days
		Under G	raduate	
1	Academic Term ⁻ II Even Semester	04.03.2022	14.06.2022	88*
		(Friday)	(Tuesday)	
2	End Semester Examination (Practical/ Theory)	15.06.2022	21.06.2022	07
	, , , , , , , , , , , , , , , , , , , ,	(Wednesday)	(Tuesday)	
3	End Semester Examinations Theory	22.06.2022	28.07.2022	32
	,	(Wednesday)	(Thursday)	
4	Summer Vacation (tentative)	29.07.2022	15.08.2022	18
	Summer vacation (tentative)	(Friday)	(Monday)	

Academic Session 2022-23 Comences w.e.f. 16 August 2022

G.G.D.S.D. COLLEGE HARIANA, DISTT. HOSHIARPUR

Application Form For Admission Session 2022-2023

	d./ PUPIN NO. (For Office Use Only)	YOUR RECENT	
	Admission (Provisional/Regular) Roll No	PHOTOGRAPH	
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	PARTICULARS REGARDING THE STUDENT (To be filled by the applicant in his/her own hand)		
1.	Name (in Block Letters) (As in Matric Certificate)		
2.	Father's Name (in Block Letters)		J
3.	Mother's Name (in Block Letters)		
4.	If Father/Mother not alive, name of guardian		••
5.	Father/Mother/Guardian's Occupation		
6.	Permanent Address		
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	E-mail		
7.	Subjects taken		
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9.	Particulars of Real Brother/Sister: Name		
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11.	Activity you want to join (Sports/ Youth Welfare Club/ NCC/NSS/ Subject Society/	Extra Curricular	
	(Atleast one)		••••
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12.	Particulars o	of Previous Exa	amination:				
	Name of the or Examination Passed	Board/ University	Session	Name of the College last attended	Board/Univ. Roll No.	Marks Obtained/ Comptt./Fail	Subjects Taken
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13.	Univ./P.S.E.E	B. Regd.No. / P	UPIN No. [
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15.	-	se of re-appear					Yes No
16.		er Inter Univ. I	_				
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18.							
10.	-	proper Certifi		eddied 111be/Ba	ckwaiu Ciass		•••••
19.	-			olarship (if yes	attach proper o	certificate.)	Yes No
20.	-	_		(Attach Cop		,	
21.	Bank A/c No.		IFS	C Code			
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24.	Voter EPIC N	No		(Attach C	Copy)		
				DECLARATIO			
I pled	lge to abide by t	he rules and re	gulations of	information and the college and ed above are tru	will observe the		ege Prospectus and et for Students.
	Signature of th		rdian		Ful	ll Signature of t	he Applicant
	ments Attached				1:	. г	Yes No
1. 2.	One Passport a Matriculation	_	tograph to be	e pasted on the a	application form	_	Yes No Yes No
3.		ower examinat	ion passed.			-	Yes No
4.				last attended			Yes No
5.							Yes No
6.		S.T. candidate			• • • • • • • • • • • • • • • • • • • •	L	Yes No
7.			•				Yes No
Eligik	oility and Docum	nents verified b	y Admission	Committee		_	
Mem	ber	D	ean Admissi	on	Adm	it	

Principal

Campus Activities



Dr. Desh Bandhu being felicitated on electing unanimously as President of Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Sanatan Dharam Education Board (Regd.) Chandigarh by Sh. I.M. Goswami, Sh. Upender Sharma, Dr. Gurdip Sharma, Dr. Rajiv Kumar (Principal), Mahant Swaroop Bihari Sharan, Dr. Nand Kishore Sharma and other dignitaries



Dr. Gurdip Sharma (Secretary, Managing Committee), Dr. Rajiv Kumar (Principal) along with staff members honoring Dr. Desh Bandhu and his wife Dr. Bharti Bandhu after being elected unanimously as President of Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Sanatan Dharam Education Board (Regd.)



Dr. Gurdip Sharma, General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, S.D Education Board, Chandigarh and Principal, Dr. Rajiv Kumar felicitating Pandit Braham Shankar Jimpa (Cabinet Minister, Punjab) on his marvellous victory in the 2022 Punjab Assembly Elections.



Dr. Desh Bandhu, Sh. I.M. Goswami, Sh. Upender Sharma, Dr. Gurdip Sharma, Dr. Rajiv Kumar (Principal) & other dignitaries while dedicating the 'Science Block' of the College to the memory of Dr. Shiv Kumar, Former President Shri Sanatan Dharma Pratinidhi Sabha



Principal Dr. Rajiv Kumar feeling honored with worthy President Dr. Desh Bandhu and Dr. Gurdip Sharma, General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, S.D Education Board, Chandigarh



Dr. Gurdip Sharma being welcomed by Principal Dr. Rajiv Kumar, Staff & MCs Hariana on becoming General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, SD Education Board (Regd.) Chandigarh

Campus Activities



Principal Dr. Rajiv Kumar along with staff members taking oath during Constitution Day



The staff members Prof. M.L. kaushal , Dr. Harvinder Kaur and Prof. Suresh Kumar presenting a bouquet to the Principal Dr. Rajiv Kumar at the inauguration of Talent Hunt / Teej Festival in the college



Principal Dr. Rajiv Kumar and Prof. Rajiv Kumar Sharma Election Nodal Officer during the District Level Rangoli & Mehandi Competition organized at the college under SVEEP Activities



Winners (our college students) of Panjab University Inter College competition (Kabaddi PS) after securing 2nd position in the competition



Principal Dr. Rajiv Kumar along with staff members hoisting the flag during the celebration of "Independence Day" at the college



Dr. Gurdip Kumar Sharma, General Secretary, Shri Sanatan Dharma Pratinidhi Sabha (Pb.) New Delhi & Working President, SD Education Board (Regd.) Chandigarh, Principal Dr. Rajiv Kumar presenting a token of regard to Dr. Ravjot, Aam Admi Party M.L.A. from Sham Chaurasi Constituency.

Campus Activities



Dr. Gurdip Sharma, Secretary, College Managing Committee, Principal Dr. Rajiv Kumar alongwith staff members releasing the College Magazine "Gitika"



Principal Dr. Rajiv Kumar along with College Staff and Prize Winners of Panjab University Zonal Youth & Heritage Festival, Hoshiarpur (Zone-B)



Principal Dr. Rajiv Kumar, Deputy DFO Sh. Dharamvir, Sh. Kulraj Singh, R.F.O. planting a sapling during the celebration of "World Nature Conservation Day".



The College Principal Dr. Rajiv Kumar alongwith staff members during the donation of books by Dr. Avinash Rai Khanna Ex M.P. (Lok Sabha & Rajya Sabha), Vice Chairman, Indian Red Cross Society, State In-charge, BJP, H.P. to the college library during celebration of "Books Donation Month" from 1st November to 30th November



Principal Dr. Rajiv Kumar, N.S.S. Incharge Dr. Phulan Rani, Staff members along with N.S.S. Volunteers during One Day NSS Camp organized in the College Campus



Dr. Gurdip Sharma, Secretary, College Managing Committee, Principal Dr. Rajiv Kumar alongwith staff members releasing the College Prospectus

★ * * SHINING STARS * * ★ ★



BCA Sem-2 1st Manisha



BCA Sem -2 2nd Nikita



BCA Sem -4 1st Indu



BCA Sem -4 2nd Jagjit Singh



BCA Sem -6 1st Prabhjot



BCA Sem -6 1st Ravneet Kaur



BSc Sem-2 1st Simranjeet Kaur



BSc Sem-2 2nd Gaganpreet Kaur



BSc Sem -4 1st Radhika



BSc Sem -4 2nd Sandeep Kaur



BSc Sem-6 1st Amisha Sharma



B.Sc. Sem-6 2nd Harman Bhardwaj



Manvi Saini



BCom Sem -1 1st Bcom Sem -1 2nd Sarbjit Kaur



BCom Sem -4 1st Pooja



BCom Sem-4 2nd BCom Sem -6 1st



Rohani



BCom Sem-6 2nd Jaipal



BA Sem-2 1st Diksha Kumari



BA Sem-2 2nd Samriti Devi



BA Sem -4 1st Chetan Singh



BA Sem -4 2nd Tarun Kumar



BA Sem-6 1st



BA Sem-6 2nd



BSc (A) Sem -4 1st Amanjot Singh



BSc (A) Sem -4 2nd Sumandeep Kaur



BSc (A) Sem -6 1st Sunaina



BSc (A) Sem -6 2nd Anchal



BSc (A) Sem-8 1st Vidhi Devi



BSc (A) Sem -8 2nd Suman Lata



MA Punjabi Sem-2 1st



MA Punjabi Sem-2 2nd Pranpreet Kaur Sumanpreet Kaur



MA Punjabi Sem-4 1st Davinder Kaur



MA Punjabi Sem-4 2nd



MA History Sem-2 1st Samriti



MA History Sem-2 2nd Amandip Singh



MA History Sem-4 1st Priya



MA History Sem-4 2nd Navdeep Kaur



PGDCA Sem-1 1st Gagandeep Kaur



PGDCA Sem-1 2nd Nishu



10+1 Commerce 1st Prabhjot Kaur



10+1 Commerce 2nd Kajal



10+2 Commerce 1st Namish Kapila



10+2 Commerce 2nd Jashandeep



10+1 Science 1st Varsha



10+1 Science 2nd Navedita Sharma



10+2 Science 1st Anchal Bhalla



10+2 Science 2nd Anjali



B.VOC B&F 2nd Sem 1st Kanu Priya



B.VOC B&F 2nd Sem 2nd Harjit Kaur