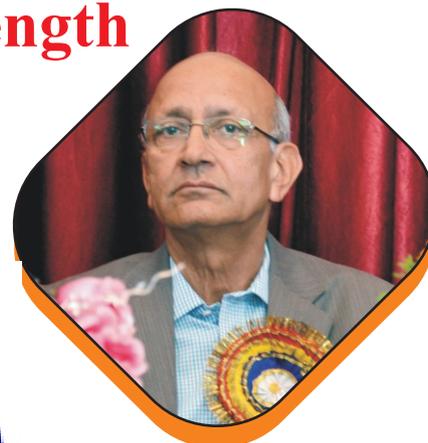


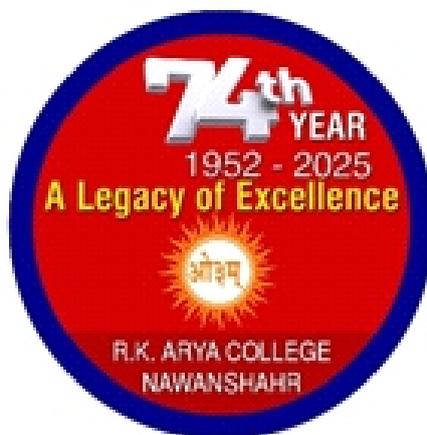
Our Pillars of Strength



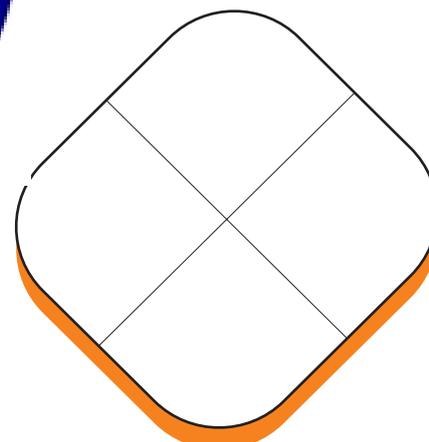
Sh. Sudarshan Kumar Sharma
President
Arya Pratinidhi Sabha (Pb.) Regd.



Sh. Prem Bhardwaj
Gen. Secretary,
Arya Pratinidhi Sabha (Pb.) Regd.



Sh. Vinod Bhardwaj
President, Mang. Committee



Shri. Sushil Puri
General Secretary, Managing Committee

" The Honorable Members of Managing Committee

1. Shri. S.K. Brutta
2. Dr. A.K. Rajpal
3. Shri. Varinder Sareen
4. Shri. Lalit Mohan Pathak
5. Shri. Jiya Lal Sharma
6. Shri. Vipin Taneja
7. Shri. Bhaskar Pathak
8. Shri. Rakesh Ummat
9. Adv. Shri Rajneesh Gupta
10. Smt. Ria Arora
11. Shri. Akshay Tejpal
12. Dr. Puneet Aneja,
13. Dr. Ambika Gaur
14. Prof. Kewal Krishan

- Vice President
Member
Principal
Staff Representative
Staff Representative



Principal's Message

Dear Students, Parents, and Well-Wishers,

It is with great pride and joy, that, I welcome you to R.K. Arya College, an institution that has been a Pillar of Academic Excellence and Character Building for 74 years. Since its inception, our college has remained steadfast in its commitment to providing quality education rooted in values, innovation, and holistic development of students.

At R.K. Arya College, Nawanshahr, we believe that education extends beyond textbooks—it is about shaping individuals who are not only knowledgeable but also socially responsible and ethical citizens. Our experienced and qualified faculty members are dedicated to student growth, well-structured curriculum with a balance of theoretical and practical knowledge, committed administration and College Management ensures smooth operations at all levels and provides a dynamic learning environment.

For the overall development of our Students, we provide Well-equipped classrooms, central library and departmental libraries, and laboratories, modern IT infrastructure to support digital learning. Our College maintains a Student-Centric Approach and offers variety of Scholarships & financial assistance for meritorious, sports persons and underprivileged students. We encourage our students to actively participate in extracurricular activities like sports, cultural events and National Service Scheme (NSS), National Cadets Corps (NCC) and other community welfare programs organized in College Campus during academic session, with a view to inculcate social values among our young scholars. These mainstays makes our R.K Arya College a reputed institution in and around Nawanshahr region.

As we move forward, we continue to uphold the rich legacy of Arya Samaj principles while embracing modern educational advancements. I invite you to be a part of this incredible journey and experience the transformative power of education at R.K. Arya College, Nawanshahr.

Wishing you all success and growth in your academic endeavors.

**With Best Regards,
Dr. Puneet Aneja
Principal**

ABOUT THE COLLEGE

Radha Krishan Arya College, Nawanshahr Doaba.

SESSION : 2025-26

Vision

To achieve academic excellence and to empower the young men and women of the nation through the near best level of education both theoretical and Practical, ethical and modern. Oriental as well as western in attitude.

Mission

To impart value based, quality education to the young students in an environment Conductive to their Professional development, intellectual and emotional maturity.

STRENGTH

State fo art facilities and innovative programs that prepare students for a dynamic world.

Maharishi Dayanand Saraswati, in pursuance of Vedic Values of tolerance, compassion sharing and respect, founded Arya Samaj on April, 10,1875 at Mumbai and in 1877 at Lahore. The attempt took the form of "Vedic Schools" and "Gurukuls" which put emphasis on vedic values, culture and religion to students. Maharishi,a pioneer of social reforms, ardent advocate of vedic culture, insisted on physical, moral and social progress of humanity by laying emphasis upon education as means of character development. Development of character is based on achieving knowledge. The aim of education is to give true knowledge to the individual and thus enable him to conduct properly. His teachings insisted society to admit that education is a primary concern of the state. Following his philosophy(8th principle of Arya Samaj) a number of staunch Arya Samajis realized the need of an instiution of higher learning in Nawanshahr Doaba. As a result of their dedication to the cause of education, Radha Krishan Arya College was founded in the year 1952. A great philanthropist, Dr. Radha Krishan, donated a major share of his property and hence the college got its name after him. The college is affiliated to Guru Nanak Dev University, Amritsar,for Under Graduate & Post Graduate Courses.

The founding fathers of the college, Lala Dharm Chand Laroyia, Reversed Shri Ram Narad,Pt. Chiranji Lal Sanger and Dr. Asa Nand Bhalla, acting under the guidance of Arya Pratinidhi sabha, Punjab got the foundation stone of the college laid by Pt. Jawahar Lal Nehru, The 1st Prime Minister of India. Pt. Devinder Kumar remained President of all the Arya Institutions of Nawanshahr, this college not excluded.

Following the footsteps of their father, Shri Prem Bhardwaj,General Secretary, Arya Pratinidhi Sabhe,(Punjab), Shri Vinod Bhardwaj(President, Managing Committee) alongwith Shri Sushil Puri(Secretary, Managing Committee) Adv. D.B.Bhalla, Dr. Adarsh Rajpal, Dr. C.M. Bhandari, Late Shri Surinder Mohan Tejpal, Shri J.K Dutta, Shri Sushil Puri, Shri Lalit Mohan Pathak, Shri Rakesh Ummat, Shri Vipam Taneja enthusiastic and dedicated dignitaries devoted to the noble cause of Arya samaj & Education, are making persistent endeavour for the upliftment of this premier institution.

After the demise of Pt. Harbans Lal Sharma, illustrious son of illustrious father, Shri Sudarshan Sharma took over the responsibility of Arya Partinidhi Sabhe, this man of enthusiastic spitit, temperament has added new dimensions to the already wellestablished reputed institutions under Arya Pratinidhi Sabha.

Shri Prem Bhardwaj, General Secretary, Arya Pratinidhi Sabha(Punjab) soft spoken,dedicated to Arya Samaj,has always been eager in advancing the interests of the college. It is under his dynamic leadership the Post Graduate courses, M.A. I Punjabi, History, M.Com. M.Sc., PGDCA are running successfully.

The college has national as well as international viewership. People of the area have been an admiring witness to the prodigious growth of this college from its humble beginnings into an institution of excellence over the last seven decades. A large segment of rural population is having access to an affordable education in the graduate and post graduate levels in all streams, i.e pure arts, science, commerce & computer science

ACADEMIC PROGRAMMES

UNDER GRADUATE COURSES

1. B.A
2. B.Sc. (Economics)
3. B.Sc (Comp.Sc.)
4. B.Sc.(Non-Medical)
5. BCA
6. B.Sc (Information Technology)
7. B.Com

POST GRADUATE PROGRAMMES

1. M.Sc (Computer Sc.)
2. M.Com
3. M.A.(History)
4. M.A. (Punjabi)

DIPLOMA COURSES

1. PGDCA (One Year)
2. DCA (One Year)

Centralised Admission Portal Schedule for Under graduate Sem. I Classes

Start Date of submission of Online admission forms at Centralized Portal
End Date of submission of Online admission forms at Centralized Portal
Online Documents Verification
Display of Provisional Merit List
Last Date for students to deposit Fee(As per University rules)

Centralised Admission Portal Schedule for Post graduate Sem. I Classes

Start Date of submission of Online admission forms at Centralized Portal
End Date of submission of Online admission forms at Centralized Portal
Online Documents Verification
Display of Provisional Merit List
Last Date for students to deposit Fee(As per University rules)

ADMISSION SCHEDULE FOR THE SESSION 2025-26.

1. Normal dates of Admission	18-08-2025
2. With the late fee of Rs.100/- (With the approval of the Principal)	19-08-2025 TO 25-08-2025
3. With the late fee of Rs.200/- (With the approval of DAA)	26-08-2025 To 02-09-2025
4. With the late fee of Rs. 1000/- (With the approval of Vice Chancellor)	03-09-2025 To 08-09-2025
5. With the late fee of Rs. 5000/- (With the approval of Vice Chancellor)	09-09-2025 To 15-09-2025

Vacations Schedule

Vacations schedule for 2025- 2026

1. Summer vacations : 07-06-2025 to 15-07-2025
2. Winter vacations : 27-12-2025 to 10-01-2026

Admission Rules and Requirements

The college reserves the right to admit students especially those who have passed their previous university examination in III division or who got plucked or whose general conduct in college has not been good or due to some administrative reasons. The decision of the Principal shall be final even if he does not assign any reason.

Admission in a subject/faculty will be stopped as soon as the required number of seats gets filled up.

There are limited numbers of seats in Science, History, Commerce, Geography & Physical Education, B.C.A, and B.Sc.IT.

Students should present themselves personally along with their parents/guardians for admission on the prescribed form available from the college office. The admission form must be accompanied by:

(a) A Provisional Certificate from the Head of Institution last attended.
(b) A written declaration to the effect that he/she joins this college with permission of his/her father/guardian.

(c) (i) Those students who have passed the lower examinations from other Universities/Boards (Except Punjab University, Punjabi University and Punjab School Education Board) are required to obtain an Eligibility Certificate from this university within one month of their taking admission in the college.

ii) After the admission is completed, eligibility forms of all will be sent to the university and Rs. 1000/- will be charged as verification fee from those students.

Application on prescribed forms for obtaining the eligibility certificate along with a fee of Rs. 1000/- should be accompanied by the following documents.

- * Original Certificate and detailed marks card of the lower examination.
- * Original Certificate issued by the university/Board concerned.
- * Category certificate issued by competent authority.

(Such as S.C/B.C.)

- * Punjab Domicile Certificate.

(iii) Those students who fail to submit inter university migration certificate within the stipulated time will be issued provisional Roll no. with a late fee/fine as per GNDU & self attested affidavit. There after a time of one month will be given to the students for submission of Migration Certificate with a late fee/fine as per GNDU . If the student still fails to submit Migration Certificate his 2nd. Semester Admission form will not be accepted.

(d) If correction in DMC/Degree is required, fee/fine as per GNDU will be charged from the student after submitting the DMC/Degree if the mistake is by University. If the mistake is by the student then fee/fine as per GNDU will be charged per certificate.

(e) Students who have taken admission to Semester – 1 with compartment in 10+2 Examination must submit the DMC as per university instructions if they fail to do so they will be charged fee/fine as per GNDU Those students who have passed their lower examination from Punjab/Punjabi University or Punjab School Education board are exempted from eligibility certificate but they have to submit all above mentioned documents in original within 14 days of

(f) Intermediate pass certificate of those, who have passed out from Bihar Intermediate Education Council, Patna, should be accompanied by Admit Card issued by the Council and Transfer Certificate issued by the school/college, besides the above mentioned documents.

(g) Foreign students will be admitted only if they have student visa. No students having any other visa should

be admitted. He/She will have to produce a recognition letter from Association of Indian Universities,



Kotla Marg, New Delhi. This letter should be sent in original to this University at the time of seeking admission.

(h) Those students who have passed three year Diploma from Punjab State Technical Board or have passed the lower examination from Punjab Technical University, are all required to obtain the eligibility certificate.

(I) The reservation will be awarded to various categories as in accordance with Punjab Government/UGC/ GNDU, Amritsar and mentioned below:

1.	General	–	52%
2.	Schedule Castes/Tribes	–	20%
3.	Backward Class/OBC	–	08%
4.	Ex-Serviceman (Dependent)	–	07%, SC - 04%, BC
	General -	–	02%
5.	Freedom Fighters General	–	01%
6.	PWD	–	03%
7.	Sports General	–	02%
8.	Sports S C	–	01%
			100%

Late Admission: Late Admission subject to approval by the Board/University may be granted in genuine cases at the discretion of the Principal.

Note: The student whose result is declared late by the Guru Nanak Dev University Amritsar can seek admission without late fee within 12 days including 2 transit days from the date of University/Board Notification, Subject to availability of seats.

Provisional Admission: The students who appear from this college and whose results are not declared before

the admission starts, will be eligible for Provisional admission to the next higher classes subject to the declared of their results.

Change of Subject/Faculty

1. A student may apply for a change of subjects without any penalty within one month of date of Admission/commencement of the session and with a penalty up to a week thereafter subject to availability of seats and at his/own risk regarding shortage of lectures. THE STUDENT MUST NOTE THAT LECTURES ATTENDED IN THE PREVIOUS SUBJECT (WHICH HAS BEEN GIVEN UP) WILL NOT BE TAKEN INTO CONSIDERATION.

2. Application for change of subject must be made on prescribed form (available from the office).

3. A student joining B.Sc. Sem-I (Non Medical & Commerce) Class can change over to Arts subjects with special permission of the Principal and at his own risk by 30th September at the latest. No change will be permitted after this date.

Eligibility Conditions for Degree P.G Diploma Courses

Courses	Duration	Eligibility
B.A./B.Sc. : Non-Medical/ Computer Sci./Economics	6 Semesters	<p>(a) Those who have passed 10+2 examination of Punjab or any other recognized board as equivalent examination or</p> <p>(b) Minimum eligibility for B.Sc. Sem-I Med./Non Medical/Eco. With 40% marks, but admission will be made on merit only. Limited Seats.</p> <p>(c) Those who have passed B.A./B.Sc.- Sem-I, II of GNDU Amritsar or any other Exam. Equivalent will be eligible for Admission for B.A./B/Sc. Sem-III</p>
B.Com	6 Semesters	10+2 with at least 40% marks in aggregate or equivalent exam.
BCA	6 Semesters	+2 with at least 40% marks in aggregate or equivalent exam.
B.Sc.(IT)	6 Semesters	+2 with at least 40% marks in aggregate or equivalent exam
M.Com.	4 Semesters	B.Com./B.B.A./B.E. Commerce with 50% marks in aggregate or equivalent exams.
M.Sc. Computer Sci.	4 Semesters	<p>Graduate with Computer Sc./IT/Computer Applications/Computer Maintenance as one of the elective subjects with at least 50% marks in the aggregate Or B.C.A./B.Sc.(IT) or equivalent there to with at least 50% marks in aggregate.</p> <p>Or Graduate with Mathematics as an elective subject and Post Graduate Diploma in Computer Applications/ PG Diploma in Information Tech./PG Diploma in E-Commerce & Internet Application or equivalent with 50% marks in the aggregate (Limited Seats)</p>
P.G.D.C.A.	2 Semesters	Graduate with 45% marks in aggregate or equivalent examinations.
DCA	2 Semesters	+2 with at least 40% marks in aggregate or equivalent exam



COLLEGE CAMPUS

R.K Arya College is situated on Rahon Road in a splendid area of 240 Kanals. Its beautiful surroundings, meticulous cleanliness, upkeep and maintenance, aesthetic plantations & greenery show the enthusiasm & zeal of its management, faculty and students. The premier institution is a "Wonder in rural setting." Started way back in 1952, as a modest unit, it has grown into a prestigious multifaculty premier institute of national fame & international repute in academics, sports & co-curricular activities.

The college is constantly improving and updating itself. A face lift has been given to college by constructing a new shaded parking for two wheelers, new toilets for boys, upliftment of pavements and raising boundary wall right from Arjan Mal Jagan Nath Park to college playground. A new noiseless generator set, inverters, LCDS, wireless projector, Smart electronic boards, a new software & a number of teaching aids material has been purchased. All the Departments. of College have been connected with each other through Wi-Fi, LAN.

CLASSROOMS & LABORATORIES: The College has beautiful and spacious building with a large number of airy and well-ventilated classrooms, spacious common room for indoor recreations to students. Physics, Chemistry, and Geography Laboratories are quite spacious, modern and well equipped. A passage of concrete and cement connects the Department of Chemistry with the college library. It serves as an all weather corridor for the academic segment of the college building.

COLLEGE LIBRARY: College library is very spacious with covered area of nearly 500 Sq. Meter. It consists of separate reading hall for girls & boys, Periodical section, Text-Book section. Post Graduate Section with independent Reading Hall for Intensive Study, particularly for Post Graduate students. It has semi private Corrals. Text books under Book-Bank section are very effective for members especially for needy & meritorious students. More than 45,000 books are loaded in the server of computerized library issue-return of books is performed through computer. For general rules of the library, one can see the identity-cum-library card. Needy and deserving students are given books for the whole session. Library is equipped with latest software to provide an efficient service & scholar friendly atmosphere Research section for teacher.

STUDY CENTRES: The college has established Swami Dayanand Studies Centre & Swami Vivekanand Studies Centre with the assistance of U.G.C. Their purpose is to make the students aware about the teachings of Swami Dayanand Ji and Swami Vivekanand Ji so that they are nurtured into responsible citizens.

I.T. BLOCK: Computer Science Department of the college is the life line of the college. At present it consists of five multimedia modern labs having scanner, laser printers, Internet, net working & smart boards. A dedicated knowledge centre is set up in the computer science lab, equipped with state of art technology, infrastructure to help teachers integrate technology in their day to day teaching. Under the UGC network, internet café has been established where students & teachers can surf on various sites & download reading material. Apart from computer skills, emphasis is laid on value education to provide neat habits, moral & spiritual growth.

SPORTS STADIUM : The college has gymnasium, basket ball stadium, Lawn Tennis Court and also possesses spacious and well maintained "Raj Rani Harbans Lal Sports Stadium" for all the major games and athletic events.

CONFERENCE ROOM & HALL : The college has Jolly Memorial Conference Hall, Ch. Amar Nath Saini memorial hall & Pt. Chiranji Lal Sengar memorial hall which are used for college functions, seminars & conferences etc.

ADMINISTRATIVE BLOCK : There are two administrative blocks adjacent to Principal's office so as to have a close look and rapport with the administrative. Staff. At present there sits a team of six members headed by Shri. S.K.Pathak, Office Superintendent.

CAFETERIA: The college has its spacious and well furnished campus cafeteria. It is generally inspected by College Resident Medical Officer for the maintenance of proper cleanliness and hygienic conditions. The rates of various articles are fixed by the college authorities. Students are advised to visit the College Cafeteria for refreshment so that purchases from the shops outside the campus should be avoided. There is separate seating arrangement for students & members of the staff inside the cafeteria.

Members of Faculty

Principal

Dr. Puneet Aneja, M.A., MTM, Ph.D

Department of English

Dr. Ambika Sharma, M.A.B.Ed, Ph.D, NET

Prof. Neeraj Kataria, M.A., B.Ed., NET (JRF)

Regular Vacant Post - 02 (Two)

Department of Hindi

Dr. Sanjeev Dawar, M.Ed., Ph.D., D.Litt.

Department of Punjabi

Dr. Jasvir Singh, M.A., Ph.D. NET

Dr. Jaspreet Kaur, M.A., Ph.D. NET

Regular Vacant Post - 02 (Two)

Department of History

Dr. Vinay Sophat, M.A., Ph.D, NET, SLET

Department of Political Science

Prof. Navdeep Kaur, M.A., M.Phil. NET

Regular Vacant Post - 01 (One)

Department of Geography

Prof. Mridula Pushkarna, M.A SLET

Regular Vacant Post - 01 (One)

Department of Economics

Prof. Surjeet Kaur, M.A. (Eco), NET, MFC (JRF)

Regular Vacant Post - 02 (Two)

Department of Physical Education

Regular Vacant Post - 02 (Two)

Department of Travel & Tourism

Prof. X

Department of Computer Science/ Computer Application

Prof. Kewal Krishan, B.Tech. (Computer Science & Engg.)

Prof. N. K. Chaudhary, MCA

Prof. Naresh Kumar*, M.Sc./MCA/CCNA

Regular Vacant Post - 02 (Two)

Department of Physics

Dr. Vishal Pathak, M.Sc. (Physics.), M.A (English), B.Ed., Ph.D

Regular Vacant Post - 02 (Two)

Department of Chemistry

Prof. Manish Manik, M.Sc. (Gold Medalist), M.Phil

Dr. Renu Karra, M.Sc., Ph.D

Regular Vacant Post - 01 (One)

Regular Vacant Post - 01 (Part-time)

Department of Mathematics

Prof. Robin Kumar,

M.Sc., UGC (NET), GATE

Prof. Amandeep Kaur,

M.Sc., UGC (NET), GATE

Department of Commerce

Dr. Neeraj Kumar Saddy,

M.Com. M.Phil, Ph.D., NET

Dr. Rajinder Kumar Gupta,

M.Com, MBA, M.Sc. (IT), M.A. (Eco),

L.L.B, Ph.D., NET

Regular Vacant Post - 01 (One)

Department of Biology

Regular Vacant Post - 01 (One)

Department of Sanskrit

Regular Vacant Post - 01 (One)

Librarian

Regular Vacant Post - 01 (One)

•part time faculty members



CONVENERS OF CORE COMMITTEES for the session 2025- 2026

1. **Co-ordinator IQAC**
Prof. Manish Manik
2. **Dean Academic Affairs**
Dr. Vinay Sophat
3. **Dean Sports**
Prof. Manish Manik
4. **Dean Cultural Affairs**
Dr. Renu Karra
5. **Dean Alumni**
Dr. Vinay Sophat
6. **Dean, Career Guidance & Placement**
Prof. Kewal Krishan
7. **Dean Research Promotion**
Dr. Sanjeev Dawar
8. **Dean Outreach**
Prof. Robin Kumar
9. **Dean Students Welfare**
Dr. Vishal Pathak
10. **Co-ordinator – UGC (Cell)**
Dr. Vinay Sophat
11. **Co-ordinator -- Employment Bureau**
Prof. Mridula Kalia
12. **Co-ordinator – Students Central Association**
Dr. Ambika Sharma
13. **Chief Editor College Magazine `Neeraj`**
Dr. Sanjeev Dawar
14. **NCC Unit, Boys/Girls (Army Wing)**
Dr. Rajinder Kumar Gupta
15. **NSS Unit (Boys)**
Prof. Robin Kumar
- Program Officer
NSS Unit (Girls)
Prof. Amandeep Kaur
- Program Officer
16. **Right to Information Cell (RTI) Appellate Authority**
Dr. Puneet Aneja
Public Information Officer (RTI)
Dr. Vinay Sophat
Asstt. Public Information Officer (RTI)
Prof. Robin Kumar
Nodal Officer (RTI)
Shri S.K. Pathak
17. **Bursar**
Dr. Vishal Pathak
18. **Nodal Officer (GNLU - DMC/Degrees/Corrections)**
Prof. Mridula Kalia
19. **Nodal Officer (DHE Grants)**
Prof. Robin Kumar
20. **Nodal Officer (SC/ST Scholarships)**
Prof. Surjit Kaur
21. **Medical Officer**
Dr. V.K. Arora

Administrative and supporting staff

1. Office Staff

Shri S.K. Pathak, B.A.	Office Superintendent
Shri Sanjay Kumar, B.A.	Clerk
Shri Rajesh Bhagat	Clerk
Mrs. Satbir Kaur	Computer Programmer
Shri Naresh Kumar	Computer Programmer
Mrs. Meenakshi, B.A.	Clerk
Regular Vacant Post (5)	Clerk

2. Laboratory Staff

Shri Vinod Kumar	Senior Lab. Attendant
Shri Kulwinder Singh	Senior Lab. Attendant
Shri Ashok Kumar	Senior Lab. Attendant
Shri Pankaj	Senior Lab. Attendant
Shri Sunil Kumar	Senior Lab. Attendant
Regular Vacant Post (1)	Senior Lab. Attendant
Regular Vacant Post (2)	Lab Assistant
Shri. Raj Kumar	Gasman

Peons

Shri Gopal Regmi
Shri Hausla Prasad
Shri Manbodh Kumar
Shri Som Bahadur
Regular Vacant Post (2)

Malies

Shri Rajan Chauhan
Shri Ghanshyam
Shri Daljit Kumar

Safai Sewaks

Shri Jaswinder
Regular Vacant Post – 1

Chowkidars

Regular Vacant Post - 2

Mistri

Regular Vacant Post - 1
Part time type- writer instructor Regular Vacant Post-1



R.K. Arya College, Nawanshahr ADMISSION COMMITTEES

Principal : **Dr. Puneet Aneja**
Centralized Admission Venue: **College Jolly Memorial Hall**
Time of Admission : **09.00 am to 03.00 pm**
Admission Help Desk

Prof. Surjeet Kaur
Prof. Pawan Kumar
Sh. Hausla Parshad

Coordinator (Admissions): **Dr. Sanjeev Dawar**
Faculty-wise Admission Coordinators
Faculty of Arts : **Dr. Vinay Sophat**
Faculty of Science : **Prof. Manish Manik**
Faculty of Commerce : **Dr. Neeraj Saddy**
Faculty of Computers : **Prof. Kewal Krishan**

Arts- B.A. (Admissions)

Dr. Vinay Sophat - **Coordinator**

Prof. Mridula Pushkarna

Dr. Ambika Sharma

Prof. Navdeep Kaur

Prof. Robin Kumar

Dr. Jasvir Singh

Dr. Jaspreet Kaur

Prof. Surjeet Kaur

Prof. Neeraj Kataria

Shri Ashok Kumar (SLA)

Science

B.Sc. – Non-Medical/Computer Sciences/Economics)

Prof. Manish Manik - **Coordinator**

Dr. Renu Karra

Dr. Vishal Pathak

Prof. Amandeep Kaur

Shri Vinod Kumar (SLA)

Commerce - B.Com, M.Com

Dr. Neeraj Saddy

- Coordinator

Prof. Rajinder Kumar Gupta

Prof. Anika

Shri Kulwinder Singh, SLA

Computer Science – BCA, B.Sc. (IT), DCA, PGDCA, M.Sc. Computer Science)

Prof. Kewal Krishan

- Coordinator

Prof. N.K. Chaudhary

Prof. Naresh Kumar

Post-Graduation Programme - M.A (History, Punjabi)

Dr. Vinay Sophat

- Coordinator

Prof. Robin Kumar

Dr. Jasvir Singh Ghuman

Dr. Jaspreet Kaur

Post-Graduation Programme - M.Sc. (Comp.Sci), PGDCA

Prof. Kewal Krishan

- Coordinator

Prof. N.K. Chaudhary

Office Incharge

Shri S.K. Pathak, Superintendent

Collection of Fee

Smt. Satbir Kaur

Shri. Sunil Kumar

Admission Assistance Staff

for B.A/B.Sc/B.Com/BCA/B.Sc.IT/M.A/M.Sc./M.Com/PGDCA & DCA Sem.I

Shri Rajesh Bhagat

For B.A-Sem. III & V /M.A./M.Sc./M.Com Sem. III

Shri Sunil Kumar

Supporting Staff for Admissions

Shri Gopal Regmi

Shri Rajan Chauhan

Shri Chotte Lal



COURSES OFFERED FOR 2025 - 2026

Postgraduate Courses

1. Master of Commerce: Ideal for those aiming to master financial, managerial, and economic concepts for high-level corporate roles.
- Career Options: Chartered Accountant (CA), Financial Analyst, Investment Banker, Lecturer, Business Consultant, Government Jobs (SSC, Banking, UPSC)
2. M.A History: Develops critical thinking, research, and analytical skills while understanding past civilizations and their impact on today's world.
- Career Options: Historian, Archivist, Museum Curator, Civil Services (UPSC, PCS), Teaching, Researcher, Journalism
3. M.A Punjabi: Preserves and promotes regional language, culture, and literature while enhancing communication and analytical skills.
- Career Options: Lecturer, Translator, Writer, Journalist, Cultural Researcher, Civil Services
4. P.G.D.C.A (Post Graduate Diploma in Computer Applications): Short-term, skill-based course for mastering computer applications, programming, and IT tools.
- Career Options: Software Developer, Web Designer, IT Support Specialist, System Analyst, Data Entry Operator
5. M.Sc. Computer Science: Deepens knowledge of programming, data structures, AI, and machine learning for high-end IT careers.
- Career Options: Software Engineer, Data Scientist, Cybersecurity Analyst, IT Consultant, Researcher

Undergraduate Courses

1. B.A (Bachelor of Arts): Versatile degree enhancing critical thinking, creativity, and communication skills with diverse subject choices.
- Career Options: Civil Services, Journalism, Teaching, Content Writing, Social Work, Public Relations
2. B.Sc (Non-Medical): Strong foundation in Physics, Chemistry, and Mathematics, leading to technical and research-oriented careers.
- Career Options: Engineering, Data Science, Aviation, Defence (Army/Navy/Airforce), Research, Civil Services
3. B.Sc. Economics : Develops analytical and quantitative skills to understand economic trends, policies, and financial markets.
- Career Options: Economist, Financial Analyst, Investment Banker, Policy Analyst, Government Jobs
4. B.Com (Regular): Core foundation in business, accounting, and finance, preparing students for commerce-related professions.
- Career Options: CA, CS, CMA, Bank Officer, Stock Broker, Auditor, Entrepreneur
5. BCA (Bachelor of Computer Applications): Perfect for students aspiring to enter the IT sector with programming and software development skills.
- Career Options: Software Developer, Web Developer, IT Analyst, Database Administrator, Cybersecurity Expert
6. B.Sc. IT (Bachelor of Science in Information Technology): Focuses on data management, networking, and cybersecurity for technology-driven careers.
- Career Options: IT Consultant, Software Engineer, Network Administrator, Ethical Hacker
7. DCA (Diploma in Computer Applications): Short and practical course offering fundamental computer knowledge for beginners.
- Career Options: Computer Operator, Data Entry Specialist, Office Assistant, IT Support Staff

Each of these courses offers a unique pathway to a rewarding career based on individual interests and strengths.

Courses available for 2025 2026

Under Graduate Courses

- | | | |
|---|------------------------|-----------|
| 1) B.A. | 2) B.Sc. (Non-Medical) | 3) B.Com. |
| 4) B.Sc. (Computer Science, Economics.) | 5) B.Sc. (I.T) | 6) B.C.A. |

Post Graduate Courses

- M.Com
- M.Sc(Computer Science)
- M.A.(History)
- M.A.(Punjabi)

Diploma Courses

- D.C.A
- P.G.D.C.A

Course Structure For Under – Graduate classes

B.A.

COMPULSORY SUBJECTS

1. English Language Skills (Ability Enhancement Course/Multidisciplinary Courses)
2. Compulsory Punjabi/Mudli Punjabi
3. Drug Abuse: Problem, Management and Prevention (Semester-1)(value added course)
4. Environmental Studies (Semester-III))(value added course)

Besides these subjects a student is required to select any three elective subjects from the following subjects:-

1. Economics or Physical Education
2. History or Maths
3. Geography or Travel and Tourism
4. Elective Punjabi or Elective Hindi
5. Political Science or Maths
6. Physical Education or Computer Application
7. Maths or Physical Education

B.Sc.

COMPULSORY SUBJECTS

1. English Language Skills (Ability Enhancement Course/Multidisciplinary Courses)
2. Compulsory Punjabi/Mudli Punjabi
5. Drug Abuse: Problem, Management and Prevention (Semester-1))(value added course)
6. Environmental Studies (Semester-III)(value added course)



Elective Subjects

1. A candidate of BA semester 1 shall not offer Maths unless He/She has qualified the same in his /her lower class

2. Those students who are seeking admission in semester I and have not studied Punjabi in their lower examinations will study Mudli Punjabi

Admission to II, IV & VI semester will start immediately after the University exams of I, III and Vth Semester on admission forms available with office

Fee-Structure (Degree Classes) University, Annual charges to be paid at the time of admission (2025 2026)

Sr. No	Fee Type	Amount
1	Registration Fee	400
2	Enrolment Fee 300	
3	Continuation Fee	400
4	Student Holiday Home Fee	100
5	World University Fee	50
6	Youth Welfare Fee	200
7	D.P.I.(C) Sports Council Fee	10
8	Uni. Sports Faculties Dev. Fee	1300
9	NSS/ NCC	50
10	Alumni Fee	200
11	Phy. Edu. Dev. Fund D.P.I.(C) (PB)	75
12	College Development Fee	60
13	Pb. Higher Education Fund	20
14	Admission Fee	15
15	Dilapidation Fee	230
16	Building maintenance Fund	400
17	Breakage Fund	150
18	House Exam Fee	350
19	Identity-Cum-Lib. Card	100
20	Correspondence/Telephone contact	100
21	Communication Contact Fee	100
22	Furniture Fund	300
23	Canteen Upkeep	200
24	Water Cooler with R.O. System	140
25	Generator Charges	300
26	Sports Club Fund	100
27	Extension Lecture Charges	150
28	Library Computerization Charges	150
29	College Magazine	200
30	Semester Exam Admission Form	250
31	Society Function	70
32	Library Upkeep	100
33	Annual Function	160
34	General Security (Refundable)	700
35	Maintenance of Auditorium	150
36	Book-Bank	50
37	Maintenance of Deptts.	120
38	Medical Fee	100
39	Red Cross	60
40	Flag Fund	40
41	Arya Pratinidhi Sabha Pb. Fund	40
42	Student Insurance Fund	150
43	Wi-Fi Maintenance Charges	160
44	Smart Classes 1	00
45	Culture Activities Fund	120
46	PTA Fund	50
47	Retiral Benefit Fund	400
48	Un-aided Fund	500
49	Stationary charges	100
50	Outreach charges	100



College Monthly Charges

Fee Type	Monthly Amount
1 Tution Fees(Degree Classes)	25
2 Tution Fee PG Classes	30
3 PGDCA	25
4 Amalgamated fund	70
5 Students Common Room	150
6 Development charges	150
7 Electricity charges	160
8 Sanitation Charges	150
9 Maintenance of College Playground	120
10 Contingency charges	100
11 Youth Activity Fund	50
12 College Sports Dev. Fee	110
13 Tutorial Group Fee	30
14 Society Fund	100
15 Student Welfare Fund	120
16 Wi-Fi user Charges	35
17 G.Fund	120
18 Seminar Fund (B.Com. Only)	160
19 Horticulture & Gardening	
30	
20 CCTV Cameras maintenance	100
21 I.C.T.	50
22 Campus Security Fund	30
23 Telephone Bill	10

In Case of increase of any fee by the University/DPI (C)
Punjab the same will be charges later on

Other funds to be charged where applicable

1 Re -admission Fee	500
2 Two Wheeler Fee	100-00/month
3 Four Wheeler Fee(Car Only)	300-00/month
4 Physics/Chemistry/Bio./Geog /Phy.Edu. Practical Fee	100-00/month
5 Sports Kit fee for Phy.Edu. students only	50-00/month
6 Computer Practical fee	300-00/month
7 Migration Fee	350-00
8 Re-Checking fee (University)	300
9 Verification fee (University)	1000
10 Centre Creation Fee(Where Applicable)	120

Note

- Laboratories fee does not include breakage which will be charged as per the cost of the apparatus broken. Two/ Four Wheeler token will be issued at the time of admission, without which no student will be allowed to keep the vehicle in the college parking.
- All dues are Non refundable except security.
- No Charge for Bicycle to Provide Eco Friendly Campus.**

Fee Structure for Computer Science & Post Graduate Courses Self Financing Courses Session 2025 2026

M.Com.Part-I & II Semester-I & III 1st Instalment (at the time of admmission) 2nd Instalment	Rs. 7500/- Rs. 6000/-	BCA Semester- I,III & V 1st Instalment (at the time of admmission) 2nd Instalment	Rs. 13200/- Rs. 7000/-
Semester-II & IV 1st Instalment 2nd Instalment	Rs. 7500/- Rs. 5500/-	Semester-II, IV & VI 1st Instalment 2nd Instalment	Rs. 8000/- Rs. 6000/-
M.Sc.(Comp.Sci.) Semester-I & III (at the time of admmission) 1st Instalment 2nd Instalment	Rs. 13000/- Rs. 9000/-	PGDCA Semester-I (at the time of admmission) 1st Instalment 2nd Instalment	Rs. 8700/- Rs. 6000/-
Semester-II & IV 1st Instalment 2nd Instalment	Rs. 7500/- Rs. 6500/-	Semester-II 1st Instalment 2nd Instalment	Rs. 6000/- Rs. 3500/-
B.Sc.(IT) Semester- I,III & V (at the time of admmission) 1st Instalment (at the time of admmission) 2nd Instalment	Rs. 12700/- Rs. 6500/-	DCA Semester-I (at the time of admmission) 1st Instalment 2nd Instalment	Rs. 11000/- Rs. 6000/-
Semester-II, IV & VI 1st Instalment 2nd Instalment	Rs. 8000/- Rs. 6000/-	Semester-II 1st Instalment 2nd Instalment	Rs. 5000/- Rs. 4000/-

Refund of College Security

The students are advised to get the refund of their college security within three months after leaving the College. The security will not be refunded after the lapse of one year

Sem. - II, IV, & VI

1. 1st instalment at the time of admission
2. Please Note Examination Fee Month Sept. 2025 & March 2026
GNDU exam fee in the month of August 2nd instalment in the month of October College. The security will not be refunded after the lapse of one year.

Information Regarding

FEE & OTHER CHARGES

At the time of admission 3 months full fee including other charges will be collected from all the students. The students shall be required to pay their college dues as and when required to do so. Schedule for charging college dues will be displayed well in time before the dates prescribed for payment of such dues. A fine of Rs. 10/- per day is charged for delay in payment.

Absence from the college or leave will not be accepted as excuse for non payment of fees on the due date.

Late payment will, however, be permitted for good reasons by Principal provided such permission is obtained before the due date.

The names of the students who do not pay fees for month on or before the last working day of the month shall

be struck off. Such students may be admitted on payment of Rs. 500/- as re-admission fee along with late fee fine.

NOTE:

1. The fees will be charged for 12 months in an academic year.
2. Various college dues are subject to change with or without notice.
3. A student who wishes to withdraw from the college must apply on a prescribed form available from the college office and his application must be signed by his Father/Guardian as token of his consent for the same. Such application should be presented to the principal in person after clearing the college dues up-to- date.

4. If a student does not get his name removed from the rolls of the college by giving an application to the

principal, he will be treated on rolls of the college for the purpose of realization of dues even from the period of his absence.

5. If the name of a student is struck off from the rolls of the college, after his admission form to the

University/Board has been sent, for non-payment of dues or any other reasons, his admission form will be withdrawn by the principal.

6. The name of all such students who fail to clear their dues, maybe absentee fine alone at the proper time, will

be removed from the rolls of the college. NO CONCESSION IN THIS REGARD WILL BE SHOWN TO PLAYERS OR TOP SCHOLARS OR BESTARTISTS OF THE COLLEGE.

7. The management is constrained to revise the funds every year as the college does not receive grant-in-aid

for the posts not covered under 95% deficit scheme and for day to day running college maintenance expenses etc.

FINANCIAL AID TO STUDENTS

The College has sufficient resources to look after the needy & bright students. The Institute helps them in the form of books, grant, stipends, scholarship & concessions. We humbly bow to all those philanthropists & societies who have contributed the scholarship to our students.

CONCESSIONAL BUS PASSES

Students who require concessional bus passes are advised to contact the college office for this purpose.

SCHOLARSHIP AND STIPENDS

POST MATRIC SCHOLARSHIP SCHEME OF THE GOVERNMENT OF INDIA

As per guidelines issued by Govt. of Punjab vide memo no. S-17/22598-607, dated 30.7.2018. College fees & other dues shall also be paid by the SC students. The SC Students will ensure eligibility & apply online of their own for the scholarship Nonrefundable & maintains fees will be given to the SC students through DBT by State/Govt. of India.

STATE BACKWARD CLASSES WELFARE SCHEME

Stipends are given to such backward class students who are permanently in the Punjab state and are pursuing their studies in the colleges of Punjab provided the annual income of their families does not exceed as per Pb. Govt. rules.

SCHOLARSHIP SCHEME FOR SCHEDULED TRIBES

The students belonging to Scheduled Tribe (acknowledged by the Punjab Govt.) who are permanently settled in the state of Punjab and are pursuing their studies in the college of Punjab and Chandigarh will be granted scholarship provided the annual income of their family does not exceed as per Pb. Govt. rules and the annual revenue of their land does not exceed as per Pb. Govt. rules.

SPECIAL GRANT TO STUDENTS BELONGING TO SCHEDULED CASTES

The girls belonging to scheduled castes whose parents/guardians are permanently settled in the Punjab State and pursuing their studies in colleges of Punjab or Chandigarh will be given special grants provided the annual income of their family does not exceed as per Punjab Government. rules.

BACKWARD CLASSES

The prescribed application forms and entitlement card which such students 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 will submit the application forms and entitlement cards to the college along with their Admission forms for onward transmission to the Director of Public Instructions (College), Punjab in time.

MANGAL SAIN SAREEN SCHOLARSHIP

The Mangalsain Sareen Sanskritisansthan Scholarship Scheme awards bright students in academics, sports, and extracurricular activities with a stipend of 8,000 for undergraduate students and 10,000 for postgraduate students, totaling 1 lakh.

HARI PROMILA FAMILY SCHOLARSHIP

A stipend of Rs.4000/- each is awarded to 12 needy students (Boys & Girl) under this scheme.

SANT KUMAR CHOPRA SCHOLARSHIP

A stipend of Rs.5000/- Per annum is given to a needy & brilliant student.

NOTE:

The student/eligible for scholarship/stipend are advised to seek help from college administrative staff and must apply online of their own to avail benefits.



GENERAL INFORMATION FOR STUDENTS

IDENTITY CUM-LIBRARY CARD

The college has its own student's Identity cum library card which is given to each scholar at the commencement of the session. The purpose of student's diary is to provide the students with all the necessary information regarding the college rules and regulations concerning them in a handy form. The student's Diary also contains the library rules and blank pages for the issuing of Library books. The students must get their Identity cum Library Card issued and complete the same within 15 days from the date of admission. Application for the next Book concession must be submitted on the prescribed form available from college library, completed in all respect on the dates to be notified.

THE COLLEGE MAGAZINE "NEERAJ"

The college brings out one issue of college magazine "Neeraj" every year. The students are encouraged to write articles in various sections in Hindi, Punjabi & English. It is published by an Editorial Board consisting of Staff Members and Student Editors. Student Editor are selected on the basis of their achievement in a written test conducted by the Editor-in-Chief of magazine. The magazine thus provides the students an opportunity to express themselves through writing and develop their writing talent.

TRANSPORT FACILITIES

The college has ensured that buses stop in front of the college for the convenience of students. Bus passes facility is provided to students.

CAREER GUIDANCE and Placement cell/Employment Bureau

It has been established to guide the students about various opportunities available for them, in this period of globalization. An effort will be made to provide information available to students regarding various courses, competitions etc.

DISPENSARY

The college has its own health centre and the Resident Medical Officer is available to the students. They are advised to call at the college Clinic whenever indisposed. It is better to seek medical aid as soon as the need arises, than to allow the disease to become complicated.

N.C.C. (MOTTO: DUTY & DISCIPLINE)

For character building through hard work, discipline and adventure. National Cadet Corps has no parallel. NCC is a very significant organization as it provides help to develop character, comradeship and ideal of service and capacity among young men and women.

NATIONAL SERVICE SCHEME:

The college has a N.S.S unit which provides an opportunity to the youth to understand the current problems of the society. They learn the sense of service before self, the quality of the leadership and discipline as also a feeling of involvement in national reconstruction. They are involved in various activities like the plantation, cleanliness drive, awareness camps, and Blood donation. Students desirous of joining N.S.S should fill in the prescribed form at the time of admission.

RED RIBBON CLUB/ YOUTH CLUB

The Red Ribbon Club aims at harnessing the potential of the youth by equipping them with correct information on HIV/AIDS Prevention, Care, Support and Treatment. It also aims in building their capacities as peer educators in spreading messages on positive health behavior in an enabling environment and increasing voluntary blood donation from among youth.



OBJECTIVES:

1. To reduce new HIV infection among youth by raising their risk perception through awareness programme.
2. To induce among youth the spirit to help and support people living with HIV/AIDS thereby reducing stigma and discrimination.
3. To motivate youth and build their capacity as peer educators and change agents by developing their skill on Leadership, negotiation and team building.
4. To promote voluntary non-remunerated blood donation among youth.



STANDARD CLUB: The Bureau of Indian Standards (BIS), the National Standards Body of India, has announced that it has established 6467 Standard Clubs in schools and colleges across the country. As per BIS the standard clubs are being established with an objective to sensitize young members of society about the importance of standards in improving quality of life.

ECO CLUB Environment Education Programme is a Central scheme of Ministry of Environment, Forest & Climate Change (MoEF&CC), Govt of India. Punjab State Council for Science & Technology (PSCST) is the state nodal agency for implementing EEP in Punjab.



YOUTH WELFARE DEPARTMENT:

Energy of young students will be channelized for the Welfare of the Society. This department will endeavor to organize personality development programmes through various seminar & camps.

STUDENT AID FUNDS:

These funds have been instituted for rendering financial assistance to poor students to meet their tuition fee, examination fee, and to provide them books.

India.

PRIZE DISTRIBUTION:

The prize distribution function of college is held annually towards the end of academic year in the month of February/March on a date fixed by the principal. Prizes, Medals, College Colors and Certificates of Merit are awarded to the students winning distinction in studies, cultural and literary activities and sports during the academic session.

SUBJECT SOCIETIES:

In the college a number of societies of various subjects function to explore the hidden potentialities of the students. All the subjects societies viz. Hindi, History, Chemistry, Geography, Punjabi, English, Computer Science, political Sc., Mathematics, Physics, Commerce etc work under Dean Academic Affairs.

CENTRAL STUDENTS ASSOCIATION:

To form Central students Association, Departmental Representatives are nominated by head of deptt. with consent of faculty. The aim of Central Students Association is to create qualities like self-expression in various extracurricular activities. It helps to make the college activities a success. Members of central students Association are very helpful to maintain discipline in the college campus.

UGC Sponsored Programmes:

1. Maharishi Dayanand Study Centre
2. Maharishi Vivekanand Study Centre

Aim of these centres is to propagate life and messages of these scholarly saints among students academicians and the masses. For this college organizes various functions, extension lectures, seminars, quizzes & declamation contests.

Girls Common Room:

To meet an urgent need of ever increasing number of girl students, ever since it was declared co-educational, another new Girls Common Rooms- Spacious well furnished & equipped with ultra modern facilities has been built adjacent to the Deptt. of chemistry. A heartening news for the girl



students indeed!

Boys Common Room: The College has a boys common room with facilities of indoor games their students can recreationally use their vibrant energy.

PHYSICAL EDUCATION & SPORTS:

Physical Education and Sports form an essential part of college education for the all round development of the personality of a scholar. Elaborate arrangement exists in the college for physical Education students and for games approved by the Guru Nanak Dev University Sports Committee e.g. Athletics, sports and team games such as Hockey, Handball, Football, Volleyball, Basketball, Table-tennis, Badminton, Wrestling, Boxing, Kabaddi and Judo. The college owns vast playfield. All sports activities in the institution are organized by the Athletic Council. The college has excellent traditions in sports, and our sportsmen and athletes have won the University General Championship many a times.

CULTURAL ACTIVITIES:

In the modern concept of learning, culture activities occupy a pivotal place in the educational setup of an institution. In order to offer the students ample opportunities for the gainful employment of their leisure hours and also to provide them proper, wholesome outlet for their exuberant energy, considerable emphasis is laid on cultural activities in the college. Despite rigorous academic agenda, there is always a time for music, for poetry, for dance, for discussion, dialogue with self, with innocent relaxation. In order to channelize & orient the creative energy of the youth, the college provides training to the willing & enthusiastic students in Bhangra, Giddha, folk song, Group Song, One act play, skit, Mimicry, Debate, Quiz; to mention a few.

ALUMNI ASSOCIATION:

The old students of the college (Alumni) are enrolled as members of the Alumni Association. The application form for the membership can be had from the Office Supdtt. on request. The distinguished alumni members of the Association are honored at various functions of the college.

ANTI- RAGGING CELL:

Ragging is conspicuous by its absence in R.K.Arya College Campus. Stringent punishment in the form of huge fine or even expulsion from the college act as deterrent to ragging. In this context extension lectures by authorities in law are specially arranged.

LEGAL CELL:

On the directions of Hon'ble Executive Chairman, Pb. Legal Services Authority, students' legal literacy club has been established in the college for providing legal awareness to them

COLLEGE RULES

IDENTITY CUM LIBRARY CARD

All students must contact Library immediately after admission for ID Care. They are required to keep their identity cards with them during college hours. Book from the library are issued on the production of identity card. This must be produced when demanded to be checked by an or CA members official of the college. Any student who fails to produce identity card on demand may be penalised. The identity card is non-transferable. The students should read the rules mentioned in the identity card and adhere to them.

* Students should be regular in attending classes. If a students falls short of attendance, she or He cannot sit for the University Examination.

* Deficiency of not more than 10 attendances per subject (theory) and per subject (practical) may be condoned by the Principal. Deficiency of more than 10 but not exceeding 20 per subject (theory) and 10 per subject (practical) may be condoned by the Principal on the recommendation of Lecture Shortage committee on sufficient grounds.

Note: Since University does not permit regular student to be converted into private candidates a student may lose one year if he/she falls short of lectures or fails to fulfill eligibility conditions of the house test.

COUNTING OF LECTURES

The counting of lecture shall be from the date of first lecture delivered. Cases of change of subject and late admission will not be entertained in any circumstances.

The lectures in theory, Practical, Text and composition will be counted separately.

LEAVE RULES

1. Students are required to apply for leave on printed form available from the college office.
2. All applications for leave must be attested by the guardian/parents of the students.
3. Leave for absence must be obtained before the student absents herself.
4. In case of illness, or in special emergency case, application for leave must be submitted within three days of the student's return to the college and the application in such case should be accompanied by necessary documents.
5. Leave up to three days is granted by Tutor of the applicant; Leave for more than 3 days is granted by the Principal on the recommendation of the Tutor. A Medical Certificate should be attached with the application, in case of illness.
6. Leave of absence from any particular lecture may be given by the lecturer concerned.
7. If a student leave the college in the middle of the session, she is required to inform the college office. Failing this she will have to deposit all dues along with fine in order to claim any certificate from the college.

CAUTION

If a student does not clear the conditions laid down by the University for appearing in the final examination on the basis of house examination/ attendance, she is liable to lose a year, she cannot appear in the capacity of a private candidate without special permission.

RULES FOR WITHDRAWAL

1. A student who wants to withdraw herself from college can do so formally in writing. All such applications must be accompanied by letter from the father or guardian of the applicant.
2. The student shall be liable to pay all the college dues until her name is formally withdrawn.
3. Dues paid for term at the time of admission are not refundable



EXAMINATION

To assess the progress of the students, Mid Semester Test (MSTs) are held during the year.

MSTs will be held as under: (I) Sept/October (ii) March/April

HOUSE EXAMINATION

i) A student absenting from the examination shall be fined Rs. 150 per paper subject to maximum of Rs. 1200/- and also detained from appearing in the university examination.

ii) In case of illness, leave application along with medical certificate should be submitted to the Principal immediately. Or within three days after the exams are over. No leave application will be entertained thereafter.

iii) Absence or leave from an examination for whatever reason, means nil result or may lead to detention.

iv) The Principal may at his discretion hold a special test for those who fail to fulfill the conditions prescribed by the University for University Examination.

v) The Students who fails to pass house examination will be fined Rs. 50/- per subject.

Eligibility Conditions for Appearing in the University Examination

The students are required to fulfill the following eligibility condition for appearing in the final exams as per GNDU Rules.

a) He/ She should be on the rolls of the college throughout the academic year preceding the examination.

b) 25% marks in aggregate of all the subjects or 35% marks in each subject in the House Examination.

c) 75% attendance of total lectures delivered in each subject, including theory and practical.

Library

Library forms an integral part of any educational institution and the college provides one with a vast collection of books e-books, & e-journal. The books in the library do not deal only with the curriculum and subject of syllabus but also with the subjects of mental growth of students as well and hence widen their horizon. Various magazines, journals and dailies are being subscribed. A "Book Bank" is being run to cater to the needs of poor, deserving and brilliant students. Beneficiaries from the project are carefully selected by a committee appointed by the Principal.

Library Rules

1. The students will be responsible for the custody of Identity card. Loss of Identity card should be immediately reported to the librarian in case Identity card is lost, a duplicate may be issued on payment of Rs. 150/-

2. The students may take books for 14 days. They have to return them on 14th day or the next day if the 14th is holiday. A fine of 2/- per day per volume will be charged for all books overdue.

3. The books of the following description shall not be issued:

a) Reference Books

b) Current issues of Periodicals

c) Other books specially reserved

4. The books borrowed from the Library must not be transferred to other persons.

5. Any persons who loses books or defaces a book shall be liable to pay double the cost. In case of it being one of the series; the cost of replacement of the whole set of series will have to be paid. Reference books should after consultation be placed back at their proper places.

6. Silence and order must be maintained in the Library. Students are required to be courteous to the Library Staff. The case of infringement of the rules shall be dealt with seriously.

7. A book on return may be renewed further for 3 times only if it is not reserved by any other student.

8. Books can be issued during examination at refundable security basis. Security amount will be equal to the cost book.

9. Number of books which can be borrowed at a time from Library is Undergraduate Classes: 3 Books, Post Graduate Classes: 4 books/.

10. The borrower's card is not transferable and should be preserved. In case it is lost, the borrower will be held responsible for the books issued on the card.

11. Attendance of two periods in a week in the Reading Room is Compulsory for the students.

12. Any case not covered by the above rules will be decided by the Incharge of the Library or by Library Committee. He/ She They may enforce new rules or amend the existing ones in consultation with the Principal.

College Code of Conduct

The students of the college are required to observe following code of conduct while inside the college :-

1. Movement from one class room to another should invariably be orderly, disciplined and dignified. At the end of a period, the students already occupying the room should completely vacate it. In vacant period the students should go to the reading room of library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the classrooms or in the passage and create unnecessary noise as it disturbs teaching work in nearby classrooms.
2. Inside the classes perfect discipline and order must be maintained and the instructions of the teacher should be strictly carried out, for he is your superior and well-wisher. Any misbehavior in the classroom is tantamount to misconduct and the students must maintain the sanctity and decorum expected of good scholars.
3. The students should show proper respect to the Principal and teachers in or outside the classroom and should carry out their instructions with sincerity.
4. The students should cultivate the queue habit while they go to see the Principal, to pay dues in the accounts office, to get the books issued from the library etc.
5. Quarrels and disputes with fellow students are to be avoided.
6. The students are expected to come to college dressed in simple and decent clothes, tight clothes, sleeveless shirts, ornaments or use of cosmetics are not permitted.
7. The students are not allowed to collect money from their fellow students / staff for any purpose whatsoever. They are also not allowed to hold any meeting / function of any kind without the written permission from the Principal. Any violation to this effect will lead to immediate expulsion from the college and other drastic action.
8. Students are not permitted to read or possess such books, journals or pictures as excite basic instincts and passions.
9. The students found guilty of infringement of the above rules and misconduct shall be punished in the form depending on the nature of the guilt. All concessions and stipends granted to such defaulters will be withdrawn automatically.
10. Be punctual on all occasions and in attending classes, functions etc, as it is a sign of best etiquettes.
11. A leave of more than Seven days can be availed only on medical grounds.

IMPORTANT NOTE

1. The students should go through the rules and regulations as laid down in the College Prospectus before applying for admission. They are required to follow the rules and regulations strictly. Ignorance of the rules will not be accepted as an excuse for their non-observance. Character Certificate or College leaving certificate will be issued within 30 days of leaving the college/ declaration of annual examination result.
2. The student must remember in their own interest that any student can be detained / expelled at any time, at any stage on the basis of irregularity, shortage of lectures, misbehavior, and participation in any demonstration / agitation on the college premises or any other ground deemed sufficient by the Principal.
3. Where the Board/University rules are silent, the orders of the Principal shall be final and binding in any matter not covered by the rules and regulations incorporated in this Prospectus.
4. As a matter of Principal and propriety the Principal or the Management will not entertain any request or recommendation of favour from any quarters which will go against the effective college admission / discipline, studies of the students. University Roll No. for the annual examination will be issued by the office only after submission of clearance chit. In case of misplacement, duplicate clearance chit be issued; failing which Roll No. will not be issued.

Co-Curricular Activities





Sports Activities



