

PROSPECTUS

2020-21



STD : 01732

PHONE : 248902, 242227
FAX : 245524



HINDU GIRLS COLLEGE

JAGADHRI – 135 003

Estd : 1962

WEBSITE: www.hgcjagadhri.com

✉EMAIL: hgcjagadhri_girls@rediff.com

Affiliated to Kurukshetra University, Kurukshetra (Haryana)
NAAC Accredited "A" Grade

IMPORTANT NOTE

1. Prospectus is not a legal document. It is only for general information and guidance.
2. Students must go through the rules given inside carefully and observe them strictly.
3. The Principal reserves the right to refuse/cancel any admission without assigning any reason in the interest of the institution.
4. Ragging is strictly banned in the College/Hostel premises as per the Honourable Supreme Court Orders.
5. Rules regarding reservation, admission to college/ hostel, fees/ scholarship/dues, syllabus, stream of examination etc., are subject to change by the Government/University/College. All such alterations shall be binding on all the students.
6. All University notifications regarding Academic Calendar, List of Holidays, Syllabus, Examination/datesheet are available at kuk.ac.in and must be followed.
7. Voter Card of student is essential for admission in any stream in the college.
(For those students who have attained the age of 18)
8. Medical Certificate from CMO only will be valid for medical leave.

PRINCIPAL

COLLEGE PROFILE

Established in 1962 our college is a NAAC accredited A Grade premier multifaculty girls institution and a RUSA beneficiary. The college is situated at walking distance from Jagadhri bus stand on the Ambala- Ponta Sahib highway. The college endeavours to empower rural as well as urban girl-students. Besides academics, through co-curricular activities, sports and multiple opportunities for self-exploration we strive for all round development of our students and equip them to face life confidently. Outstanding facilities include: hostel, Students' Center, provision for Yoga classes, Summer Camp for college students, Hobby classes: English Speaking Course, Computer Course, Yoga and Naturopathy, Home Science, Cosmetology etc.

INFRA STRUCTURE

Built over six acres of land, the college has a magnificent building with well-ventilated, well-furnished and spacious classrooms. It has separate wings in Computer Science, Home Science, Science, Arts and Commerce. State of art Seminar Room and a spacious Auditorium are at the disposal of faculty and students for academic and co-curricular activities. All laboratories are equipped with modern gadgets and amenities. Besides, the building consists of well-equipped Music Room, Sports Room, N.S.S. Office, N.C.C. Office, Yoga and Naturopathy Lab, Edusat Lab, Smart classrooms, UGC Resource Centre etc. Spacious play grounds, well-equipped Students' Center-Cum-Canteen are other attractions. Separate Administrative Block, Computer Laboratories equipped with Pentium-IV Multimedia and latest licensed software attached with the latest networking and internet facility. A Botanical Garden with more than fifty species of plants adds to the scenic beauty of college.

HOSTEL

A beautiful, double-storied building with spacious and airy rooms within the college premises houses the hostel. All necessary facilities are provided in this 'home away from home'. Healthy and nutritious diet is cooked in the mess within the hostel. Neat and clean washrooms with geysers are maintained in the hostel. Visitor's Room and Study Hall are the chief attractions of the hostel building. Hostlers can also use the college garden and playground. Every attempt is made to provide a congenial environment to the hostel inmates for their academic as well as cultural pursuits. The security and safety of the residents is paramount. Medical aid is provided immediately when need arises.

LIBRARY

Our library is a rich resource center. It commandeers more than books, dictionaries, encyclopedias and subscribes to Magazines, Journals, Periodicals and leading Newspapers. The library book bank lends textbooks to brilliant as well as deserving students for the entire session, free of charge.

ACADEMIC EXCELLENCE

Excelling in academics has always been our forte. Our students bring laurels to the institution by showing excellent results every year. They win name and fame for themselves as well as for the college by bagging positions of merit at University and State Level. The credit for their achievements goes to the well-qualified, intelligent and painstaking team of the Principal and the teaching staff.

COLLEGE MAGAZINE/ NEWS BULLETIN

The college publishes College Magazine/ News Bulletin to provide the budding talents an opportunity for developing and exhibiting their creative and intellectual abilities. It also highlights the activities and achievements of the college in various fields.

EDUCATIONALS AIDS

ICT methodology is followed in the college. Modern teaching aids like L.C.D. Projectors, O.H.P., T.V, D.V.D. Player, Audio/Video Cassettes are available in the college for the benefit of the students. Video films on classical plays and novels of English Literature and other subjects are shown from time to time. Extension lectures by eminent persons in the field of Languages, Literature, Life Science, Computer Science, Social Sciences are also arranged regularly. Students of vocational subjects undertake On-Job-Training/ Project during summer vacation in different reputed Firms/ Institutes etc. ppts are regularly shown to students. Lectures are held in Smart classrooms.

CAREER GUIDENCE AND INFORMATION BUREAU

The college runs a Career Guidance and Information Bureau in the college library in collaboration with the Department of Employment, Kurukshetra University, to assist students in their individual problems concerning higher education and choice of vocation. Suitable arrangements are made under the wise guidance of the Career Guidance Cell to provide information regarding various occupations, scholarships and fellowships granted for higher studies in India and abroad. Lectures from occupational experts are also arranged for the benefit of the students. The motto of our Bureau, as promoted by government also, is 'Earn while you learn.'

NATIONAL CADET CORPS

N.C.C. is a very popular activity in the college. The college has one platoon of 53 N.C.C. Cadets. Those enrolled in N.C.C. are required to attend 75% of parades during the session. Every cadet has to attend at least one Annual Training Camp held during vacations in order to appear for certificate 'B' and 'C' examinations conducted by the 1st Haryana Girls Bn. N.C.C., Ambala City. The cadets are also provided with an opportunity to attend Advanced Leadership Camp, Basic Leadership Camp, Trekking Camp, National Integration Camp, Medical Attachment Camp, I.D. & R.D. Camps, Mountaineering, Para-training, Parasailing and First Aid Courses etc. Qualifications in N.C.C. prove advantageous to the students in their future career. They get a weightage of five percent marks in the entrance examinations to higher classes.

NATIONAL SERVICES SCHEME

To provide first hand information of how and where real India lives, students are involved in community services programmes under National Service Scheme. N.S.S Volunteers are required to devote 120 hours to social service programmes and regular activities organized during the session. At present the college has one N.S.S. unit of 99. Certificate of merit is awarded to a volunteer who has completed 240 hours of regular activities in the period of two years and attended two Annual Special Camps (of at least 10 days duration), one who has donated blood at least twice or has made at least five illiterates literate or one who has done an exemplary act of courage or bravery and awarded at the National level.

SPORTS & ATHLETICS

The college provides facilities to students in various sports activities like Basket Ball, Hand Ball, Badminton, Kabaddi, Table Tennis, Yoga, Gymnastics and Athletics. Coaching camps in various games are also organized in the college for the upliftment of Sports & also to satisfy the interest of students. Students with outstanding performance in sports are given special concessions at the time of admission. Cash prizes/incentives are given to students who excel in the field of sports and games during the session.

MENTOR GROUP

The students are divided into a small group of 30 students each. A mentor is assigned to each group. Academic record of each student is maintained. The students can approach her mentor at any time for guidance. Meetings are held regularly to discuss the problems of the students, to keep them familiar with the college rules and regulations and to organize various activities.

CLUB/ CELL SYSTEM

To enhance the personality of the students and for their all round development each student is allotted a club/cell. The college organizes activities under the aegis of: Ek Bharat Shrestha Bharat EBSB Club, Naturopathy, Cultural, Creative, Social Issues, Business World, Self Grooming and Personality Development, Women Cell, Red Cross Cell, Legal Literacy Cell. Every student has to opt one club/cell. Meeting is organized once in a month and student oriented activities are organized by students under the guidance of incharges.

CO-CURRICULAR ACTIVITIES

To help the students in creating for themselves a whole and complete personality, ample exposure outside the classrooms is provided through co-curricular activities organised by various subject associations. In addition to these, various functions at large scale are organized in the college at collective level such as Talent Show, Swami Vivekananda Day, Annual Prize Distribution, Convocation, Sports Day, N.C.C. Day and other important National Days.

EXCURSIONS

The college organizes educational trips and tours from time to time to broaden the mental horizon of the students, and to provide them with an opportunity to commute with nature. Science students are particularly taken to Zoological Park, Pisciculture Centers and various hilly areas for the collection of herbs, shrubs and ferns, whereas the students of Computer Science are

taken around to eminent Software Institutes to familiarize them with new developments in the field of Information Technology.

STUDENT COUNCIL/ CENTRAL ASSOCIATION

To inculcate the spirit of management and organization, Student Council is formed in the college every year. Office bearers of the subject Association constitutes the Student Council. Toppers of all the classes are ex-officio members of the Students Council. Office bearers of the Council are elected by the constituent members. The Student Council actively participates in organizing each and every college function. They share all the day-to-day responsibilities for the college.

ALUMNI ASSOCIATION

Alumni Association provides a platform to the old students to revive the cherished memories of past and share their valuable experiences amongst themselves. Meetings/get-togethers are arranged from time to time in which the members actively participate. Office bearers are also elected by the members. The old tradition of teacher-taught relationship is maintained by the association.

STAFF

Principal

Dr. Ujjwal Sharma- M.A. (Eng.), M.Phil., Ph.D.

1. English

- i) Dr. Suruchi Kalra Choudhary- M.A, M.Phil., Ph.D
- ii) Ms. Reena – M.A.
- iii) Ms Vidhi Bindra -- MA

2. Hindi

- i) Dr. Rita- B.A Hons., M.A.(Gold Medal), M.Phil., Ph.D.
- ii) Ms. Nidhi- M.A, NET
- iii) Dr. Sarika- MA, M.Ed, M.Phil, Ph.D

3. Sanskrit

- i) Dr. Swati Gera -M.A (Gold Medal), M.Phil, PhD

4. Economics

- i) Ms. Manju Jain – M.A, B.Ed., M.Phil.

5. History

- i) Ms. Jyoti - M.AM.Phil

6. Political Science

- i) Ms. Pinki- M.A., M.Phil., NET

7. Sociology

- i) Ms. Priya- M.A. NET
- ii) Ms. Meenu Sharma – M.A.

8. Music

- i) Dr Saloni Kaushal - M.A., PhD
- ii) Sh. Geeta Ram (Tabla Player)

9. Home Science

- i) Ms. Ritu Dua – M.Sc., M. Ed.,NET
 - ii) Dr Neetika Trivedi – M Sc, PhD
 - iii) Ms Ronak – M Sc
 - iv) Ms Neeru – M Sc
 - v) Smt. Lakshmi Devi (Lab Attendant).
- 10. Physical Education**
- i) Dr. Sharda Sharma - M.P.Ed. (Gold Medalist), Ph.D.
- 11. Mathematics**
- i) Ms. Anupama Garg – M.A., M.Phil. (Gold Medalist)
 - ii) Ms. Rimpi Kohli - B.A. (Hons.) (Gold Medalist) M.A., M.Phil.
 - iii) Ms. Priyanka Mittal – M.Sc
- 12. Commerce**
- i) Ms. Seema Gupta – M.Com, SET.
 - ii) Ms. Sharda Gupta– M.Com., M.Phil.
 - iii) Ms. Urvashi Aggarwal– M.Com., M.Phil.
 - iv) Ms. Narinder Kaur – M.Com., NETs
- 13. Physics**
- i) Ms. Monika Khurana - M.Sc., M.Phil.
 - ii) Ms. Veenu Goyal - M.Sc. (Hons.), M.Phil.
 - iii) Sh. Mahi Pal Singh Pundir (Lab Attendant).
- 14. Chemistry**
- i) Dr. Geeta Sharma - M.Sc(Hons), M.Phil., Ph.D.
 - ii) Ms Anju – M Sc BEd
 - iii) (Lab Attendant)
- 15. Zoology**
- i) Dr Ankita Thakur – M.Sc, PhD
 - ii) Sh. SatpalAnsal (Lab Attendant)
- 16. Botany**
- i) Dr. (Ms.) Rajni Kapoor – M.Sc., Ph.D.
 - ii) MsMeenakshi – M.Sc.
 - iii) Sh. Rajesh Sharma (Lab Attendant)
- 17. Computer Science & Application**
- i) Ms. Sonia Sharma - M.Sc. (S/W), MCA, M.Phil.
 - ii) Ms. Pooja Dhawan - MCA, M.Phil.
 - iii) Ms. Sheetal - M.Sc.(S/W)
 - iv) Ms. Meenu Nagpal - MCA
 - v) Ms. Swati Verma-M Sc
 - vi) MsVinty – MSc
 - vii) Ms Shabana – MSc
 - viii) MsHimani – M Sc
 - ix) Sh. Satish Kumar (Lab Technician)
 - x) Sh. Gulshan Kumar (Lab Attendant)
- 18. Library Staff**
- i) Ms.Arta (Librarian)
 - ii) Ms Neelam (Restorer)
 - iii) Ms. Deepshikha (LibraryAttendant)
- 19. Yoga and Naturopathy**
- i) MsMeenu

20. Cosmetology

- i) Ms Yozna Gondi – BA (Diploma in Cosmetology)
- ii) Ms. Nirmala

21. Administrative Staff

- i) Sh. Pawan Kumar Sharma (Head Clerk)
- ii) Sh. Munish Kamboj (Clerk)
- iii) Sh. Amit Gupta (Computer Operator/ Clerk)
- iv) Ms. Bindu Malik (Computer Operator)

22. Supporting Staff

- i) Smt. RenuBala
- ii) Sh. Ram Krishan
- iii) Sh. Sukh Lal
- iv) Sh. Sushil Parshad
- v) MrSonu Kumar
- vi) Sh. Raj Kumar
- vii) Smt. Raju
- viii) Sh. Inder Singh

COURSES AT A GLANCE

- M.A. English
- M.A. Sociology
- P.G.D.C.A (Post Graduate Diploma in Computer Application)
- B.Sc. Medical &Non Medical
- B.Sc. with Computer Science
- B.Sc. with Computer Application (Vocational)
- B.CA.(Bachelor of Computer Application)
- B.Sc. Home Science
- B.Com. General
- B.Com. Computer Application (Vocational)
- B.A. General

ADD-ON-COURSE

- Yoga and Naturopathy
- Web-designing
- Cosmetology

One Year	-	Certificate Course
Two Year	-	Diploma Course
Three Year	-	Advance Diploma Course

Computer Education is compulsory for all streams.

The different Level of Courses are:

1. Computer Awareness : Level - I
 - i) L-I Basic Computer Education

- 2.
 - ii) L-I Software Lab -I
- Computer Awareness : Level - II
 - i) L-II PC Software and ICT
 - ii) L-II Software Lab -II
- 3. Computer Awareness : Level - III
 - i) L-III Web Designing
 - ii) L-III Software Lab -III

POSTGRADUATE COURSES

M.A. ENGLISH

Eligibility:- Bachelor's degree with 45% marks in English or 50% marks in aggregate.

M.A. SOCIOLOGY

Eligibility:- Bachelor's degree with 45% marks in sociology/psychology/social work or 50% marks in aggregate

PGDCA

Eligibility:-

UNDERGRADUATE COURSES

1. ARTS FACULTY B.A. I,II,III Semester System

Eligibility:-

- a) 10+2 Arts with five subjects with English as one of the subjects and at least 35% marks in aggregate.
- b) 10+2 Science/Commerce with English as one of the subjects and at least 35% marks in aggregate.

A student will be required to take up the following subjects:

a) Compulsory Subjects:

- i) English ii) Hindi/Sanskrit iii) Computer Education (iv) Environment Studies I year

b) Elective Subjects:

A candidate shall offer two elective subjects from

Hindi, Sanskrit, Mathematics, Sociology, Music I, Health and Physical Education, Political Science, Home Science, Economics, History

NOTE: – Language offered as compulsory subject shall not be offered as elective subject.

2. SCIENCE FACULTY B.SC. I,II,III - Semester System

- i. B.Sc. (Medical & Non Medical)
- ii. B.Sc. with Computer Science
- iii. B.Sc. with Computer Application (vocational)
- iv. B.Sc. Home Science
- v. BCA (Bachelor of Computer Applications)

B.Sc. (Medical & Non Medical)

Eligibility:-

- A) 10+2 (Medical) with English as one of the subjects with at least 45% marks in aggregate for B.Sc. Medical
- B) 10+2 (Non Me. with English as one of the subjects with at least 45% marks in aggregate for B.Sc. Non Medical.

Medical	Non-Medical
i. Chemistry	i) Chemistry
ii. Zoology	ii) Physics
iii. Botany	iii) Mathematic

B.Sc. with Computer Science

Eligibility:-10+2(Non-Med.) with English as one of the subjects with at least 45% marks in aggregate.

- i. Computer Science
- ii. Physics
- iii. Mathematics

B.Sc. with Computer Application (Vocational)

Eligibility:-10+2(Non-Med.) with English as one of the subjects with at least 45% marks in aggregate.

- i. Computer Applications
- ii. Physics
- iii. Mathematics

Note: - Student joining Science Faculty will have to take up **English, Environmental Studies and Computer Education** as compulsory subjects in **B.Sc.-I and Hindi/Sanskrit, Computer Education in B.Sc .II.**

B.Sc. Home Science

Eligibility:- 10+2 with English as one of the subjects with at least 40% marks in aggregate from any Faculty /Stream. Environmental Studies and Computer education as compulsory subjects in BSC-I

Note:-A Student can Opt English/ Hindi medium

BCA Bachelor of Computer Application Semester System

Eligibility:- 10+2 with English as one of the subjects with at least 40% marks in aggregate from any Faculty /Stream

3. COMMERCE FACULTY

- i. B.Com General with Computer Awareness
- ii. B.Com Computer Application (Vocational)

Eligibility:-10+2 (Commerce) with English as one of the subjects with at least 40% Marks in aggregate.

OR

10+2 (Arts or Science) with at least 50% marks in aggregate.

B.Com. (General):

Note:- A student pursuing B.Com. (General) will have to choose one optional paper in each of the 3rd, 4th, 5th & 6th semesters.

Regarding choice of optional papers following rules have to be observed by the candidate:-

- (i) Optional papers are divided into three optional groups i.e. Finance & Taxation, Marketing, and Human Resource Management.
- (ii) A candidate will have to continue the same specialization group opted once in 3rd semester, it will not be changed in subsequent semesters.
- (iii) Further, a candidate will have to continue the same specialization group opted once in 3rd semester in subsequent semesters also. Specialization group cannot be changed.

BCOM Computer Applications(Vocational)

Each student who has opted for the above said course shall opt two theory papers in each Semester in addition to four papers common with B.Com. general scheme.

Environmental Studies: (Qualifying Paper)*

*The Qualifying paper-Environmental Studies I and II shall be taught in the Ist and IIndSemester. However, the examination will be conducted along with IIndsemester.

GENERAL RULES FOR ADMISSION

1. Application for admission to the college must be made on the prescribed form attached inside the Prospectus. Two passport size photographs are to be fixed.
2. All entries in the form must be made in the student's own handwriting.
3. Application form must be completed in all respects. No column should be left blank.
4. Copies of certificate to be attached with the admission form are as follows:
 - a) Attested photo copy of Matriculation Certificate (with date of birth).
 - b) Two Photostat copies of previous examination passed certificate for admission to B.A.-I/B. Sc-I/B. Com.-I/B. H. Sc. -I, BBA-I, BCA-I
 - c) Character certificate from the head of Institute last attended.
 - d) University Registration Card in case a student already registered with the college.

- e) SC/ST/BC Certificate duly attested by a FIRST Class Magistrate along with AFFIDAVIT and Stipend form.
 - f) SC/BC students Saving Bank Account no. of Bank of Baroda, Jagadhri along with Photostat copy of bank passbook.
5. Students from other Universities/Boards seeking admission to this college will be admitted only on production of original certificates of all the examinations passed prior to the class which they intend to join. Original Inter University Migration Certificate and the Detailed Marks Cards must also be produced at the time of admission.
 6. The students whose results are declared late by the Kurukshetra University or Boards of School Education will be allowed admission in the College up to the date fixed by the University for the session. The original Migration Certificate will be deposited in the office by new students within 7 days from the close of admission. The concerned students will be held responsible for any lapse.
 7. Fee deposited at the time of admission will not be refunded to a student whose eligibility has not been accepted by the University.
 8. The students who have ever been disqualified by any University/Board will not be granted admission.
 9. No student from Correspondence Courses will be granted admission to B.A./B.Sc./B.Com. Part-II and III except with the special & prior permission of the Vice Chancellor, K.U.K.
 10. The students whose eligibility needs to be checked by the University will be given admission provisionally at their own risk and responsibility and that too after obtaining an undertaking in writing from them.
 11. Students seeking admission to the college must satisfy themselves regarding their eligibility which is to be governed by the rules and regulation given in the Kurukshetra University Calendar and Ordinance, for, in case of invalidity of the admission, the students themselves will be solely responsible for the consequences whatsoever.
 12. A student admitted to the college shall not seek admission in any other college without the prior permission of the Principal.
 13. The students having passed Intermediate Examination from the Bihar Intermediate Education Council, Patna shall be considered eligible for admission to B.A.-I/ B.Sc.- I/ B. H. Sc-I/B.Com –I w.e.f. the session 2004-05 as per K.U. instructions.

PLACE OF LITIGATION WITH THE UNIVERSITY

All legal disputes relating to Examinations/Eligibility/Admissions of students will be subject to Kurukshetra Court or Courts having jurisdiction in Kurukshetra.

Reservation of Seats in the Educational, Technical and Professional Institute for the Candidates

1. Haryana Government instructions issued vide letter No.22/34/98-3GSIII, dated 19.03.99, followed by the letters of even number dated 05.05.99 and letter No.22/89/97-3GSIII, dated 07.08.2000.

A	Scheduled Castes	20%	
B	Backward Classes	16%	A Block
		11%	B Block
C	Physically Handicapped	3%	In the event of quota reserved for Physically Handicapped remain unutilized due to non availability of suitable category of handicapped candidates, it may be offered to the Ex-Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%)

2. State Govt. vide letter no.22/27/2004-2GS-III dated 20.10.2005 decided to allow 3% horizontal reservation to Ex-Servicemen/Freedom Fighters and their dependents by providing reservation of 1% out of General Category, 1% out of Scheduled Caste and 1% from Backward Classes for admission to various courses in Educational Institutions of the Govt./Govt. aided/ Self-financing Colleges/ Institutes located in Haryana. As far as block allocation in Block-A and Block-B of Backward Classes category is concerned, year wise rotational system will be adopted.
3. Haryana Govt. circular letter no. 22/22/2004-3GS-III dated 22.01.2009 with regard to revision of income criteria to exclude socially advanced persons/ sections (creamy layer) from the purview of reservation for other Backward Classes (OBCs).

4.

Category	Description of Category	To whom the rule of exclusion will apply
VI	Income/Wealth Test	<p>Son(s) and daughter(s) of</p> <p>(a) Persons having gross annual income of Rs.4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years.</p> <p>(b) Persons in categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.</p> <p><u>Explanation</u> Income from salaries of agricultural land shall not be clubbed.</p>

ELIGIBILITY FOR ADMISSION TO DEGREE CLASSES

1. A student will be eligible to join the First Year Class of B.A./B.Sc./B.Com./B.Sc. Home Science if she has passed 10+2 Examination from Board of School Education, Haryana or any other equivalent Board or University with five subjects and English as one of the subjects, obtaining at least 35%,45%,40% and 40% marks respectively in aggregate. However, for S.C. and S.T. students, 33% marks (minimum pass marks) in aggregate will be considered sufficient for Science, Commerce and B.Sc. Home Sc. In case a student having passed 10+2 exam with four subjects of any Board of Secondary Education will not be admitted to the above said courses.
2. A student who has been placed under compartment in 10+2 in any one subject and wishes to seek admission to B.A/B.Sc.-I, the required percentage of marks for her admission shall be determined by taking into account the minimum pass marks in Compartment/Re-appear subject.
3. A student who has passed 10+2 Examination from some other Board/University without English will be allowed provisional admission in B.A/B.Sc../B.Com.-I. She will be required to clear/pass Supplementary Examination in English in that very session otherwise her provisional admission will be cancelled.
4. Students seeking admission in BA/BSc/Bcom/BHSc I on the basis of having compartment in one subject of 10+2 examination must clear their compartment subject before the commencement of I semester.
5. Students placed under compartment in any subject in B.A./B.Sc../B.Com.-I or II will have to clear their compartment in two chances otherwise the result of the class in which they are studying shall be cancelled.
6. A student who has passed 10+2 Examination of Haryana Board of School Education with Arts subjects can be granted admission to B.Com.-I provided she has secured at least 50% in aggregate in 10+2.
7. Students who have passed 10+2 Examination of Haryana Board of School Education with Science subjects can also seek admission to B.Com. I, where as those passing 10+2 with Arts & Commerce subjects can not be admitted to any B.Sc.-I course, except B.Sc. Home Science.
8. Students are not allowed to change their faculty or subjects after passing B.A/B.Sc./B.Com.-I Examination.
9. Admission of Kashmiri Migrant students from the state of J & K Board who have passed their Higher Secondary Part II Exam with four subjects should not be allowed admission wide KUK letter no Regn/R-5/07/224-373.

MIGRATION RULES

1. Students from other Universities/Boards seeking admission to this college will have to submit Inter- University/Board Migration Certificate along with the Migration Fee of Rs.50/-. Their admission, however, will be provisional, subject to confirmation of their eligibility by Kurukshetra University.
2. In case of the transfer of a student's parents, migration to this institution will be permissible upto one month before the date of the commencement of the Annual University Exam.
3. Migration from some local college will be allowed only upto the end of month of July. After July, local migration will be permissible only with the mutual consent of the Principals of both the Institutions.

4. A student migrating from some other college to this institution will be required to bring her class attendance record (in all subjects) from the college she is migrating from. While calculating the percentage of attendance, her total attendance in previous institution will also be taken into consideration.

RULES FOR HOUSE EXAMINATION / MONTHLY TESTS

1. As per Kurukshetra University rules, every student will have to appear in three Monthly Tests and House Examination.
2. Report regarding academic progress in House Examination/ Monthly Tests and attendance will be intimated to the parents from time to time.
3. A student using unfair means in the Monthly Tests/House Examination shall be heavily fined and her Answer-Book in that subject will be cancelled. The final decision in such cases will be taken by the College U.M.C. Committee.
4. A student who is unable to appear in House Examination /Monthly Tests will have to produce an authentic proof of the reason of her absence. In case of illness a student will have to produce a medical certificate from a qualified doctor during the examination days. Absence from House Examination/ Monthly Tests without prior permission will be taken seriously. No application will be accepted after the examination.
5. One test of two hours duration for each theory paper will be held by the college one month before the commencement of semester examination for the students who are appearing in semester exams.

ELIGIBILITY FOR APPEARING IN UNIVERSITY EXAMINATION

1. As per university rules, the student who fulfils the under-mentioned conditions is eligible to appear in the University Annual Examination.
 - i. Has attended not less than 75% of the full course of lectures delivered in her class in Theory & Practical separately. (The lectures are to be counted upto the date of dispersal of classes).
 - ii. Admission of joining late shall not be accepted as a justification for condoning deficiency in lectures.
 - iii. Has obtained at least 20% marks in aggregate and 15% marks in each subject calculated on the combined result of Monthly Tests and House Examination.
 - iv. Has secured at least 20% marks separately in both Theory & Practical tests in subjects such as Science, Computer Science, Home Science, Music, Functional English and Physical Education etc.
 - v. For all the degree classes, there will be an internal assessment of 20% marks based on the class attendance, monthly tests and house examination in each subject.

In addition, the rules/amendments received from the University from time to time will be followed.

SEMESTER SYSTEM RULES AS PER KURUKSHETRA UNIVERSITY

1. Main as well as Supplementary Examinations for the Odd Semesters i.e. First, Third and Fifth Semesters shall be held in December/January and for the Even Semesters i.e. second, fourth and sixth semesters in May / June.
2. The internal assessment shall be calculated (i) 60 per cent on the basis of result/marks obtained in college text and (ii) 40 per cent on the basis of attendance of the students. One test of two hours duration for each theory paper will be got held by the college concerned at its own level one month before the commencement of examinations on the dates which may be announced by the college.

LEAVE RULES

1. Students shall apply for leave, when needed, on the prescribed form obtainable from the college office on payment.
2. Application form must be duly signed by the guardian/parents of the students.
3. Leave upto three days can be got sanctioned by the tutor of the student while leave for a longer period must be got sanctioned by the Principal on the recommendation of the Tutor concerned.
4. Students must submit their applications before availing themselves of leave and not after absenting themselves from the classes except on medical ground. In that case, the application must be submitted along with the medical certificate from civil hospital only on the very day when the student comes to the college after recovery from illness.
5. Those getting their leave sanctioned on false grounds will be severely reprimanded and punished.

ABSENCE FINES

Per Period	: Rs.5/-
Per Day	: Rs.10/-
Monthly Tests (Per Paper)	: Rs.25/-
Terminal Examination (Per Paper)	: Rs.100/-
Use of Unfair Means in Tests/Examination	: Rs.100/-
Tutorial Group Meeting (Per Period)	: Rs.5/-
N.C.C Parade (Per Parade)	: Rs.5/-
N.S.S Activities (Per Day)	: Rs.5/-
Functions in the college	: Rs.100/-
Special Fine as notified by the Incharge	

Other Fines:

Use of Mobile except Common Room	: Rs.50/-
Without uniform and I-Card	: Rs.5/-per day

***The Fine will be doubled after 10 days.**

SCHOLARSHIPS/STIPENDS:

1. All types of National/State/University Merit Scholarships are available to the students provided they fulfil the necessary conditions. Scholarships & stipends are granted to the deserving and meritorious students.
2. Scholarships/stipends and concessions to Scheduled Caste/Scheduled Tribe and Backward Class students as per Haryana Govt. rules.
3. Ten scholarships are given to the needy and meritorious students by Sh. Romesh Chand Ji, Trustee, Deva Trust, Bavna Road, Jagadhari.
4. Scholarships are given to needy and meritorious students by Dr. Radha Krishnan Foundation Fund of K.U.K.
5. Shri Ram Children Education Society, Jagadhari donated Rs.7000/- for economically weak students.
6. Faculty members, retired staff members and many members of the society also award scholarships and stipends which are disbursed judiciously by the Scholarship Committee.

GOVERNMENT SCHOLARSHIPS

1. SC/ST students or students belonging to Minority Communities, OBC (non-creamy layer) students, Physically Challenged students and economically deprived students (Below Poverty Line Card Holder of the concerned State/UT) will be provided a stipend of Rs. 500/- p.m, sponsored by UGC (weightage to be given to performance in the last examination).
2. Haryana State Merit Scholarship.
3. Low Income Group Scholarship.
4. Post Matric Scholarship for Minority Community Students: Muslims/Sikhs/Buddhists/Christians may apply for minority scholarships. Documents required – previous DMCs (minimum 50%), residence proof, caste certificate, fee detail and income certificate. Students who are interested should contact in the college office.
5. Post Graduate Indira Gandhi Scholarship Scheme for Single Girl Child is given to the students taking admission in PG courses. The value of Scholarship is Rs. 2,000/- p.m for a period of two years only (10 months in the year) i.e. full duration of a P.G. Course.
6. Post Graduate Merit Scholarship Scheme for University Rank Holders at Undergraduate Level will be awarded to the **First and Second Rank** Holders at UG level who are admitted in any PG Course.

* Extra Coaching Classes are also provided to SC/ST/OBC students.

PAYMENT OF DUES

1. Fee must be paid on dates notified, otherwise a late fee fine of Rs. 30/- per month will be charged.
2. Student who are absent from the college must arrange to send their dues to the college office by due date.
3. If a student fails to clear her dues for two consecutive months, her name shall be struck-off from the college rolls. She will be re-admitted only on payment of fresh admission fee.
4. Admission fee and dues must be paid at the time of admission.
5. Security deposit will be refunded to the outgoing students only when they return their library cards and books issued to them from the library and also clear all other dues.
6. Admission fee and dues must be paid at the time of admission.
7. Security deposit will be refunded to a student only within one year of her leaving the college in December & January.
8. Hostel dues must be cleared before December.

CODE OF CONDUCT FOR STUDENTS

1. Every student is expected to keep her Identity-cum-Library Card with her. It can be checked any time. It must be got completed in all respects.
2. A student on the rolls of the college is to maintain discipline inside and outside the college.
3. Disorderly conduct, talking or shouting in the corridors, disturbing the classes or any other kind of indiscipline shall be severely dealt with.
4. The students should keep the college premises neat and clean. They should not trespass the lawns or pluck flowers otherwise they will be heavily fined.
5. The college property and apparatus in Science, Home Science, Computer and Language Labs must be used with care. Misuse of college furniture and classroom black board and disfiguring of walls or floors is a punishable offence.
6. The students should make it a habit to read the college notices displayed on the notice board daily. They are not allowed to put up any notice of their own on the notice-board or paste it on any of the walls without the permission of the Principal.
7. While paying fee at the office window or making any enquiry from the office counter, the student must stand quietly in a queue.
8. Students are not allowed to meet the outside without the permission of the Principal.
9. No meeting can be held in the college premises without the prior permission of the Principal.
10. Students should be move to Library or Common Room in vacant period. They must not roam about aimlessly or waste time in gossips etc.
11. It is the moral duty of the students to show due respect to their teachers and elders. They are also expected to show due courtesy to fellow-students and other employee of the college.
12. Important rules of the college regarding payment of dues, stipends/scholarship, concessions, leave, fine etc. given in the college prospectus or pinned on the notice – board from time to time are to be read carefully and acted upon strictly.
13. Participation in any anti-college, anti-social and anti-national activity and sticking of bill/poster/writing on walls is strictly prohibited.

14. Use of mobile is strictly prohibited in the college. The students will be allowed to bring mobile phones to the college only by the prior written permission of their parents. During the college hours, the mobiles are to be switched off. The students will be allowed to use mobile only with the due permission of their respective teachers. Similar rules will be applied to the hostlers. In case, if any student is found using mobile phone, then her parents will be called and she will be heavily fined and also the mobile will be confiscated.

NOTE: These rules are to be observed by each & every student of the college, failing which she will be fined and punished and in extreme cases even expelled from the college rolls.

RAGGING

Ragging is strictly banned in the college Campus and Hostels. The offenders will be punished as per the instructions of the Kurukshetra University, Kurukshetra/Haryana Government and Hon'ble Supreme Court of India.

The instructions against ragging based on the orders of the Hon'ble Supreme Court of India are:

“Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately which punishment may include expulsion from the institutions, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of

- i. Withholding scholarships or other benefits.
- ii. Debarring from representation in events.
- iii. Withholding result.
- iv. Suspension or expulsion from Hostel or mess, and the like. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as different.

The following will be termed as the act of ragging: Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing ,treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense or share or embarrassment so as to causing or generating a sense or share embarrassment so as to adversely affect the physique of a fresher or a junior student.

For prevention of Ragging in the College, Anti-Ragging Committee is formed

Anti Ragging Committee:

Convenor	Principal Dr. (Ms.) Ujjwal Sharma	9896035311
Members	Dr.(Ms.) Sharda Sharma Dr. (Ms.) Rajni Kapoor	9315394607 9416328953
District authorities:	DC Office SP Office	01732-237800 01732-200203

Affidavits have to be submitted by student as well as their parents to curb the menace of ragging at the time of admission. The affidavits are available with the Anti Ragging Committee.

UNIVERSITY EMPLOYMENT INFORMATION & GUIDANCE BUREAU

In collaboration with the Department of Employment Haryana/Kurukshetra University is running the bureau to assist student in choosing the careers/courses in the University Campus.

Aims & Objective of the Bureau are:-

1. To give employment information and advice to the university alumni.
2. To give information on various courses of studies and syllabus etc. on higher studies in India and abroad.
3. To assist applications in securing admission to various courses of studies by Universities in India and abroad.
4. To collect and disseminate occupational information regarding occupations, scholarships, fellowships and financial assistance available in India and abroad.
5. To assist in individuals problems pertaining to education and vocation.
6. To assist students in securing part-time employment.
7. To render vocational guidance to students individually and in group.
8. To prepare guidance literature to help students in their educational and vocational planning.
9. To maintain Career Information Room in the Bureau.
10. To give information on competitive examination conducted by the various Public Service Commissions.
11. To register professional graduates and all persons holding Master's Degree with at least 50% marks for employment assistance.
12. To acquaint the unemployed youth with the facilities and incentives available with the various Departments under self –employment Promotion Programme.
13. To arrange coaching classes for various competitive examination such as Civil Service Examination, Banking Service, Competitive Examination etc.

The Career Information Room in the Arts Faculty building is equipped with appropriate material of occupational training facilities, higher education in India and abroad, Fellowships, Scholarships, and Competitive Examinations etc.

A fortnightly bulletin 'Vocational Guide' is issued by the Bureau to disseminate information on current opportunities for Employment, Educational and Vocational Trainings, Scholarships/Fellowships and on topics of general interest of students.

Students are advised to take advantage of the facilities available at the Bureau which remains open on all working days.

FEES

1. Annual Examination Fee will be charged as per Kurukshetra University instructions

2. The college shall charge for self financing courses as per rule.

**Institutional Calendar
2020-21**

July 2020	Admission Inaugural Hawan
August 2020	Independence Day Subject Association Induction Extension Lectures
September 2020	Talent Show Teachers' Day Central Association Investiture Ceremony Hindi Diwas Conditional Test Extension Lectures National Unity Day : NCC
October 2020	Extension Lectures
November 2020	Extension Lectures Youth Festival National Seminar: English
December 2020	Semester Examination NSS Camp Computer Awareness Programme (Seminar Citizens/House Wives) Faculty Development Programme

January 2021	Vivekanand Day Republic Day Extension Lectures
February 2021	Annual Prize Distribution Function Inter-Class Matches Annual Sports Day Parent Teacher Meeting Conditional Tests
March 2021	Alumni Meet Women's Day Celebration Conditional Test Extension Lectures
April 2021	Parent Teacher Meeting Farewell Parties Practical Examination Faculty Development Programme: Computer Science
May 2021	Semester Examination Hobby Courses Yoga and Naturopathy Camp
June 2021	Summer Vacation Hobby Courses Yoga and Naturopathy Camp

LIST OF GOVERNING BODY W.E.F. 26.08.2019

S. No.	Name	Designation	Address	Mobile No.	Office No.	Residence
1	Sh. Ashwani Gupta	President	H. No. 563, Sec – 17, HUDA, Jagadhri	98120-11431	-	-
2	Sh. Rajiv Gupta	Vice President	H. No. 2132-33, Sec – 17, HUDA, Jagadhri	94160-21781	-	-
3	Sh. Parmod Garg	Gen. Secretary	H. No. C-9, Bilaspur Road, Near Sai Dharam Kanta, Atam Nagar, Jagadhri	98964-00333	-	-
4	Sh. Vinod Kumar	Cashier	H. No. 1163, Chorlian Street, Jagadhri	98120-07635	-	-
5	Sh. Madan Mohan Garg	Executive Member	H. No. 1222, Patel Nagar, Yamuna Nagar	93555-21160	-	-
6	Sh. Vijender Garg	Executive Member	C-1-126/1, Ambala Road, Nalagarg Ka Majra, Jagadhri	93155-55673	-	-
7	Sh. Jagbir Singh	Executive Member	Village Rulakheri, PO Khera Farm, Tehsil, Jagadhri, Distt Yamuna Nagar	98120-03113	-	-
8	Sh. Sanjay Garg	Executive Member	# 621, Sector – 17, HUDA, Jagadhri	98960-45283	-	-
9	Dr. Satish Kumar Bansal	Executive Member	#987, Near DD Aggarwal School, Jagadhri	98962-38616	-	-
10	Sh. Arun Kumar Mittal	Executive Member	#1032, Chowk Bazaar, Jagadhri	93553-10156	-	-
11	Sh. Naresh Kumar	Executive Member	#C-1, 681, Jesico Colony, Jagadhri	94160-24745	-	-
12	Sh. Udit Gupta	Executive Member	#2437, Rajesh Colony, Jagadhri	94161-01111	-	-
13	Sh. Vimal Aggarwal	Executive Member	VPO Mussimbal, Distt Yamuna Nagar	94160-25541	-	-
14	Sh. Rohit Dutt	Executive Member	# 2220, Indira Colony, Jagadhri	98967-32222	-	-
15	Sh. Alok Kumar	Executive Member	#C-2/655, Old Sabji Mandi, Jagadhri	94160-00422	-	-
16	Dr. R.K. Deswal, Prof,	VC's Nominee	Dept. of Philosophy, Kurukshetra University, Kurukshetra			
17	Principal	DHE Nominee	Govt. College, Chachhrauli	94160-90190		
18	Dr. Ujjwal Sharma	Principal, HGC, Jagadhri	Hindu Girls College, Jagadhri	98960-35311		
19	Ms. Anupama Garg	Teaching Staff Rep.	Hindu Girls College, Jagadhri	94169-65200		
20	Dr. Geeta Sharma	Teaching Staff Rep.	Hindu Girls College, Jagadhri	79883-13594		
21	Sh. Pawan Sharma	Nonteach. Staff Rep.	Hindu Girls College, Jagadhri			

