



### **FROM THE DESK OF PRINCIPAL**

Education today has moved beyond the realm of knowledge as it has taken a multifaceted approach to help the students to grow. With this aim, Govt. Degree College, Akhnoor has not only been imparting academic education in Arts, Science and Commerce courses but also working for the overall personality development of the students along with career counseling.

Every year boys and girls enter the college to receive education and to make the going smoother because in life they can't do everything; they can't read everything and they can't learn everything. So to make the life smoother and comfortable, the trick lies in prioritizing the essentials and thus a teacher modify a raw behaviour into a human behaviour by shouldering the immense responsibility. As students, they may come into contact with other students and it is through contacts they shall start developing, improving and making a progress in life.

Dear students, to build potential among others are not that easy. It requires you to keep challenging yourself on regular basis. To challenge others is easy but to challenge your own self requires special efforts. It simply means to encourage others and when you do that, you shall be able to build them up.

So, I hope that you join this institution not only to make living but ready to make the life because your relationship with the institution defines its present and its future when you as alumni look back with pride and say that I have been a student of this institution.

Dear students I along with my staff welcome you all for the upcoming academic year and ensure that each student in the college matters to us. Therefore I conclude with the words of the celebrated German poet, Goethe, who says:

**Life in this world means action and not dreamy contemplation. The worth of life is determined by deeds and not by years because mere breathing is not life, for insects also breathes; mere eating is not life, for animals also eat; mere movement is not life as snails also move.**

**Dr. Anil Gupta  
Principal**

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## INTRODUCTION

### History:

Akhnoor is a place of great religious and geographical importance. It is an ancient town established about 1000 years back on the right bank of formidable river 'Chenab'. It is connected with Summer Capital of State by a bridge across River Chenab. It has a population of approx. 5,00,000. The students from this area used to travel to Jammu for higher studies. However, due to the visionary and selfless efforts of the local leadership, a Govt. Degree College was sanctioned for Akhnoor by Government of J&K and established in August 2005. Initially it started functioning from Govt. Middle School Akhnoor with 104 students and with Arts stream only. Subsequently, the college was shifted to its own campus in the year 2007. In 2010, Science stream was also introduced with the establishment of four Science Departments viz. Physics, Botany, Chemistry and Zoology. The student enrollment recorded a steep increase since establishment. At present GDC Akhnoor is the largest of the fellow colleges established in 2005 with an enrollment of 2000 approx. Within a short span of time, GDC Akhnoor has made remarkable progress as an established institution of Higher Education.

To augment further in the field of Higher Education, a study centre of IGNOU was established in the college in the year 2011 to take education to the door steps of socially and economically underprivileged section of the society.

### Location:

Government Degree College, Akhnoor is situated at village Palwan on Kaleeth road about 6 Km from Akhnoor town. The location of this college is away from the hustle and bustle of city which provides a congenial environment for studies. Moreover, it can be easily accessed from any part of Akhnoor Tehsil.

### Campus:

College Campus has about 340 kanals area well demarcated for the future academic growth of this institution. The college building has 10 classrooms, 5 laboratories (Physics, Chemistry, Botany, Zoology and Computer). Administrative block, library, office of IGNOU, Red Cross, NCC, NSS, Health Centre, Gymnasium, IQAC, Smart Class Room and Girls Common Room.

### Goals and Objectives

- To impart high quality education to the students of the society.
- To inculcate in the students strong intellectual, moral, physical, aesthetic, attitudes and ideals.
- To produce graduates capable of responding to the challenges of life in every possible way.
- To vanish the darkness that has eclipsed the sovereign virtues of the women of the State in the Past.
- To provide value based learning that has far greater relevance in a dynamic and ever changing work environment.
- To help students by providing them self help courses so that they can be self reliant.
- To offer wide range of choice for study at various levels catering to a cross section of students from all backgrounds.

### List of Principals of Govt. Degree College, Akhnoor

1.	Prof. Indira S. Rathore	09-06-2005 to 03-10-2005
2.	Prof. Dr. M.K. Zutshi	04-10-2005 to 25-10-2005
3.	Prof. Dr. P.K. Koul	26-10-2005 to 31-12-2008
4.	Prof. Dr. M.S. Baloria	1-1-2009 to 05-06-2009
5.	Prof. Dr. Koushal Samotra	06-06-2009 to 08-06-2012
6.	Prof (Dr.) Asha Gupta Abrol	09-06-2012 to 10-08-2015

- |                           |                          |
|---------------------------|--------------------------|
| 7. Prof (Dr.) S.P. Sharma | 10-08-2015 to 26-04-2017 |
| 8. Prof. (Dr.) Anil Gupta | 06-05-2017 to till date  |

## Academics

The college functions to impart higher education in three streams (Arts & Humanities, Science and Commerce).

### Academic Calendar (2016-2017)

Commencement of class work	16th July
Home Assignment	Sem V Sept. & Sem VI March respectively
Internal Assessment Test of Sem I, III & V	1st Week of October
Internal Assessment Test of Sem II, IV & VI	1st Week of April
Pooja Holidays	One day before and two days after Diwali
Winter Vacations	26th Dec. to 4th January
Internal Practical Examination	Before commencement of Examination
External Practical Examination	Before or after commencement of Examination.
Holi Breaks	2 days before Holi
Summer Break	1st June to 15th July

### Curriculum Activities Calendar

August -	Independence Day Celebration Intra College Talent hunt National Sports day
September -	Teachers Day Celebration World Literacy Day World Ozone Day World Tourism Day Activities under Display your Talent Lecture Series from outside Faculty (every month)
October -	Gandhi Jayanti Celebration (Inter College Debate/Symposium) Participation for Display your talent organized by the University of Jammu World Food Day National Integration Day
November -	College Picnic Subject Tour / Botany, EVS, Zoology
December -	World AIDS Day Educational Tour National Youth day
January -	Lohri Celebration, Extension Lectures
February -	Annual Day Celebration, Farewell Function
March/April/May -	Women's Day Women's Empowerment Day World Health Day Earth Day World Technology Day

### Internal Assessment (B.A/B.Sc./B.Com Semester I, II, III, IV, V, VI)

1) For Sem I,II,III & IV – 20% of each theory paper shall be reserved for Internal Assessment

2) For Sem V & VI - 20 marks reserved for internal assessment, 50% of the marks shall be for an internal assessment test and 50% of marks shall be for home assignment.

### Rules for Internal Assessment

#### i) Regularity of attendance

A student must attend not less than 75% of the total lectures delivered during the semester or else he/she won't be permitted to appear in the examination.

ii) A student has to pass in the internal assessment separately in each subject. Students failing to avail the first opportunity to appear in the internal assessment test will be granted a second chance subject to a review of their applications by the concerned committee under University Internal Assessment rules.

### Internal Assessment (Practical's)

1. Marks out of 5 for regularity of attendance shall be awarded according to the following scale

- Below 75% of the total number of lectures delivered                      Shortage
- From 75% to 80% of the total number of lectures delivered              2 Marks
- From 80 to 85% of the total number of lectures delivered                3 Marks
- Above 85% to 90% of the total number of lectures delivered            4 Marks
- Above 90% of the total number of lectures delivered                      5 Marks

2. 50% marks in the practical at all levels are reserved for Internal Assessment. In practical classes, assessment of a student shall be made on the basis of his/her daily performance.

## 1. Admission

Admission to the B.A./B.Sc./B.Com Ist, IInd, IIIrd, IVth, Vth & VIth Semester will be made as per the statues laid down by the University of Jammu in Arts & Humanities, Science and Commerce stream in following combinations :-

### 1.1 Subject Combinations of Core courses as per CBCS system of different groups.

According to the University rules, a candidate seeking admission in B.A./B.Sc./B.Com./Computer Application Sem I & II shall be required to take up Communication English/Hindi/Dogri and EVS as one of the compulsory subjects and three elective subjects from any of the below mentioned subjects combination available

#### A. Medical

##### Combinations

Botany      Chemistry      Zoology

#### B. Non- Medical

Chemistry      Physics      Mathematics

#### C. B.Sc. with Computer Applications

Physics      Mathematics      Computer Application

#### D. Commerce

English/Hindi/Dogri      Financial Accounting      Business Organization and Management

#### E. B.A. with Computer Applications

English/Hindi/Dogri      Mathematics      Computer Application  
English/Hindi/Dogri      Applied Math      Computer Application  
English/Hindi/Dogri      Economics      Computer Application  
English/Hindi/Dogri      Education      Computer Application

#### F. Arts

English/Hindi/Dogri      Education      Mathematics  
English/Hindi/Dogri      Education      Applied Math

English/Hindi/Dogri	Education	Economics
English/Hindi/Dogri	Education	Political Science
English/Hindi/Dogri	Education	Sanskrit
English/Hindi/Dogri	Education	History
English/Hindi/Dogri	History	Political Science
English/Hindi/Dogri	Economics	Political Science
English/Hindi/Dogri	Economics	Math
English/Hindi/Dogri	Economics	Applied Math
English/Hindi/Dogri	Education	Sociology
English/Hindi/Dogri	Education	Philosophy
English/Hindi/Dogri	Political Science	Sociology
English/Hindi/Dogri	Economics	Sociology
English/Hindi/Dogri	Philosophy	Sociology
English/Hindi/Dogri	History	Sociology
English/Hindi/Dogri	History	Philosophy
English/Hindi/Dogri	Political Science	Philosophy
English/Hindi/Dogri	Economics	Philosophy

### Groups and Capacity

Group Name	Capacity	Group Name	Capacity
B.Sc Medical	100	Computer	100 (Sc. 70 + Art 30)
Non Medical	100	Commerce	80
		Arts & Humanities	600

### 1.2 Admission Procedure

The date and schedule of admission to B.A./B.Sc./B.Com/Computer Application Semester shall be notified in accordance with the directives issued by the University of Jammu, Jammu. Choice Board Credit System (CBCS) at UG level has already introduced from the last academic session i.e. 2016-17. Based on this, the Subject Combinations in B.Sc./B.A/B.Com/Computer Application Sem.-I to VI are as follows:-

### DETAILS OF COURSES FOR UNDERGRADUATE CBCS PROGRAMME (B.SC./BCA/B.SC(Home Science))

#### Semester I

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)
C1 C2 C3 [6 credits each]	AECC1A (Communication English/Hindi/MIL) [2 credits] AECC 2A(EVS) [2 credits]		

#### Semester II

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)
C4 C5 C6 [6 credits each]	AECC1B (Communication English/Hindi/MIL) [2 credits] AECC 2B(EVS) [2 credits]		

#### Semester III

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)

	COURSE(AECC)		
C7 C8 C9 [6 credits each]		SEC 1  [2 credits]	DSE 1  [4 credits]

**Semester IV**

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)
C10 C11 C12 [6 credits each]		SEC 2  [2 credits]	DSE 2  [4 credits]

**Semester V**

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)
C13 C14 C15 [6 credits each]		SEC 3  [2 credits]	DSE 3  [4 credits]

**Semester VI**

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)
C16 C17 C18 [6 credits each]		SEC 4  [2 credits]	DSE 4  [4 credits]

**Total credits (Semesters I-IV)= 22+22+24+24+24+24=140**

**DETAILS OF COURSES FOR UNDERGRADUATE PROGRAMME UNDER CBCS (B.A./B.Com)**

**Semester I**

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C1(English/Hindi/MIL-1) C2 C3 [6 credits each]	AECC1A (Communication English/Hindi/MIL) [2 credits] AECC 2A(EVS) [2 credits]			

**Semester II**

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C4(English/Hindi/MIL-1) C5 C6 [6 credits each]	AECC1B (Communication English/Hindi/MIL) [2 credits] AECC 2B(EVS) [2 credits]			

**Semester III**

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C7(English/Hindi/MIL-3) C8 C9 [6 credits each]		SEC-1  [2 credits]	DSE 1  [4 credits]	

**Semester IV**

**Total Credits: 24**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C10(English/Hindi/MIL-4) C11 C12 [6 credits each]		SEC-2  [2 credits]	DSE 2  [4 credits]	

#### Semester V

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C13(English/Hindi/MIL-4) C14 [6 credits each]		SEC-3  [2 credits]	DSE 3  [4 credits]	GE 1  [4 credits]

#### Semester VI

**Total Credits: 22**

CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE DISCIPLINE SPECIFIC(DSE)	ELECTIVE GENERIC(GE)
C15 C16 [6 credits each]		SEC-4  [2 credits]	DSE 4  [4 credits]	GE 2  [4 credits]

**Total credits (Semesters I-IV)= 22+22+24+24+22+22=136**

#### Admission Rules:

- Students having passed Higher secondary Part II (12th) from J&K Board of School Education or Central Board of School Education or Board recognized by University of Jammu are eligible for admission to B.A./B.Sc./B.com./Computer Application Semester-I.
- Students having State Subjects & children of Central Govt. Employees, Army & Paramilitary Personnel posted in J&K State can only seek admission in B.A./B.Sc./B.com./Computer Application Semester-I.
- Students seeking admission in B.A./B.Sc B.com./Computer Application Semester-I shall apply as per the schedule on a prescribed form which will be issued by University. They will attach one attested copy of the marks certificate of the Higher Secondary Part II or other equivalent examination with the application. They should mention their choices of Subject combination within a stream in order of their preferences as per the combinations available in the College.
- Change of the Subject/Stream is not permissible after Admission.
- On receipt of applications, a selection list shall be drawn on the basis of merit.
- Students belonging to reserved categories SC, ST, ALC, PH, OBC as listed in SRO 126 dated 28-6-2004 shall get additional weightage of 5% marks (i.e. 30 marks out of total 600) and these 30 marks shall be added to the total marks secured by the candidate provided he/she submits an attested copy of the relevant certificate issued by competent authority with the application form.
- A merit list of the candidate selected for the admission shall be displayed on the College Notice Board. The selected candidates shall then fill in the form and submit the proper application form. The form dully filled and signed by the parent/guardian shall be submitted to the College on or before the last date. The applicants who do not submit the application form with all the requisite certificates attached herewith or do not deposit the fee within the prescribed time limit shall be dropped from the merit list and the next meritorious applicant shall be considered for the admission. Subject to the availability of seats second and third merit list shall be displayed. This is subject to changes/modifications issued by the



Department/University from time to time. The Principal reserves the right to reject or accept the application for admission without assigning reason thereof.

### 1.3 Documents / Testimonials Required

- Marks certificate of class last attended (original + 3 attested copies)
- D.O.B. certificate (original & two attested copies)
- Provisional certificate and one attested zerox copy (in original) issued by institutions last attended (J&K BOSE in case of private candidates)
- Character certificate (original) issued by Head of Institution last attended. In case of private candidates character certificate should be signed by a First Class Magistrate / S.H.O. Concerned.
- Three recent passport size photographs.
- Transfer certificate of father or guardian in case of wards (children) of Military or Paramilitary personnel or Central Government Employees.
- Reserve category certificate from the competent authority as Stated in SRO-294 & SRO126 (original & two attested copies)
- Migration Certificate for student of Boards/Universities other than J&K Board/University of Jammu.
- Candidate seeking admission must be accompanied by parents/guardian.
- Bank account Pass book on the name of student (Original + Photocopy) preferably that of J&K Bank.

### 1.4 Affidavit/Undertaking

The following undertaking in the form of an affidavit on non-judicial stamp paper of Rs. 10/- attested by First Class Magistrate/Notary to be obtained from every selected candidate :-

I \_\_\_\_\_ S/o, D/o  
Sh. \_\_\_\_\_ do hereby solemnly declare as under:-

1. That I am seeking admission to B.A./B.Sc./B.Com/Computer Application in Govt. Degree College, Akhnoor for the academic session 2017-18 on the basis of my merit in the qualifying examination. (Higher Secondary Part-II)
2. That I have not sought admission in any academic / professional/ technical/ Government/ Private Institution within or outside the State.
3. That in case I seek admission or get selected to any academic/Professional/ Technical/ Government/ Private Institution, I shall immediately bring the fact to the notice of the College authorities and that I shall get myself discharged from the college before getting myself admitted to any of the above mentioned institutions.
4. That I shall abide by the rules and norms of the institution in order to keep the decorum and discipline of the institution. I further undertake that I shall not misbehave/indulge in any unlawful and anti social activity and shall be liable to be punished up to the extent of the expulsion from the college in case I am found involved.
5. That I have carefully read and understand the Law Prohibiting ragging and the directions of Hon'ble Supreme Court and Central/ State Government in this regard.
6. That I have carefully understand UGC Regulations on curbing the Menace of ragging in Higher Educational institutions issued from time to time and are in force.
7. That I am seeking provisional admission to B.A. Semester-I/III/IV in Govt. Degree College, Banihal with a clear understanding that my admission to B.A Semester-I/III/IV is provisional and is subject to

confirmation on the issue of the certificate of eligibility by the University of Jammu, if for any reason whatsoever the university declines to issue the said certificate, my provisional admission will automatically stands cancelled.

**Attesting Authority**

**Deponent**

**ONE YEAR GAP STUDENTS**

I \_\_\_\_\_ S/o,D/o \_\_\_\_\_ do hereby solemnly declare as under:-

1. That I have passed my 10+2 examination during the session \_\_\_\_\_ as a Private Candidate from \_\_\_\_\_ Board.
2. That I am seeking admission in Govt. Degree College, Akhnoor in \_\_\_\_\_ class during the session 2017-18.
3. That during the gap period, I was neither employed nor sought admission in any academic/professional/government/private /technical institution.

**Attesting Authority**

**Deponent**

III. The following undertaking in the form of an affidavit (duly attested) in case of students who have passed Higher Secondary Part II or equivalent examination from a Board other than J&K Board.

I \_\_\_\_\_ S/o, D/o  
Sh. \_\_\_\_\_ do hereby solemnly declare that I am seeking Provisional admission to B.A./B.Sc. Part I in Govt. Degree College , Akhnoor with a clear understanding that my admission to class is Provisional and is subject to confirmation on the issue of certificate of eligibility by the University. If for any reason whatsoever, the University declines to issue the said certificate, my Provisional admission will automatically stand cancelled.

**Attesting Authority**

**Deponent**

**IV. Anti-ragging Affidavits (Parent/Guardian)**

1. I, Mr./ Mrs./ Ms. \_\_\_\_\_ (Full Name of Parent/ Guardian) Father/ Mother/ Guardian of (full name of student with admission/ registration/ enrolment number), having been admitted to (Name of the Institution) have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the 'Regulations') carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused class 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case

he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to another criminal action that may be taken against my ward under any penal law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declare this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

**Signature of deponent**

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed there in. Verified at (Place) \_\_\_\_\_ on this the \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) \_\_\_\_\_ (year)

Signature of the deponent

Solemnly affirmed and signed in my presence on this this day \_\_\_\_\_ (Month) \_\_\_\_\_ (year) after reading the contents of this affidavit.

**Note:** Admission Form complete in all respect of all the selected candidates will be scrutinized along with all the enclosures before they are granted admission. They shall deposit the Admission fee in the College office on or before the last fixed date.

## 2. Conduct inside College Campus

### UNIFORM FOR STUDENTS

**For Boys:**

Shirt	White colour (Simple in stitching with <b>one Black strip</b> on shoulders for Sem I & II; <b>Two Black strips</b> on shoulders for Sem III & IV & <b>Three Black Strips</b> on shoulders for Sem V & VI
Pent	Black (Simple in stitching)
Coat	Black

**For Girls:**

Shirt	White colour (Simple in stitching with <b>one Red strip</b> on pleats of shirt for Sem I & II; <b>Two Red strips</b> on pleats of shirt for Sem III & IV & <b>Three Red Strips</b> on pleats of shirt for Sem V & VI)
Salwar	White (Simple in stitching)
Dupatta	White
Sweater	Black

#### **Rules:**

- Students are directed to remain punctual and regular in attendance.
- A student resulting to unfair means in the internal examination will be issued a Bad Character Certificate.
- Mobile phones are strictly banned in the College premises. Students should not carry mobile phones with them.
- Student must possess Identity cards issued by the College.
- Smoking or use of intoxicants is strictly prohibited. Defaulters will be punished.
- Students are directed not to damage the college property or deface the college building. Writing of graffiti on the walls or sticking of posters is a cognizable offence.
- No outsider is allowed to enter the college without a valid reason.
- Students are directed to come in proper uniform to the college.
- No student should bring his/her friend/ relative to the college.
- A student cannot leave the college premises during working hours except in case of an emergency.
- A student desirous of withdrawing his/her name from the college rolls should submit an application countersigned by the parents/guardian of the student. The relevant certificate shall be issued only after the student clears all college dues. Such students shall in no case be re-admitted during the same and in next academic session.
- As per the Govt. order No. HE/Gen/61/2001 dated 07-09-2001 fee once deposited will not be refunded.
- Strict action will be taken under rule by the college administration against the student found violating the above cited rules.
- The above rules may be changed, modified or suspended as and when required.

### **3. Facilities Available on the Campus**

#### **3.1 College Library**

The college library is located in the heart of academic complex and is easily accessible to all the students. It is well equipped with a collection of more than 5,000 books comprising of text books, reference books, literary books, periodicals, novels, encyclopedia and journals. It is subscribing nearly all leading newspapers, magazine, journals for the students and staff of the college.

##### **Library Rules**

1. Books shall be issued to a student on production of Library Borrower's card which is issued to him/her at the start of the academic session by the Librarian.
2. Books lost or damaged in any way shall have to be replaced by the borrower failing which double cost of the book shall be charged. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter. Books are issued for a period of 14 days only and a fine of Rs. 1/- per book shall be charged after the due date.

3. Reference books, rare books, books specially reserved and current periodicals will not be issued for use in homes. These can be consulted only within the library premises.
4. Student can borrow two books from the library.
5. Strict silence shall be observed in the Library and reading rooms. Students shall not take their personal books or belonging inside the library.
6. Students appearing for the University examination shall surrender their Library Cards/Borrower's card before receiving Roll No. Slips. Students failing to surrender their cards at that time shall incur a fine of Rs. 100/-

#### **Identity Cards**

Every student on being admitted shall be issued an Identity card which he/she will carry on his/her person at all times and shall produce on demand, by any member of the college staff anywhere in the college premises. Every student has to put around the neck flexi I-Card provided by the college.

#### **3.2 Well Equipped Computer Lab:**

The College has well equipped modern Laboratory for the students of Computer Application. It has 20 systems and provides computer literacy and internet access to students and staff.

#### **3.3 Smart Class Room**

The College has developed a smart class room fully equipped with latest teaching aids such as multimedia projector, a fully functional public address system, slide projectors and with all kinds of latest gadgets conforming to national standards and Ist specifications.

The aim is to provide our students place where they can come & get acquainted with the latest teaching learning aids such as presentation by teachers, Guest lectures, Group Discussions etc.

#### **3.4 Girls common room**

Facility of Girls Common Room has been established in the college to enable the female students to make use of the facility during their vacant periods.

#### **3.5 Health Centre:**

The college provides health care facilities to the students with the help of the local health care centres located at Village Sohal.

#### **3.6 Bus Facility**

The College has its own bus which provides to and fro facility to the college students at nominal rates. Students desirous of availing the bus facility can contact convener of the college bus committee.

#### **3.7. Sports & Physical Education**

The academic atmosphere of the college attempts to nurture healthy mind in the students. The endeavours of the Department of Physical education is to give them a healthy body. Students are encouraged to participate in games at college as well as University level. The Sportspersons are provided with all necessary facilities like equipment, uniform, travelling allowance and refreshment for practice period and during the tournament period as well. In the tournament players are expected to be disciplined and highly punctual. For physical fitness a gymnasium has been installed inside the college. The construction of mini stadium with multi courts/grounds is in progress.

2016-17 has been a bright Session of the College. As GDC Akhnoor participated in 16 different Games including both Men and Women that organized by directorate of Physical Education and Sports the following Games are mentioned below:- Cricket, Boxing, Kabaddi, Volleyball, Wt. Lifting, Wrestling, Kho-Kho, Yoga, Athletics, chess, Cross-country, Badminton Achievements.



**Uday Sharma**  
B.Sc. Sem- IV (112)  
Gold & Silver Medal  
in Intercollegiate  
Wrestling



**Sumit Sharma**  
B.A Sem-IV (197)  
Gold medal in weight  
Lifting (Intercollegiate)  
& Bronze in Boxing



**Gautam Sharma**  
B.A Sem-IV (568)  
Silver medals in  
Wrestling and  
Powerlifting  
(Intercollegiate)



**Vishal Sharma**  
B.A Sem-II (533)  
Silver medal in  
Wrestling  
(Intercollegiate)



**Rahul Sharma**  
B.A Sem-II (718)  
Bronze in Wrestling  
(Intercollegiate)



**Shubam Sharma**  
B.A Sem-VI (387)  
Silver medal in  
Wrestling  
(Intercollegiate)



**Vishabjeet Singh**  
B.A Sem-II (285)  
Bronze in Javel in  
throw  
(Intercollegiate)



**Vishal Sharma**  
B.A Sem- II (533)  
Silver in Wrestling  
(Intercollegiate)



**Sahil Kumar**  
B.Sc. Sem- II (131)  
Volleyball National  
Championship



**Sumeet Choudhary**  
B.Sc. Sem-VI (69)  
Bronze in Boxing  
(Intercollegiate)



**Arun Kumar**  
NCC Cadet won  
Silver Medal in All  
India Trekking camp  
at Tirupati, Andhra  
Pradesh



**Satyanand Sharma**  
NCC Cadet won  
Silver Medal in All  
India Trekking camp  
at Tirupati, Andhra  
Pradesh



**Rajan Sharma**  
NCC Cadet won  
Silver Medal in All  
India Trekking camp  
at Tirupati, Andhra  
Pradesh



**Rashmi Singh**  
B.Sc. Sem-II (19)  
2nd Prize in  
Postermaking & 3rd  
Prize in clay modeling

### NCC Girls

1. NCC cadets Preeti Sharma (B.A Sem IV), Lovely Verma (B.A Sem IV) and Bandana Kumari (B.A Sem IV) selected in firing competition held at New Delhi.
2. Cadets Ekta Devi (B.A Sem IV), kajal Sharma (B.A Sem IV), Sudesh Kumari (B.A Sem IV), Priya kumari (B.A Sem IV) and Roshini Devi (B.A Sem IV) attended T.S.C camp at New Delhi.
3. Cadets Preeti Sharma and Neha Kumari attended NIC camp at Tezpur (Assam) and won silver Medal

### NCC Boys

NCC cadets Arun kumar , Satyanand Sharma, Surinder Kumar and Rajan Sharma of B.A Sem II attended the all India Trekking camp at Tiruoati , Andhra Pradesh and won silver medal.

### 3.8 SCHOLARSHIP AND FINANCIAL ASSISTANCE

There are scholarships for Schedule Castes, Schedules Tribes, Low Income Groups, other Social Castes, RBA, ALC, Frontier and Handicapped students. National Loan Scholarships and National Scholarships are awarded by the Govt. of India. Besides these, merit scholarships are also awarded to the deserving students of the college in addition to University scholarships awarded

by University of Jammu. Over and above all these scholarships, liberal help is given to the deserving students out of the Mutual Benefit Fund augmented by the State Govt. Grants and UGC Funds. The grant and continuance of the scholarships is subject to the following conditions:-

- a) Regular Attendance
- b) Satisfactory Conduct
- c) Production of Income Certificate
- d) Attested copy of the State Subject Certificate

Scholarships shall be drawn only for the following periods :

- a) Academic Session
- b) Sanctioned holidays and Sundays
- c) Permissible Leave.

A student applying for the scholarship is required to submit an application on a prescribed format which can be had from the college office:

The income certificate of the father/guardian should be issued by the Revenue Officer of not less than the rank of Tehsildar.

Parent/Guardian of the student applying for the scholarship must give an undertaking that in case his ward participates in strikes or any other subversive activity, he/she will refund the amount of the scholarship received, in one installment.

### 3.9 College Canteen:

The College canteen is well furnished which caters students as well as staff of the college with neat and clean, fresh and hygienic food items at fair price.

### 3.10 Beautification of College Campus:

A campus beautification committee consisting of faculty has been constituted which monitors the working of gardeners and safai-karamcharis. Posters and other printed material are used to create awareness among the students and the workers about the clean and pollution free environment. Recently the college has planted different varieties of ornamental trees for the beauty enhancement of the campus. In order to keep the campus clean and to look beautiful sticking of bills/posters is strictly banned.

## 4. Fee Structure

### A. Fee Structure of B.A/B.Sc./B.Com Sem-I and II

S.no.	Fee	B.A	Non-Medical	Medical	B.Com	B.Sc. Computer	Arts Computer
1.	Govt. Fee	2250	2250	2250	2250	2250	2250
2.	Science Lab Fund	Nil	170	220	Nil	110	110
3.	Computer lab fund	Nil	Nil	Nil	Nil	1900	1900
4.	EVS Fee	170	170	170	170	170	170
	<b>Total</b>	<b>2,420</b>	<b>2,590</b>	<b>2,640</b>	<b>2,420</b>	<b>4,430</b>	<b>4,430</b>

### B. Fee Structure of B.A/B.Sc./B.Com Sem-I and II

S.no.	Name of the fund	B.A	Non-Medical	Medical	B.Com	B.Sc. Computer	Arts Computer
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1	Examination fee	1260	1260	1260	1260	1260	1260
2	Practical Fees	Nil	320	480	Nil	320	160
3	Maintenance of service fee	240	240	240	240	240	240
4	Examination development Fund	240	240	240	240	240	240
5	Cost of exam form	160	160	160	160	160	160
6	Registration fee	300	300	300	300	300	300
7	Sports fees	440	440	440	440	440	440
8	Digitalization Fee	180	180	180	180	180	180
9	Resource Mobilization Fee	130	138	142	130	138	134
10	Corpus Fund	180	180	180	180	180	180
11	DIQA Fees	180	180	180	180	180	180
12	NSS Fees	110	110	110	110	110	110
13	Cultural Fees	130	130	130	130	130	130
14	Red Cross Fees	20	20	20	20	20	20
	<b>Total</b>	<b>3,570</b>	<b>3,898</b>	<b>4,062</b>	<b>3,570</b>	<b>3,898</b>	<b>3,734</b>

**C. Other charges**

Eligibility Fees other than J & K Board	730
Insurance for all students	43

**Total Fee (A +B+Insurance Fee)**

B.A. with Arts Fees	6,033
B.A. with computer Applications	8,207
B.Sc. with Computer Applications	8,371
B.Sc. (Medical Fees)	6,745
B.Sc. (Non Medical Fees)	6,531
B.Com Fees	6,033

**B) Sem-III and Sem-IV (Fee Structure)**

B.A. with Arts Fees	5563/-
B.A. with computer Applications	7737/-
B.Sc. with Computer Applications	7901/-
B.Sc. (Medical Fees)	6275/-
B.Sc. (Non Medical Fees)	6041/-
B.Com Fees	5563/-

**C) Sem-V and Sem-VI (Fee Structure)**



B.A. with Arts Fee	5563/-
B.A. with Computer Application	7737/-
B.Sc. with Computer Applications	7901/-
B.Sc. (Medical)	6425/-
B.Sc. (Non-Medical)	6041/-
B.Com Fees	5563/-

**Note:** The above fee structure is subject to change by the Department of Higher education & by the University of Jammu. In case of revision of fee, the difference of fee charge and the revised fee shall had to be deposited by the students.

## 5. Co-Curricular Activities

Besides teaching programmes, the college provides maximum possible opportunities to the students for the expression of their talent through various programmes, like Debates, Discussion, Quiz, Symposium, Plays, Variety programmes, literary activities like essay and story writing, poetry writing and recitation, painting competition held at various levels. Students also participate in literary programmes of book club which is literacy forum for the college teachers. Students are encouraged to display their talent in the shows organized by the College. Any student who participates in inter-college or inter University sports tournament NCC/NSS/Literary/Cultural Programmes may for the purpose of condoning deficiency in attendance incurred by her/him on account of such participation shall be treated on duty on all the working days during the days of her/his absence on such account subject to maximum of thirty lectures. This duty is counted towards his/her class attendance.

### 5.1 College Magazine :

The college publish its magazine *Manthan* which provides an excellent opportunity to students and staff members to express their views and talents.

### 5.2 College Newsletter

The college publish its newsletter *Awakener* to bring on record the various events, curricular, co-curricular or extra-co-curricular activities held in the college campus.

### 5.3 Literacy Club

Our students are not only encouraged to formulate ideas and opinions but also to air these views in many public fora. The college has a Debating Society and Literacy club. The debating society organizes debates, symposium, quiz contests and seminars. The literary club arranges literary programmes, lectures/talks of academic interest and essay competitions.

### 5.4 Cultural Club

Targeting the all round development of personality, this institution has a cultural club which works towards bringing out the aesthetic sensibilities in students. Students of the institution enthusiastically have been participating in various cultural items like Dogri songs, Dances, Drama etc. and in different competitions organized in the college campus by the college and in University of Jammu by University of Jammu.

### 5.5 NSS

It is said, "They serve God well, who serve his creatures". Our NSS volunteers have imbibed the 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 commendable.

The NSS Unit can take up any activity that has relevance to the community. The activities relating to the community could be in the field of Education and Literacy, Health, Family Welfare and

Nutrition, Sanitation and Cleanliness, Environment conservation, Social Service programmes, programmes for improving status of women, Production Oriented programmes, Disaster Relief and Rehabilitation , Campaigning against social evils, creating awareness about flagship programmes such as Digital India, Skill India etc. Since its inception in 1969, over 4.78 crore students has been benefitted from NSS & 36.5 lakh volunteers are enrolled in 39,6095 NSS Units spread over 391 universities plus 2 councils, 16278 colleges and 12483 senior secondary schools in India..

Riya Sharma of B.Sc. Sem IV participated in month long Republic Day Camp at New Delhi and her participation has been appreciated.

#### **5.6 N.C.C (Boys & Girls)**

(Programme officer- **Prof Kuldeep Kumar and Dr. Isha Sharma**)

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. Our N.C.C. cadets have added laurels to the prestige of this institution by meritoriously participating and representing the college in various camps and courses at State level and National level.

#### **5.7 Red Cross / Red Ribbon Club**

(Incharge : **Prof Rewa Lakhotra**)

Red Cross unit works towards inculcating a sense of volunteerism among the students to serve humanity.

#### **5.8 Environment Protections and Conservation Cell :**

It aims at protection and conservation of environmental assets of Akhnoor region.

#### **5.9 Women Development Cell :**

(Incharge : **Prof Anshu Sawney**)

The college is having a Women Development Cell which will take a number of activities related to emerging concerns about women.

#### **5.10 Career Counselling Cell**

To provide information to the students regarding the various career options available to them, college has set up a career counseling cell. We give opportunity to various educational and career institutes to interact with the students by holding interactive session and seminars.

#### **5.11 Grievance Redressal Cell**

(Incharge: **Prof Tarsem Lal**)

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.

#### **5.12 Tours & Picnics**

Educational and subject tours, hiking and tracking expeditions are also organized from time to time.

#### **5.13 Students Body**

At the onset of the new session Student's body is elected in the college. The election process is very democratic and transparent. The college students have two representatives from each class one is on the basis of merit and the other on the basis of general elections. To give equal representation to male and female candidates if the C.R. on merit basis happens to be a female the C.R. on the election basis shall be male and vice versa.

After the selection / election process of C.R.'s is complete the C.R. are authorized to elect the

- President from Sem V or VI
- Senior Vice President from Sem V or VI (of opposite Sex, i.e. if the President happen to be female the Senior Vice President shall be a male and vice versa.

- Vice President from Sem III or IV
- General Secretary from Sem III or IV
- Two Secretaries from Sem I or II

No outsider shall be allowed to participate in the process of elections. Only the candidates with a valid I/c shall be allowed to cast their votes at the time of elections of the C.R.'s

## 6. Future Initiatives

- Separate Hostel facility for boys and girls
- A multipurpose auditorium
- Residential accommodation for Principal and staff members
- New Streams and subject combination.
- To upgrade the Library
- To upgrade the sports facilities.

## 7. Departments Profile

### DEPARTMENT OF SCIENCES

#### **Chemistry**

Sh. Tarsem Lal - Associate Professor  
 Dr. Manmeet Kour – Assistant Professor  
 Dr. Deepak Kumar- Assistant Professor  
 Vacant

#### **Physics**

Dr. Anshu Sawhney – Assistant Professor  
 Sh. Kuldeep Kumar - Assistant Professor

Sh. Sahil Bangotra - Assistant Professor

#### **Botany**

Vacant  
 Vacant

#### **Zoology**

Dr. Chander Shekhar- Associate Professor  
 Ms. Rewa Lakhotra - Assistant Professor

#### **Mathematics/Applied Mathematics**

Sh. Sonam Mehta - Assistant Professor  
 Vacant

#### Department of Computer Application

Ms. Jyoti Sharma - Assistant Professor  
 Sh. Dewarka Nath - Assistant Professor

#### Department of Arts & Humanities

#### **Education**

Dr. Atieq-ul-Rehman - Assistant Professor

#### **History**

Ms. Anuradha Choudhary – Assistant Professor

#### **Political Science**

Vacant  
 Vacant

#### **Economics**

Sh. Shamim Ahemad - Assistant Professor

#### **Environmental Sciences**

Ms. Shivani Sharma - Assistant Professor

#### **Philosophy**

Dr. Dinesh Jamwal - Assistant Professor

#### **Sociology**

Vacant

#### Department of Languages

#### **English**

Ms. Anjali Mahajan – Associate Professor  
 Dr. Pavanjeet Bali - Assistant Professor  
 Dr. Iesha Sharma - Assistant Professor  
 Vacant

#### **Hindi**

Vacant  
 Vacant

#### **Sanskrit**

Dr. Mamta Sharma - Assistant Professor

#### **Dogri**

Vacant  
 Vacant

#### Department of Commerce

Ms. Sonia Bhau - Assistant Professor

**Physical Training Instructor- Vacant**

**Library- Vacant**

(The academic arrangement is made by the college against the vacant posts.)

## 8. Administrative Section

<b>Head Assistant</b>	Vacant
<b>Sr. Assistant</b>	Sh. Madan Lal
<b>Accounts Assistant</b>	Vacant
<b>Junior Assistant</b>	Ms. Fancy Tickoo
<b>Computer Assistant</b>	Ms. Nisha Sharma
<b>Lab Assistant</b>	Sh. Rattan Lal
<b>Lab Assistant</b>	Sh. Bodh Raj
<b>Lab Assistant</b>	Ms. Parsinta Devi
<b>Lab Assistant</b>	Ms. Rumma Salgotra
<b>Library Assistant</b>	Ms. Lalita Sharma
<b>Library Bearer</b>	Vacant
<b>Chowkidar</b>	Sh. Kirpal Singh
<b>Orderly</b>	Sh. Vinay Singh Sh. Kewal Krishan

## 9. Indira Gandhi National Open University (IGNOU) Study Centre

A study centre of IGNOU (IGNOU-SC-12102) has been established in the college to further augment Higher Education in the region. At present centre has more than 500 students which are enrolled in B.A. & B.P.P. programmes. Many new Post Graduate, Certificate & Diploma courses are in pipeline.

**Coordinator** :- Prof. Shamin Ahmed

**Assistant Coordinator** :- Prof. Kuldeep Kumar and Prof. DN Sharma

**Vision** : To provide education to Anyone, Anywhere & Anytime.

## DISCLAIMER

The College reserves the right to make changes in the rules and regulations, conditions governing the conduct of students, fee structure at any point of time without prior notice. The College accepts no responsibility for the hardships or expenses incurred by the students or any other person for such changes, additions and errors or omissions.