

From Principal's Desk



Dear student,

Having taken over as Principal of Govt. Degree College Paloura is not only satisfying but very gratifying, as I shall have all the opportunities under the sun to ensure that the young students entrusted to my care be moulded into dynamic 'n' 'empowered' individuals. I firmly believe that the adolescents are certainly the empowered lot. we must ensure that our thinking is lateral and logical.....after all it is the thought process that makes us empowered. Positive, rational, statistical and logical thinking is the real power with us and within us...so tap this power and move ahead to build a healthy thinking community and in turn a progressive nation.

I welcome you to this college wherein you are about to choose the appropriate course for your career. These three precious years are crucial to your development. Hence the college aims to provide an environment full of knowledge, encouragement, healthy peer relationships and conducive teacher taught environment.

In the era of globalization, liberalization and privatization, you must be aspiring to get suitable entry into the global industrial market. In this direction the college has taken various steps in introducing career counseling as well placement counseling. We try to give strong inputs on Literary, Cultural, Sports, Arts and NSS activities for encouraging our students to do their best in all their endeavours as they move through the learning process.

HISTORY OF THE COLLEGE

Enhancement of gross enrolment ratio, provision of wide access and quality education has become the challenge for the higher education institutions throughout India. With the 11 % GER in the year 2007 The Higher Education Department of Govt. visualized expansion and opening of more colleges in J&K. It is under this plan Govt. Degree College Paloura came into being with its first academic session 2008-2009.

The college started functioning in govt. Higher Secondary School Paloura under the able guidance of **Prof. (Dr.) Anil Goel**, Head of the institution with the seasoned guidance by the then Nodal Principal **Prof. (Dr.) Sham Lal Gupta** of GGM science college. The college was shifted from Govt. Higher Secondary School Paloura on 6 October, 2009 due to paucity of space to the old university campus canal road in the Civil Deptt. of GCET and is presently functioning from there. The college has got ground floor of Mechanical wing also this year to hold its classes and examinations therein. The college was allotted only arts stream.

VISION

Encouraging quality academic milieu to help students realize their intrinsic potential through a continuing commitment to the world

MISSION

1. To empower the students and enable them to rise above all constraints.
2. To impart the quality education which has the holistic application in the totality of life.
3. To provide value based learning that has for greater relevance in a dynamic and ever changing work environment.
4. To produce graduates capable of responding to the challenges of life in every possible way.
5. To ensure punctuality and discipline in the the college.
6. To strengthen the infrastructure of the college.

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DIFFERENT Subjects OFFERED : English, Education, Political Science, Sociology, History, Urdu, Hindi & Dogri.

Combinations:	1.	English	Education	History	MIL
	2.	English	Education	History	Sociology
	3.	English	Education	History	Pol. Sc.
	4.	English	Education	Pol.Sc.	MIL
	5.	English	Education	Pol.Sc.	Sociology
	6.	English	Education	MIL	Sociology
	7.	English	History	Pol.Sc.	Sociology
	8.	English	History	Pol. Sc.	MIL

MIL – Hindi/urdu/Dogri

ADMISSION PROCEDURE

The date of admission to B.A Part-I, Part-II and Part-III classes in the college shall be notified in accordance with the directives issued by the University of Jammu, Jammu.

Students seeking admission in B.A Part-I shall apply on printed application form available in the college on cash payment of Rs.50/-. They will attach **one attested copy each of marks sheet of Hr. Sec. Part-II or other equivalent examination, Provisional Certificate and SRO 126 wherever required.**

- Students are advised to apply for other streams and to other colleges as well.
- On receipt of printed application form selection list shall be drawn on the basis of merit. (Percentage of marks obtained in 12th class)
- Students belonging to reserved categories as listed in SRO 126 dated 28.06.1994 shall get additional weightage of 5% marks.
- A merit list of the selected candidates for admission shall be put on the college notice board. The selected candidates shall then fill in and submit the proper admission form which is attached in information brochure cum prospectus (Annexure). The forms duly filled in and signed by the parent or guardian shall be submitted to the college office on or before the expiry of last date notified separately. The applicants who do not submit the admission forms with the requisite certificates attached therewith or do not deposit the fee within the time limit prescribed shall be dropped from the merit list and the next meritorious applicant shall be considered for admission.
- Subject to availability of seats second or third merit list shall be put up.
- Principal reserves the right to accept or reject any application deemed not fit for admission without assigning any reasons.

COLLEGE SESSION AND VACATION

The academic session starts from 16th of July and continues up to 31st May. There will be 10 days Winter vacation from 26th December to 4th of January and 45 days summer vacations from 1st of June to 15th of July, Two days holidays proceeding the date of

Diwali and three days proceeding the date of Holi [As per Govt. Order No.95-HE of 2007]. The students are let free for preparatory holidays 10 days before the commencement of Annual Examination.

RULES REGARDING ADMISSION

Admission is based on the availability of seats in the combination concerned and merit in each category including reserved category such as SC/ST etc.

1. Admission shall be open to the student who comes under the following categories.
 - a) Permanent resident of Jammu and Kashmir State (preference for admission over others.)
 - b) Children of Army personnel and the Central Government employees.
 - c) Children of Non-permanent residents staying in J&K for business purposes shall also be allowed admission provided that they have passed their Higher Secondary Examination from the Schools of J&K State.
2. Admission to various classes starts on the dates notified by Jammu University.
3. The candidates whose result is declared late by the University or Board shall be admitted subject to availability of seats within prescribed time by the University.
4. All drop out cases, absentees, re-appear and failure candidates shall not be admitted in any case.
5. Ordinarily students from one Institution will not be admitted in the other Institution Exception, if any, shall have to be mutually sorted out by the Principals.
6. A candidate who passed Hr. Sec. Part II Medical/Non-medical Examination shall be allowed to change over to the B.A. Part I Arts Group.
7. All the students seeking admission shall have to present themselves personally.
8. A student, seeking admission must be accompanied by him/her mother/father or guardian at the time of admission as he/she shall fill and sign the responsibility certificate.

This application form should be accompanied by the following documents.

For all students

- (i) Provisional certificate in original from the Head of the Institution last attended.
- (ii) Matric certificate in original along with attested photostat copy.
- (iii) Character certificate from the institution last attended. The lapse of time should not exceed 6 months otherwise character certificate from the First class Magistrate will have to be produced.
- (iv) Marks certificate in original alongwith two Photostat Copies duly attested.
- (v) Two copies of recent Passport size photograph.
- (vi) Every student is required to produce one Rs.5/- affidavit with Rs.10/- revenue stamps fixed on it duly attested by oath commissioner/notary with the following language.

I _____ D/o / S/o Sh. _____ R/o _____ do hereby declared that I have not been admitted in any professional college, and that in

case, I get selected in any professional college, I shall get myself discharged from the Academic college, before obtaining admission in a technical institution.

Attesting Authority

Deponent

AFFIDAVIT

I, -----S/o/D/o-----R/o-----
-----do, hereby solemnly affirm and declare as under:

1. That I am seeking admission to B.A/B.Sc./B.Com. Part-I in Govt. -----
-----College Jammu, Session 2012-2013 on the basis of my class merit.
2. That I have not sought admission in any academic/technical/professional Govt./private college within or outside the state.
3. 3. That in case I seek admission or get selected for any professional/technical/academic govt./private college within or outside the state I will get myself discharged from the college before obtaining admission in any of the above institution.
4. That I shall abide by the rules and norms of the institution in order to maintain the decorum and discipline of the institution. I further undertake that if I shall misbehave or indulge in any unlawful and antisocial activities and shall be liable to be punished upto the extent of expulsion from the college in case I am found involved in any such activity.

Attesting Authority

Deponent

(All the students seeking admission to B.A./B.Sc./B.Com. Part-I/II/III are required to submit this affidavit)

CBSE Students have to produce the following in addition to above affidavit :

- i) Provisional certificate in original from the Head of the Institution last attended.
- ii) Matric certificate in original along with attested photostat copy.
- iii) Character certificate from the institution last attended. The lapse of time should not exceed 6 months otherwise character certificate from the First class Magistrate will have to be produced.
- iv) Marks certificate in original along with two Photostat Copies duly attested.
- v) Two copies of recent Passport size photograph.
- vi) Every student is required to produce one Rs.5/- affidavit with Rs.10/- revenue stamps fixed on it duly attested by oath commissioner/notary with the following language.

I _____ D/o / S/o Sh. _____ R/o _____ do hereby declared that I have not been admitted in any professional college, and that in

case, I get selected in any professional college, I shall get myself discharged from the Academic college, before obtaining admission in a technical institution.

Attesting Authority

Deponent

- vii) Students from other Universities/Boards are required to produce the migration certificates of the last University/Board examination passed along with one Rs.5/- affidavit with Rs.10/- revenue stamps fixed on it duly attested by oath commissioner/notary with the following language.

Language of affidavit is “I _____ daughter / son of _____ of _____ hereby declare that I am seeking provisional admission to _____ class in Govt. Degree College Paloura, Jammu on the clear understanding that my admission to the class is provisional and is subject to confirmation on the issue of a certificate of eligibility by the University under rules. If for any reason whatsoever the University declines to issue the said certificate, my provisional admission will automatically stand cancelled.

Attesting Authority

Deponent

- viii) Eligibility certificate from Jammu University (Application form can be had from the college and a fee of Rs.280/- is to be paid to the University).
- ix) Transfer certificate of father or guardian in case of children of Military personnel's or Central Govt. Employees in State, if migrating from other state to J&K.

Private Candidates have to submit the following documents

- a) Provisional certificate in original from the Head of the Institution last attended.
- b) Matric certificate in original along with attested Photostat copy.
- c) Character certificate from the institution last attended. The lapse of time should not exceed 6 months otherwise character certificate from the First class Magistrate will have to be produced.
- d) Marks certificate in original along with two Photostat Copies duly attested.
- e) Two copies of recent Passport size photograph.
- f) Every student is required to produce one Rs.5/- affidavit with Rs.10/- revenue stamps fixed on it duly attested by oath commissioner/notary with the following language.

I _____ D/o / S/o Sh. _____ R/o _____ do hereby declared that I have not been admitted in any professional college, and that in case, I get selected in any professional college, I shall get myself discharged from the Academic college, before obtaining admission in a technical institution.

Attesting Authority**Deponent**

g) Candidate who has passed his/her examination as private candidate should produce result card and provisional certificate issued by the board authorities.

FEES

College and University dues to be paid by the students will be notified separately at the time of admission to various classes (if this fee structure is revised) and the admission fee shall not be refunded.

Students who rejoin after passing the University Examination will not pay Registration Fee. All other dues shall be realized from all categories of students at the time of admission.

The students who fail to pay their dues before the day fixed for the purpose will not be allowed to attend the classes and their names shall be struck off from the rolls.

Fee structure as per Government Order No. 68-HE of 2004 Government of Jammu & Kashmir, Civil Sectt. Higher Education Department:-

FEE STRUCTURE:

The break up of the fee to be charged from the students is as follows:

1.	Admission Fee	Rs.40.00
2.	Pool Fund	Rs. 1050.00
3.	Students Aid Fund	Rs. 100.00
4.	Building Maintenance Fund	Rs. 165.00
5.	Games/Sports Fund	Rs. 220.00
6.	Reading Room Fund	Rs. 50.00
7.	Furniture Fund	Rs. 70.00
8.	Stationery Fund	Rs. 35.00
9.	Magazine Fund	Rs. 80.00
10.	Motor Vehicle Fund	Rs. 60.00
11.	Identity Card Fund	Rs. 50.00
12.	Students Service Fund	Rs. 30.00
13.	Seminar/Cultural Activities Fund	Rs. 30.00
14.	Excursion Fund	Rs. 90.00
15.	Medical Aid Fund	Rs. 25.00
16.	Relief Fund	Rs. 10.00
17.	Red Cross Fund	Rs. 10.00
18.	Miscellaneous Fund	Rs. 60.00
	Total	Rs. 2250.00

19. Evs fund

Rs. 175.00 for IInd year students only

20. EDUST – Rs. 25.00

21. NSS Fund – Rs. 50.00

22. Insurance – Rs. 47.00

The fee shall be realized normally in a single installment, and no fee concession shall be allowed.

Fee charged by the affiliating University shall be collected from the students admitted, in addition to the above fee.

Details of the fee as per Govt. Instructions and University of Jammu Instructions.

	Arts
University Fees	
a) University Regd. Fee	180/- for Ist year only
b) University Sports Fee	210/-
c) Cost of University examination form	45/-
d) University Examination fee	430/-
e) Eligibility fee from CBSE Students	350/-
f) University Development fund	110/-
g) N.S.S	60/-
h) Examination Development Fund	130/-
i) Digitalization Fee	100/-
j) Cultural Fee	80/-
k) Maintenance Fee	25/-
l) Desk Fee	35/-

- Note:** 1. Fees once paid are not refundable
2. Fee structure, Subject to change from time to time.

FACILITIES AVAILABLE ON THE CAMPUS

LIBRARY

The Library is located in the heart of academic complex and is accessible easily to all the students. It is well equipped with a collection of above 3000 books comprising of Text Books, Reference Books, General Books, Literary Books and Competitive Books. It is subscribing to leading Newspapers. The library is open all working days during the working hours. The library is fully automated for student access

COMPUTER AND MODERN LEARNING METHODS

Computer facility which is must in this modern age will also be provided by the college management. The net surfing facility is available to the students and the College has created facility for imparting Quality Education by modern teaching methods using audio-visual aids. E-classroom facilities are provided using interactive boards, pads etc.

XEROXING

Xerox facility is started in the college premises and is available to all the students and staff during office hours at subsidized rates in the college library.

LANGUAGE LABORATORY

A well-equipped language lab. has been established in the college with an aim of improving the communication skills of the students in various languages like Hindi, Dogri, English etc., thereby, enhancing the overall personality of the students and helping them in selecting various careers in future.

CANTEEN

Hi-tech canteen facility is available in college. The canteen provides eatables at reasonable rates in most clean and hygienic conditions as obligatory under the health laws. The canteen shall be run by a contractor.

COLLEGE DISPENSARY

College has a dispensary for students and the staff for providing First Aid facility in times of emergency and for minor troubles. The college dispensary is managed by a whole time trained Pharmacist during college hours.

PARKING FACILITY

The College has sufficient area and facility for the Parking of vehicles of College Staff and the students.

EXAMINATION

Among various facilities already available is the adequate space that the College has for the smooth conduct of exams for 500 students at a time.

PLAY GROUND (GAMES & SPORTS)

The college has a vast play ground for Cricket, Hockey, Volleyball, Basketball, Handball. A Badminton Court and an adequate provisions are made for Table Tennis. Each student is expected to play at least one game. Gym facility is also being provided to the students.

SCHOLARSHIP AND FINANCIAL ASSISTANCE

Various Scholarships are granted to meritorious, deserving and poor students, such as:

- (i) National Loan Scholarship
- (ii) National Scholarship
- (iii) Scheduled Caste/Schedule Tribe Scholarships
- (iv) Backward Class Scholarships.
- (v) Frontier Scholarship to Students from Ladakh
- (vi) Financial Assistance from student Welfare Fund
- (vii) U.G.C. Scholarship for SC/ST/OBC/RBA/BPL NON CREAMY LAYER.

The grant and continuance of the scholarship is subject to the following conditions:

- (a) Regular Attendance

- (b) Satisfactory Conduct
- (c) Production of Income Certificate/Other Certificate as and when required
- (d) Attested copy of the State Subject

CO-CURRICULAR ACTIVITIES

Besides teaching programmes, the college provides maximum possible opportunities to the students for the displaying of their talent through various programmes like Debates, Discussions, Quiz, Symposium, Plays, Variety programme, Literary activities like essay and story writing, poetry writing and recitation, Painting competition which are held at various levels. Students will be involved in book club which will act as a literacy forum for the college teachers. Students shall also be encouraged to display their talent in the shows organized by the College. Any student who participates in Inter-College or Inter-University Sports/tournaments. NCC/NSS/Literary/cultural activities shall be treated on duty on all the working days during the days of his/ her absence on such account, subject to maximum of thirty Lectures. This duty is counted towards his/her class attendance.

LITERARY ACTIVITIES

Our students are not only encouraged to formulate ideas and opinions but also to air these views in many public fora. Our devoted and zealous students add to the honour of this institution by winning accolades in the various public contests like, debates, symposia, elocution etc. held at College, University levels.

CULTURAL ACTIVITIES

Targeting the all round development of personality, this Institution will work towards awakening the aesthetic sensibilities in students. Efforts will be made to merge the innovative and trendy ideas with the classical ones in the field of songs, dances and drama.

ARTS AND CRAFT

The College organizes different workshops from time to time as an efficient means of recreation for students during the vacations or free hours. This will include various short courses like painting, sketching, clay modeling, collage and poster making etc.

NSS

It is said, "They serve God well, who serve His creatures." Our N.S.S volunteers have imbibed this spirit of serving their fellow human beings. The National Service Scheme offers opportunity to students to do their bit for the Nation by carrying out many humane and well intentioned activities. The efforts of our N.S.S volunteers have been laudable.

NCC

National Cadet Corps is an outstanding symbol of National Integration that involves students in adventurous activities to enhance their personality, self-reliance and self-assurance. We propose to start N.C.C. from this session.

INDIAN RED CROSS SOCIETY UNIT

The college shall start a IRCS Unit with a moto to serve the society and overcome any kind of emergency situations in and outside the college premises. Red ribbon club activities are also undertaken in this college.

TOURS AND PICNICS

The College organizes local picnics and shall plan educational tour to various places of historical and educational importance, subject to the availability of funds and on the basis of merit.

COLLEGE MAGAZINE

The College Magazine shall be published every year comprising English, Hindi, Sanskrit, Punjabi, Urdu, Dogri, sections.

COLLEGE NEWSLETTER

The college brings out Electronic Newsletter highlighting its activities & also containing the news items on the current issues on its website (www.gdcpaloura.in)

COLLEGE STUDENT'S UNION

At the onset of the new session College Student's Union is elected in the College. The election process will be very democratic and transparent. Class representatives will be elected from each section of General English in all the classes. The election procedure will be followed by taking nominations and voting is by secret ballot. The student executive will be elected by the class representatives. The elected students union shall act as representatives of the students and all student problems are routed through them to the college administration through the student welfare Committee. They shall help college administration in all college functions and maintain discipline in the college. They will act as motivating force for the students to follow college rules and regulations. There shall be monthly meetings of student representatives and student welfare Committee to redress to the problems arrived at.

The College proposes to have the following

STUDENT COUNSELLING UNIT

The goal of counselling is to achieve a better personality, adjustment and growth by stimulating the students to explore their resources. We have helped the students to help themselves to change their attitudes and to get a deeper knowledge of self and self awareness. They are exposed to the process of modification of self perception and a modification of perception of others and of the world.

CAREER COUNSELLING CELL

To provide information to the students, regarding the various Career options available to them and to help them identify the ones conforming to their aptitude. We gave

opportunity to various educational & Career institutes to interact with students by holding interactive sessions and seminars apart from holding brainstorming and awareness lectures.

PLACEMENT CELL

The present education system demands that the students coming out of the College should have a clear-cut idea of the career they want to adopt. In this context throughout the year various lectures were arranged for the students to pick a suitable career option for themselves.

GRIEVANCE REDRESSAL CELL

The management has established a Grievance Redressal Cell in the college. Any person among the students or staff can lodge his/her complaint with the cell and demand appropriate redressal. The complaint register and the Box are available with the Dean Students .

BOOK CLUB

The College proposes to set up a Book club which will offer a platform for literary activities to the staff and students to voice their ideas and views.

NATURE'S CLUB

A nature's club has been started in the college.

WOMEN'S Development Cell

A women's development Cell has been setup in the college which enrolls students who want a deep insight to get sensitized to the women issues and to develop the entrepreneur skills.

GENERAL RULES TO BE FOLLOWED AFTER ADMISSION

1. Every Girl student will attend the college in the prescribed Uniform as under:
 - (i) For Unmarried: Plain White Salwar, Kameez and Dupatta
 - (ii) For engaged: Plain White Salwar, Kameez and Pink Dupatta
 - (iii) For Married: Pink Salwar, Kameez and Dupatta
 - (iv) For Winter Black Sweater with Uniform

The Boys should attend the college in decent attire.

The students without uniform will be penalized as per college rules.

2. Students granted any scholarship or Financial Assistance may have to refund the whole amount drawn by them if they are found guilty of breach of discipline.
3. Every student is required to attend at least 75% of the total lectures delivered during the session in each subject for appearing in the University Examination.
4. Students who want to go out during working hours should have prior permission from the parents/guardians.
5. Student shall not be allowed to enter College after 2nd period.

6. The Student will not leave the College premises during the working hours except with the Principal's or Dean's permission.
7. A student wishing to withdraw from the college must do so in writing and the application for withdrawal must be countersigned by his/her father or guardian.
8. Carrying of Identity Card is mandatory. Any one who is found without Identity Card can be fined.
9. For all fines taken by any official/faculty a proper receipt should be procured.
- 10. Mobile phones are not allowed in the college premises. Any one found using mobile phone will be fined Rs.100/-and the phone will be confiscated.**

Ragging is a cognizable offence under law.

The rules and regulations of U.G.C. apply if anyone found guilty

LIBRARY RULES

The College library is open from 9 A.M. to 5 P.M. during winters and 8 A.M to 4 P.M during summers. It remains open during vacation.

1. Every student is required to obtain a library Identity Card.
2. Every borrower shall present himself/herself personally before the Librarian at the time of borrowing books. She/ He can borrow one book at a time. The book should be returned within seven days otherwise a fine at the rate of Fifty paise (50) will be charged per day.
3. Every student has to obtain the No Demand Certificate from the Librarian after returning books at the time of obtaining Roll No. slip from the college office.
4. No student can borrow a book for the second time within two days from the date of its return by him/ her
5. Any person who loses a book or returns a defected or blotted book shall be liable to pay amount double the cost of the book.
6. Books of the following description shall not be removed from the library.
 - i) Books of reference
 - ii) Current Periodicals
 - iii) Rare Books
7. All Books shall be returned to the library whenever a notice is served by the Principal/ Librarian for a stock checking.
8. Books will be issued to the students on production of the library borrowers card, issued at the start of the academic session. In case the card is lost, the student should bring this to the notice of the librarian at once to avoid any misuse of the card. A duplicate card will be issued on a payment of Rs.100/- after proper verification. A damaged card can be replaced by surrendering it and on a payment of Rs.50/-.

Note: In all the matters pertaining to the College affairs, Principals decision will be final.

ACADEMIC CALENDAR 2012 – 2013

The academic session starts from 16th of July 2012. There will be 10 days Winter vacation from 26th December to 4th of January and 45 days summer vacations from 1st of June to 15th of July, Two days holidays proceeding the date of Diwali and three days proceeding the date of Holi [As per Govt. Order No.95-HE of 2007].

Month wise availability of working days

	Available Days	Sundays & Holidays	Remarks
16 July 2012	12	03	
August 2012	23	07	
September 2012	23	07	
October 2012	24	07	16 to 18 observed As Martyrs Days
November 2012	23	07	
December 2012	20	11	Winter break w.e.f 26 Dec. to 4 Jan
January 2013	18	13	
February 2013	23	05	
March 2013	22	09	
April, May till 1 st June			University examination /evaluation (Theory)
1 st June till 15 July			Admissions/ Vacations/evaluation
Total Teaching Days	188	69	

Note:

The dates of University Examinations, Admission and Holidays are subject to notifications issued from Higher Education Department and University.

<p>June</p> <ul style="list-style-type: none"> • Summer Break • Admission Process of B.A Part I • Academic Counseling & Helpline Services <p>July</p> <ul style="list-style-type: none"> • Admission Process Continues • Orientation Programme for 1st year students • Staff Meeting • Declaration of Results of Part I, II & III <p>August</p> <ul style="list-style-type: none"> • Talent Hunt for Literary, Art & Craft and Cultural activities. • Faculty Lecture • Career Counseling <p>September</p> <ul style="list-style-type: none"> • Teacher's Day Celebration • Talent Hunt Continues • Yoga & Moral Values Camp • Art & Craft Workshop • Capacity Building Programme for young teachers in Higher Education. <p>October</p> <ul style="list-style-type: none"> • Gandhi Jayanti Celebration • Wildlife Week Celebration • Career Counseling Activities. • Women Development Cell activities <p>November</p> <ul style="list-style-type: none"> • College Picnics • 1st Internal Assessment Test • Inter-college Seminar/Debate/Symposium current topic. <p>December</p> <ul style="list-style-type: none"> • Personality Development Lectures • College Educational Tour • Winter Break • Placement Activity 	<p>January</p> <ul style="list-style-type: none"> • Display Your Talent preparations for phase III, to be held in Jammu University. Skit, One Act Play, Mime, Mimicry & Mono Acting. Western and Indian Music. • Placement Activity • Faculty lecture on vital issues pertaining to Higher Education. • Environment Week Celebrations <p>February</p> <ul style="list-style-type: none"> • Internal Assessment Test II • Grievance Redressal Cell : Suggestion Box. • Extension Lecture • Faculty Series Lecture • Training programme • International/National Seminar <p>March</p> <ul style="list-style-type: none"> • Annual Day cum Sport Day • Farewell Party • Internal Assessment • Staff Meeting <p>April</p> <ul style="list-style-type: none"> • University Examinations • Extension Lecture • Placement Activity <p>May</p> <ul style="list-style-type: none"> • University Examination • Internal Assessment Checking • Faculty Lecture <p>All year round activity in WDC, N.S.S, NCC, Career Counselling, Remedial Coaching, HPSEN & Sports etc.</p>
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A Model Student Charter

[A] An Institution's Responsibilities towards its Students

- ❖ Communicate the goals and objectives of the institution systematically and clearly to all students.
- ❖ Offer programmes that are consistent with institutional goals and objectives
- ❖ Offer a wide range of programmes with adequate academic flexibility
- ❖ Use feedback from students in the initiation, review and redesign of programmes
- ❖ Facilitate effective running of the teaching-learning programmes
- ❖ Implement a well-conceived plan for monitoring students progress continuously
- ❖ Ensure that the student assessment procedures and systems are reliable and valid
- ❖ Provide clear information to students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services
- ❖ Ensure that the student assessment procedures and systems are reliable and valid
- ❖ Promote values, social responsibilities and good citizenry in all student support services
- ❖ Ensure sufficient and well-run support services to all students
- ❖ Promote values, social responsibilities and good citizenry in all students.

[B] Students Responsibilities of Learning

- ❖ Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant institutional activities.
- ❖ Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- ❖ Understand the teaching-learning strategies and evaluation systems of the institution
- ❖ Follow the time schedules, rules and regulations of the institution
- ❖ Undertake regular and intense study of learning materials
- ❖ Make optimum use of the learning resources and other support services available in the institution
- ❖ Prepare for continuous internal assignments and term-end examinations
- ❖ Give feedback for system improvement
- ❖ Have faith and ability to pursue lifelong learning

❖ Live as worthy alumni of the institution

List of Gazetted Staff

• Dr. Hemla Aggarwal	Principal
Deptt. of English	
• Dr. Geetanjli Rajput	HOD
• Prof. Pooja Sharma	
•	
Deptt. of Education	
• Dr. Davinder Kour	HOD
Deptt. of Environmental Science	
• Prof. Harmanmeet Kour	
Deptt. of Hindi	
• Prof. Seema Sudan	HOD
Deptt. of History	
• Prof. Anuradha	HOD
• Prof. Puja Parihar	
Deptt. of political science	
• Dr. B.B. Anand	HOD
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Deptt. of Sociology	
• Prof. Nisha Bhagat	HOD
Deptt. of Urdu	
• Dr. Jugal kishore	HOD
Deptt. Of Physical Education	
• Prof. Narayani Jamwal	I/C Physical Director

Non Gazetted staff:

S. NO	NAME OF EMPLOYEE	Designation
1.	Mr. Hemraj	SR. ASSISTANT
2.	Mr.Sudesh	SR. ASSISTANT
3.	Mrs. Ratna Tickko	LIBRARY ASSISTANT
4.	Mr. Ghulam Rasool	LAB. ASSISTANT
5.	Mr. Ravail Kumar	DESPATCHER
6.	Mr.Bishamber Singh	LAB. BEARER
7.	Mr. Ashish Sharma	JR. PHARMACIST
8.	Mr.Viney Kumar	ORDERLY