

BROCHURE CUM ADMISSION FORM

VISION

Govt. Degree College Ramgarh strives to be an institution of excellence in higher education.

- The College envisions advancing and supporting education to enrich a vibrant value based learning environment so as to transform it into a centre of excellence.
- To emerge as an educational institution of excellence with a flow of knowledge in all spheres of life so that student may think beyond unthinkable and see beyond unseen.
- To impart the quality education to the students and prepare them for future perspectives.

MISSION

- To create and nurture passion for knowledge.
- To create efficient and adequate infrastructure that caters the needs of the students and at the same time makes learning easy, affordable and qualitatively rich.
- To prepare the students to face competition by imparting contemporary knowledge which focuses on academic competence, social skills, moral values and national integration.
- To improve work culture and develop congenial organizational set-up.
- To impart knowledge to the rural society through the college by adopting innovative methods and techniques, thus aiding in the economic upliftment and well-being of the masses.
- To introduce new subjects/courses/streams in the college with an objective to provide variety of opportunities, leading to enhancement of academic and professional competences of its students making it consistent with the market demand.

ABOUT THE COLLEGE

Govt. Degree College Ramgarh affiliated to University of Jammu was established in the year 2019 by the Government of Jammu and Kashmir. The College is about 8 km away towards west from the National Highway. At present, the college is housed in the premises of Govt. Middle School Kalan, opposite Baba Sidh Gouria Temple, Swankha. Government has identified 60 Kanals of land at village Rakh Rara. The college was initiated with an encouraging strength of 35 students covering both male and female in the first academic session 2019-20 in Arts stream. The emphasis is laid on activities and conscious effort to attract and retain talented students through regular influx of talented teaching faculty, monitoring and up-gradation of elements of infrastructure such as library, sports, Red Ribbon Club, NSS, NCC, Internet connectivity etc. There is enough space for restructuring and expansion that provides an atmosphere for students with choice and creates competitions among them.

DEPARTMENT WISE COLLEGE FACULTY

PRINCIPAL

Prof.(Dr.) Meeru Abrol

TEACHING FACULTY

Department of English

Dr. Aditi Khajuria (Associate Professor)

Department of Education

Prof. Seema Sharma (Associate Professor)

Department of Statistics

Dr. Sandeep Kumar (Assistant Professor)

Department of Dogri

Dr. Shamsheer Lal (Assistant Professor)

Department of Punjabi

Prof. Risha Kumari (Assistant Professor)

NON-TEACHING STAFF

Mr. Prabhat Singh (Lab Assistant)

Mr. Rajinder Kumar (Orderly)

SUBJECT COMBINATION OFFERED BY THE COLLEGE

S.NO	Anyone of these	Subject			Anyone of these	Comb. No.
1	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Sociology	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-1
2	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Mathematics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-2
3	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Political Science	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-3
4	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Economics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-4
5	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Computer Application	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-5
6	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Education	Statistics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-6
7.	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Statistics	Computer Application	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-7

8.	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Statistics	Mathematics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-8
9	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Political Science	Sociology	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-9
10	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Statistics	Economics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-10
11	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Political Science	Computer Application	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-11
12	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Economics	Mathematics	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-12
13	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Economics	Political Science	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-13
14	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Sociology	Computer Application	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-14
15	General English/ Hindi/ Dogri/ Punjabi/ Urdu	Mathematics	Computer Application	EVS-1	Communication English/Hindi/Dogri/ Punjabi/Urdu	A-15

ADMISSION PROCESS

The college offers three year Degree Programme in Bachelor of Arts, the examination of which is conducted by University of Jammu. The admission to B.A. SEM-1, 3, 5 shall be made open on the dates notified by University of Jammu.

The application form for selection is to be submitted on the prescribed Application Form attached herewith. On selection, candidates will be required to fill in the prescribed admission form and submit it along with the required documents and admission Fee before the last date with the College Admission Committee.

A) GENERAL RULES FOR ADMISSION

1. A student who has passed Higher Secondary Part 2 examination (class 12th) of the J&K Board of School Education or an Examination recognized as its equivalent by the University of Jammu and hailing from Samba district is eligible for admission to B.A. SEM-1 of three year Degree Course.

2. The wards of state or Central Govt. Employees posted in Samba district can be given admission subject to availability of seats.
3. A student whose result is declared late by the J&k Board may be admitted as per admission statues of Jammu University subject to the availability of seats.
4. A student who is admitted to the college and completes the minimum required attendance but either fail or does not appear in the ensuing University examination, will not be considered for admission in the same class again.
5. A student with a break in academic career will not be considered for admission in the college. However, the Principal may condone one year break in case of students where he feels convinced about the reasons leading to the break in studies.
6. If a student after being admitted remains continuously absent for 14 days. She/he shall be removed from the college rolls and shall not be readmitted to the same class during the same year. The year so wasted shall be counted as a year of break and dealt with under appropriate clauses, if he/she presents himself /herself for readmission during the same year or next year.
7. No application for B.A. SEM -1 can take up Mathematics as a subject unless he has qualified the Higher Secondary Part 2 or equivalent examination with Mathematics as one of the subjects.
8. Change of subject is not permitted in B.A.SEM-3

C) UNDERTAKINGS

The selected candidates are required to enclose an undertaking on plain paper duly countersigned by their parents/ guardian effect along with the application form.

1. FOR J&K BOARD STUDENTS

I Mr. /Miss..... S/o/ D/o Sh.R/o.....do hereby solemnly declare as under:-

1. That I am seeking admission in B.A SEM- I in Govt. Degree College Ramgarh during the session 2021 -2022 on the basis of my merit in Higher Secondary Part- II .
2. That I have not sought admission in any Academic/Professional/ Technical Govt. / Private Institutions 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 myself discharged from the college, before getting myself admitted in any of the above mentioned institutions.
4. That I shall abide by the rules and norms of the institution in order to maintain the decorum and discipline of the institution. I further undertake that I shall not misbehave or indulge in any unlawful and anti social activity and shall be liable to punishment up to the extent of expulsion from the college, in case I am found involved in any such activity.

Deponent

2. FOR NON-J&K BOARD STUDENTS

1. I Mr./ Miss S/o/D/o Sh. R/o..... do hereby solemnly declare that I am seeking provisional admission to..... class in Govt. Degree College Ramgarh during the session 2021- 2022 on the clear understanding that my admission on the issue of the certificate of eligibility by the University under rules. If, for any reason whatsoever that University decline to issue the said certificate, my provisional admission will automatically stand cancelled.

2. That I am seeking admission on the basis of merit in Hr. Sec. Part-II examination.

3. That I have not sought admission in any Academic/ Professional/ Technical Govt. / Private Institution within or outside the state.

4. That in case I seek admission or get selected in any Academic /Professional/ Technical Govt./ Private Institution, shall immediately bring the fact to the notice of the college authorities and that I shall get myself discharged from the college, before getting myself admitted in any of the above mentioned institutions.

5. That I shall abide by the rules and norms of the institution in order to maintain the decorum and discipline of the institution. I further undertake that I shall not misbehave or indulge in any unlawful/ anti - social activity and shall be liable to punishment up to the extent of expulsion from the college, in case I am found involved in any such activity.

Deponent

3. FOR GAP STUDENTS

I Mr. / Miss..... S/o/ D/o Sh..... R/o do hereby solemnly declare as under:

1. That I have passed my 10+2 examination during the session.....As a private candidate from..... board.

2. That I am seeking admission in Govt. Degree College Ramgarh in..... Class during the session 2021- 2022, on the basis of merit.

3. That during the gap period, I was neither employed nor sought admission in any Academic/ Professional/ Technical Govt. / Private Institution.

4. That I have not sought admission in any Academic/ Professional/ Technical Govt. / Private Institution within or outside the state.

5. That in case I seek admission or get selected 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 myself discharged from the college, before getting myself admitted in any of the above mentioned institutions.

6. That I shall abide by the rules and norms of the institution in order to maintain the decorum and discipline of the institution. I further undertake that I shall not misbehave or indulge in any unlawful and anti- social activity and shall be liable to punishment up to the extent of expulsion from the college, in case I am found involved in any such activity

Deponent

NOTE :- Students who have qualified their Higher Secondary Part - II examination through Non-J&K Board with one year's gap after it, are required to submit an affidavit/ undertaking to effect that he/ she was neither employed nor sought admission in any Academic, Professional, Technical Govt. or Private Institution during the gap period in addition to affidavit/Undertaking no.2

**4. ANTI-RAGGING UNDERTAKING (FOR SEM-1,3,5 STUDENTS)
UNDERTAKING BY PARENT/GUARDIAN**

1. Mr./Miss/ Ms..... (Full name of parents/ guardians) of.....(Full name of student with admission/ registration/ enrolment number), having been admitted to.....(Name of institution) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institution contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty of or abetting, ragging, activity or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aware and undertake that:

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

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

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

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

Declared.....day of.....month.....year.

Signature of Deponent

D) DOCUMENTS REQUIRED

The admission form should be accompanied by the following documents:-

❖ FOR J&K BOARD STUDENTS:-

1. Marks Card of 12th class in original and attested photocopies.
2. Provisional certificate in original issued by the Head of the Institution in which the candidate was studying during the previous year.
3. Character certificate in original from the institution last attended.

4. In case a student who has not previously attended any college or Institute as a regular student, he/she shall have to furnish a certificate of conduct signed by 1st Class Magistrate.
5. Attested photocopy of date of birth certificate.
6. Three Passport size photographs.
7. Affidavit/Undertaking.
8. Reserved Category certificate in original with an attested photocopy.
9. In case of private candidate a character certificate should be signed by First Class Magistrate /SHO concerned.

❖ **FOR CBSE STUDENTS:-**

1. Marks Card of 10th Class in original and two attested photocopies.
2. Marks Card of 12th Class in original and attested photocopies.
3. Provisional certificate in original.
4. Character certificate in original from the institution last attended.
5. Date of Birth certificate in original and one attested photocopy.
6. Three passport size photographs.
7. Affidavit / Undertaking.
8. Eligibility certificate.
9. Migration certificate in original along with an attested copy.
10. Transfer certificate in original and an attested photocopy.

GENERAL RULES TO BE FOLLOWED AFTER ADMISSION

Uniform for Boys & Girls

- ◇ For Unmarried:-Plain white Salwar, Kameej, Dupatta and Black shoes.
- ◇ For Engaged:-Plain white Salwar, Kameej, Pink Dupatta and Black shoes.
- ◇ For Married: - Pink Salwar, Kameej and Dupatta.
- ◇ For Boys:-Black Pant, white Shirt and Black Shoes.
- ◇ During winter:-Black Sweater with Uniform.

DETAIL OF FEE STRUCTURE FOR ADMISSION OF B.A. SEM-1, 3 & 5 FOR THE ACADEMIC SESSION 2021-22.

As per University and Government Notificatuions.

NOTE:-

- The Admission Fee is non-refundable.
- Subject combination once opted for will not be changed.

GENERAL RULES

1. No outsider is allowed to enter the college without a valid reason.
2. If a student is absent from the college without permission for more than ten consecutive days, his/her name will be struck off from the collage rolls.
3. Every student attending the college shall wear the college uniform.
4. Unlawful assembly of students in the college is not allowed.
5. Covering walls in graffiti or sticking of posters is a cognizable offence.
6. Leave application for more than one week due to sickness must be supported by Medical certificate and must invariably be attested by the guardian.
7. Students resorting to unfair means in the examination are liable to be dealt with University Statues.
8. A student desirous of withdrawing his/her name from the college rolls should submit an application, countersigned by the parent/guardian of the student. The withdrawal candidate shall in no case be re-admitted during the same academic session.
9. Any student who indulges in any indiscipline in the college shall not be eligible for any prize certificate, award or scholarship from the institution.
10. Students shall not leave the college premises during the working hours except with the permission of Principal and teacher Incharge Discipline Committee.
11. Ragging in any form, on or off the college campus is a cognizable offence and the student indulging in this practice will be severely punished, which can include explanation and expulsion from the college.
12. Student shall not be allowed to enter college after 2nd period.
13. Use of mobile phones is not allowed in the college premises. Anyone found using mobile will be fined Rs. 100/- and the phone will be confiscated.
14. Students shall park their vehicle in separate parking areas.

15. **IDENTITY CARD**

- Every student on being admitted shall be issued an "Identity card" which he/she will carry on his/her person at all times and shall produce on demand while in college.
- The loss of identity card should be reported immediately
- Duplicate card may be issued after proper verification against payment of Rs. 100.
- Identity card must be returned at the end of each session failing which an amount of Rs. 200/- shall be charged.

Library

The college has a library to facilitate students for extra reading. To keep the knowledge of students update the college provide a viable & regular collection of magazines and daily newspaper. A spectrum of wide variety of books has been incorporated in the library to enrich the knowledge of the students on various disciplines. Books will be issued to the students on the production of the library-borrower-cards duly attested by principal which is issued to him/her at the beginning of the academic session by the librarian. The students are required to observe the following library rules:

- The college library is open for students & staff from 9 a.m to 3 p.m. on all working days.
- Students are allowed to get issued only one book at a time which has to be returned within 7 days failing which a fine of Re. 1 per day is charged.
- Silence is to be observed in the college library.
- Students are directed to handle books properly. Anybody found misusing the books/newspaper etc. will be punished under rules.
- If a borrowed book is lost/torn/spoiled the students responsible for it will be liable to replace it or pay the cost of the book.
- Students appearing for University examination shall surrender their library card before getting Roll no. slips.

MODES TO EMPOWERMENT

SPORTS

The College has department of sports and games to promote among the students the qualities of sportsmanship and to tap the nascent talent lying among the students of the area. The Department has good lot of sports material for meeting the true requirements of various sports activities in which students are continuously encouraged to participate including inter college as well as national tournament /competition from time to time. Special emphasis is given to overall development of sports caliber of students, through various practice session held in the college before participating in actual event. College spared no stone turned to train the college youth for sports activities through the dedicated team of staff members working for the cause.

BROWSING CENTRE

The College has the well established browsing centre with seven Computers and a photocopier .

SMART CLASS ROOMS

_All the class rooms are Smart Class Rooms

SEMINAR HALL

The College has the well established Seminar Hall.

PICNIC AND SUBJECT TOUR

Picnic of the college is generally organized in the first week of February. This is an academic exercise which makes the students familiar with social and cultural heritage of the adjoining areas and state. The college also organizes field trips in the subject Geography and Environmental science to acquaint the students regarding, natural environment.

VARIOUS CLUBS/COMMITTEES IN THE COLLEGE

COLLEGE DISCIPLINE COMMITTEE

The college is very particular in observing strict discipline in the premises, violation of which shall warrant unlimited punishment from the college authorities. For this the college has constituted rotational discipline committees which involves active participation of all the staff members for curbing any untoward incident within the college premises and inculcating in them a sense of discipline to groom their lives to face the challenges of the outside world. The college spares no effort to inculcate especially moral discipline among the students through our experienced and dedicated staff members.

ANTI-RAGGING CELL

As per the directions issued by the Hon'ble Supreme Court, University of Jammu and Department of Higher Education, an anti-ragging cell has been established in the college to curb ragging in any form, on or off the college campus by establishing it as cognizable offence and the student /students indulging in this practice will be severely punished, which can include explanation and expulsion from the college.

GRIEVANCE REDRESSAL CELL

The management has established a grievance redressal cell in the college. Any person among the students can lodge his/her complaint with the cell and demand appropriate redressal.

RED RIBBON CLUB

The College has created a Red Ribbon Club in collaboration with J&K State AIDS Prevention and Control Society, Department of Health & Medical Education for the dissemination of information regarding the prevention of HIV and AIDS through various AIDS awareness programme instituted by the Health Department within as well as outside the college premises. This shall equip the students in particular and the society in general about the relevant information to keep them insulated from this deadly disease to avoid any catastrophic incidents

LANGUAGE AND LITERARY CLUB

The literacy club aims to introduce the students to the literature of various languages, and hence their appreciation for literature and introduce in them the skills for creative writing and expression. It helps the students to enhance their thoughts and speech through group discussions and interactive sessions.

BOOK CLUB

The college has a book club which offers a platform to literary activities to the staff and students to voice their ideas and views.

STUDENTS APPLYING FOR THE SCHOLARSHIPS ARE REQUIRED TO SUBMIT THE FOLLOWING PARTICULARS : -

1. Father's / Guardians name and occupation.
2. Certificate of Income of the father / Guardian
3. Attested copy Domicile Certificate.
4. The income certificate of the father / Guardian should be issued & certified by the revenue officer not less than the rank of a Tehsildar.

Scholarship of students who don't show satisfactory academic progress will be reduced or stopped as the case may be.

MINIMUM ELIGIBILITY FOR APPEARANCE IN EXAMINATION

A semester end external examination for B.A (General) course, under CBCS, shall be open to the following categories of students.

A. A regular student has undergone a regular course of study in a college. Further,

* He/she has been a student of good conduct.

* He/she has attended not less than 75% of the lectures delivered in each course opted by him/her in the semester.

* He/she has passed internal assessment.

* He/she has paid the prescribed fee.

B. Ex-students i.e. students who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course(s) in a semester examination including minimum attendance required and having passed in internal assessment and having either failed to pass the semester examination in that subject / papers or been unable to appear in the examination in that subject/ papers will be eligible to appear as private candidate in the examination by submitting his/ her application on the prescribed form along with prescribed fee to reach the controller of examinations within the date fixed for this purpose.

A MODEL STUDENT'S CHARACTER

Institutions Responsibilities towards its Students

1. Communicate the goals and objectives of the institution systematically.
2. Promote values, social responsibilities and the spirit of nationalism in the students.
3. Ensure sufficient and well-run support services to all the students.
4. Enable students to become self sufficient.

Student's Responsibilities of learning

1. Following the programmes, admission policies, time table, rules and regulations of the institution.
2. Understand the teaching learning strategies and evaluation system of the institution.
3. Give feedback for the system improvement.
4. Enter to learn, leave to serve.