



## From the Principal's Desk

I feel fortunate to welcome the fresh aspirants for being a part of this college. Dear students college days are considered as golden period because these three years will be the foundation of your life. You yourself have to develop the sense of responsibility and fix your priorities. You must give top ranks to obedience, discipline, honesty and self control.

Let me quote the words of Swami Vivekananda “*Only study of books is not education, Knowledge lies hidden in the mind of man. He uncovers and develops it by his own effort. Concentration is the key of the knowledge*”.

The motto of the college, “*I will and I can*” is truly inspiring to our students. It encourages them to realize their dreams and achieve their goals which otherwise seem impossible.

We organize guest lectures, discussions and social service programmes for awakening the moral values and instilling good behaviour, co-operation and helpfulness among students. The right knowledge will cure all ills of life.

You are lucky to get a gift from the Govt. as we are shifting to the New College Building very shortly. The new amiable environment will nurture creativity, passion, resilience and leadership qualities among students for development of a versatile personality. The college is an alma mater whose all alumni look back to their college days with fond memories.

It is my proud privilege to introduce my dedicated faculty who will lead you on to the path of your dreams as you spend three years caring, sharing, teaching and learning in this college.

I once again welcome you to this temple of learning and wish you all the best in all walks of your life.

**Dr. Sunita Sudan**  
Principal

---



### *Vision*

- \* To make the institution a Hub of Curricular and Co-Curricular activities.
- \* To preserve the cultural heritage.
- \* To impart quality education for the development of versatile personality
- \* Providing lifelong education.
- \* Providing high quality, innovative and responsive education

### *Mission*

- \* Basic educational skills design to prepare students to engage in college level study.
- \* Foster a comprehensive and enriching program of extra-curricular activities
- \* Behaving ethically in all interactions at all levels.
- \* Conduct community education programs that encourages at every stage of life.
- \* To make the students responsible citizens of tomorrow

### *Objective*

- \* Be realistic while setting goals.
  - \* A strong career objective can make you stand out from the crowd.
  - \* Be specific
  - \* To adopt honesty, truthfulness, moral uprightness and peace.
  - \* To follow the teachings of our great visionaries.
- 
- 



## *Contents*

1. College Profile
  2. College Staff (Teaching & Non-Teaching)
  3. Academic Programs
  4. Course Structure
  5. Subject Combination Under CBCS
  6. Admission Procedures
  7. Admission Fee
  8. Admission Rules
  9. Cancellation of Admission
  10. Documents to be attached
  11. Pattern of External/Assessments under CBCS
  12. Minimum Eligibility
  13. Promotion to next Semester
  14. Passing Criterion
  15. Facilities available in College
  16. General Rules
  17. Academic Calendar
  18. Prospectus Committee
- 

### **College Profile**

Budhal is located at a distance of 60km in the East of District Headquarter Rajouri, at the distance of 120km at the west of District Reasi Headquarter and 89km from the state summer capital Srinagar. The climate of this place is very charming from moderate to cool. The average temperature range is 5° to 25°c.

Govt. Degree College Budhal was established in May 2008 under Prime Minister Reconstruction programme with seven subjects namely English, Political Science, History, Urdu, Persian, Hindi and Education. In 2009-10 one more subject EVS was added. In 2010-11 three subjects namely Mathematics, Arabic and Sociology were started. From the session 2015-16 one more subject Computer Application was also started. From the academic session 2017-18 CBCS was introduced in the college.

Total number of subjects which have started in this college is 12. The college got affiliation with UGC, New Delhi under section 2(f) and 12(B) of UGC act.

The Administrative and academic block are almost complete and we will shift to our New College Building very soon. In spite of this the college has well furnished library with thousands of books, well equipped computer lab, good seating arrangement for students, separate toilets/wash rooms for boys and girls, a spacious conference hall. The college has its own Bus for students.. College has one NSS unit. Proposal for NCC unit has also been submitted. College also publishes Newsletter 'THE ANS' which highlights the achievements of the students who participate and excels in different activities. Multimedia projector facility is also available in the college through which students and staff can deliver power point presentation.

Moreover the college organizes frequently different curriculum, co-curriculum, cultural and sports activities and students are encouraged to take part in these events so that their hidden talent may be exposed.

## *College Staff*

### Teaching Faculty

S.No.	Name	Designation	Department
01	Dr. Sunita Sudan	Principal	
02	Mr.Surinder Sharma	Assistant professor	HOD Mathematics
03	Mr. Ajaz Ahmed	Assistant professor	HOD History
04	Mr.Junaid Ahmed	Assistant professor	HOD Environmental Sciences
05	Dr. Avtar Singh	Assistant professor	HOD Urdu
06	Mr. Mohd Rafi	Assistant professor	HOD Political Science
07	Dr.Mukhtar Hussain	Lecturer (Academic arrangement)	Sociology
08	Mr.Ashfaq Ahmed	Lecturer (Academic arrangement)	Persian
09	Mr.Romesh Kumar	Lecturer (Academic Arrangement)	Hindi
10	Mr. Naresh Kumar Sharma	Assistant Lecturer (Academic Arrangement)	Computer Application
11	Ms.Seema Sharma	Assistant Lecturer	English
12	Mr. Mudasir Akbar	Assistant Lecturer (Academic arrangement)	English
13	Mr.Sohan Lal	Assistant Lecturer (Academic Arrangement)	Assistant PTI

### Non-Teaching

S.No.	Name	
01	Abdul Aziz	Orderly (Permanent)
02	Mr.Mohd Yousaf	Accountant(LFE)
03	Mr.Mohd Shabir	University Cell(LFE)
04	Ms.Champa Devi	Lib. Bearer(LFE)
05	Ms.Abida Kossier	Lab. Bearer(LFE)
06	Mr. Mohd Parvaiz	Office(LFE)
07	Mr.Mushtaq Ahmed	Chowkidar(LFE)
08	Mr.Mohd Latief	Sweeper(LFE)
09	Mr. Abdul Gafoor	Driver (LFE)

## Scheme for CBCS for BA Programme

Semester	Core Course (Paper=12) CR TH-5 TT-1(Each)	Ability Enhancement Compulsory courses (AECC) (Papers=2)	Skill Enhancement Course (SEC) (Papers=4)	Discipline specific elective (DSE) (Papers=4)	Elective Generic Papers=2	Total Credits
I	English-1 or MIL-1	1.English/MIL Communication 2.EVS Credit-4				22
	DSC 1A					
	DSC 2A					
II	MIL-1 or English-1	1.English/MIL Communication 2.EVS Credit-4				22
	DSC 1B					
	DSC 2B					
III	English/Hindi/MIL-2		SEC-1 Credit-4			22
	DSC 1C					
	DSC 2C					
IV	Hindi/MIL/English-2		SEC-2 Credit-4			22
	DSC 1D					
	DSC 2D					
V			SEC-3 Credit-4	DSE 1A Cr TH-5 TT-1 To be selected from given pool of courses.	GE-1 Cr TH-5 TT-1	22
				DSE 2A Cr TH-5 TT-1 To be selected from given pool of courses.		
VI			SEC-4 Credit-4	DSE 1B Cr TH-5 TT-1 To be selected from given pool of courses	GE-2 Cr TH-5 TT-1	22
				DSE 2B Cr TH-5 TT-1 To be selected from given pool of courses		
Total Credits	72	8	16	24	12	132

\*TH=Theory  
\*TT=Tutorials  
\*Cr=Credit

**Note:- MIL stands for Hindi/Urdu.**

### Scheme for CBCS for Arts students

Student will have to choose 2 courses from the subject combinations provided by the concerned College & 1 course from English/Hindi as 3 Discipline Specific Core (DSC) courses and 1 from AECC.

Semester	Discipline Specific Core Course	AECC
Semester-1	Eng-1/MIL-1 (Hindi/ Urdu) DSC-1A DSC-2A (6 Credits each)	1. Communication English-1/MIL-1 2. EVS (2 Credits each)
Semester 2	MIL-1 (Hindi/Dogri/Urdu/Punjabi)/Eng-1 DSC-1B DSC-2B (6 Credits each)	1.EVS 2. Communication English-1/MIL-1 (2 Credits each)

Note:-MIL stands for Hindi/Urdu.



## *Subject Combination Under CBCS*

- A1. General English/Hindi/Urdu, Education, History, EVS, Communication English/Hindi/Urdu
- A2. General English/Hindi/Urdu, Education, Pol. Science, EVS, Communication English/Hindi/Urdu
- A3. General English/Hindi/Urdu, Education, Mathematics, EVS, Communication English/Hindi/Urdu
- A4. General English/Hindi/Urdu, Education, Computer Application, EVS, Communication English/Hindi/Urdu
- A5. General English/Hindi/Urdu, Education, Arabic, EVS, Communication English/Hindi/Urdu
- A6. General English/Hindi/Urdu, Education, Persian, EVS, Communication English/Hindi/Urdu
- A7. General English/Hindi/Urdu, History, Sociology, EVS, Communication English/Hindi/Urdu
- A8. General English/Hindi/Urdu, History, Mathematics, EVS, Communication English/Hindi/Urdu
- A9. General English/Hindi/Urdu, History, Pol. Science, EVS, Communication English/Hindi/Urdu
- A10. General English/Hindi/Urdu, History, Persian, EVS, Communication English/Hindi/Urdu
- A11. General English/Hindi/Urdu, History, Arabic, EVS, Communication English/Hindi/Urdu
- A12. General English/Hindi/Urdu, History, Comp. App, EVS, Communication English/Hindi/Urdu
- A13. General English/Hindi/Urdu, Sociology, Pol. Science, EVS, Communication English/Hindi/Urdu
- A14. General English/Hindi/Urdu, Sociology, Computer App, EVS, Communication English/Hindi/Urdu
- A15. General English/Hindi/Urdu, Sociology, Persian, EVS, Communication English/Hindi/Urdu
- A16. General English/Hindi/Urdu, Sociology, Arabic, EVS, Communication English/Hindi/Urdu
- A17. General English/Hindi/Urdu, Mathematics, Arabic, EVS, Communication English/Hindi/Urdu
- A18. General English/Hindi/Urdu, Mathematics, Persian, EVS, Communication English/Hindi/Urdu
- A19. General English/Hindi/Urdu, Mathematics, Pol. Science, EVS, Communication English/Hindi/Urdu
- A20. General English/Hindi/Urdu, Mathematics, Computer App, EVS, Communication English/Hindi/Urdu
- A21. General English/Hindi/Urdu, Pol. Science, Arabic, EVS, Communication English/Hindi/Urdu
- A22. General English/Hindi/Urdu, Pol. Science, Persian, EVS, Communication English/Hindi/Urdu
- A23. General English/Hindi/Urdu, Pol. Science, Computer App, EVS, Communication English/Hindi/Urdu. A24. General English/Hindi/Urdu, Computer App, Persian, EVS, Communication English/Hindi/Urdu
- A25. General English/Hindi/Urdu, Computer App, Arabic, EVS, Communication English/Hindi/Urdu

## Admission Fee

S.No	Fee for B.A Sem. 1 <sup>st</sup> for session 2018-19	Rs.
01	Examination fee @ Rs. 630/- per sem.	1260/-
02	Cost of examination form @ Rs. 80 per sem.	160/-
03	Registration fee	300/-
04	Cultural fee	130/-
05	Sports fee	440/-
06	Digitalization & Networking fund	180/-
07	DIQA fee	180/-
08	University Red Cross fee	20/-
09	University NSS fee	110/-
10	Examination Development Fund @ Rs. 240/- per sem.	480/-
11	Corpus Fund	180/-
12	Resource mobilization/service charges	110/-
13	Examination maintenance fund @ Rs. 120/- per sem.	240/-
<b>Total</b>		<b>Rs. 3610/-</b>

## Local Fund

01	Govt. Admission Fee	Rs. 40/-
02	Pool Fund	Rs. 1050/-
03	Student Aid Fund	Rs. 100/-
04	Building Maintenance Fund	Rs. 165
05	Games/Sports Fund	Rs. 220/-
06	Reading Room Fund	Rs. 50/-
07	Furniture Fund	Rs. 70/-
08	Stationary Fund	Rs. 35/-
09	Magazine Fund	Rs. 80/-
10	Motor Vehicle Fund	Rs. 60/-
11	Identity Card Fund	Rs. 50/-
12	Students Service Fund	Rs. 30/-
13	Seminar Cultural Activities Fund	Rs. 30/-
14	Excursion Fund	Rs. 90/-
15	Medical Aid Fund	Rs. 25/-
16	Relief Fund	Rs. 10/-
17	Red Cross Fund	Rs. 50/-
18	Miscellaneous Fund	Rs. 60/-
19	EDUSAT	Rs. 25/-
20	NSS Fund	Rs. 50/-
21	Group Insurance	Rs. 60/-
22	EVS	Rs. 245/-
Total (for Non-Computer Applications Combinations)		Rs. 2595/-
23	Computer Practical Fee/Fund	Rs. 2090/-

**Note:-** The fee structure detailed above is subject to change/revision as per the orders of the Govt. & the university of Jammu which may be communicated to the College authorities from time to time. The exact fee to be deposited at the time of admission shall be displayed for the convenience of students seeking admission in the college.



### *Admission Procedures*

1. The date of admission to B.A Sem-I, Sem-III & Sem-vth classes in the college shall be notified in accordance with the directive issued by the University of Jammu.
2. Students seeking admission in B.A. Sem-I, Sem-III & Sem-vth shall have to apply on printed application form along-with prospectus available in the college.

### *Admission Rules*

1. A candidate who has passed Higher Secondary Part-II Examination through JKBOSE or an examination recognized as its equivalent by the University of Jammu is only eligible for admission to B.A. Sem-I
2. Admission is open to all state subject holders and children of Central Government employees, Army and Para-Military personnel posted in J&K State.
3. A candidate with a break in academic year will not be considered for admission in the college. However, Principal may allow gap cases subject to the availability of seats where he gets fully convinced by the time gap justifying reasons.
4. A student whose result is declared late by the Board/University may be admitted as per admission rules of the University Subject to the availability of seats.
5. All the students seeking admission shall have to be present themselves personally, along-with their parents/guardians.
6. Admission to various classes starts on the dates notified by University of Jammu.
7. Candidates from other institution will not be admitted other than the exceptional cases( Not Applicable for Semester-I)
8. All drop out cases, absentees, re-appear and failures candidates shall not be admitted in any cases.

### *Cancellation of Admission*

1. If a student remains absent continuously for 15 days without any genuine reasons/and information, his/her name shall be struck off from the College Roll and he/she will not be re-admitted under any circumstances.
2. Any student found indulging in any undesirable activity in the College shall be dealt under rules to the extent of rustication from the college.

### *Documents to be attached*

Student seeking admission in the college should present himself/herself personally at the time of admission along with parents and produce the following documents:-

1. Self-attested copies of matriculation certificate indicating DOB (4 copies).
2. Marks certificates of the last class passed (5 self-attested copies).
3. Provisional/transfer certificate (in original issued by the institution last attended).
4. 6 recent passport size photographs.
5. Character certificate issued by the Head of the Institution last attended (in case of regular candidates) and in the case of private candidate, the character certificate should be signed by a 1<sup>st</sup> class magistrate/SDPO/SHO of the area concerned.
6. 4 self-attested photocopies of reserve category certificate from the competent authority as stated in SRO-126, Dated 28-06-1994.
7. Affidavit as per the requirement.

Note:- Candidates are required to bring all original documents for verification purpose at the time of admission.



## Affidavits

The following undertaking in the form of an affidavit (Duly attested) in case of students who have passed Hr. Sec. Part II or equivalent examination from J&k Board of School Education.

I.....S/O/D/O.....do hereby solemnly declare as under:-

1. That I am seeking admission to BA sem. 1<sup>st</sup> in GDC Budhal for the session 2018-19 on the basis of my merit in the qualifying examination.
2. That I have not sought admission in any other Academic/Professional/Technical Govt./Private institution inside or outside the State.
3. That in case I seek admission or get selected in any other Academic/Professional/Technical Govt./Private institution, I shall immediately bring the fact to the notice of the College authorities.
4. That I shall abide by the rules & regulations of the institution in order to maintain the decoram & discipline of the institution. I further undertake that I shall not misbehave/indulge in any unlawful or anti social activity & shall be liable to punishment upto the extent of rustication from the college in case I found involved in any such incriminating activity.

**Deponent**

The following undertaking to be taken in form of an affidavit (Duly attested) in case of gap of students.

I.....S/O/D/O.....R/O.....do hereby solemnly declare as under:-

1. I have passed my 10+2 examination during the session.....as a Private/Regular candidate from .....Board.
2. That I am seeking admission to BA sem. 1<sup>st</sup> in GDC Budhal for the session 2018-19.
3. That during the gap period, I was neither employed nor I have sought admission in any other Academic/Professional/Technical Govt./Private institution.
4. That in case I seek admission or get selected in any other Academic/Professional/Technical Govt./Private institution, I shall immediately bring the fact to the notice of the College authorities.
5. That I shall abide by the rules & regulations of the institution in order to maintain the decoram & discipline of the institution. I further undertake that I shall not misbehave/indulge in any unlawful or anti social activity & shall be liable to punishment upto the extent of rustication from the college in case I found involved in any such incriminating activity.

**Deponent**

## *Scheme of Examination / Assessment under CBCS*

The evaluation of each course shall contain two parts: Internal or in semester assessment (IA) and External or End- Semester Assessment (EA). The Internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end Semester Examination. The responsibility of evaluating the internal assessment is vested on the Teacher who teaches the course. There will be University Examination at the end of each Semester for both theory and practical. Semester end examinations for all theory papers shall be got prepared by the Controller of Examination as per existing norms.

**The evaluation of the candidate shall be awarded and record thereof maintain in accordance with the Regulations prescribed for the purpose under the CBCS as per following:**

Theory	Syllabus to be covered in the Examination	Time allotted	% Weightage (Marks)
Internal A Assessment Test (Pattern: 1 long answer type question of 10 marks and 5 short answer type questions of 2 marks each)	Upto 50% (after 45 days)	1 hour	20
External End Semester University Exam (Patter: as proposed by the concerned BOS & approved by Academic Council)	Upto 100% (after 90 days)	3 Hours	80
<b>Total</b>			<b>100</b>
Daily Evaluation of practical records/viva-voce/attendance etc.			50 (Including 20% for attendance, 20% for viva-voce & 60% for internal test & day to day performance)
Final practical performance+viva-voce (External Examination)	100% syllabus		50[40(Paper)+10(viva-voce)].
<b>Total</b>			<b>100</b>



**In case Of failure/re-appear category the Internal assessment earned by the candidate as a regular student shall be carried forward to the subsequent examination.**

Component	4 Credit Courses	6 Credit Courses	2 Credit courses
	(Theory Paper of a lab. oriented course) 80 Marks	(Theory Paper of a non lab. oriented course) 120 Marks	(Theory) 40 Marks
05 short answer Type	5X2=10 Marks	5X2=10- Marks	5X1=5
03 Medium Answer Type	3X10=30 Marks	3X18=54 Marks	3X5=15
02 Long Answer Type	2X20=40 Marks	2X28=56 Marks	2X10=20
Total Semester End Examination Marks in each course	80	120	40

### *Minimum Eligibility For appearance In Examination*

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

1. A regular student i.e a student who has undergone a regular course of study in a college for the period specified for that course of study by having been on the rolls of the college immediately preceding the examination & has his/her name submitted to the controller of examinations by the college Principal where he/she has pursued the course for the examination & fulfill the following conditions to be certified by the college Principal concerned:-
  - He/she has been a student of good conduct.
  - He/she has attended not less than 75% of the lecture delivered including seminars, tutorials etc in each course opted by him/her in that semester.
  - He/she has passed in internal assessment.
  - In the case of lab. Course/practicals, he/she has attended not less than 75% of the practical classes conducted.
  - He/she has paid the prescribed fee.
2. Ex-students i.e students who after having undergone a regular course of study & having completed all conditions of eligibility for appearance in a course in a semester examination including minimum attendance requirement & having passed in internal assessment & having either failed to pass the semester examination in that subject/paper or been unable to appear in the examination in that subject/paper will be eligible to appear as a private candidate in the examination by submitting his/her application on the prescribed form along with prescribed fees to reach the controller of examinations within the dates fixed for this purpose.

### *Promotion to next Semester*

1. A student will be eligible for promotion from sem 1<sup>st</sup> to 2<sup>nd</sup>, sem 3<sup>rd</sup> to 4<sup>th</sup> if he/she has:-
  - a) Secured pass marks in internal assessment of all the subjects/papers of the semester I/II as the case may be.
  - b) Has appeared in at least one of the papers of Semester End Examination of semester I/II as the case may be.
2. A student will be eligible for promotion from semester-II to III and semester-IV to V provided he/she has earned at 50% of the total credits for the subjects/papers of theory/practical of Semester-I/III as the case may be had passed in Internal Assessment of all subjects/papers of Semester II/IV as the case may be.

3. Students will be eligible for promotion from Semester-V to VI provided he/she has passed in all subjects/papers semester-I and Semester-III. Provided that a student who does not fulfill the promotion criteria (1),(2) &(3) above shall be declared fail in semester concerned. However, he/she shall have the option to retain the marks in the papers in which he/she has secured Pass marks.
4. A student who has to reappear in a subject/paper prescribed for semester-I to IV shall appear in the subsequent Semester end examination to be held as per the dates prescribed by the University of Jammu.
5. A student who has to reappear in a subject(s)/paper(s) prescribed for semester-V &VI shall appear in the supplementary examination.

### *Condonation of Lectures*

1. The Principal of College concerned may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing upto 6% of the lectures delivered or practical's conducted in each course separately.
2. Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to rejoin the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidate who attended at least 50% classes in the said course/s. candidate having attended less than 50% of the lectures in a particulars course/s shall be considered for readmission after depositing afresh the prescribed admission fee for the Semester/course. However, such candidates shall appear in the examination along with the candidates of the Semester, with which he/she has been re-admitted, in regular capacity.

Provided further also that in case such a student again falls short of lectures he/she shall not be allowed to seek admission to that course in any affiliated college in any subsequent year.

A student who has been on the rolls of a college of a sem I,II,III,IV & V of B.A course & earns eligibility to join the semester-II/III/IV/V of the programme as the case may be, but fails to join the semester when he/she was due to join it or discontinues his/her studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he/she submits application to this effect before the commencement of the semester concerned provided a seat & other facilities for the courses offered by the student are available in the college concerned in the semester, he/she wishes to join & the student seeks admission within a period of one year from the date he/she discontinue his/her studies.

### *Passing Criterion*

The minimum grade/grade point required to pass each paper in a semester examination under CBCS shall be Grade D/Grade Point 4 in each theory paper/practical/project (wherever applicable) in External Examination and Internal assessment separately.

### *Determination of Grades*

Absolute grading would be used where the marks obtained are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges/campuses shall use the following UGC recommended 10 point grading system:-

Marks(%)	Letter Grades	Grade Points (G)
90-100	O(Outstanding)	10
80 to <90	A+(Excellent)	09
70 to <80	A(Very Good)	08
60 to <70	B+(Good)	07
50 to <60	B(Above Average)	06
40 to <50	C(Average)	05
36 to <40	D(Pass)	04
0 to <36	F(Fail)	00
	AB(absent)	00

## *Computation of SGPA & CGPA*

The following procedure shall be used to compute the SGPA & CGPA:-

1. The SGPA is a ratio of sum of the product of the number of credits with the Grade Points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.  $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ , where  $C_i$  is a number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.
2. The CGPA is also calculated in the same manner taking account all the courses undergone by a student over all the semesters of a programme, i.e.  $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester  $C_i$  is the total number of credits in that semester.
3. The SGPA & CGPA shall be rounded off to 2 decimal points & reported in the transcripts.

## *Re-evaluation of Answer Scripts*

1. Re-evaluation of answer scripts of semester end external examination shall be permissible in each course of a semester examination of B.A as per the university rules.
2. Re-evaluation shall not be permitted in the practical, internal assessment, project report, dissertation, thesis & viva-voce etc.
3. Re-evaluation shall not be permissible for candidates connected with improvement of grades.

## *Academic Calendar*

Date/Period	Activity
2 <sup>nd</sup> week of November	1 day college picnic
1 <sup>st</sup> week of Feb.	10 days educational tour
4 <sup>th</sup> week of Feb.	1 day EVS tour
Vacations	Date/Period
Winter Vacations	1 <sup>st</sup> Jan. to 19 Feb. every year.
Pooja Holidays	2 days before Diwali & 1 day after Diwali
Summer Vacations	16 <sup>th</sup> July to 30 <sup>th</sup> July

## *Facilities Available in the college*

1. The college has well equipped laboratory for Computer Application.
2. The college has Bus facility for the students residing in Kewal, Phalni, Samote & Bakori.
3. Various scholarships are granted to meritorious, deserving & poor students.
4. The college has a well furnished library with thousands of books of various subjects.
  - a) Books are issued for a period of 14 days only & a fine of Rupees 5 per day shall be charged after the due date.
  - b) Students can borrow a maximum of 2 books from the library at a time.
  - c) Strict silence shall be observed in the library & reading rooms.
5. Educational & subject tours & picnics are also organized from time to time.
6. The college has a big playground where games like cricket, volleyball, kabaddi, football etc. are played regularly. Besides indoor games playing facility is also available.
7. **National Service Scheme (NSS):-** To foster a spirit of comradeship of love for humanity in general and rural folk in particular, facilities are provided to willing workers with desire for social service, to put in the best for alleviating the suffering of the sick, unfortunate & downtrodden.
8. **MANUU** has established a study center no. 120 in the college. It offers UG programme like BA.



### *General Rules*

1. No outsider is allowed to enter the college without a valid reason.
2. All the students have to be in a proper uniform. For girls the uniform is **Grey Kameez, White Salwar, White Duppata** and **Black Flat Shoes**. For boys **the uniform is sky Blue shirt, Grey Pent & Black shoes**. Without uniform, students are not allowed to enter in the college. In winter, Students will wear **Black Sweater/Coat/Jacket**.
3. If a student remains absent from the college without permission for more than 14 consecutive days, he/she shall be struck off from the college rolls.
4. Students resorting to unfair means in the examination are liable to be issued a bad character certificate.
5. **The use of Mobile Phone by the students in the college is strictly banned.**
6. A student desirous of withdrawing his/her name from the college rolls should submit an application, counter signed by the parents of the student.
7. Carrying of Identity Card is mandatory. Anyone who is found without Identity card can be punished under rules.
8. The above rules may be changed, modified or suspended as and when required.

### *Ban on Ragging*

**Ragging is a criminal offence and creates hatred, instigates negative attitude, crushes self esteem and lowers education standards so “SAY NO TO RAGGING”**

### *Disclaimer*

The college reserves the right to make changes in the rules and regulations at any time without prior notice. Errors & omissions exempted.

### *Prospectus Committee*

1. Mr. Ajaz Ahmed (Convener).
2. Mr. Naresh Sharma (Member).
3. Ms. Seema Sharma (Member).