

# DDM SAI COLLEGE

## PROSPECTUS

For

B.Ed. & D.El.Ed. 2025-26

For Admission to 2 years Regular B.Ed. & D.El.Ed. Course

for the Academic Session 2025-26

Website: [www.ddmsai.org](http://www.ddmsai.org)

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## Introduction

Dawarka Dass Memorial Sai College has been established by Sai Society of Education, Kallar (Nadaun) in the memory of Late Sh. Dawarka Dass Ji, a dedicated educationist and a great philanthropist. This college is being run by the Sai Society of Education, Kallar under self financing scheme.

DDM Sai College of Education (B.Ed. course) was established in 2003. It is affiliated to H.P. University, Shimla and is recognized by NCTE with an intake of 2 units. D.El.Ed. / J.B.T. Course was added in 2007 and affiliated to H.P. Board of School Education, Dharamshala. The intake capacity in D.El.Ed / J.B.T is 50 students.

The Institution believes in developing personality and creativity of students rather merely communicating factual knowledge of course contents to them.

It is located at a distance of about 1 K.M. from Shimla-Dharamshala National Highway-88 in a pollution free area having best academic environment. The college campus is abutted by a road with vast open space and tree groves around. It is situated in the lap of Shiwalik near Maan rivulet, a tributary of Beas river.

College campus consists of mainly two buildings for B.Ed. and D.El.Ed. (JBT) courses. The college is well equipped with conclusive infrastructural facilities like multipurpose hall, conference hall, spacious class rooms, laboratories, well stocked library, computer lab etc. Which are necessary aspects of teaching learning process. There is a spacious playground for outdoor games in the campus.

DDM Sai Collge of Education is headed by an experienced Principal-cum-Director (academics) having long teaching and administrative experience. The faculty of the college is well qualified and have commitment to their profession. It is assured on the part of members of faculty that they will work in unison to achieve the noble cause undertaken by the institution. It aims to be a model institution teacher education.

## DEPARTMENTS

- a) **B.Ed.** (2 Year Course)  
b) **D.El.Ed.** (2 Year Course)

## B.Ed. Course

Affiliated to : H.P. University, Shimla.

Recognized by : NCTE

The NCTE has approved a lot of 100 seats out of which 25% seats are in Medical Stream, 25% in Non-Medical stream and 50% seats in Arts and Commerce stream which are filled up as per 100-point-roster.

Ver. Hori	Ver. Hori	Ver. Hori	Ver. Hori	Ver. Hori
1-SC	21-Gen	41-Gen-IRDP	61-SC	81-Gen-Ex-Man
2-Gen	22-SC-IRDP	42-Gen	62-GenIRDP	82-Gen
3-Gen	23-Gen	43-SC-Ex-man	63-ST	83-SC
4-ST	24-ST-IRDP	44-Gen	64-Gen	84-Gen
5-Gen	25-Gen	45-SC	65-SC-Ex-Man	85-ST
6-SC-Ex-man	26-OBC	46-Gen	66-Gen	86-OBC-IRDP
7-OBC-IRDP	27-SC	47-OBC-Ex-man	67-OBC	87-SC
8-Gen	28-Gen-IRDP	48-Gen	68-Gen-PH	88-Gen
9-Gen-Ex-man	29-Gen	49-SC	69-Gen-Ex-Man	89-Gen
10-SC	30-gen	50-Gen	70-SC-IRDP	90-Gen-WFF
11-Gen	31-SC	51-Gen-IRDP	71-Gen	91-Gen
12-Gen-IRDP	32-Gen	52-Gen	72-OBC	92-SC-Ex-Man
13-Gen	33-Gen-Ex-Man	53-SC	73-Gen-Ex-Man	93-Gen
14-SC-IRDP	34-OBC	54-Gen	74-OBC	94-Gen-IRDP
15-OBC	35-SC-PH	55-OBC-Ex-man	75-SC	95-OBC
16-Gen	36-Gen	56-Gen	76-Gen	96-Gen-IRDP
17-Gen	37-Gen-IRDP	57-SC	77-Gen-Ex-Man	97-Gen
18-SC	38-Gen-Ex-man	58-Gen	78-Gen-IRDP	98-OBC
19-OBC	39-OBC	59-Gen-Ex-man	79-SC	99-Gen
20-Gen-Ex-man	40-SC-WFF	60-OBC	80-Gen	100-Gen-PH

Note: - I. 85% seats in the B.Ed Course are a reserved for Bonafide /Domisile Himachali Candidate and 15% seats are reserved for the students of other States as per the Orders of the Hon'ble Supreme Court of India (Civil Appeal No. 4641 of 2007).

ii) Total management seats will be 10% of the seats for Himachali Bonafide candidates i.e. 10% of 42 seats in case of 50 seats and 10% of 85 seats in case of 100 seats allotted to the Colleges as per Orders of the Hon'ble High Court of H.P. vide CWP No. 4500 of 2009 dated July 29, 2010. These seats will be filled up on the basis of the merit of entrance test through Centralized Counselling Committee.

**Academic Calender for B.Ed.****Session: 2025-26**

Sr. No.	Months	Proposed Activity
1	January	Winter Vacation
		Assignment : Mera Gaon Mera Swabhiman
2	February	Semester Teaching ( Onwards 19 <sup>th</sup> February)
		Teaching Aid Making Competition Workshop (3 <sup>rd</sup> week)
3	March	Semester Teaching
		Department Magazine (1 <sup>st</sup> week)
		International Women Day (8 <sup>th</sup> March)
		Shahidi Diwas (23 <sup>rd</sup> March)
		Village Extension Activity (Last Week)
		Water Day Celebration (22 <sup>nd</sup> )
4	April	Semester Teaching
		Dr B.R. Ambedkar Jayanti Celebration
		Himachal Day Celebration
		Educational Trip
		Micro-Teaching/Simulation Teaching (Onward 15 <sup>th</sup> )
		Cleanliness Drive (3 <sup>rd</sup> Week) on the eve of Earth day
5	May	Semester Teaching
		One Month Internship (B.Ed. 2 <sup>nd</sup> Semester) in Schools
		Guru ravinder Nath Jayanti Celebration
		Budh Purnnima Celebration
		Anti Tobacco Day Celebration (31 <sup>st</sup> May)
6	June	Yoga day / Week Celebration
		End Semester Exam
		Internal Assessment (for assigning grade)
		Last week Summer Vacations
7	July	Semester teaching
		Plantation Drive : Second and Third Week
8	August	Commencement of Academic Session
		Induction Programme for Students (with one Week of Commencement of Classes
		Semester Teaching
		Independence Day Celebration
9	September	Semester Teaching
		Teacher's Day
		Literacy Day
		Drug De-Addiction Awareness Programme
10	October	Semester Teaching
		Mahatma Gandhi Jayanti
		Swachata Pakhwara
		Interdepartment Quiz Competition
11	November	Semester teaching
		Sports Meet (2 <sup>nd</sup> Week)
		Internal Assessment

### **Eligibility for B.Ed.**

The candidates with at least 50% marks or 5.01 if CGPA or Grade B if letter Grade in the Bachelor's Degree (Medical/Non-Medical/Commerce/Arts) and/or in the Master's Degree in Sciences/Social Sciences/Humanity/Commerce, Bachelor's in Engineering of Technology with specialization in Science and Mathematics with 55% marks or 5.51 if CGPA or Grade B+ if in letter Grade or any other qualification equivalent thereto. At least 45% marks or 4.51 if CGPA if in the letter Grade in case of SC/ST/OBC/Physically Handicapped categories in the aforesaid Bachelor's /Master's Degree and 50 % marks or 5.01 if CGPA or Grade B for Bachelor's in Engineering or Technology from a recognized University established by law in India are eligible for admission to the programme.

Note: No relaxation, even 0.01% in the above prescribed percentage of marks shall be granted under any circumstances.

### **Age Limit:**

There is no upper age limit for candidates applying to the regular B.Ed. Course of two Years. (High Court orders in LPA No.: 104 of 2012 decided on August 27, 2012)

### **Duration of B.Ed. Course:**

The B.Ed. programme through regular mode shall be of a minimum period of two academic years (spread across four semesters) and a maximum of three academic years from the date of admission of the candidate. There shall be at least 100 working days in each semester exclusive of the period of examinations and admissions with 600 teaching clock hours (each working day having 6 teaching clock hours). The minimum attendance of students shall be 80% for Theory Course and Practicum and 90% for field attachments/School Internship/Practice Teaching.

**Admission to the B.Ed. Course (Regular Mode) is subject based and candidates should have the following combinations of subject at the graduation level:**

1. At the time of admission, each candidate shall opt for two teaching subjects. A candidate can opt only those teaching subjects, which he/she has studied at graduation/post - graduation level.  
The candidate must have studied the subjects / subject combination for at least three years at Bachelor's level and two years at Master level.
2. Honour's students shall opt for teaching subjects (one major subject in which they have obtained honours, and other subsidiary subject which should have been studied for at least one year.
3. In case of CBCS (RUSA), one major and one minor subject which should have been studied at least for three years or six semester.
4. The candidate who have passed additional subjects at graduation level can opt only those teaching subjects, marks of which are taken into account for the purpose of calculating percent- age of marks at graduation level.

### Combination of teaching subjects

B.Com/M.Com student shall opt for the following two teaching subjects:

(I) Teaching of one of the language i.e. English/Hindi/Sanskrit (ii) Teaching of Commerce

II. B.Sc. (Medical) student shall opt for the following two teaching subjects:

(I) Teaching of Life Sciences (ii) Teaching of Physical Sciences

III. B.Sc.(Non-Medical) student shall opt for the following two teaching subjects:

(I) Teaching of Mathematics (ii) Teaching of Physical Sciences

IV. Arts students shall opt for the following two teaching subjects:

(I) Teaching of Social Sciences: Teaching of Social Sciences shall be opted by the candidates who have taken any one of the following subjects at B.A./M.A. level:

1) History 2) Geography 3) Political Science 4) Sociology 5) Economics 6) Public Administration

Teaching of Mathematics: It shall be opted by the candidate who have taken Mathematics as one of the subjects at their graduation level.

(II) Teaching of any one of the languages i.e. English, Hindi and Sanskrit provided the candidate has studied the subject at the graduation level at least for three years.

### Scheme of Studies:

A candidate is required to take the following courses in B.Ed. programme (through regular mode)

Sr. No.	Course Code	Name of the Course	Theory Marks	Internal Assessment	Total Marks
<b>B.Ed. 1<sup>st</sup> Semester</b>					
1	Paper I	Childhood and Development Years	80	20	100
2	Paper II	Contemporary India and Education	80	20	100
3	Paper III	Language Across the Curriculum	40	10	50
4	Paper IV	Understanding Discipline and Subjects	40	10	50
5	Paper V	Text Reading and Reflections	40	10	50
<b>Total Marks in 1<sup>st</sup> Semester</b>			<b>280</b>	<b>70</b>	<b>350</b>
<b>B.Ed. 2<sup>nd</sup> Semester</b>					
1	Paper VI	Learning and Teaching	80	20	100
2	Paper VII	Assessment for Learning	80	20	100
3	Paper VIII	Drama and Art in Education	40	10	50
<b>Candidates are required to choose any two of the following subjects in Second Semester in accordance with the subjects studied at graduation level.</b>					
4	Paper IX-A	Pedagogy of School Subjects (Part-I)			

	i	Teaching of Physical Science	40	10	50
	ii	Teaching of Life Science	40	10	50
	iii	Teaching of Mathematics	40	10	50
	iv	Teaching of Social Science	40	10	50
	v	Teaching of Commerce	40	10	50
	vi	Teaching of English	40	10	50
	vii	Teaching of Hindi	40	10	50
	viii	Teaching of Sanskrit	40	10	50
5	Paper X	Practice Teaching (4 Weeks Duration)	Grading (on Four Points Letter Grades) will be done on the basis of reports submitted by the students.		
<b>Total Marks in 2<sup>nd</sup> Semester</b>			<b>280</b>	<b>70</b>	<b>350</b>
<b>B.Ed. 3<sup>rd</sup> Semester</b>					
Candidates will continue with same two teaching subjects in Third Semester which they have opted in the second semester					
1	Paper IX-B	Pedagogy of School Subjects (Part-II)			
	i	Teaching of Physical Science	40	10	50
	ii	Teaching of Life Science	40	10	50
	iii	Teaching of Mathematics	40	10	50
	iv	Teaching of Social Science	40	10	50
	v	Teaching of Commerce	40	10	50
	vi	Teaching of English	40	10	50
	vii	Teaching of Hindi	40	10	50
	viii	Teaching of Sanskrit	40	10	50
<b>School Internship / Practice Teaching</b>					
2	Paper XI-A	Skill in Teaching (School Subjects-1)			125
3	Paper XI-B	Skill in Teaching (School Subjects-2)			125
<b>Total Marks in 3<sup>rd</sup> Semester</b>			<b>80+250</b>	<b>20</b>	<b>350</b>
<b>B.Ed. 4<sup>th</sup> Semester</b>					
1	Paper XII	Knowledge and Curriculum	80	20	100
2	Paper XIII	Gender, School and Society	40	10	50
3	Paper XIV	Inclusive School	40	10	50

4	Paper XV	ICT in Teaching-Learning Process	40	10	50
5	Paper XVI	Understanding the Self	40	10	50
<b>Candidates are required to choose any one of the following optional subjects in Fourth Semester</b>					
6	Paper XVII	Health and Physical Education	40	10	50
7	Paper XVII	Vocational and Work Education	40	10	50
8	Paper XIX	Education for Peace	40	10	50
9	Paper XX	Guidance and Counseling	40	10	50
<b>Total Marks in 4<sup>th</sup> Semester</b>			<b>280</b>	<b>70</b>	<b>350</b>
<b>Grand Total Marks for B.Ed. Course</b>			<b>1170</b>	<b>230</b>	<b>1400</b>

### Fee Structure

Fee structure will be same as prescribed by the Govt. of H.P. (Per Annum)

**I. Tution fee** : 1st Year 50400.00

**ii. Tution Fee** : 2nd Year 50400.00

### II. Annual Charges :

Sr. No	Particulars of the Item	Proposed fee for two years B.Ed.		
		1 <sup>st</sup>	2 <sup>nd</sup>	Total
1	Admission Fee	1100.00	0.00	1100.00
2	Re-Admission Fee	0.00	0.00	0.00
3	Continuation Fee	0.00	140.00	140.00
4	Replacement & Repair of Books & Furniture	330.00	330.00	660.00
5	Building Fund	0.00	0.00	0.00
6	House Examinations	240.00	240.00	480.00
7	Magazine Fee	200.00	200.00	400.00
8	Identity Card	75.00	75.00	150.00
9	Medical Fund	50.00	50.00	100.00
10	Student Aid Fund	168.00	168.00	336.00
11	Electricity and Water Charges	96.00	96.00	192.00
12	College Badge	72.00	0.00	72.00
13	Society Fund	75.00	75.00	150.00
14	Sports Fund	100.00	100.00	200.00
15	Cultural Activity Fund	100.00	100.00	200.00
	<b>Total Amount</b>	<b>2606.00</b>	<b>1574.00</b>	<b>4180.00</b>

### III. Monthly Charges :



Sr. No	Particulars of the Item	Monthly Charges	Proposed fee for two years B.Ed.		
			1 <sup>st</sup>	2 <sup>nd</sup>	Total
1	Amalgamated Fund	108.00	1296.00	1296.00	2592.00
2	Library and Reading Room Fee	72.00	864.00	864.00	1728.00
3	Practical for Science and Other Subjects	90.00	1080.00	1080.00	2160.00
4	Other Student Activities	90.00	1080.00	1080.00	2160.00
5	Computer Fee	180.00	2160.00	2160.00	4320.00
6	Total Amount	<b>540.00</b>	<b>6480.00</b>	<b>6480.00</b>	<b>12960.00</b>
	Grand Total (I,II,III )		<b>59486.00</b>	<b>58454.00</b>	<b>117940.00</b>

**iv) Library Security Charges (Refundable) (one time for the course)**

1000.00

**Note:**

The levy charges @ 7% on tuition fee will be charged by H.P. University as per existing rules of HPU at the time of counselling / admission from the candidates.

Examination Fee@ 1400/- per semester

## **D.El.Ed. (JBT) Course**

**Affiliated to : H.P. Board of School Education Dharamshala**

**Recognized by : NCTE**

**Intake : 50 Seats**

The JBT course will be of two years duration and will be termed as Diploma in Elementary Education. Minimum qualification for admission to the course will be at least 50% marks in +2 examination for general category and 45% for the candidates belonging to SC and ST categories.

Total management seats will be 10% of the seats for Himachali Bonafide candidates

Admission will be made on the basis of merit in the combined entrance test conducted by the Board of School Education and candidates sponsored to the Institution. Admission to this course will be open only to bonafide Himachali.

The following conditions will be applicable for two years D.El.Ed. (JBT) course session 2020-22 as prescribed by the Govt. of Himachal Pradesh.

1. 90% attendance would be necessary in D.El.Ed. (JBT) training course.
2. 45% will be the pass marks in JBT examination of the 1st year & 2nd year.

3. In case the trainee take leave on medical grounds/maternity purpose then the training may be extended by the duration of leave taken.

4. During the training the candidate would not pursue any other educational course/study either regular or through distance mode.

The scheme of examination and courses

#### **D.El.Ed. I Year**

##### **1. Foundation Courses**

1. Understanding the psychology of Children	Ext. 70, Int. 30, Total 100
2. Education in Contemporary Indian Society	Ext. 70, Int. 30, Total 100
3. Education Society and Curriculum	Ext. 70, Int. 30, Total 100
4. Pedagogy Across the curriculum.	Ext. 70, Int. 30, Total 100

##### **II. Pedagogical Courses**

5. Teaching of English Language	Ext. 70, Int. 30, Total 100
6. Hindi Bhasha Shikshan.	Ext. 70, Int. 30, Total 100
7. Teaching of Mathematics.	Ext. 70, Int. 30, Total 100
8. Teaching of Environmental Studies.	Ext. 70, Int. 30, Total 100

##### **III. Practical Courses**

9. Children's Physical and Emotional Health, School Health and Education-I	Ext. 50, Int. 50, Total 100
10. Creative Drama, Fine Arts and Education-I	Ext. 50, Int. 50, Total 100
11. Work Education	Ext. 50, Int. 50, Total 100
12. School Internship-I(30-35 days)	Ext. 00, Int. 100, Total 100

#### **D.El.Ed. 2nd Year**

##### **I. Foundation Courses**

1. Understanding the Learning and Cognition of Children.	Ext. 70, Int. 30, Total 100
2. Teacher Identity, School Culture and Leadership.	Ext. 70, Int. 30, Total 100
3. Diversity, Gender and Inclusive Education.	Ext. 70, Int. 30, Total 100

##### **II Pedagogical Courses (Any Three: One Language Compulsory)**

4. English Education	Ext. 70, Int. 30, Total 100
5. Hindi Shiksha	Ext. 70, Int. 30, Total 100
6. Mathematics Education.	Ext. 70, Int. 30, Total 100
7. Science Education.	Ext. 70, Int. 30, Total 100
8. Social Science Education	Ext. 70, Int. 30, Total 100

##### **III. Practical Courses**

9. Children's Physical and Emotional Health, School Health and Education-II	Ext. 50, Int. 50, Total 100
10. Creative Drama, Fine Arts and Education-II	Ext. 50, Int. 50, Total 100
11. School Internship-II (50 to 55 days)	Ext. 00, Int. 200, Total 200

**Fee structure will be same as prescribed by the Govt. of H.P.**

Sr. No.		Revised Fees
<b>1.</b>	<b>Tuition Fee</b>	
	Subsidized Seats	Rs. 19800/-PA
	Non-Subsidized Seats	Rs. 33000/-PA
<b>2.</b>	<b>Annual Charges( Common for Subsidized and Non-Subsidized Seats)</b>	<b>Rs. 4257/-PA</b>
(i)	Admission Fee	Rs.2200/- PA
(ii)	Re-admission Fee	Rs.110/-PA
(iii)	Building Fund	Rs.1100/-PA
(iv)	House Examination	Rs.110/-PA
(v)	Identity Card	Rs.55/-PA
(vi)	Medical/ Health Fund	Rs.11/-PA
(vii)	Student Aid Fund	Rs.165/-PA
(viii)	Student Welfare Fund	Rs.165/-PA
(ix)	Electricity and Water Fund	RS.55/-PA
(x)	College/ Institution Batch	Rs.11/-PA
(xi)	Society Fund	Rs.55/-PA
(xii)	Sports Fund	Rs.110/-PA
(xiii)	Cultural Activities Fund	Rs.110/-PA
<b>3.</b>	<b>Monthly Charges ( Common for Subsidized and non-Subsidized seats)</b>	<b>Rs. 6600/-PA</b>
(i)	Amalgamated Fund	Rs.55/-pm
(ii)	Library and Reading Room	Rs.55/-pm
(iii)	Practical for Science and Music	Rs.55/-pm
(iv)	Other Student activities	Rs.110/-pm
(v)	Computer Fee( Only for those who opt this subject)	Rs.275/-pm

<b>Non-Subsidized Seats</b>	<b>43857/-</b>
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1. Dues must be paid at the time of admission on the same day on which the form is signed by the Principal otherwise admission stands cancelled automatically.

2. The mode of payment in the college office is by cash for which a receipt must be obtained from the college accounts clerk invariably.

3. The admission fee can also be deposited on line from any Bank, in the KCCB Bank Nadaun, Distt. Hamirpur. The account number and IFSC Code are as under:

**D.El.Ed. Bank Account**

**Name DDM Sai Institute of Education Training**

**IFSC Code: KACE0000018**

**Account No.: 20018084722 (D.El.Ed)**

**B.Ed. Bank Account**

**Name : Sai Society of Education, Kallar**

**IFSC Code : PUNB0114300**

**Account No.: 1143000100054357**

Note: For depositing the fee online it is compulsory that the name of depositor shall be that of the candidate or the Father of the candidate. Once the fee has been deposited by the candidate in the bank he/she shall immediately inform the institution telephonically. Thereafter the institute, after confirmation from the Bank, will inform the candidate about his/her admission in the institute.

4. Fee once paid shall not be refunded under any circumstances.

5. Student timing regarding payment will be from 10:00 am to 01:30 pm.

**Fine**

For absence for a day or for one class lecture or from morning assembly and P.T., there will be a fine of Rs. 2/ for each absence. For non-payment of dues by the date, each absence from house test, on failure to deliver micro lesson/simulated lesson and each attendance without uniform, special fine will be charged.

**College General Rules:**

1. All students are required to take part in games, curricular and co-curricular activities.
2. During the period of training a student shall not take part in anti-social, anti-government, anti-college or any other type of subversive activity. Those who commit a breach of this rule may be removed from the college rolls at the sole discretion of the Director/Principal/HOD.
3. Rule regarding discipline, payment of fee, grant of leave and use of library must be strictly adhered to.
4. No one who is in any employment shall be allowed to join any course without taking prior permission from his employer and shall have to take leave from the date of commencement of academic session up to the final examination and teaching practice.
5. During the course at any time, Principal/HOD may at his/her discretion, drop from the college rolls, a student who has failed to make reasonable progress in his/her studies or has otherwise proved unfit to be retained in the college
6. No student shall take to any private tuition work.

7. Movement from one room to another must be quiet and calm. Loitering and making noise in the college premises is strictly prohibited.
8. Students are not to damage the college property or deface the walls, desks etc.
9. Smoking and use of any intoxicant in the premises of the college is strictly prohibited.
10. No one will mis-handle or damage the fans, regulators, switches, holders, bulbs, tubes etc.
11. Political meetings & demonstrations in the college premises are forbidden.
12. All cases of misconduct and indiscipline shall be severely dealt with and may involve even expulsion or rustication from the college.
13. Student must take note of the notice Board Regularly. Ignorance of Notice Board shall not be entertained as an excuse for its non compliance.
14. Guests are normally not allowed to visit the students during the college hours. However, in case of emergency. Principal's permission to do so is essential.
15. Students are not allowed to sit in the college canteen aimlessly in their vacant periods but are directed to sit in the library.
16. Anybody showing discourtesy towards other student shall be severely dealt with and may be expelled from the college.
17. No student can organize recreation party, tour, friendly matches (inside and outside of the campus) without the permission of the principal.
18. He/She has to attend minimum required of lectures delivered for to appear in the university examinations.

#### **Leave Rules:**

The college observes strict procedure for grant of leave to Day - Scholars as well as resident students.

1. All leave applications must be got sanctioned before it is availed of applicant must state the exact reason for leave.
2. a) Leave up to two days can be granted by the tutors.  
b) Leave for more than two days will be granted by the Principal on the recommendation of the tutor concerned.
3. Application of resident student should be recommended by the Hostel Warden.
4. If a student remains absent without leave for more than a week continuously, his/her name will be struck off from the rolls.
5. No student will be allowed to avail ordinary leave for more than six days.
6. Leave sought on the medical ground for more than three days should be supported by a medical certificate from a qualified medical officer.

#### **College Library:**

College has adequate facility of library. The college library is fully computerize with SOUL Software of Inflibnet in the college library, there are nearly 10706 books apart from journals, surveys

and magazines. It is well equipped with furniture & fixture and can accommodate 90 students at a time.

#### **College Library Rules:**

1. Non transferable borrower's card will be issued to all students and books will be issued on these cards only.
2. Students are not allowed to borrow more than three books at a time.
3. Books issued to a student must be returned within a fortnight from the date of issue otherwise it will entail a fine of Rs. 2/- per day per volume.
4. Re-issue of the same book to the same borrower will be permitted only if the same is not wanted by other.
5. A person losing, defacing, damaging or underlining a book shall be charged equal to the cost of the book or replacement.
6. Books issued from the library are not to be passed on to others.
7. A perfect silence is to be observed by the students in the reading room/hall.

#### **Special Features of Library:**

- Reference Section.
- School text-books section.
- Text book section.
- Teacher's section.
- A book Bank for needy students.

#### **College Activities:**

Tutorials and seminars are organized regularly. To ensure a close supervision of the students work, the entire lot of students is divided into tutorial groups. Each group is placed under the supervision of a member of the staff who acts as his/her tutor and keeps record of the activities of a student placed under his/her guidance. the record is taken into account while issuing character certificate to students. Eminent scholars, educationists & other personalities having expertise in important fields of life are invited to interact with the students of the college.

#### **Hostel Rules:**

1. Orders/decisions notified from time to time by the Principal/Warden will be binding on the residents.

2. Residents should be properly dressed while going to mess.
3. Residents should not keep cash or jewellery or other valuable things in their rooms. The responsibility of safety of the belongings will be entirely of the residents.
4. Every resident should be responsible for the safety of the furniture and other articles given to her.
5. The telephone is meant to attend the incoming calls only. The timings to attend the calls are from 6:30 pm to 8:00 pm. The duration to attend a call should not exceed five minutes.
6. Acts of indiscipline and misbehaviour in the hostel shall be severely dealt with.
7. Use of any kind of intoxicants is strictly prohibited.
8. All rooms (including almirah and belongings) can be open to inspection by the Warden at any time in the presence of the students.
9. Before leaving the hostel, every resident shall obtain clearance from the Warden & personally handover the charges of the room to the Warden.
10. A boarder may be expelled from the hostel if she stays away from the hostel without permission of the Principal/Warden and is found guilty of misconduct.
11. Light shall remain switched off from 12:00 midnight to 5:00 AM. For late night studies, special permission has to be obtained from the Principal/Warden.
12. The use of any kind of electric appliances is not allowed in the Hostel. Disciplinary action will be taken against the defaulters.
13. No student is allowed to take law into her own hands.
14. Shouting, hooting, violent knocking or any other act, movement or behavior that is likely to cause disturbance is strictly prohibited. There shall be no loud discussion or chatting.
15. All cases of sickness should be immediately reported to the hostel Warden.
16. Boarders shall present themselves in person of daily roll at 5:20 PM.
17. Meals are served at fixed hours. Late-comers will not be served any food.
18. Servants shall not be encouraged to enter student's room, nor shall they be asked by the boarders to run private errands for them.
19. If mess charges are not paid by the 5th of every month, meals may not be served.
20. Father/guardian of the students should fill in the visitors register at the time of arrival in the hostel. No visitor is allowed to enter without the identity card.

#### **Attendance and Leave:**

1. All the residents should be present in the hostel after the college hours.
2. Attendance of the residents will be taken at 5:20 PM daily before closing the hostel gate.
3. The residents can go home only after 15 days.
4. Each Resident will have to get leave sanctioned before leaving Hostel and fill up and sign the home going register in the presence of warden.

#### **Food:**

1. Hostel has facilities for breakfast, lunch, evening-tea and dinner. A resident shall have meals in the hostel mess only.
2. Residents will not enter into the cooking area.
3. Cooking in the rooms is strictly prohibited.
4. No meals will be served in the rooms unless the hostler is unable to move due to sickness.
5. All students will have to abide by the mess rules to be prescribed by the Principal/Warden from time to time.

**Hostel Charges:**

1. Room Rent : Rs. 12000/- (Annual)  
To Include : Bed, Chair, Almirah, Common TV, Sanitation water.
2. Hostel Security : Rs. 2000/- (Refundable at the end of session)
3. Mess Charges : Rs. 2600/- per Month  
There should be no noise/disturbance during the study hours.

**Responsibility:**

Living in a hostel presupposes a high degree of integrity & consciousness as a member of community. It entails a moral responsibility upon a resident to:

1. See that no damage is caused to hostel property.
2. Make every effort for peaceful coexistence.
3. Observe all hostel rules meticulously in letter and spirit

**College Uniform:**

**For B.Ed. Students:**

- For Men:** White Shirt & Grey Trouser.  
**For Women :** Maroon Shirt,, White Salwar & Double Shaded Dupatta

**During Winter**

Maroon for Girls & Navy Blue for Boys (Cardigans along with college uniform) & White Canvas Shoes.

**For D.El.Ed. Students:**

- For Men:** Light Sky Blue Shirt & Dark Grey Pant.  
**For Women :** Purple Shirt, White Salwar & Double Shaded Dupatta.

**During Winter**

- For Men:** Grey Cardigans along with college uniform & Black Canvas Shoes



**For Women:** Black cardigans along with college uniform, Black Shoes.

**Uniform for Yoga:**

**For Men:** Navy Blue lower and T-Shirts

**For Women :** Navy Blue lower and T-Shirt

**Prizes and Scholarships:**

1. Dawarka Dass memorial Merit Scholarship of Rs. 5000/- as cash will be given to the student of the college who stands first in the University examination (aggregate).
2. Academic prizes will be given on the basis of two house examinations.
3. U.S. Parmar Memorial Prize for the best orator.
4. Sport`s prizes.
5. Scholarship for meritorious low income group students.

**Documents to be attached with the application form:**

1. Recent passport size photographs to be affixed on the admission form.
2. Attested copy of matriculation certificate as a proof of age.
3. Attested copy of 10+2 certificate.
4. Attested copies of B.A./B.Sc./B.Com./Any other equivalent examination certificate of part-I,II & III.
5. Character Certificate issued by the head of the institution last attended.
6. Bonafide Himachali Certificate.
7. Proof of Claim for a reserve / quota seat.
8. Physically handicapped certificate if any.
9. No objection and leave certificate (For employed applicants only)