

# GOVT COLLEGE FOR WOMEN UDHAMPUR



*(Affiliated to University of Jammu)*  
*(Recognised under 2f & 12B Act of UGC)*



**INFORMATION BROCHURE CUM**

**ADMISSION FORM 2018-19**

**Kallar Himmati, Battal Ballian Road Udhampur 182101 (J&K)**

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Principal Dr. Chander Shekhar with Teaching Staff Members of the College



Principal Dr. Chander Shekhar with Non-teaching Staff Members

### **EDITORIAL BOARD**

**Dr. Chander Shekhar**  
*(Principal)*  
**Prof. B.P Singh**  
**Dr. Meena Gupta**

*Patron*

*Editor*

*Editor*

## **VISION, MISSION AND VALUES**

### **VISION:**

- *To be a Premier Resource, Catalyst and Pathfinder instrumental in increasing access to Higher Education beyond Geographic, Cultural, Economic and Physical barriers.*

### **MISSION:**

- *Tailoring integrated development of women for continuous improvement and response to future challenges.*
- *Enabling and empowering women to fulfill their aspirations to the maximum of their potential.*
- *Enhancing the self-esteem of women and preparing them for a socially conscious and multicultural global society.*
- *To pursue global standards of excellence in all our endeavors and to remain accountable in our core and support functions through processes of self-evaluation.*
- *To provide its students with competencies for employability and developing their intellectual, expressive and social skills required to take full advantage of all their future life opportunities.*

### **VALUES:**

- *Maintaining the highest possible academic standards.*
- *As a learner centered institution focus is laid on the capabilities of all the students to grow academically and personally while achieving success.*

## Principal's Message

*Dear Students,*

I feel privileged in extending warm welcome to new entrants in this premier institution of higher learning to be a part of our

educational family in current year 2018-19. Beginning of new academic year is always an exciting moment for all concerned as it presents opportunities for start up of new classes with new faces, sometimes with new courses having new expectations, a busier schedule and often with new challenges to tackle. The college Since its inception in 1986 has been able to impart quality education to its students despite limitations of adequate infrastructure. The students of this college have brought laurels to the institution by excelling in different fields. The progress of an educational institution rests on efforts of committed faculty members, supportive administration, quality infrastructure, large pool of learning resources and responsive students. These key factors have attributed to the escalated growth of this Institution having just 85 students in year 1986 to 2445 in current academic session 2016-17. We shall try to work together to inculcate values of personal excellence in addition to vigorous academic activities that will enhance not only your academic growth but your personal growth also. We do strive for providing an innovative culture to the students to learn and grow fearlessly and work consciously for creation of India inhabited by peace loving, capable and cultured people.



Today, Education is the only means for empowerment of women in order to combat the challenges presented by globalization because education not only develops the personality, but qualifies women to fulfill their cherished dreams in political, economic and cultural domain, there by improving their socio-economic status and position in the society.

Our aim at GCW Udhampur is to see this college as one of the prime Institution of higher education, not only in the state but all over the nation. We have initiated many activities and programmes to promote the broader dimensions of your personality apart from academic excellence. Impetus is always laid down on enhancing the overall development of the students, enabling them to match pace with the present student's world. It has enough infrastructure to cater the need of quality education. The science labs are well equipped, the quality of teaching has been supplemented by the addition of smart class room. Students are also provided with opportunities to groom their personality through regular co-curricular activities through NCC, NSS, sports and other literary efforts. Career Counseling is provided to the students through seminars and series of lectures organized regularly by Career Counseling Cell .They are also further empowered to tackle the present challenges in every field through counseling by the Women Development Cell. The college has been blessed with a team of very talented and dedicated staff always ready to help you in every possible way to achieve your goals.

Join us to create and discover a new world, as the stream of talent is with you. The only need is to flow it from this college to the world .I extend my best wishes for your bright and prosperous future.

**Principal**

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# COLLEGE PROFILE

Government College for Women, Udhampur, affiliated to University of Jammu was established in 1986 housed in Old hospital building, at Gole Market, Udhampur, subsequently shifted to Kallar Himmati, Battal Ballian Road, Udhampur in 2004. Since its inception, the college has achieved landmarks in imparting quality education by means of latest technologies through qualified & dedicated staff. Today it has become a leading women institute of the district promoting higher education and enabling them to empower themselves for a better future. The college provides education in the discipline of Arts, Science (Medical and Non-Medical), Commerce and Computer Application (BCA) streams. The students enrollment in the college increased manifold from 85 from its inception in 1986 to 2445 in academic session 2017-18.

The College Campus is spread over 59 kanals and 18 marlas of land comprising of Administrative Block, Science Block, Arts Block, Library, Girls Common room, Smart Classroom, Computer Lab., Sports office, Edusat Lab., besides the class rooms/Lecture halls. The college Hostel with boarding capacity of 27 is situated in the old building complex at Gole Market Udhampur. A Geography block comprising of 12 classrooms is under construction and the building is expected to be completed in the year..... Acquisition process is going on for acquiring additional 20 kanals and 15 marlas of additional land at the adjoining vicinity for construction of girls hostel by the Higher Education Department. Students are provided with large number of opportunities for self development, apart from academic excellence, by encouraging them to participate in NCC, NSS, Co-curricular activities like Sports and literary activities.

## LIST OF THE STAFF

Principal

Dr. Chander Shekhar

### Department of English

1. Prof. Sudhir Singh (on FIP)
2. Prof. Jatinder Kour (on FIP)
3. Prof Rabia Iqbal Mir
4. Prof. Nusrat Choudhary
5. Dr. Meena Gupta
6. Academic Arrangement
7. Academic Arrangement
8. Academic Arrangement

Head of the Department (Associate Prof.)  
Assistant Professor  
Assistant Professor

### **Department of Chemistry.**

1. Prof. Suneel Singh Barheyana Head of the Department(Assistant Prof.)
2. Academic Arrangement
3. Academic Arrangement
4. Academic Arrangement

### **Department of Physics.**

1. Dr. Bhavnaish Chand Head of the Department(Associate Prof.)
2. Prof Kuldeep Raj Associate Professor
3. Prof. Rajesh Bhardwaj Assistant Professor

### **Department of Botany**

1. Prof. Ashni Devi Head of the Department (Associate Prof.)
2. Dr. Kewal Kumar Assistant Professor
3. Mr. Bhekam Pal Singh Assistant Professor
4. Academic Arrangement

### **Department of Zoology**

1. Mr. Brinder Kumar Head of the Department (Assistant Prof.)
2. Ms. Sumita Rao Assistant Professor
3. Academic Arrangement
4. Academic Arrangement

### **Department of Geography**

1. Ms. Anjana Kanwal (on Long Leave) Head of the Department (Assistant Prof.)
2. Academic Arrangement
3. Academic Arrangement
4. Academic Arrangement
5. Academic Arrangement

### **Department of Education.**

1. Prof. Neetu Raina Head of the Department (Assistant Prof.)
2. Prof. Sarita Dogra Assistant Professor
3. Prof. Roopa Kumari

### **Department of Sanskrit.**

1. Prof Sanjeev Upadhyay Assistant Professor

### **Department of History**

1. Prof. Vishal Magotra Assistant Professor

### **Department of Music.**

1. Prof. Naveen Sharma Assistant Professor
2. Prof. Shallu Jasrotia Assistant Professor
3. Academic Arrangement
4. Academic Arrangement
5. Academic Arrangement

### **Department of Political Science**

1. Prof. Swarna Devi Head of the Department (Assistant Prof.)
2. Dr. Shaveta Sharma Assistant Professor

### **Department of Urdu**

1. Prof. Imran Hussain Shah Head of the Department (Assistant Professor)

### **Department of Economics**

1. Academic Arrangement
2. Academic Arrangement

### **Department of Hindi**

1. Prof. Poonam Head of the Department (Assistant Prof.)
2. Academic Arrangement

### **Department of Mathematics**

1. Dr. Ashok Kumar Head of the Department (Assistant Prof.)
2. Dr. Ajay Kumar Sharma Assistant Professor

### **Department of Computer Application**

1. Prof. Paramjit Singh Assistant Professor
2. Academic Arrangement

### **Department of Environmental Sciences**

1. Prof. Navita Sharma Assistant Professor
2. Academic Arrangement

### **Department of Dogri**

1. Prof. Neeru Devi Anand

### **Department of Punjabi**

1. Academic Arrangement

### **Department of Philosophy**

1. Mr. Sanjay Kumar Head of the Department (Assistant Prof.)

### **Department of Sociology**

1. Prof. Usha Sharma Assistant Professor

### **Department of Commerce**

1. Prof. Renu Bala Assistant Professor  
2. Academic Arrangement  
3. Vacant  
4. Vacant

### **Department of Physical Education**

1. Sh. Sudesh Kumar Physical Director

## **NON TEACHING STAFF**

### **Establishment Section**

1. Sh. Rajinder Singh Jamwal Section Officer  
2. Smt. Sharda Devi Head Assistant  
3. Mr. Vikrant Sharma Accountant  
4. Smt. Anju Sharma Sr. Assistant  
5. Vacant Sr. Assistant  
6. Sh. Harjinder Kumar Jr. Assistant  
7. Vacant Jr. Assistant  
8. Vacant Jr. Assistant

### **Laboratory**

1. Sh. Rajeshwar Singh Lab. Assistant.  
2. Vacant Lab. Assistant  
3. Vacant Lab. Assistant  
4. Vacant Tabla Assistant  
5. Sh. Kaka Ram Lab Bearer  
6. Smt. Sudershan Kumari Lab Bearer

### **Library**

1. Smt. Neelam Bambroo Librarian  
2. Sh. Sansar Chand Library Assistant  
3. Sh. Surinder Kumar Library Bearer

### **Technical Staff**

1. Sh. Davinder Gupta	Sr. Pharmacist
2. Sh. Des Raj	Carpenter
3. Sh. Dalip Singh	Electrician
3. Vacant	Driver

### **Assisting Staff**

1. Sh. Sanjeev Kumar	Conductor
2. Sh. Madan Singh	Peon
3. Smt. Pholi Devi	Peon
4. Sh. Kuldeep Raj	Chowkidar
5. Sh. Sham Lal	Chowkidar
6. Sh. Hem Raj	Chowkidar
7. Sh. Asif Ali	Chowkidar
8. Smt. Sharda Sharma	Hostel Bearer
9. Sh. Jeet Lal	Gardner
10. Sh. Pritam Kumar	Gasman
11. Smt. Ishri Devi	Safaiwali
12. Sh. Rinku	Safaiwala
13. Sh. Sakina Begum	Safaiwali
14. Sh. Vinay Tegi	Safaiwala

### **Compulsory Rules for Students**

- ❖ Outsiders are not allowed to enter the college premises without prior appointment.
- ❖ Students have to be in proper uniform during the whole academic session. The uniform of the college is white Plain Kameez (Below the knees), white Salwar and white Dupatta . The colour of Sweater is Black during Winter season. For married students, the uniform is Plain Pink Kameez, Pink Salwar, Pink Dupatta and Pink Sweater.
- ❖ If a student remains absent from the college for more than ten consecutive days, her name shall stands struck off from the college rolls without further notice.
- ❖ Unlawful assembly of students in the college is prohibited.
- ❖ Writing on the walls or pasting posters is a cognizable offence.

- ❖ It has been impressed upon by the Hon'ble Supreme Court of India that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if her explanation is not found satisfactory, the authority would expel her from the institution. Ragging in any form, on or off the college campus, including the hostel, is completely banned and is an offence. The student's involved in ragging shall be severely punished, even to the extent of being expelled from the college.
- ❖ Students resorting to unfair means in the examination shall be dealt severely in accordance with the rules laid down there upon by University of Jammu.
- ❖ A student desirous of withdrawing her name from the college rolls should submit an application countersigned by the parents/ guardian of the students. The withdrawal certificate shall be issued only after the student clears all the college dues. Such students shall not be re-admitted during the same academic session.
- ❖ Any student, who indulges in any indiscipline activity in the college, shall be punished under rules and will not be considered for award of any prize, certificate, college honor, scholarship from the institution. This shall apply to all the students including NCC cadets, NSS volunteers, players and the hostelries as well.
- ❖ Use of Mobile phones in the college campus is strictly banned .Students found using mobile phones in the campus shall be strictly punished and fined. Moreover her phone shall be confiscated and will be returned once only to the parents/guardians.

**The principal reserves the right to change or modify the above stated rules as and when required in the best interest of the institution.**

### **COURSES OFFERED**

The college provides graduation degree under different disciplines of Arts, Science, Commerce and Computer Application (BCA). The college has introduced Semester system from academic session i.e 2014-15 for B.A/B.Sc/B.Com as per norms of University of Jammu, Jammu. The University of Jammu has introduced choice based credit system (CBCS) from session 2016-17.

CBCS is a flexible system of learning that focuses from teacher centric to student centric education and permits students to

1. Choose electives from a wide range of elective courses offered by the colleges.
2. Adopt an inter-disciplinary approach in learning.
3. Make best use of the expertise of available faculty.

**DURATION OF THE PROGRAMME :** The programme shall be extended over a period of three years comprising of six semesters with two semesters in one academic year. Each semester shall consist of a minimum of

450 contact hours distributed over 90 working days spread over 15-16 weeks of six-day duration each and 4- 5 contact hours per day. The Semesters from July to December are Semesters I, III and V ( called Odd Semesters) and from January to June are Semesters II, IV and VI (called Even Semesters)

**CREDIT:** Credit is the weightage given to each course of study. It is the numerical value assigned to a course according to the relative importance of the content and the contact hours required to teach the prescribed syllabi of the programme .Credit means one hour (60 minutes) of teaching/tutorial work or two hours (120 minutes) of practical work per week for a minimum of 16 weeks a semester. A theory Period of 40 Minutes a day for six days a week for a period of 16 weeks shall mean a 4 Credit Course; Therefore Credit (C) = Lecture (L) / Tutorial (T) of one hour duration in a week is considered as one credit. Similarly One Practical (P) of 2 hour duration in a week is one credit.

**CREDIT POINT (P):**

Credit point is the value obtained by multiplying the grade point (G) by the credit (C):

$$P = G \times C.$$

**GRADE POINT:**

Grade point is an integer indicating the numerical equivalent of the **letter grade**.

**GRADE :** Grade means a letter symbol (O,A,B,C etc.) which indicates the broad level of performance of a student in a course/semester/programme.

**SEMESTER GRADE POINT AVERAGE (SGPA):**

Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places.

**CUMULATIVE GRADE POINT AVERAGE (CGPA):**

‘Cumulative Grade Point Average’ (CGPA) is the value obtained by dividing the sum of 3 credit points in all the courses earned by a student for the entire programme, by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the Comprehensive academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.

**GRADE CARD :** Based on the grades earned, a grade card shall be issued to all registered students after every semester. The grade card will display the course details (course, title, no. of credits,etc. ) along with SGPA of that semester and CGPA earned till that semester.

**NATURE AND DURATION OF THE PROGRAMMES**

The duration of each of the Under-Graduate Programmes shall extend over 6 semesters (three academic Years) each semester to be of at least 16 weeks with 22 credits in a semester and 132 credits in 3 years for a General Course and a total of 148 Credits for an Honours Course;

**CBCS PROGRAMME STRUCTURE REGULATIONS**

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising **core, elective or skill based courses**.

**Core Course:** A course, which needs to be compulsorily studied by a candidate as a core requirement is termed as a Core course.

**Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate’s proficiency/skill is called an Elective Course.

**Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

**Project Work/Dissertation:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

**Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill**

**Development Courses(SEC)/Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC)/Skill Enhancement Course(SEC). “AECC” courses are the courses based upon the content that leads to Knowledge enhancement. They include ((i) Environmental Science, (ii) English/MIL Communication). These are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

AE Compulsory Course (AECC): Environmental Science, English Communication/MIL Communication.

AE Elective Course (AEEC)/SEC: These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

**Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 2/4 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

### **CREDITS DISTRIBUTION**

Courses having theory and practicals may incorporate 4 credits for theory paper and 2 credits for practicals ( In case total credits are 6) and 2 credits for theory paper and 2 credits for practicals (In case total credits are 4) while courses having only practicals may have 2/4 credits as per the course requirement. Purely theory courses may incorporate 4 credits for theory and 2 credits for tutorials.

### **NOMENCLATURE OF UNDER GRADUATE COURSES**

Nomenclature of courses shall be done in such a way that the course code shall consist of eight characters:

- The first character “U” stands for Under Graduate
- Next two characters will denote the course code
- Next character will signify the nature of the course(**T** for Theory, **P** for practical, **D** for project, **U** for tutorial)
- The succeeding character will denote whether the course is Core(**C**), Elective(**E**) or Skill/Ability Enhancement(**S**)
- The next character will denote the semester number
- Last two characters will denote the paper number

### **Illustration of Nomenclature of Courses**

**USTTC101** means

**U** Under Graduate

**ST** Statistics

**T** Theory

**C** Core

**1** Semester Number

**01** Paper Number.

## Streams offered in the College

### Science Stream

- |                |              |                         |                       |
|----------------|--------------|-------------------------|-----------------------|
| 1. Physics     | 2. Chemistry | 3. Botany               | 4. Zoology            |
| 5. Mathematics | 6. Geography | 7. Computer Application | 8. Functional English |

### Arts Stream

1. Economics
2. Education
3. English Literature
4. Computer Application
5. Geography
6. History
7. Mathematics
8. Hindi/Urdu/Dogri/Punjabi
9. Music
10. Sanskrit
11. Philosophy
12. Political Science
13. Sociology
14. Functional English
15. EVS

### Commerce Stream

### Computer Application (BCA) Stream

#### SUBJECT COMBINATIONS UNDER CBCS FOR SEMESTER-I

#### SCIENCE(MEDICAL/NON MEDICAL) Sem I to VI

Sem.	CORE COURSES					AECC	SEC	DSC
1	Chemistry, Functional English	Botany, Physics	Zoology, Mathematics	Geography	Comp. Appl	Communication English/MIL-1 (Compulsory), MIL -Hindi/Urdu/Dogri/Punjabi EVS-1 (Compulsory)		
	<b>Any three courses to be chosen selecting only one from each column above</b>							
<u>2</u>	<b>Three courses selected in 1 semester to be continued</b>					Communication English/MIL-2 (Compulsory), EVS-2 (Compulsory)		
3	<b>Three courses selected in 2 semester to be continued</b>					English/MIL3	SEC1	
4	<b>Three courses selected in 3 semester to be continued</b>					English/MIL4	SEC2	
5	<b>Three courses selected in 2 semester to be continued</b>					English/MIL5	SEC3	
6	<b>Three courses selected in 3 semester to be continued</b>					English/MIL6	SEC4	
Sem.	CORE COURSES					AECC	SEC	DSC

## SUBJECT COMBINATIONS UNDER CBCS B.COM (General) SEMESTER - I to VI

S.N	CORE COURSES			AECC	SEC	DSC	GE
1	English/MIL-1 (Compulsory) MIL –Hindi/Urdu/ Dogri/Punjabi	Financial Accounting	Business Organization & Management	Communication English/MIL-1 (Compulsory), EVS-1 (Compulsory)			
2	English/MIL-2 (Compulsory)	Corporate Accounting	Managerial Economics	Communication English/MIL-2 (Compulsory), EVS-2 (Compulsory)			
3	Fundamentals of Business Communication	Cost Accounting	Indian Contracts Act		E Commerce/Tax procedure and practice/Computer Application/ Entrepreneurship for Small Business/Managem ent Information System (Any One)		
4	Business Communication Skills and Development	Direct Tax laws	Contemporary Management		Corporate Laws/Cyber Crimes and Laws/ Tax Procedures and Practice/Computer Application/Custom er Relationship Management (Any One)		
5				Communication English/	Cost Accounting	DSE-3, DSE-4	GE-1
6				Communication English/	Management Accounting	DSE-5, DSE-6	GE-2

## SUBJECT COMBINATIONS UNDER CBCS ARTS SEMESTER -I to VI

Sem	CORE COURSES								AECC	SEC	DSC	GE
1	English/Hindi/ MIL-1 (Compulsory) MIL – Hindi/Urdu/ Dogri/Punjabi	Education	History	Sociology , Maths, English Literature	Political Science, Music	Philosophy, Computer Application, Geography	Functiona l English	Economics, Sanskrit	Communication English/ MIL-1 (Compulsory), EVS-1 (Compulsory)			
	Any two courses to be chosen selecting only one from each column above											
2	English/Hindi/ MIL-2 (Compulsory)	Two courses selected in 1 semester to be continued							Communication English/ MIL-2 (Compulsory), EVS-2 (Compulsory)			
3	English/Hindi/ MIL-2 (Compulsory)	Two courses selected in 2 semester to be continued								SEC1		
4	English/Hindi/ MIL-2 (Compulsory)	Two courses selected in 3 semester to be continued								SEC2		
5									English/Hindi/MIL-5	SEC3	DSC1 , DSC2	GE1
6									English/Hindi/MIL-6	SEC4	DSC3 , DSC4	GE2

**SUBJECT COMBINATIONS UNDER CBCS BCA (BACHELOR OF COMPUTER APPLICATION) SEMESTER - I to VI**

<b>Sem.</b>	<b>CORE COURSES</b>				<b>AECC</b>	<b>SEC</b>	<b>DSC</b>
<b><u>1</u></b>	<b><u>Differential Calculus</u></b>	<b><u>Problem solving using C-language</u></b>	<b><u>Computer fundamentals</u></b>	<b><u>Practical-Based on C-language, DOS , Windows</u></b>	<b><u>EVS-1</u></b>	<b><u>Communication English-1</u></b>	
<b><u>2</u></b>	<b><u>Differential Calculus</u></b>	<b><u>Data and File Structures using C-language</u></b>	<b><u>Fundamentals of Digital Electronics</u></b>	<b><u>Practical-Based on Data structure Using C Language , MS-Office</u></b>	<b><u>EVS-2</u></b>	<b><u>Communication English-2</u></b>	
<b><u>3</u></b>	<b><u>Real Analysis</u></b>	<b><u>Fundamentals of Operating System</u></b>	<b><u>Database Management System</u></b>	<b><u>Practical-Based on Oracle</u></b>		<b><u>PC Assembly and Installation/ Java Programming (Any One)</u></b>	
<b><u>4</u></b>	<b><u>Algebra</u></b>	<b><u>Computer Networks and Internet</u></b>	<b><u>Object Oriented Programming using C++</u></b>	<b><u>Practical-Based on C++, Web Technologies</u></b>		<b><u>Internet and Web Technology/ Information Security (Any One)</u></b>	
<b><u>5</u></b>						<b><u>Android Programming</u></b>	<b><u>VB .Net</u></b>
						<b><u>Multimedia Computing</u></b>	<b><u>Practical-Based on VB.Net</u></b>
							<b><u>Matrices</u></b>
<b><u>6</u></b>						<b><u>Project</u></b>	<b><u>Cloud Computing System Analysis &amp; Design</u></b>
							<b><u>Numerical Methods</u></b>

**Subject Combinations for B.A/B.Sc/B.Com /BCA-Sem-1**

**A. Medical**

- |                          |               |        |         |     |
|--------------------------|---------------|--------|---------|-----|
| 1. Communication English | Chemistry     | Botany | Zoology | EVS |
| 2. Communication English | Func. English | Botany | Zoology | EVS |

**B. Non- Medical**

- |                          |           |               |             |     |
|--------------------------|-----------|---------------|-------------|-----|
| 1. Communication English | Physics   | Chemistry     | Mathematics | EVS |
| 2. Communication English | Physics   | Mathematics   | Geography   | EVS |
| 3. Communication English | Chemistry | Geography     | Mathematics | EVS |
| 4. Communication English | Physics   | Comp. Appl.   | Mathematics | EVS |
| 5. Communication English | Physics   | Func. English | Mathematics | EVS |
| 6. Communication English | Geography | Func. English | Mathematics | EVS |

**C. Arts**

- |                |           |           |     |                           |
|----------------|-----------|-----------|-----|---------------------------|
| 1. English/MIL | Education | Geography | EVS | Communication English/MIL |
|----------------|-----------|-----------|-----|---------------------------|

2.	English/ MIL	History	Musics	EVS	Communication English/ MIL
3.	English/ MIL	Functional English	Economics	EVS	Communication English/ MIL
4.	English/ MIL	Political Science	Philosophy	EVS	Communication English/ MIL
5.	English/ MIL	Political Science	Comp. App.	EVS	Communication English/ MIL
6.	English/ MIL	Political Science	Geography	EVS	Communication English/ MIL
7.	English/ MIL	English literature	Pol. Science	EVS	Communication English/ MIL
8.	English/ MIL	English literature	Comp. App.	EVS	Communication English/ MIL
9.	English/ MIL	English literature	Geography	EVS	Communication English/ MIL
10.	English/ MIL	English literature	Func. English	EVS	Communication English/ MIL
11.	English/ MIL	English literature	Philosophy	EVS	Communication English/MIL
12.	English/ MIL	Mathematics	Sanskrit	EVS	Communication English/ MIL
13.	English/ MIL	Mathematics	Economics	EVS	Communication English/ MIL
14.	English/ MIL	History	Func. English	EVS	Communication English/ MIL
15.	English/ MIL	History	Economics	EVS	Communication English/ MIL
16.	English/ MIL	Sociology	Pol. Science	EVS	Communication English/ MIL
17.	English/ MIL	Sociology	Philosophy	EVS	Communication English/ MIL
18.	English/ MIL	Sociology	Comp. App.	EVS	Communication English/ MIL
19.	English/ MIL	Sociology	Func. English	EVS	Communication English/ MIL
20.	English/ MIL	Mathematics	Philosophy	EVS	Communication English/ MIL
21.	English/ MIL	Mathematics	Comp. App.	EVS	Communication English/ MIL
22.	English/ MIL	Mathematics	Geography	EVS	Communication English/ MIL
23.	English/ MIL	Mathematics	Func. English	EVS	Communication English/ MIL
24.	English/ MIL	History	Philosophy	EVS	Communication English/ MIL
25.	English/ MIL	History	Geography	EVS	Communication English/ MIL
26.	English/ MIL	History	Pol. Science	EVS	Communication English/ MIL
27.	English/ MIL	Philosophy	Func. English	EVS	Communication English/ MIL
28.	English/ MIL	Philosophy	Economics	EVS	Communication English/ MIL
29.	English/ MIL	Geography	Func. English	EVS	Communication English/ MIL
30.	English/ MIL	Geography	Economics	EVS	Communication English/ MIL
31.	English/ MIL	Education	History	EVS	Communication English/ MIL
32.	English/ MIL	Education	Mathematics	EVS	Communication English/ MIL
33.	English/ MIL	Education	Eng. Literature	EVS	Communication English/ MIL
34.	English/ MIL	Education	Pol. Science	EVS	Communication English/ MIL
35.	English/ MIL	Education	Musics	EVS	Communication English/ MIL
36.	English/ MIL	Education	Philosophy	EVS	Communication English/ MIL
37.	English/ MIL	Education	Comp. App.	EVS	Communication English/ MIL
38.	English/ MIL	History	Eng. Literature	EVS	Communication English/ MIL
39.	English/ MIL	Education	Sanskrit	EVS	Communication English/ MIL
40.	English/ MIL	Education	Func. English	EVS	Communication English/ MIL
41.	English/ MIL	Education	Economics	EVS	Communication English/ MIL
42.	English/ MIL	Education	Sociology	EVS	Communication English/ MIL

## **QUALIFYING EXAMINATION FOR ADMISSION**

The B.A./B.Sc./B.Com.(General ) Course Semester –I Admission under the CBCS shall be open to a candidate who has passed the Higher Secondary Part-II examination (10+2 pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto.

Semester-I examination under the CBCS shall be open to a candidate who has passed not less than one academic year proceeding to the year of qualifying examination.

### **Eligibility Criteria:**

**Science Stream:** Minimum 45% marks in qualifying examination.

**Arts Stream:** Pass Percentage in all subjects.

**Commerce Stream:** Minimum 45% marks in qualifying examination for students with Commerce stream and 50% marks in qualifying examination for students other than Commerce Stream.

**BCA:** Minimum 50% marks in qualifying examination with Mathematics as one of the elective subjects (45% for reserved categories)

### **Intake capacity**

#### **Science Stream:**

Chemistry, Botany, Zoology	:	80
Chemistry, Physics, Maths	:	80
Chemistry, Maths, Geography	:	30
Physics, Maths, Geography	:	30
Physics, Maths, Computer Application	:	30
Functional English	:	15

#### **Arts Stream:**

Arts (Total seats)	:	300
Arts with Geography	:	100
Arts with Computer Application	:	30
Functional English	:	15

**Commerce** : 80

**BCA** : 30

**\* The admission shall be strictly restricted to the intake capacity as per the existing infrastructure.**

### **Note:**

- 1. THERE SHALL BE NO CHANGE OF SUBJECTS AFTER THE ADMISSION.**
2. Students who have scored 45% or more marks in 12<sup>th</sup> class examination or who have studied Geography as one of the subjects in the qualifying examination can only apply for Geography as one of the subjects in Science/Arts stream.

3. No applicant for admission to B.A Sem–I can take up Music as a subject unless she has qualified (10+2) or equivalent examination with music as one of the subjects, The students opting for music subject must clearly indicate their choice for vocal or instrumental in their application form.
4. English Literature shall be given to those applicants who have scored at least 50% marks in General English in the qualifying exam.
5. Functional English shall be given to those applicants who have scored at least 60% marks in 10+2 Exam purely on merit basis.

### **Subjects Offering**

1. Except in case of Geology and Geography no candidate for the B.Sc Sem-I examination, under the CBCS, shall take up any subject unless she had taken up the same subject in Higher Secondary Part-II of 10+2 Pattern or an equivalent examination ,provided that a candidate having passed Higher Secondary Part-II with-
  - Biology as a subject will be eligible to take up Botany or Zoology both
2. No candidate will offer Mathematics for B.A /B.Sc. Sem–I Course unless she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.
3. No candidate will be admitted to the B.Com. Sem–I Course unless she has passed the Higher Secondary Part-II (10+2 pattern) examination with Commerce stream.  
Provided that a candidate after having passed Higher Secondary Part-II examination in a stream other than Commerce stream with at least 50%marks in the aggregate shall be allowed to seek admission to the B.Com. Sem–I.
4. A candidate for the B.A./B.Sc. Semester-II, III, IV, V and VI Examinations shall have to opt for the subjects prescribed in the CBCS under the new pattern of courses.  
**Provided that candidate shall not be allowed to change the stream from Science to Arts, Commerce to Arts or Science/Arts to Commerce. However, the candidate may opt for the Electives and Skill Based Courses prescribed in the CBCS.**  
6. In case of B.Com. stream, a candidate shall have to opt the subjects prescribed for the course by the Academic Council.

### **Authority for Prescription of Courses of Studies**

The Syllabi and Courses of Study for each subject shall be prescribed by the Academic Council.

In case where text-books are prescribed ,a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to test her general knowledge of the subject.

### **RECOGNITION OF DEGREES**

The University of Jammu shall recognize the degrees of only those Universities which are recognized by the University Grants Commission (UGC). Further the University of Jammu shall grant recognition to the degree obtained through distance mode provided –

- (i) that the degree obtained by the candidate is recognized by the UGC;
- (ii)that the degree is granted by University established by an Act of Parliament or by an Act of State Legislature; and
- (iii)that if the said University is not in the Jammu and Kashmir State but has been allowed to offer its distance education programme within Jammu and Kashmir State by the State Govt. Further also the University shall not

recognize the degrees obtained through studycentres/franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU).

### **INTER COLLEGE MIGRATION**

A student can apply to the University for Inter College Migration affiliated to Jammu University under rules at the commencement of Odd Semesters as per the following rules:

- i) No student who has joined a college affiliated to the Jammu University Shall be admitted to another college during the same course unless : a) She has obtained leaving certificate from the Principal of the college from which she intends to migrate. The certificate is not to be given by the Principal until the transfer has been notified by the University. b) The Principals of both the colleges agree and the fee has been paid to the University.
- ii) A student who is detained or conditionally promoted shall not be admitted to a higher class by the Principal of the other College on migration.
- iii) Tuition Fee, if any, shall be payable by the student to the Principal of the College from which she migrates upto and including the month in which he obtains leaving certificate. Tuition fee for the same month shall not be charged by the college to which he/she migrates.

### **Anti-Ragging Regulations**

In view of the directions of Hon'ble Supreme Court of India dated 18<sup>th</sup> May,2009 and UGC regulations on curbing the menace of ragging in Higher Educational institutions ,2009, ragging is a punishable offence and it is totally banned in the college campus including hostel. Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by any other act which has the effect of teasing ,treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely effect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disturbs or disrupts the regular academic activity of any other student or fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure or burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: Sexual abuse, forcing obscene and lewd acts, gestures causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority by a student over any fresher or any other student.

## **Action in the event of Ragging**

Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee /Squad of the college, the possible punishments for those found guilty of ragging or abetting ragging in the college /college hostel shall be anyone or any combination of the following:

1. Suspension from attending the classes and academic privileges.
2. Withdrawing /withholding Scholarship/Fellowship and any other benefits.
3. Debarring from appearing in any test/examination
4. Debarring from representing the college in any Intercollegiate /regional/national/international event/meet/tournament etc.
5. Withholding results
6. Cancellation of admission
7. Suspension /expulsion from the hostel
8. Rustification from the institution
9. FIR can be filed with the Local Police

To see UGC Regulations, 2009 visit the UGC Website [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in)

## **Anti-Ragging Helpline**

The college has a Anti- ragging Committee /Squad comprising of Senior faculty members to keep strict vigil on the incidents of ragging. The students are advised not to remain as a mute spectator to ragging and report ragging incidents immediately at the following numbers:  
9419160907,01992-270681,9419980767,9419214675,9419974220

## **Admission Process**

- ❖ Admission in B.A/B.Sc/B.Com Sem- I, under CBCS, is open to the female permanent residents of the J&K state and children of Central Government Employees, Army and Para Military Personnel posted in J&K state.
- ❖ The admission schedule is announced every year by the University of Jammu with detailed information and is published in the local newspapers much earlier than the start of admission process.
- ❖ Students seeking admission in B.A/B.Sc/B.Com Part- I shall have to apply in the prescribed pre-admission form issued online.
- ❖ Final selection list shall be drawn on the basis of merit based on percentage of marks obtained by the students in HSC II and additional weight age of 5% marks (i. e. 30 marks out of total of 600 marks) to the students belonging to the reserved categories, as listed in SRO- 126 dated 28-08-1994 on production of certified copy of reservation certificate.
- ❖ A merit list of all the candidates seeking admission in the college shall be displayed by the college admission committee strictly in order of merit for different streams/courses depending upon the intake

capacity and shall be displayed on the college notice board on the basis of which the selected candidate accompanied by parents/guardian along with required documents/certificates shall appear before the designated admission committee for grant of provisional admission within the prescribed time limit. If a selected candidate fails to seek admission within the prescribed time limit her candidature shall be dropped from the merit list and next meritorious applicant shall be considered for the admission subject to the availability of seats by way of second and third merit list to be prepared by college admission committee.

***Note: The Principal of the college reserves the right to accept/reject applications which are found otherwise incomplete for admission. The decision of the principal would be final and binding to all.***

### **Guidelines for students who want to seek admission.**

- ✓ Carefully tear off the admission form attached at the end of this brochure and fill in the information neatly in your own hand writing.
- ✓ Fill in and submit the membership form for college library.
- ✓ All forms should be signed by the candidate in person.
- ✓ The name of the local guardian to be filled in should be recommended in writing by the parents in the presence of Admission Committee members.
- ✓ Students should carefully fill in the correct and valid information only.
- ✓ Contact (Telephone/Mobile) numbers should be mentioned along with the STD code no's. Students should give the choice of various activities that they want to participate in should be given/reflected properly.
- ✓ ***The candidate must be physically present along with parent/guardian at the time of admission.***

### **A. Documents to be attached with Admission Form:**

- a) Three attested copies of marks card of HSP-II (12<sup>th</sup> class).
- b) Original Character certificate issued by the Head of the Institution last attended.
- c) In case of the private candidates, Character certificate must have been issued by a First class Magistrate/Professor of the college/MLA/SHO within 06 months to the date of admission.
- d) Original Provisional certificate issued by Head of the institution last attended.
- e) In case of private students, the provisional certificate issued by BOSE shall be considered.

- f) Matriculation certificate for date of birth (2 Attested copies).
- g) Transfer certificate and migration certificate (Original with an attested photo copy) of the candidates who have passed (10+2) Examination from Board other than J& K State Board of School Education.
- h) Reserved Category certificate, if any. (one attested photocopy)
- i) Three recent unattested passport size photographs.
- j) Affidavit (see Annexure- I) for all the students seeking admission.
- k) Affidavit (see Annexure- II) for all the students seeking admission.
- l) Affidavit (see Annexure-III) for students with gap period.
- m) Affidavit (see Annexure-IV) for students who have passed (10+2) examination from Board other than J&K Board.

The admission form complete in all respects along with necessary required documents shall be scrutinized by the members of Admission Committee prior to deposit of fee.

**The Principal reserves the right to cancel admission of a candidate at any stage for filling in wrong /concealment of wrong information leading to wrong admission.**

**Note:** Documents are to be attested by any Gazetted officer/ College admission Committee Members

### **Production of conduct certificate on admission**

A candidate, while applying for admission to a affiliated college, shall submit with her application a certificate of her conduct signed by the Head of the Institution in which she was studying during the year previous to her joining the college.

Provided that a student who has not previously attended any college as a regular student shall, in lieu thereof furnish to the Principal of the college in which she desires to pursue her studies ,a certificate of conduct signed by a First Class Magistrate or Principal of any affiliated college.

### **DEFINITIONS**

#### **Competent Authority**

- a) Competent authority to attest the photocopies of certificates shall either be the Head of the Institution from where the candidate has passed the qualifying examination or a Govt. Gazetted Officer.
- b) Competent authority to issue the reserved category certificate shall mean an Authority as stated in SRO- 126 dated 28 – 08 –1994.

## **Photograph**

It means a passport size photograph taken recently but not earlier than six months from the last date prescribed for submission of application form. All copies of photographs should be identical and unattested.

## **Reserved Category**

It means a candidate who belongs to any reserved category and submits a duly attested photocopy of the original category certificate issued by the Competent Authority.

## **Guardian**

It means a local guardian recommended/approved by the parents preferably from city area of Udhampur. This is for the candidates coming from far off places /areas. It should be approved by the parents in writing and submitted to the Principal.

## **Character Certificate**

In case of the regular students, a character certificate should be issued by the concerned institution from which the student has passed the qualifying examination. In case of the private candidates, it should be signed by the first Class Magistrate/ College teacher//MLA/SHO of the Police Station concerned.

## **Admission Rules**

- ✓ A student who has passed in all subjects in (10+2) Examination of the J&K State Board of School Education or an examination recognized as its equivalent by the University of Jammu is eligible for admission to B.A/B. Sc/B.Com Sem- I/III/V.
- ✓ A student whose result is declared late by the concerned Board may be admitted as per the Admission Rules of the University subject to the availability of the seats.
- ✓ A student who is admitted to the College and completes the minimum required attendance but either fails or does not appear in the ensuing University examination, will not be considered for re-admission in the college.
- ✓ The student must score at least 75% attendance for appearing in the examination otherwise she will not be allowed to appear in the examination. However, she can appear in the examination next year after completing her shortage period. .
- ✓ Admission to a particular subject or combination of subjects is purely subject to the availability of seats.

**Note: Students seeking admission are advised to bring all the original certificates along with their attested photocopies at the time of admission for verification must be physical present in person alongwith their parents/guardian before the admission committee.**

## **Certificates issued by the college to the outgoing regular students.**

1. Provisional Certificate
2. Character Certificate
3. Bonafide certificate (in case the student leaves/requires during session).
4. Marks card and degree certificate are issued by the University of Jammu and distributed to the students through the college.

## **Library Cum Identity Cards.**

- ❖ Every student, on being admitted shall be issued a library cum identity card that she is required to carry all times alongwith her to be produced on demand.
- ❖ The loss of library cum identity card should be reported immediately.
- ❖ A library cum identity card shall not ordinarily be issued. A payment of Rs. 100/- will have to be made if and when a duplicate card is issued.
- ❖ Library cum Identity card must be returned at the end of each session failing which an amount of Rs. 200/- shall be charged.

## **Internal Assessment:**

The evaluation of each course shall contain two parts :Internal or In Semester Assessment (IA) and External or End-Semester Assessment (EA).The internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical . Semester End Examinations for all theory papers shall be got set/prepared by the Controller of Examinations as per existing norms and evaluation of all theory papers courses shall be done by eligible faculty members of a cluster of colleges to be formed by all the colleges of a district, under the supervision and coordination of the Controller of Examination

The University has laid down certain rules for appearing in the examination and for internal assessment to be awarded to students. A student should have attended atleast 75% of the total lectures delivered during the academic session (both in theory and practicals) for being permitted to take the examination. 50% marks allotted to each subject in practicals at all levels are reserved for internal assessment. In practical classes, assessment of students shall be made on the basis of her daily performance. 20% marks in theory are reserved for internal assessment. The evaluation of a candidate shall be awarded and record thereof maintained in accordance

with the Regulations prescribed for the purpose under the CBCS as per the following:

<b>THEORY</b>	<b>Syllabus to be covered in the examination</b>	<b>Time allotted</b>	<b>% Weightage (Marks</b>
Internal Assesment Test <b>(Pattern:</b> One long answer type questionof 10 marks and Five short answer type questions of 2 marks each)	Upto 50%(after 45 days)	1 hour	20
External End Semester University Exam ( <b>Pattern:</b> As proposed by the concerned BOS and approved by Academic Council	Upto 100%( after 90 days)	3 hour	80

<b>Total</b>			100
<b>PRACTICAL</b>			
Daily evaluation of practical records/Viva voce/attendance etc.			50
Final Practical Performance + viva voce (External Examination)	100% Syllabus		50
		<b>TOTAL</b>	<b>100</b>

### **Minimum Eligibility for Appearance in Examination**

A semester end external examination for B.A/B.Sc./B.Com. Sem-I Course, under CBCS, shall be open to the following categories of students:

1. A regular student who has undergone a regular course of study in a college for the period specified for that course of study by having been on the rolls of the college immediately preceding the examination and has her name submitted to the Controller of Examinations by the college Principal where she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal concerned:

- She has been a student of good conduct.
- She has attended not less than 75% of the lecture delivered including seminars, tutorials etc in each course opted by her in that semester.
- She has passed in internal assessment.
- In the case of Laboratory Course/ practicals, She has attended not less than 75% of the practical classes conducted .
- She has paid the prescribed fee.

1. Ex-students who after undergone a regular course of study and having completed all conditions of eligibility for appearance in a course in a semester examination including minimum attendance requirement and having passed in Internal Assessment and having either failed to pass the semester examination in that subject or have been unable to appear in the examination in that subject will be eligible to appear as a private candidate in the examination by submitting her application on prescribed form along with prescribed fees to reach the Controller of Examinations within the dates fixed for this purpose.

### **PROMOTION TO NEXT SEMESTER**

(i)A student will be eligible for promotion from Semester-I to II, Semester-III to IV if he/she has –

- (a) secured pass marks in Internal Assessment of all the subjects/papers of the Semester-I/III as the case may be.
- (b) has appeared in at least one of the papers of Semester End examination of SemesterI/III as the case may be.

(ii) A student will be eligible for promotion from Semester-II to III and Semester IV to V provided he/she has earned at least 50% of the total credits for the subjects/papers of theory/practicals of Semester-I/III as the case may be and passed in Internal Assessment of all subjects/papers of Semester-II/IV as the case may be

(iii) A student will be eligible for promotion from Semester-V to VI provided he/she has passed in all subjects/papers of Semester-I and Semester-III. Provided that a student who does not fulfill the promotion criteria (i), (ii) & (iii) above shall be declared fail in the semester concerned. However, he/she shall have the option to retain the marks in the papers in which he/she has secured Pass marks.

(iv) A student who has to reappear in a subject/paper prescribed for Semester-I to IV shall appear in the subsequent Semester end examination to be held as per the dates prescribed by the University.

(v) A student who has to reappear in a subject(s)/paper(s) prescribed for Semester-V & VI shall appear in the supplementary examination.

### **Attendance in lieu of participation in Games**

Any candidate who participates in games, cultural and other Co-Curricular activities as defined below with prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendance incurred by her on account of such participation, be treated as present on all the working days during the days of her absence on such account for a period not less exceeding 15 working days in a semester programme subject to a maximum of 30 working days in an year.

- State representation in International /All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
- Participation in the Inter-University Competitions held under the auspices of a university or any other recognized institution as a member of the University team.
- Participation in the Inter-College Competitions organized by university as a member of the team of participating institutions.
- Participation in the NCCC, NSS and National Integration Samiti activities as a member of recognized institutions.
- Participation in the Coaching Camps/Rehearsals prior to participation as a member of state or university team in the National /All India /Inter –University Competitions.
- Participation in the Mountaineering /Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the state Government / university as a member of Institution affiliated/recognized by the university.

## PASSING CRITERION

The minimum Grade /Grade Point required to pass each paper in a semester examination under CBCS shall be **Grade D / Grade Point 4** in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately

## DETERMINATION OF GRADES (Grading System)

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

**Table 1:Letter Grades and Grade Points**

Marks(%)	Letter Grades	Grade Points(G)
90-100	O(Outstanding)	10
80 to < 90	A+(Excellent)	9
70 to < 80	A(Very Good)	8
60 to < 70	B+(Good)	7
50 to < 60	B(Above Average)	6
40 to < 50	C(Average)	5
36 to < 40	D(Pass)	4
0 to < 36	F(Fail)	0
	AB(Absent)	0

(i) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as per existing rules of the university under Semester System for Under Graduate Courses.

(ii) Grade(D) or percentage of marks ( 36%) is required to pass in a course, SGPA of 4 to qualify a semester and a minimum CGPA of 4 to qualify for a UG degree.

## 19. ACADEMIC CALENDAR UNDER SEMESTER SYSTEM(CBCS)

Admission to odd semesters	12 <sup>th</sup> .June to 10 <sup>th</sup> .July without late fee 11 <sup>th</sup> ,July to 20 <sup>th</sup> .July with late fee
Class Work of odd semesters	3 <sup>rd</sup> week of July to 31 <sup>st</sup> .October
Semester end examination of odd semesters	2 <sup>nd</sup> week of November
Class work of even semesters	1 <sup>st</sup> week of December to 31 <sup>st</sup> .of March
Semester end examination of even semesters	2 <sup>nd</sup> week of April onwards
Supplementary examination of semester-V & VI	November/April
<b>Summer Break</b>	1 <sup>st</sup> June to 15 July(Summer Zone)
<b>Winter Break</b>	25 <sup>th</sup> Dec. to 4 <sup>th</sup> Jan.(Summer Zone)

<b>Holi Break</b>	02 Days(preceding Holi)
<b>Diwali Break</b>	03 Days(one day before and two days after Diwali)

The Principal of an affiliated college may admit a candidate to a particular class as a casual student to attend laboratory work in a subject or subjects offered by him/her for a University examination, provided he/she is eligible for admission to that examination under the Statutes relating to the admission of regular candidates to University examinations. However, there shall be no internal assessment in respect of casual students and the marks shall be calculated proportionately on the basis of their external examination in theory and practical. Provided that the full particulars of each such student are supplied to the Controller of Examinations within a week of his/her admission as casual student.

The Principal of an affiliated college may admit a candidate to a particular class as a casual student to attend laboratory work in a subject or subjects offered by him/her for a University examination, provided he/she is eligible for admission to that examination under the Statutes relating to the admission of regular candidates to University examinations. However, there shall be no internal assessment in respect of casual students and the marks shall be calculated proportionately on the basis of their external examination in theory and practical. Provided that the full particulars of each such student are supplied to the Controller of Examinations within a week of his/her admission as casual student.

### **Authority to Interpret Statues**

With a view to remove any difficulty arising out of the application and implementation of these Statues, the Vice –Chancellor shall be competent to find interpretation of these Statues which shall be final and binding on all concerned.

### **Scholarships/ Financial Aid.**

- ✓ Post – Matric National scholarship is given to the meritorious and handicapped students and similar other scholarships sponsored by Central / State Governments are awarded to the deserving students.
- ✓ Scholarships for scheduled castes /scheduled tribes/OBC and Merit-cum-poverty scholarships are awarded by the State Govt. The grant and continuance of a scholarship is subject to the following conditions.
  - Regular attendance.
  - Satisfactory conduct and progress in studies.
  - Production of Income certificate, enabling the candidate to apply for the scholarship.

Scholarship shall be drawn only for the period for which the candidate has sought admission in the college.

Orphans, physically challenged and economically weak students are given financial aid out of the Students **Mutual Benefit Fund** to meet part of their needs on the basis of recommendations by the Financial Aid Committee of the college.

### **Co-Curricular Activities**

1. For grooming the personality of the students, they are provided an opportunity to participate in following different Inter/Intra college co-curricular activities:
  - a) Debates, Symposia, Seminars and Declamation Contests
  - b) Literary Meets and Group Discussions.
  - c) Essay/Paper Writing and Quiz Competitions.
  - d) Cultural Programmes.
  - e) Display your Talent.

**In order to strengthen and support the institutional activities in the college, various cells have been constituted. As per interest of the students, new projects are planned and implemented by the college administration through these cells.**

### **U. G. C. Cell**

The Cell has been constituted to keep liaison with the U. G. C for implementing its schemes meant for the development of colleges in the country.

### **Environment Cell**

To mobilize the students to undertake activities that help saving the environment for present and future generations of mankind, environment cell has been working in the college since 2005. This cell organizes Save Environment Campaigns through Seminars, Padyataras, Debates, Symposia, Cleanliness drives, and Plantation Programmes. This cell co-ordinates with other organizations and colleges to evolve strategies in creating healthy environment for all. This cell also ensures cleanliness and greenery of the college campus and helps in maintaining aesthetic beauty of the college.

### **Women Counseling Cell**

This cell deals with the problems exclusively faced by the female students. Members of the cell meet twice in a week to find solution/s to their problems. Experts from the Medical Department, Social Welfare Department and Women Organizations are invited to deliver lectures on any issue of importance and problems faced by women and female students in the society.

### **Guidance and Career Counseling Cell.**

This cell helps female students to seek information for exploring job market that suits their abilities and talent. Guidance regarding selection in academic/professional course is also imparted by the cell. Students who lag behind in academic achievement in the courses they are pursuing, are also helped through students counsellors and teachers to make up their deficiencies for achieving success. The students have to apply in writing for the kind of counseling they wish to seek. Personal counseling is given to the students to help them overcome stress, tension and emotional problems. Through counseling efforts are also made to inculcate in them the value of positive thinking and spirit of facing challenges with boldness.

### **Grievance Redressal Cell**

Students may face difficulties which may not come into the notice of the Head of the institution or the teachers. To make the system transparent, accountable and accessible to all, a grievance Cell has been constituted in the college. Complaints of the Students are received through a Complaint Box placed near the main notice board of the college. The box is opened by the members and convener of the cell twice a week. All the complaints received get due attention of the Principal/ HOD of the concerned department, Librarian/ Administrative Staff and Hostel Warden. Every effort is made to redress the grievance of the person who has made/lodged the complaint. Appropriate action is taken under rules to solve their problems.

### **College News Letter : Campus News**

The college brings out a Annual Newsletter to highlight the activities performed by the students throughout the year to boost their morale. It is also an attempt to bring into record the achievements, success and progress of institute as well as students.

## **College Magazine :Himtal**

The college publishes its Magazine every year in order to provide opportunity to students to show their literary talents. The magazine has multiple sections in different languages and the students are encouraged to express themselves in the language of their convenience. The students' Editorial Board members have major responsibility in the selection of the material for publication in the magazine. Innovative and creative articles are given preference in it.

## **NCC**

One company of NCC with strength of more than 100 cadets exists in the College. Enrolment of students to NCC is done at the time of admission. NCC activities are organized both at State and National level.

All students who are physically fit are ordinarily enrolled as Cadets. Regular parades (twice a week) are held under the supervision of the P.T. Staff of the Army and NCC Officer. Complete uniform is issued to each Cadet. They have to be in their uniform in all the parade sessions. Annual training camps are held, in which only selected Cadets can participate. Cadets are selected every year to be sent to different parts of the country to participate in RD, National Integration Camps, Mountaineering Courses, Trekking Adventures, Rock Climbing and other such activities. The expenses for all such camps are borne by the NCC Organization. The Cadets are trained in handling fire arms. Shooting competition is also held in which the selected Cadets can participate.

The Cadets can qualify for 'B' and 'C' certificates after completing the required eligibility conditions and successfully passing the tests conducted by the NCC Directorate. NCC Organization helps students to prepare themselves for the service of the nation in peace and war times.

## **NSS**

An important activity of the college is to train the students in the process of Nation Building. This activity is being performed by the NSS units of the college. Two units of NSS volunteers are functioning in the College. Our NSS volunteers have participated in the social work, health, environment activities and literacy campaigns at the town, district, state and national level. These volunteers have got recognition for their work and dedication at all levels. Students are enrolled in the NSS by the College Advisory Committee of the NSS. Annual camps are held to infuse among the volunteers, the spirit of selfless service and dedication to the cause of social reconstruction. The motto of NSS is NOT ME BUT YOU. Our NSS volunteers have shown keen interest to live up to this motto. Enrolment to NSS is done once the admissions are over.

## **Physical Education and Sports.**

The college has sufficient facilities to organize sports activities. Sports Development Committee of the college encourages students to take part in sports and games. Our students have brought laurels to this institution by representing the college at the state and national level. The students are selected for different sports fields once the admission process is completed. They are encouraged to take part in games of their own interest and sent for coaching to the coaching centre. The students are given opportunity to play the games like Cricket, Hockey, Table Tennis, Badminton, Volleyball, Handball, Kho-Kho, Chess, Kabaddi etc.

## **Tours and Picnics**

Educational and Subject tours, Hiking and Trekking Expeditions are organized from time to time by the college. Students are taken on subject tours arranged by the concerned departments. Educational tour is also arranged during winter vacations for the students. Picnics in an academic year are organized for all the students. Venue is decided by mutual consent of the teachers and students' executive body.

## **Department of Students Welfare**

Department of Students Welfare acts as a kind of liaison between the students and the College management. The Dean of this department work for the welfare of the student community by organizing various activities that enrich their academic, literary, cultural and social life. This department in the beginning of each session, forms a Students' Executive Body by electing representatives which works for the development of the institution in coordination with the Dean Student's Welfare.

## **Student's Executive Body**

The college management through Department of Student's Welfare elects class representative from every section through a secret ballot process. Students' Executive Body is formed out of the students selected as class representatives, who assist the college management in its functioning. It participates in policy making for welfare of the students. This body also helps in maintaining college discipline and guides the students to follow campus rules and regulations.

## **College Library**

The college library provides library facilities to the bonafide students. The college library is well furnished, and has a spacious reading room which promises a cool, calm and serene atmosphere for reading. It is stacked with dailies, magazines, journals and periodicals. A special text book section has been created in the library to help the poor and deserving students to borrow test books, whenever required. Students can borrow only two books at a time and retain with them for a maximum period of 15 days.

### ***Library Rules***

- Students can borrow books from the college library only on the production of their Identity cards.
- The borrowers shall be charged for cost of the book or they will have to replace them with a new copy in case the book is found damaged or lost.
- A fine of 50 paisa for each day shall be charged on each book in case the borrower fails to return the book/books on the due date.
- If a student loses her identity card, she must report its loss to the Chief Librarian at once and apply for a duplicate identity card after paying the requisite fee.
- Reference books cannot be issued to the students. They can, however be consulted by the students in the library.
- Students are not allowed to carry their personal books or belongings inside the college library.

## **Dispensary**

It is equipped with all necessary first aid facilities under the supervision of Senior pharmacist. It is well equipped with a wheel chair, a stretcher and medicines.

## **College Canteen**

The college canteen is run by a contractor. The Canteen caters to the need of the students and provides eatables at reasonable rates.

## College Hostel

Hostel facility is available to the bonafide students of the college. There are about 27 seats for the female students in the hostel which is housed in a building of Social Welfare Deptt.in the old campus. The students are allotted accommodation on shared basis. The admission to the hostel is provided purely on the merit cum distance basis. The college hostel is administrated by the College Hostel Committee.Convener of the Hostel Committee organizes monthly meetings to solve the problems faced by the student boarders under the chairmanship of the Principal of the College.

### Hostel Rules (Do's and Don'ts)

- ❖ For admission to the hostel, the desirous students shall have to apply on the prescribed form.
- ❖ All dues for admission have to be paid in advance.
- ❖ Every student boarder will have to join the mess facility.
- ❖ Damage of any kind to the property of the hostel is a cognizable offence and shall be dealt with strictly.
- ❖ Students will have to pay mess fee every month in advance.
- ❖ No boarder is allowed to take meals/breakfast outside the dining hall.
- ❖ No outsider is allowed in the hostel premises. The boarders shall be allowed to meet their parents / guardian on the fixed days of the week and for this every student will have to reflect the name/names of their parents/guardian in the application form for admission in the Hostel.
- ❖ No student boarder will be allowed to leave the hostel without the prior written permission of the Principal /Warden. Defaulters can be punished to the level of expulsion from the hostel. No further appeal in this matter is allowed.
- ❖ The students will be responsible for their belongings. They are advised not to keep cash and valuables in the hostel. Any loss or theft of cash/valuables will be the sole responsibility of the boarders.
- ❖ **It has been impressed upon by the Hon'ble Supreme Court of India that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institution.**
- ❖ Students are prohibited from taking part in any political or anti-social activities.
- ❖ A boarder, who is asked to vacate the hostel on disciplinary or administrative grounds, shall have to vacate it immediately and no argument shall be made against the decision of the authorities.
- ❖ Every student will have to deposit hostel security, which is refundable at the time of vacating the hostel.

## College Bus

College Bus facility is provided to the students who need an elegant bus service to enable them to reach the college well in time. The college bus service is more secure for girl students to reach in the college in the hazardous atmosphere of local traffic. Presently, the college has provision of two buses.

**Note:**

1. The Bus fee will be Rs. 200/- per student.
2. The Bus service will not be provided during examination days (both internal as well as external assessment tests).
3. The Bus service will be provided till the first class is officially set off for the final examination.

**Fee Structure**

Below mentioned is the tentative Fee Structure for B.A/B.Sc/B.Com /BCA Sem -1 for the Session 2018-19.

<b>S. No.</b>	<b>Faculty / Subject Combination</b>	<b>Fee Structure BA/BSc/B Com/BCA Sem-I (Rs)</b>
1.	Arts with Computer Application	8985
2.	Arts	6810
3.	Arts with Music	7010
4.	Arts with Geography	7085
5.	Non -Medical (Physics, Chemistry, Math)	7160
6.	Non - Medical (Physics, Geo., Math)	7235
7.	Non – Medical (Chemistry, Geog., Math)	7235
8.	Non – Medical (Physics, Math, Comp. Appl.)	9060
9.	Non – Medical (Physics, Math, Fun. English)	8310
10.	Non – Medical (Geo., Math, Fun. English)	8385
11.	Medical (Botany, Zoology, Chemistry)	7375
12.	Medical (Botany, Zoology, Bio-Chemistry)	7375
13.	Commerce	6810
14.	Medical with Fun. English	8525
15.	Fun. English with Arts	8050
16.	Bachelor of Computer Application(B.C.A)	15950

**Note:** 1. Eligibility fee @ Rs. 800/- will be charged in addition to the above fee from those students who have Passed 12<sup>th</sup> examination from the board other than J&K State Board of School Education.

2. The above mentioned Fee structure can be increased/decreased as per norms of University of Jammu notified from time to time.

### **Annexure- I**

**The following undertaking is to be submitted by all the students seeking admission in B.A/B.Sc/B.Com Sem-I/III/V.**

I ..... D/O .....R/O.....

do hereby solemnly declare as under: -

1. That I am seeking admission in B.A/B.Sc/B.Com Sem-I/III/V in Govt. College for Women, Udhampur during the session 2018-19 on the basis of my merit in Higher Secondary Part-II/ B.A/B.Sc/B.Com Sem-I/III.
2. That I have not sought admission in any Academic/Professional /Technical/ Govt. /Private Institution within or outside the state.
3. That in case I seek admission or get selected in any Academic /Professional/ Technical Govt./Private Institution, I shall immediately bring the fact to the notice of the college authorities and that I shall get my admission cancelled from the college before being admitted in any of the above mentioned institutions.
4. That I have carefully read and understood the law prohibiting ragging and the directions of Supreme Court and the Central/State Government in this regard.
5. That I have carefully read the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions,2009.
6. I hereby undertake that
  - I will not indulge in any type of behavior or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
7. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations and/or as per the law in force.
8. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this -----day of -----month of -----Year

**Signature of candidate**

**Guarantor**

**Father/Mother/Guardian**

**Name:**

**Signature**

## **Annexure- II**

**The following undertaking is to be submitted by all the parents of students seeking admission in B.A/B.Sc/B.Com Sem-I/III/V**

1. I -----F/O,M/O,G/O----- have carefully read and understood the law prohibiting ragging and the directions of Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions,2009.
2. I assure you that my daughter will not indulge in any act of ragging.
3. I hereby agree that if she is found guilty of any aspect of ragging, she may be punished as per the provisions of the UGC Regulations and/or as per the law in force.

Signed this -----day of -----month of -----Year

**Signature**

## **Annexure- III**

**The following undertaking is to be submitted in form of an affidavit in case of students with gap.**

I ..... D/O .....R/O.....

do hereby solemnly declare as under: -

1. That I have passed my 10+2/B.A/B.Sc/B.Com Sem-I/III examination during the session ..... as a regular/private candidate from ..... Board/University.
2. That I am seeking admission in Govt. College for Women, Udampur in B.A/B.Sc/B.Com Sem -I/III class during the session 2017 – 2018.
3. That during the gap period, I was neither employed nor sought admission in any Academic / Professional / Technical / Govt. or Private Institution.

**Signature of candidate**

**Annexure-IV**

**The following undertaking is to be submitted in form of an affidavit in case of students who have passed Higher Secondary Part- II or equivalent examination from a Board other than J&K State Board.**

I.....D/O.....R/O.....

do hereby solemnly declare that I am seeking provisional admission to ..... Class in Govt. College for Women, Udhampur on clear understanding that my admission to this class is provisional and is subject to the confirmation on the issue of certificate of eligibility by the University of Jammu under rules. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission shall automatically stand cancelled.

**Signature of candidate**