



Estd: 2011

Govt. Degree College *Surankote*



Prospectus-Cum-Information Brochure 2021-22

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Visit of Commissioner Secretary to Govt. Higher Education Department Jenab Talat Pervaiz Rohella in the Campus



Government Degree College Surankote (J&K)

(Affiliated to the University of Jammu, Jammu)

Principal's Message

“When you are inspired by some great purpose, all of your thoughts break their bonds; your mind transcends limitations, your consciousness expands in every direction and you find yourself in a new, great and wonderful horizons. Dormant forces, faculties and talents become alive and you discover yourself to be a greater person than you ever dreamed yourself to be.” That precisely is the aim of true and value based education.

It gives me boundless pleasure to welcome all the aspirants who are seeking admission to Government Degree College, Surankote during the current academic session 2021-22.

Government Degree College, Surankote is a Co-educational College. It offers admission to both Humanities and Science streams. A lot of intellectual minds have gone behind the monumental efforts and changes that are on cards. From the current session the college is going to introduce Library Science as one of the subjects besides Physical Education which was introduced last year. Efforts are further being made to introduce more skill, market and job oriented subjects both in Humanities and Science streams in near future to equip students with prowess and to sharpen their capacities.

We are fortunate enough to have a highly qualified, dedicated, dynamic and multi-talented team committed towards achieving our mission and bringing envisaged goals to reality. Our teachers work hard throughout the year with the students to provide them high quality educational experience in the form of group discussions, symposia, seminars, cultural competitions and other allied activities. It helps to create and maintain a conducive, academic atmosphere that provides equal opportunities to all the learners for innovative and creative thinking and action.

GDC, Surankote primarily intends to nurture the shelved potential in students providing an ideal platform for them to channelize their creative outbursts and lend expression to their thoughts and views on various aspects in serene manner.

Our Institution believes that the purpose of education is to turn mirrors into windows, and as such is focused not only on pure studies but also on providing opportunity to each student to explore his or her own capabilities and their area of interest-curricular, co-curricular or extra-curricular. We aim to develop soft skills that will equip them to manage and lead the varied opportunities and challenges of the society with an added edge. We cannot always build the future for our youth, but we can build our youth for the future as we taste immortality through knowledge.

Remember: “The reward of every good action will be good only”.

I solicit all the new entrants, girls as well as boys, to lend co-operative hand to the college administration so that we together strive to achieve the purpose and objectives laid down in the vision and mission statement of the college for which this college was established in 2011. We still have a long way to go and only with a concerted effort of all the stake holders, we will able to accomplish the aim of bringing out the best from our students.

“Life is not a rehearsal. Each day is a new show. No repeat, no rewind and no retake.

So give your best shot in all your actions”.

I wish you the best in the process of seeking to become a part of this family.



Dr. Jasbir Singh
Principal

The College: A Profile

Govt. Degree College Surankote was established on 29 June, 2011 by Jammu and Kashmir Government Higher Education Department vide Govt. Order No: 264-Hr. Edu. of 2011 dated: 29-6-2011. It initially started functioning in the building of Government Higher Secondary School (Boys) Surankote with Humanities stream only. In the year 2017, sanction was also accorded for the introduction of new subjects viz. Physics, Chemistry, Zoology, Botany, Computer Applications, Mathematics and Kashmiri by Higher Education Department vide Govt. order No. 448-HE of 2017 dated 01-08-2017, and subsequently the science stream was introduced in the college from the academic session 2018-19. From the current session 2021-22 the college is going to introduce Library Science as one of the subjects besides Physical Education which was introduced last year.

Government Degree College Surankote is affiliated to the University of Jammu, Jammu vide letter No: CDC/2017/5800 dated 31-03-2017 issued by Director College Development Council, University of Jammu, Jammu and is recognized by UGC under section 2(f) and 12(b).

Dr. Mohd. Zaman Choudhary, a former professor of Geography, was its founder Principal. Now, the college is headed by the able and dedicated Principal Dr. Jasbir Singh supported by active and innovative staff of the college.

Location of the College

Government Degree College Surankote is located at Mirza Morh, Surankote that is just 1.5 kms away from the main Bus stand. The college is situated at the foothills of the high mountains of Pir-Panjral region which adds to the beauty of the college campus. The college boasts of pollution free and a grand campus with a green cover in the surrounding areas of the Surankote town. Surankote valley is picturesque and next to Kashmir in natural beauty. It has many healthy tourists spots such as Noori Chham, Peer Ki Gali, DKG, Dana Shahstaar, Girjan, Panjtari, seven sister lakes and connected with the historic Mughal Road.

Vision

Perpetual pursuit of excellence in education by empowering students through knowledge dissemination, character building and socio-economics commitments.

Mission

To provide space to the students to freely ideate, express, exchange and develop their innovative ideas, perspective and opinions for sustainable development.

To develop personality and intellect of learners by providing quality education for their comprehensive development.

To establish a knowledge centre that will serve as a brimming hub for knowledge exchange.

To furnish capabilities and skill to efficiently carve out avenues as employment generator.

To create confident, dedicated, honest and upright individuals who become assets to the society.

To inculcate the need and importance of moral and ethical values.

Principals over the years

S. No	Name	From	To
01	Dr. Muhammad Zaman Choudhary	25-07-2011	31-01-2014
02	Dr. Mushtaq Ahmed Lone	05-03-2014	26-05-2017
03	Prof. Tajinder Singh	27-05-2017	28-01-2019
04	Prof. Syed Mussaraf H.Shah	29-01-2019	16-04-2020
05	Dr. Jasbir Singh	17-04-2020	Till date

Staff of the College**Dr. Jasbir Singh****(Principal)****Teaching Faculty**

S.No.	Name	Department	Designation
1	Dr. Wajahat Hussain	English	Assistant Professor
2	Mr. Sarshad Hussain	Zoology	Assistant Professor
3	Dr. Mussarat Jabeen	Arabic	Assistant Professor
4	Dr. Khalil Ahmed	Urdu	Assistant Professor
5	Dr. Mohd Ashfaq	Geography	Assistant Professor
6	Dr. Pervaiz Hussain	Economics	Assistant Professor
7	Mr. Khaleeq Ahmed	Sociology	Assistant Professor
8	Dr. Naseer Ahmed Kalis	Pol. Science	Assistant Professor
9	Ms. Aafia Zaman	English	Assistant Professor
10	Mr. Zahied Sharief	Phy. Education	Assistant Professor
11	Mr. Raiz Ahmed	Mathematics	Assistant Professor
12	Mr. Waseem ul Haq	Physics	Assistant Professor
13	--	Botany	Vacant
14	--	Chemistry	Vacant
15	--	Computer App.	Vacant
16	--	Education	Vacant
17	--	EVS	Vacant
18	--	History	Vacant
19	--	Kashmiri	Vacant
20	--	Persian	Vacant
21	--	Library Science	Vacant

Non-Teaching Staff

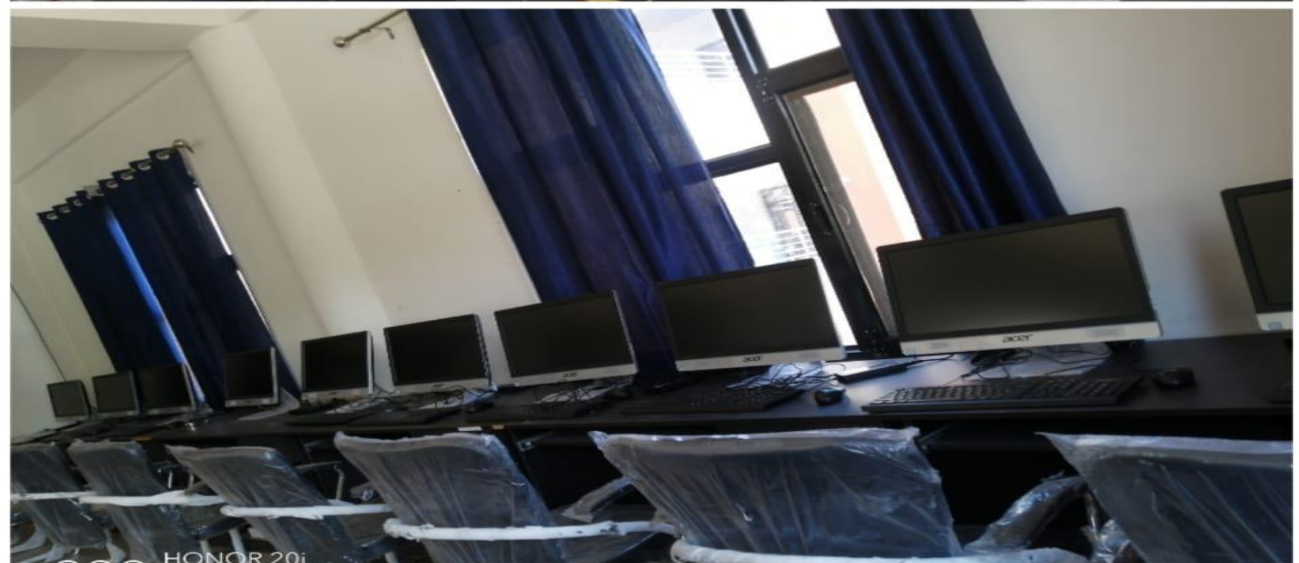
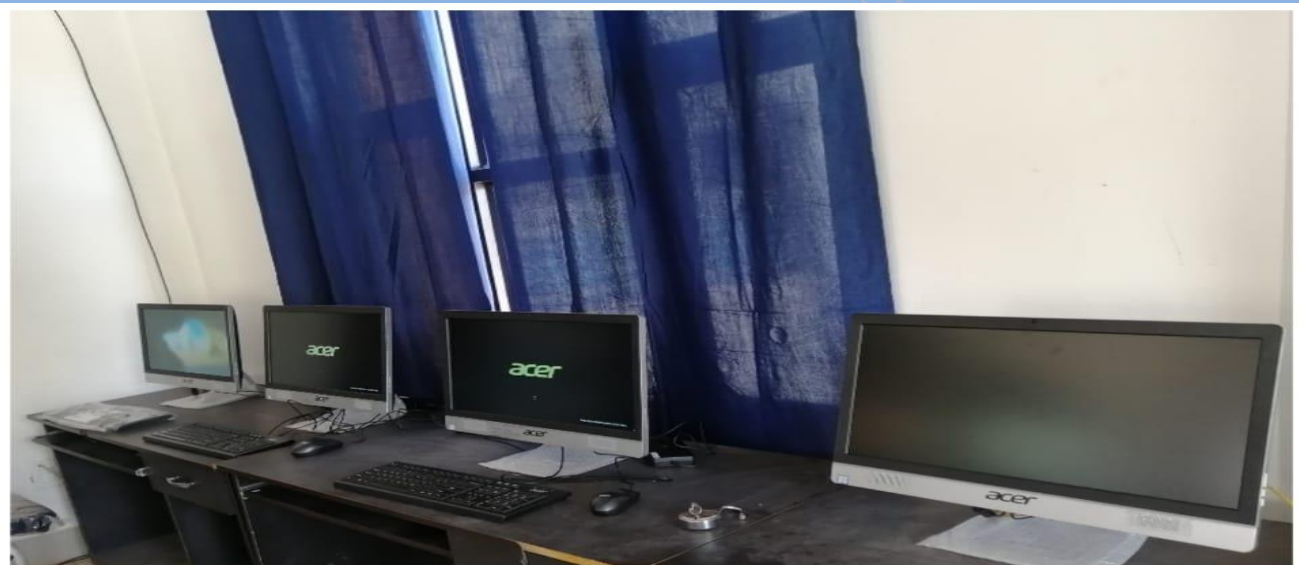
S.No	Name	Dept./ Section
01	Librarian	Vacant
02	Sr. Assistant	Vacant
03	Junior Assistant	Vacant
04	Lab. Assistant	Mr. Mehmood Ahmed
05	Lab. Attendant	Mr. Mohd Din
06	Chowkidar	Mr. Nisar Ahmed
07	Safai Karamchari	Mr. Sheel

Facility for especially abled persons

1. Institution has disabled-friendly, barrier free environment and has following facilities in place.
 - a. It has built environment with ramps.
 - b. Display boards and signposts.
 - c. Human assistance, reader and scribe.
 - d. Has policy to provide assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment, soft copies of reading material, screen reading etc., if required.

Facility of Browsing Centre

Government Degree College as recently established Browsing Centre fully ICT enabled for the students with more than 100 mbps internet speed. Dr. Naseer Ahmed Kalis, Head Department of Political Science is the Incharge of the Centre. Students can avail this facility as per the instructions designed by the Coordinator of the Centre free of cost.



BROWSING CENTRE GOVT. DEGRE COLLEGE SURANKOTE

General Rules of the College

1. Each student shall be bound by all the rules and regulations made by the College, the Government of Jammu and Kashmir, UGC and by the University of Jammu from time to time.
2. An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioural misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
3. Ragging is strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus will face strict disciplinary actions as per the UGC Regulations on Curbing the Menace of Ragging, 2009, and shall also be liable to be rusticated from the College.
4. Each student is required to apply for the issuing of Identity Card / Library Card from the Library, immediately after confirmation of his / her admission.
5. No book from the library will be issued without the Library Card/ Identity Card.
6. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authorities.
7. Each student should wear the Identity Card while participating in any event like, sports, co-curricular and extra-curricular activities, outside visits, competitions, seminars, workshops, conferences etc.
8. Any student found misbehaving on the campus or behaving arrogantly, violently towards the faculty, staff or fellow students will be liable for disciplinary action and shall be severally punished.
9. Smoking, use of alcohol or narcotic drugs, illegal possessions or use of weapons is strictly prohibited in the college campus. Any student found indulging in any such acts shall face disciplinary action which may extend to rustication of the student from the College.
10. Students are required to take good and reasonable care of the College property. Any student found guilty of damaging or misusing the property, infrastructure, furniture, vehicles on the campus, books, equipments, computers etc. shall be liable to disciplinary action as well as reimbursement to the College for any loss or damage caused thereby.
11. No student is allowed to paste, stick or put any notices, brochures, posters etc. on the notice boards, walls, staircases etc. of the College without the prior permission from the Principal
12. No student or group of students can form any club, association etc. or organize event, activity etc. or collect any funds or subscription without prior permission of the Principal.
13. No student or group of students can invite any person to address or entertain the students of the College, or interact with media on behalf of, or about the College without prior permission of the Principal.
14. No student or group of students is allowed to enter into verbal or written agreements or contracts that support to bind, obligate or create liability of any kind for the College. The College will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized acts.
15. Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited, failing which the student will be liable for disciplinary action.

16. No student is allowed to use any mobile phone or any other electronic gadget in the classroom, library, laboratory or Examination Hall without prior permission of the concerned authority.
17. Carrying any valuables, or expensive mobiles, vehicles etc. on the College campus will be at the risk of the students and the College authority will not accept any responsibility of any loss or damages of such valuables of the campus.
18. Each student is directed not to cause disturbance to the lectures, programmes, activities or exams, failing which the student shall be personally held responsible for such misconduct and the College authorities will not accept any responsibility on his/her behalf and such student will be liable for disciplinary action.
19. Every student should read the notices displayed on the College notice boards, and College website from time to time.
20. Each student should strictly follow the deadlines with respect to form-filling, application-submission, class attendance, examination schedules, class assignments etc., failing which the College will not be responsible for any loss incurred by the student thereby.
21. The College also reserves the right to take disciplinary action in any other appropriate situation not set out in these rules and the decision of the College Principal shall be final and binding on each student.
22. Admission of a student will be cancelled at any point of time in case of:
 - a) Not submitting the required documents in time.
 - b) Failing to fulfill required eligibility criteria of the programme.
 - c) Submission of fake or incorrect documents.

ADMISSION PROCESS

ELEGIBILITY

The admission to B.A/B.Sc. Semester-I is open to a student who has passed the Higher Secondary Part-II examination (12th Class) of J&K State Board of School Education or an examination recognized as equivalent thereto. The admission is given strictly on merit basis in accordance with the college intake capacity for different streams/subjects fixed by Higher Education Department/University of Jammu and **for candidates belonging to categories as per S.R.O. 126 Dated: 28.06.1994. The percentage will be calculated by adding 5% of the total marks to the actual marks obtained by such candidates.** Further a candidate who has been placed under re-appear category and passed in 50% subjects in Semester I/III/V examinations will be eligible to seek provisional admission to B.A/B.Sc. Semester II/IV/VI on his/her own risk and responsibility on the clear understanding that he/she will pass the re-appear examination within the stipulated period/chances prescribed by the University of Jammu, failing which his/her admission shall be cancelled.

ADMISSION SCHEDULE

Admission Programme	From	To
Sale and Receipt of Application Forms	06-08-2021	10-08-2021
Display of 1 st Merit List	11-08-2021	
Admission 1 st Merit List	11-08-2021	20-08-2021
Display of 2 nd Merit List and Admission (Subject to availability of seats)	21-08-2021	
Admission 2 nd Merit List	21-08-2021	25-08-2021
Last date of admission without late fee	25-08-2021	
Admission of selected students with late fee Rs. 320/- (As per University Norms) (Subject to availability of seats)	26-08-2021	04-09-2021

The Vice Chancellor may consider grant of late admission for 10days after the expiry of last date on payment of Rs 2910/- as late fee.

The regular class work shall begin during October 2021.

Documents Required

A student seeking admission should present himself/herself personally along with the parent/guardian to the college and shall present the following documents at the time of admission and **follow the norms of social distancing and SOPs of COVID-19 Pandemic.**

1. Marks certificates in original of the qualifying examination along with **four Photostat copies.**
2. Provisional and Character certificates in original from the Head of the Institution last attended.
3. Date of birth Certificate - Secondary School certificate issued by J&K State Board of School Education.(**Two Photostat Copies**)
4. Five copies of the recent passport size photographs.
5. Category certificate **one copy**
6. The undertaking on plain paper.

A grading system in the qualifying examination can be determined on the basis of the following UGC recommended criteria:

Letter Grades and Grade Points

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

Undertaking(s):

The selected candidates are required to enclose undertaking(s) on Plain Paper

ANNEXURE-I For J&K State Board Students (Undertaking)

IS/o,D/o

do hereby solemnly declare as under:

1. That I am seeking admission to B.A/B.Sc. Semester-I in Govt. Degree College Surankote for the session 2021-22 on the basis of my merit in the qualifying examination.
2. That I have not sought admission in any other Academic/Professional/ Technical Government/Private Institution inside or outside the state.
3. That in case I seek admission or get selected in any other Academic/Professional/Technical Government/Private Institution, I shall immediately bring the fact to the notice of the college authorities.
4. That I shall abide by the rules and regulations of the Institution in order to maintain the decorum and discipline of the Institution. I further undertake that I shall not misbehave/indulge in any un-lawful or anti-social activity and shall be liable to punishment up to the extent of **rustication** from the college in case I am found involved in any such incriminating activity.

Signature of Deponent

Name.....

Parentage.....

Address.....

.....

.....

Contact No.....

ANNEXURE-II

Anti-Ragging Undertaking

1. I, _____
Father/Mother/Guardian of _____
Having been admitted to Govt. Degree College Surankote, have read the copy of UGC Regulations (2009), on curbing the menace of Ragging in Higher Education Institutions. I have understood the provisions contained in the said Regulations.
2. I have, in particular, pursued clause 3 of the regulations and I am aware as to what constitutes ragging.
3. I have also, in particular pursued clause 7 and clause 9.1 of the Regulations and am fully aware of the penalty and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
 - i. My ward will not indulge in any act that may be constituted as ragging under clause 3 of the Regulations.
 - ii. My ward will not participate in or abet or 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 for punishment according to clause 9.1 of the Regulations without prejudice or another criminal action that may be taken against my ward under any panel of law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ (day) _____ (month) _____ (year)

Signature of Deponent

Name.....
Parentage.....
Address.....
.....
.....
Contact No.....

ANNEXURE-III

FOR GAP CASES Undertaking

I-----S/O, D/O-----

R/O-----Tehsil-----District-----

do hereby solemnly declare as under:

1. That I have passed my 10+2 examination during the session _____as regular/private candidate from J&K Board/CBSE/ISC_____
2. That during the gap period, I was neither employed nor sought admission in any Academic/Professional/Technical, Govt./Private Institution.
3. That I could not get admission on account of the following reasons:

4. That the facts mentioned above are correct to the best of my knowledge and belief and nothing has been concealed thereof.

Signature of Deponent

Name.....

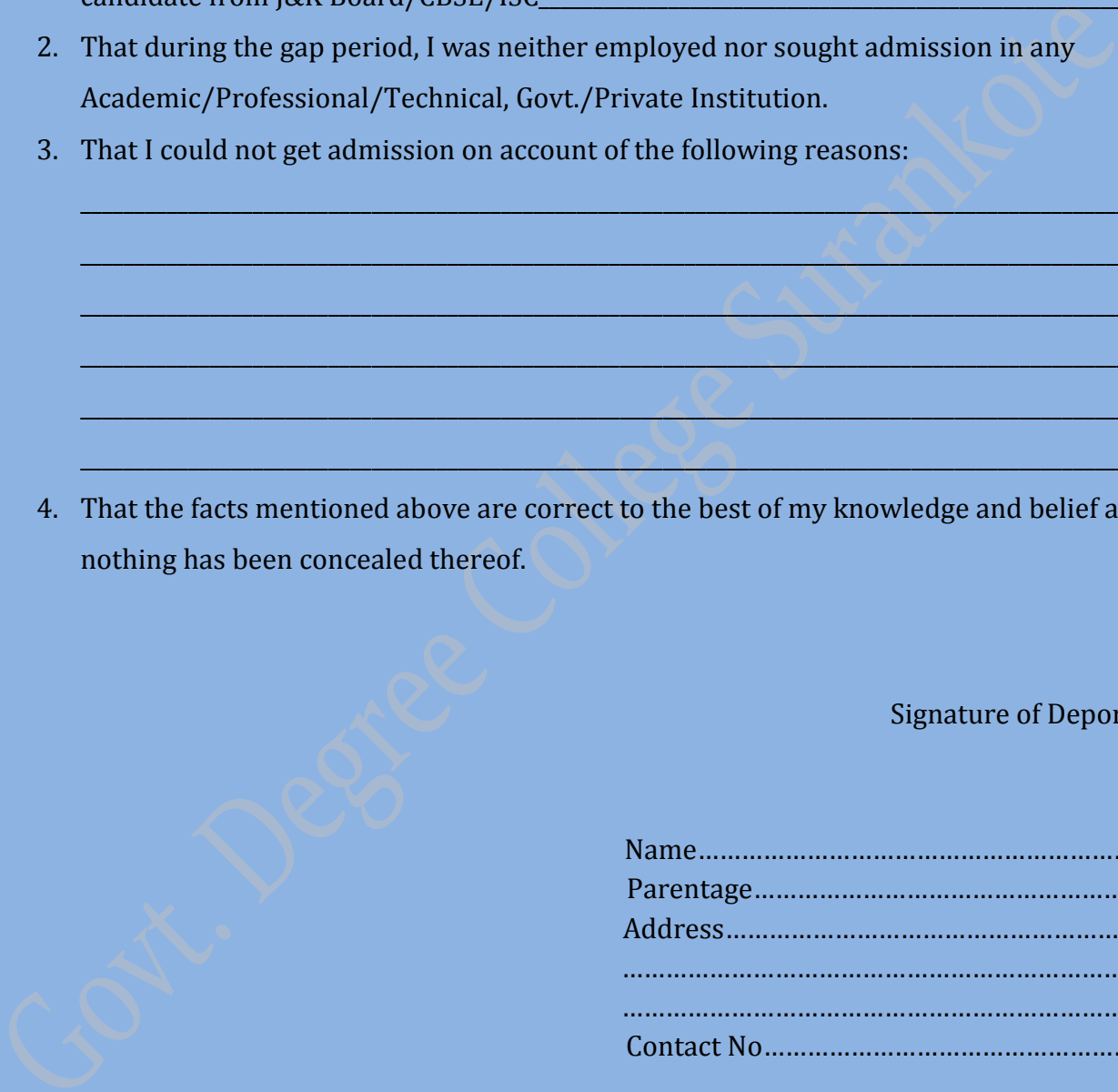
Parentage.....

Address.....

.....

.....

Contact No.....



UNDER-GRADUATE COURSES OFFERED BY THE COLLEGE**I) FACULTY OF ARTS**

- | | |
|-----------------------|---------------------|
| a) Arabic | g) Pol. Science |
| b) Economics | h) Urdu |
| c) Education | i) Sociology |
| d) G. English | j) Kashmiri |
| e) Persian | k) History |
| f) Physical Education | l) Library Sciences |
| g) Geography | |

II) FACULTY OF SCIENCE

- | | |
|--------------|--------------------------|
| a) Chemistry | e) Mathematics |
| b) Geography | f) Physics |
| c) Botany | g) Computer Applications |
| d) Zoology | h) Environment Science |

List of Subject combinations under Choice Based Credit System (CBCS) Semester I for the Academic Session 2021-22

FACULTY OF SCIENCE

SEM	Core Courses (C)					Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course	Discipline Specific Elective (DSE)
1	Chemistry	Botany, Physics	Zoology, Mathematics	Geography	Computer Application	Communication English/MIL-1 EVS-1		
	Any three courses to be chosen selecting only one from each column above							
2	Three courses selected in 1 semester to be continued					Communication English/MIL-2 (Compulsory)EVS-1 (Compulsory)		
3	Three courses selected in 2 semester to be continued					English/MIL-3	SEC1	
4	Three courses selected in 3 semester to be continued					English/MIL-4	SEC2	
5						English/MIL-5	SEC3	DSE1 DSE2 DSE3
6						English/MIL-6	SEC4	DSE4 DSE5 DSE6

SUBJECT COMBINATIONS

1	Chemistry, Botany, Zoology, EVS, Com. English/Urdu	04	Physics, Mathematics, Geography, EVS, Com. English/Urdu
2	Botany, Zoology, Geography, EVS, Com. English/Urdu	05	Physics, Mathematics, Computer App., EVS, Com. English/Urdu
3	Chemistry, Physics, Mathematics, EVS, Com. English/Urdu	06	Geography, Mathematics, Computer App., EVS, Com. English/Urdu

FACULTY OF HUMANITIES

SUBJECT COMBINATIONS UNDER CHOICE BASED CREDIT SYSTEM (ARTS) SESSION 2018 ONWARDS

SEM	CORE COURSES							Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course	Discipline Specific Elective (DSE)	Generic Elective (GE)	
1	English / Urdu -1 (Compulsory)	Education	History	Sociology, Mathematics, Library Science	Pol. Science	Computer Application Geography	Economics OCL (Persian, Arabic, Kashmiri)	Physical Education	Communication English/MIL-1 EVS-1			
	Any two courses to be chosen selecting only one from each column above											
2	English / Urdu-2 (Compulsory)	Two courses selected in 1 semester to be continued							Communication English/MIL-2 EVS-2			
3	English / Urdu-3 (Compulsory)	Two courses selected in 2 semester to be continued								SEC1		
4	English / Urdu-4 (Compulsory)	Two courses selected in 3 semester to be continued								SEC2		
5									English/Hindi/MIL-5	SEC3	DSE1 DSE2	GE1
6									English/Hindi/MIL-6	SEC4	DSE3 DSE4	GE2

SUBJECT COMBINATIONS

1	English/Urdu, Geography, Arabic, EVS, Com. English/Urdu	16	English/Urdu, Sociology, Pol. Science, EVS, Com. English/Urdu
2	English/Urdu, Geography, Persian, EVS, Com. English/Urdu	17	English/Urdu, History, Arabic, EVS, Com. English/Urdu
3	English/Urdu, Geography, Economics, EVS, Com. English/Urdu	18	English/Urdu, History, Persian, EVS, Com. English/Urdu
4	English/Urdu, Geography, Phy. Education, EVS, Com. English/Urdu	19	English/Urdu, Phy. Education, Persian, EVS, Com. English/Urdu
5	English/Urdu, Geography, History, EVS, Com. English/Urdu	20	English/Urdu, History, Pol. Science, EVS, Com. English/Urdu
6	English/Urdu, Geography, Pol. Science, EVS, Com. English/Urdu	21	English/Urdu, Mathematics, Economics, EVS, Com. English/Urdu
7	English/Urdu, Education, Arabic, EVS, Com. English/Urdu	22	English/Urdu, Mathematics, Arabic, EVS, Com. English/Urdu
8	English/Urdu, Education, Persian, EVS, Com. English/Urdu	23	English/Urdu, Mathematics, Persian, EVS, Com. English/Urdu
9	English/Urdu, Education, Economics, EVS, Com. English/Urdu	24	English/Urdu, Pol. Science, Economics, EVS, Com. English/Urdu
10	English/Urdu, Education, Mathematics, EVS, Com. English/Urdu	25	English/Urdu, Pol. Science, Phy. Education, EVS, Com. English/Urdu
11	English/Urdu, Education, Pol. Science, EVS, Com. English/Urdu	26	English/Urdu, Pol. Science, Arabic, EVS, Com. English/Urdu
12	English/Urdu, Education, Sociology, EVS, Com. English/Urdu	27	English/Urdu, Phy. Education, Arabic, EVS, Com. English/Urdu
13	English/Urdu, Education, History, EVS, Com. English/Urdu	28	English/Urdu, Pol. Science, Persian, EVS, Com. English/Urdu
14	English/Urdu, Sociology, Arabic, EVS, Com. English/Urdu	29	English/Urdu, Computer App, Economics, EVS, Com. English/Urdu
15	English/Urdu, Sociology, Persian, EVS, Com. English/Urdu	30	English/Urdu, Computer App, Mathematics, EVS, Com. English/Urdu

Note:

In case of exigency, the said combinations could be reviewed as per the Jammu University's subject combination norms and the combination where the number of students is less than 25 will be disallowed.

MINIMUM ELIGIBILITY FOR APPEARING IN EXAMINATION

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

A regular student whose particulars are submitted to the Controller of Examinations, University of Jammu by the college Principal where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal:

- a) He/she has been a student of good conduct.
- b) He/she has attended not less than 75% of the lectures delivered
- c) In case of laboratory course/practicals, he/she has attended not less than 75% of the practical classes conducted (practicals include field studies, workshop practice, map work, surveying etc.).
- d) He/she has paid the prescribed fee.

SCHEME OF INTERNAL ASSESSMENT TESTS AND TERM-END UNIVERSITY EXAMINATIONS

Internal Assessment

The University of Jammu has laid down certain rules for the Internal Assessment to be awarded to the students by the college. 50% marks in **practicals** at all levels are reserved for internal assessment. Assessment of students shall be made on the basis of his/her daily performance. 20% marks in **theory** are reserved for internal assessment. A student has to pass in internal assessment and external examination separately. There are two patterns of Internal Assessment Test based on the mode of Admission viz. admission of Choice Based Credit System (CBCS).

CBCS Scheme

There shall be one internal assessment test in each subject in every semester. The internal assessment test in each subject will carry 20 % weightage. The term end examination shall carry 80% weightage.

- | | |
|-----------------------------------|-----|
| ➤ Internal Assessment Test | 20% |
| ➤ Term-End University Examination | 80% |

Rules for Attendance

1. Each student must attend in each subject at least 75% of the total number of the lectures conducted/delivered in each semester. A student will not be eligible to appear for the Semester-end University Examination if he/she fails to put in the required %age of attendance.
2. Each student should be punctual and must be in the classroom at the commencement of the lecture.
3. Stipulated attendance, completion of assignments, internal assessment tests and practicals are mandatory components for becoming eligible to appear for the Semester-end Examination.

However, the Principal of College may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing up to 6% of the lectures delivered or practicals conducted in each course separately.

Students participating in Sports/NSS/NCC camps/Cultural competitions and extra-curricular activities shall be treated on duties if a prior permission is obtained from the Principal.

Failure to observe rules regarding attendance will entail loss of attendance and ultimately the student shall be barred from appearing in internal assessment as well as Semester end examination.

College Library

The College has a well-furnished library with approximately 6000 valuable books in various subjects. It subscribes to various journals and magazines of national and international repute. Besides this, the College Library subscribes to important state and national Newspapers. The college is registered to N-LIST Programme which has an access of 32 lakhs E-Books and 6500 E-Journals

Library Rules:

1. Books will be issued to the students on the production of the library Card issued to him/her in the beginning of the Academic Session 2021-22 by the college Librarian duly signed by the Principal.
2. In case the card is lost, the students must immediately bring it to the notice of the college librarian to avoid any misuse of the card.
3. A duplicate card will be issued on a payment of Rs. 100/- after proper verification.
4. A damaged card can also be replaced by surrendering it to the college librarian along with a payment of Rs. 100/-
5. Books lost or damaged in any way shall have to be replaced by a latest edition by the borrower, failing which the double cost of the book shall be charged.
6. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter.
7. Students shall be permitted to borrow two/three books respectively at a time for a maximum period of 15 days. If a student fails to return the same within prescribed time period, overdue charges/fine @ Re. 1/- per day/per book shall be charged from the students for the first 15 days and thereafter @ Rs. 2/- per day.
8. Reference Books, Rare Books, Books especially reserved and current periodicals will not be issued for use at home; these can be consulted only in reading room.

9. Strict silence shall be observed in the library and reading rooms. Students shall not take their personal books or belongings inside the library.
10. Students appearing for the university examinations shall surrender their library Card/books before obtaining a no demand certificate for the collection of the roll number slips.

Identity Card

1. Every student on being admitted shall be issued an Identity Card. Students are required to carry their Identity cards and produce on demand in or outside of the college premises.
2. The loss of the identity card must be reported immediately to the concerned authorities.
3. A new Identity Card will not ordinarily be issued. However, after proper verification and on the production of missing report furnished by the concerned Police Station, a duplicate identity card can be issued on a payment of Rs.200/
4. Each student should wear the Identity Card round the neck while on the campus and should produce it when demanded by authority.

Code of Conduct

1. No outsider is allowed to enter the college premises without a prior permission.
2. All the students must be in a proper uniform.
3. Students must conduct themselves with decency, decorum and dignity.
4. Smoking, chewing of tobacco and consumption of alcohol are strictly prohibited.
5. The use of mobile phones is not allowed openly and strictly banned inside the class rooms.
6. Students should extend a helping hand in the maintenance of discipline and to keep the college premises neat and clean.
7. Students are not allowed to destroy /damage or break any college property, furniture or fixtures.
8. The college administration does not take any responsibility for the loss of personal belongings of the students.
9. If a student remains absent from the college for more than 14 consecutive days, without obtaining proper permission from the college authorities, he/she shall be removed from the rolls of the college.
10. If a student is falling under shortage category in any subject, he/she will not be permitted to appear in internal as well as external examination.
11. Unlawful assembly of the students in the college premises is prohibited.
12. Writing of graffiti on the walls or sticking posters is a cognizable offence.
13. Ragging in any form is banned and the students involved in ragging will be expelled from the college without any notice.
14. Misbehaviour with any teaching or non-teaching staff shall be dealt with severely and may lead to the expulsion from the college.
15. Students resorting to unfair means in the examinations would be liable to be issued a bad character certificate.
16. The medium of answering the examination shall be English except languages.

17. The decision of the Principal shall be final in all matters of discipline and enforcement of rules.

Anti-Ragging Cell

A. Anti-Ragging Measures:

- Ragging is strictly prohibited in the premises of Government Degree College Surankote. Any student found indulging in ragging in any form, directly or indirectly, actively or passively, or being a part of conspiracy to promote ragging, within or outside the campus, would face strict disciplinary action by the College, and will be liable to be punished as per the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 (U/S 26(1) (g) of the UGC Act, 1956) as well as under the provisions of any other penal law for the time being in force and shall also be liable to rusticate from the College.
- Ragging in all its forms shall be totally banned in the entire College premises, including its departments, constituent units including academic, , sports, canteen etc., whether located within the campus or outside and in all means of transportation of students whether public or private.
- Government Degree College Surankote is an educational Institution and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. To achieve these objectives, the Anti-Ragging Cell has been constituted by the College.

B. Meaning of Ragging:

'Ragging' constitutes any of the following acts:

- a) Any 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
- b) Indulging in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher / junior student or any other student.
- c) Asking any student to do any such act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of a fresher / junior student or any other student.

C. Punishable Ragging Offences:

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force
10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any or all of the above mentioned offences against the victim(s)
16. Physical or psychological humiliation
17. All other offences following from the definition of 'Ragging.'

D. Disciplinary Action in the event of Ragging

The Anti-Ragging Committee may, depending upon the nature and gravity of the offence established, impart to those found guilty of ragging, one or more of the following punishments –

- (i) Suspension from attending classes and academic privileges
- (ii) Withholding / withdrawing scholarship / fellowship and other benefits
- (iii) Debarring from appearing in any test / examination or other evaluation process
- (iv) Debarring from representing the Institution in any regional, national meet, tournament, youth festival etc.
- (v) Cancellation of admission
- (vi) Rustication from the Institution.
- (vii) Expulsion from the Institution and consequent debarring from admission to any other Institution.
- (viii) Collective punishment – when the person committing or abetting the crime of ragging are not identified, the Institution shall resort to collective punishment
- (ix) The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.

Internal Complaints Committee/Committee against Sexual Harassment of Women at Work Palace

A. Objective of the Internal Complaint Committee:

Sexual Harassment is a form of discrimination, exploitation and harassment prohibited by the Anti-Sexual Harassment Act, 1995. In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and MHRD Notification of May 2, 2016 regarding University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in Higher Educational Institutions) Regulation 2015, Government Degree College Surankote has constituted an Internal Complaints Committee (ICC) to deal with complaints relating to Sexual Harassment of Women employees and students in the Institution. Anyone found indulging in such acts would face strict disciplinary action by the College and will be liable to be punished as per the provisions of the above said laws as well as under the provisions of any other penal law for the time being in force. Government Degree College Surankote is a co-educational Institution and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. The College, therefore, adopts the policy of condemning all acts which would constitute sexual harassment related to work, education, training or employment. The Cell shall be a complaint center for the members of the faculty, staff and students of the College.

B. Meaning of Sexual Harassment

Sexual Harassment is any unwelcome words or actions of sexual nature such as

- (i) Physical contacts and advances
- (ii) Demand or request for sexual favours
- (iii) Sexually coloured remarks
- (iv) Display of pornography
- (v) Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature

Grievances Redressal Cell

There is a grievance redressal cell in the college that strives to redress grievance of the staff and the students in the Institution. The faculty takes care of the personal and emotional needs of the students through counseling.

Tours and Picnics

The college organizes tours, picnics and field visits to places of educational and historical importance.

The students are selected on the basis of their merits. Subject tours/Trips are also conducted in Geography and Environmental Science within the district.

College Uniform

Students are required to adhere to the prescribed dress code of the college that shall be decent and appropriate. Students without the prescribed uniform shall not be permitted to college premises.

For Boys

Dress	Colour	Summer	Winter
Full trousers/ Pants (Formal)	Black	Black	Navy blue Sweater/Coat/Jacket
Full sleeve shirt with a single pocket	Light Sky	Light Sky	Light Sky
Formal Shoes	Black	Black	Black
Socks	Black/White	Black/White	Black/White

For Girls

Dress	Colour	Summer	Winter
Kameez (Sq. cut neck with sleeve)	White	White	Black Sweater/Coat/ Jacket
Salwar	White	White	White
Dupatta/Chunni	White	White	White Dupatta/Shawl
Belly/Formal Shoes	Black	Black	Black
Socks	White/Black	White/Black	White/Black

Scholarships

Following Scholarships and Financial Assistance Schemes are available in the college:

S.No.	Agency	Name of the Scholarship
01	All India Council of Technical Education	Prime Minister Special Scholarship Scheme (PMSSS)
02	Department of Education	a) National Merit Scholarship b) Bad Pocket Scholarship for RBA c) Central Sector Scholarship Scheme (CSS)
03	Social Welfare	Post Matric Scholarship for Schedule for Scheduled Caste, OBC and Physically Challenged Students
04	Tribal Affairs Department	Post Matric Scholarship for Tribal Students
05	Jammu and Kashmir Pahari Board	Post Matric Scholarship for Pahari Speaking students
06	Govt. Degree College Surankote	College Financial Aid

Annexure to letter No. HE/^{Scholarship/2019/14}_{Schemes} Dated:- 13/02/2020

1. Ministry of Human Resources & Development

<https://scholarships.gov.in>

<https://mhrd.gov.in>

- I. Central Sector Scheme for Scholarships for Colleges and Universities students.
- II. Central Sector Interest Subsidy Scheme.
- III. Prime Minister's Special Scholarship Scheme.

2. Ministry of Tribal Affairs

<https://tribal.nic.in>

- I. National Overseas Scholarship for ST Students for studying abroad.
- II. National Fellowship and Scholarship for Higher Education of ST Students.

3. Ministry of Electronics and Information Technology.

<https://meity.gov.in>

- I. Digital India Internship scheme
- II. Visvesvaraya Ph D Scheme for Electronics & IT

4. Ministry of Science and Technology.

<https://dst.gov.in>

- I. Women Scientists Scheme.
- II. DST-Young Scientist Fellowship Scheme.

5. Ministry of Minority Affairs.

www.minorityaffairs.gov.in

- I. Maulana Azad National fellowship for minority students.
- II. Padho Pardesh.
- III. Support for students clearing Prelims conducted by UPSC, SSC, & PSC.

6. Ministry of Social Justice and Empowerment.

www.socialjustice.nic.in

7. State Department of Social Welfare, UT of J&K.

www.jksocialwelfare.nic.in

- I. Post matric Scholarship Scheme.
- II. Scholarship for Pahari Speaking students.
- III. Post Matric Scholarship for Minority Students.

8. J&k Advisory Board for Development of Pahari Speaking People.

www.jkpahariboard.org

- I. Scholarship Scheme for Pahari Speaking Students.

➤ Besides, Ministry of Labour and Employment, GOI has introduced National Career Service portal for various career and employment services which may be accessed on the address "www.ncs.gov.in".

Fee Structure for Admission to B.A/B.Sc. Semester-I Session 2021-22

(A)(Admission Fee Vide Govt. order No. 297/HE of 2019 Dated 30-05-2019)

Break up of fee:

S. No	Name of the Item	Amount in (Rs.)
1	Admission Fee	40/-
2	Pool Fund	1950/-
3	Students Aid Fund	100/-
4	Building Maintenance Fund	165/-
5	Games/Sports Fund	220/-
6	Reading Room Fund	50/-
7	Furniture Fund	70/-
8	Stationary Fund	35/-
9	Magazine Fund	80/-
10	Motor Vehicle Fund	60/-
11	Identity Card Fund	50/-
12	Student's Service Fund	30/-
13	Seminar/Cultural Activities Fund	30/-
14	Excursion Fund	90/-
15	Medical Aid Fund	25/-
16	Relief Fund	10/-
17	Red Cross Fund	50/-
18	Miscellaneous Fund	60/-
19	EDUSAT	25/-
20	NSS Fund	50/-
	Total (A)	3190/-

Eligibility Fee (For students who passed 12th class from other than J&K BOSE) **Rs. 800.00**

Additional Fund		
21	EVS	Rs. 238/-
22	Laboratory Fund	
i)	Students using one Lab.	Rs. 154/-
ii)	Students using two Labs.	Rs. 238/-
iii)	Students using three Labs.	Rs. 308/-
23	Subject Tour Fund	Rs. 105/-
24	Additional Fee for vocational subject	
i)	Computer Applications	Rs. 2600/-

(B) Break up of University Dues: (Vide University Notification No. F. Acd./I/20/1035-1134 dated 05-08-2020.

S. No	Name of the item	Amount in (Rs.)
1	Registration Fee	360/-
2	Sports Fee	530/-
3	Cultural Fee	150/-
4	Digitalization and Networking Fund	220/-
5	Examination Development Fund	290/-
6	Corpus Fee	220/-
7	Resource Mobilization Fee	100/-
8	DIQA fee	220/-
9	Red cross	20/-
10	NSS fee	130/-
11	Examination Maintenance Fee	280/-
	Total (B)	2520/-
	Grand Total (A+B) 3190+2520=	5710/-

Examination Fee	Rs. 760/- per semester
Practical Fee	Rs. 100/- per each science subject
Examination Maintenance Fund (EMF)	Rs. 140/- as service charger per semester
Cost of Examination Form	Rs. 100/- per semester

Late Admission fee for B.A./B.Sc. Courses (For Semester Pattern)	
a) Within 10days after the last date prescribed for admission (18-09-2020 to 28-09-2020)	Rs. 320/-
b) The Vice-Chancellor may consider grant of late admission for 10days only after the expiry of last date as above on payment of Rs. 2910/- (29-09-2020 to 12-10-2020)	

Stream Wise Fee

Stream	Common Fee	Lab./ Science Fee	Subject Tour	EVS Fee	Examination Fee (Sem-I+Sem-II)	Practical Fee Per Science Subject (Sem-I+Sem-II)	Cost of Exam. Form (Sem-I+Sem-II)	Total Fee
Arts	5710	--	--	238	760+760=1520	--	100+100=200	7668
Arts with Geography	5710	154	105	238	760+760=1520	100+100=200	100+100=200	8127
B.Sc. Medical with Chemistry	5710	308	210	238	760+760=1520	300+300=600	100+100=200	5789
B.Sc. Medical with Geography	5710	308	315	238	760+760=1520	300+300=600	100+100=200	8891
B.Sc. Non-Medical with Physics and Chemistry	5710	238	--	238	760+760=1520	200+200=400	100+100=200	8306
B.Sc. Non-Medical with Physics and	5710	238	105	238	760+760=1520	200+200=400	100+100=200	8411

Geography								
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Vocational Subject Fee

Stream	Common Fee	Vocational Subject Fee	Lab./ Science Fee	Subject Tour	EVS Fee	Examination Fee (Sem-I+Sem-II)	Practical Fee Per Science Subject (Sem-I+Sem-II)	Cost of Exam. Form (Sem-I+Sem-II)	Total Fee
Arts with Computer Applications	5710	2660	154	--	238	760+760=1520	100+100=200	100+100=200	10682
Non-Medical with Computer Applications and Physics	5120	2660	238	--	238	760+760=1520	200+200 = 400	100+100=200	10966
Non-Medical with Computer Applications and Geography	5120	2660	238	105	238	760+760=1520	200+200 = 400	100+100=200	11071

Note

The fee structure given in this prospectus is subject to change/may be revised as per the orders of the Govt. and the University of Jammu, which may be communicated to the college authorities from time to time. The exact fee to be deposited at the time of admission shall be displayed/ uploaded for the convenience of students seeking admission in the College.

Co-curricular Activities

The students are encouraged to take part in various co-curricular activities of the college. Co-curricular activities are undertaken side-by-side with the curricular activities. These activities produce multitalented students and enable them to utilize their skills in social environment. These activities offer the students an opportunity of growing their skills and show their non-academic capacities as well. Co-curricular activities facilitate in the various domains of mind and personality such as intellectual, emotional, social, moral and aesthetic development. Co-curricular activities makes the students grow up knowing the art of living and working together in various domains of society to achieve their goals.

National Service Scheme (NSS)

The College has one unit of NSS comprising of 100 students/volunteers who work under the guidance of the programme officer. The students have to apply on a prescribed form for registration to the unit. Enrolled volunteers are required to put in at least 120 hours of social work per year in addition to participation in one camp of seven day duration in the adjoining village as per the guidelines of HRD Ministry and University of Jammu.

The aim of organizing NSS activities in and outside of the college campus is to make education more relevant and situation based where NSS volunteers can actually face the present day challenges especially in planning and executing the much needed projects for quality life. Such activities usually encourage the students to develop a sense of social consciousness, qualities of leadership and personality development.

Sports and Games

We encourage our students to take keen interest and participate in various sports activities for their physical strength and mental power. The college conducts some outdoor and indoor games for the physical health and mental fitness of the students such as Kabbadi, Football, Cricket, Volley Ball, Hockey, Running, Chess, Badminton.

Students Union

Student union is an active body of the college students. The election of the office bearers like president, vice-president and the other members are held every year in the college. Every bonafide student of the college is a member of the student union. It provides a platform for all the students to display and develop their leadership qualities. The union oversees various student related activities and is sported by staff advisors.

ACADEMIC CALENDAR

S. No	Date	Programme
1.	June 1 st to July 15 th	Summer Vacations (Physical Verification of Store and Stocks)
2.	June 1 st ¹⁹ –June 15 th	Publishing of Information Brochure
3.	June 15 th Onwards	Counseling for Fresher's
4.	June 15 th -June 30 th	Admission BA/B.Sc Sem-I
5.	From First Week of July 1 st	Admission to Sem-III & V
6.	July 15 Onwards	Regular Class Work of Sem-I
7.	Upto July 19	Identification of learning levels of students subject wise through class tests etc
8.	July 20 th	General Address for all Students
9.	Fourth week of July	Orientation Programmes in the Classes by the Teachers i:e About Scheme of Examination, Curriculum, Co-curricular Activities, Scholarship Schemes etc
10.	6 th Aug.	World Peace Day
11.	15 th Aug	Independence Day
12.	20 th Aug	Sadbhavna Divas
13.	5 th Sept	Teachers' Day
14.	8 th Sept.	International Literacy Day
15.	24 th Sept	NSS Day
16.	2 nd Oct	Gandhi Jayanti
17.	First Week of Oct.	Internal Assessment Test for Odd Semesters
18.	Second week of Oct.	Declaration of Result and Showing of Answer Scripts and Taking Feedbacks from Students
19.	Third Week of Oct.	Remedial Classes for Slow Learners
20.	Fourth Week of Oct.	Improvement Tests
21.	31 st Oct	National Integration Day. College
22.	1 st Dec	Worlds AIDS Day
23.	Second week of November to Second week of December	Term End Examination (including External Practicals) of Odd Semesters
24.	Third Week of December	Enrollment in Even Semesters
25.	Fourth Week of December	Regular Class work of Even Semesters
26.	1 st Jan to 10 th Jan	Winter Break and NSS/NCC Camp
27.	12 th Jan.	National Youth Day
28.	26 th Jan	Republic Day
29.	8 th Mar	International Women Day
30.	Third Week of March.	Internal Assessment Test for Odd Semesters
31.	Fourth week of March.	Declaration of Result and Showing of Answer Scripts and

		Taking Feedbacks from Students
32.	First Week of April.	Remedial Classes for Slow Learners
33.	Second Week of April.	Improvement Tests
34.	Third Week of April to Fourth Week of May	Term End Examination (including External Practicals) for Even Semesters
35.	First Week of April to Second Week of June	Counseling and Verification of Documents by Facilitation Centre for PMSSS
36.	In Monsoon and Spring	Plantation Drive
37.	During the session anytime based on convenience	Field Visit/Project Works
38.	During the session anytime based on convenience	Extension activity by NSS/NCC /Red Cross in the neighborhood

DISCLAIMER

The statements made in this prospectus & the information contained herein are believed to be correct at the time of publication. The college, however, reserves the right to make changes in the rules and regulations, conditions governing the conduct of students, fee structure, etc., at any point of time without prior notice. The college accepts no responsibility for the hardships or expenses incurred by the students or any other person for such changes, additions and errors or omission.



OFFICE STAFF WITH PRINCIPAL



SPORTS ACTIVITIES



ACTIVITY ON DRUG ADDICTION



CELEBERATION OF CONSTITUTION DAY 26-11-2020



TEACHING STAFF WITH PRINCIPAL



TEACHING AND NON-TEACHING STAFF WITH PRINCIPAL