Academic Calendar 2024-25

Submission of Admission Forms for the session Pre-Admission counseling of Students Display of 1st Merit List (UG 1st Year student)	03.06.2024 to 15.07.2024 03.06.2024 to 15.06.2024 16.07.2024 up to 1:00 p.m.	34 days				
Fee to be Deposited Display of 2nd Merit List	16.07.2024 up to 1.00 p.m. 16.07.2024 to 19.07.2024 20.07.2024 up to 11:00 a.m.	03 days				
Fee to be deposited	16.07-20224 to 19-07-2024	01day				
Orientation of 1st year Students	22.07.2024	01day				
Admission of UG 2nd Year & 3rd Year		,				
Students on Roll No. basis	06.06.2024 to 15.07-2024	31days				
Fee to be Deposited	06.06.2023 to 19.07.2024	35 days				
Post Admission Counselling	20.07.2024, 22.07.2024	02 days				
Regular Teaching	23.07-2024 to 28.10.2024	79 days				
	04.11.2024 to 31.12.204	48 days				
	05.02.2025 to 29.03.2025	45 days				
	Remedial Classes beyond					
	normal teaching ours					
	(at least 54 hours)					
	Total Teaching Days	181 Days				
Vacational Schedule						
Summer Vacation	18.06.2024 to 12.07.2024	25 days				
Diwali Break	29.10.2024 to 02.11.2024	05 days				
Winter Vacation	01.01.2025 to 04.02.2025	35 days				
	Total Vacation Period	65 Days				
Examinations	01.04.2025 to 14.05.2025	44 days				
Evaluation of Answer Scripts	10.04.2025 to 17.05.2025	38 days				
Results of all UG Classes	Upto 30.06.2025	,				

Note: Results of all Under Graduate Classes of Academic Year 2024-25 should be declared on or before 31st July, 2024 positively. Result of revaluation should be declared up to 7th September, 2024. Supplementary exams for the Academic Year 2023-24 may be conducted in September 2024 and the result of the same be declared by October, 2024

14

Government Degree College, Tikkar

Tikkar is situated in the heart of the famous Nawar Valley of Rohru at an altitude of 2400 metres. The entomological meaning of Tikkar is a place situated on a hill top. It is famous for the production of quality Apple in Himachal Pradesh. Administratively, it is a Sub Tehsil and falls under Rohru Sub Division of Shimla District. The entire Nawar Valley is full of scenic beauty and is paradise for nature's lovers. The true geographical setting of Tikkar is very conducive for acquiring knowledge, facilitating learning, skills, values, beliefs, and habits as it is the main objective of Education. It makes an individual civilized, refined, cultured and educated. Keeping in view the main goal of education, the spirit of the newly established Tikkar College is also committed to provide quality education to the students and enhance their overall personality development so as to prepare them to meet the challenges of their professional future life.

The Government Degree College Tikkar is co-educational institution and established by notification No. EDN-A_Kha (1).1/2015 Dated Shimla-02 Date 26 March 2016 of the Govt. of Himachal Pradesh. At Present the streams of Arts and Commerce are available to the students. It is presently working in the science block of the local senior secondary school Tikkar complex. It is being expected that The Government Degree College Tikkar, Shimla will have its own modern complex equipped with all modern facilities in the near future.

Principal Message

"Education is the most powerful weapon which you can use to change the world"

—Nelson Mandala

Govt Degree College Tikkar endowed with progressive outlook aims continual growth in the quality of all academic activities with a sense of commitment to fully meet the expectations of the student, parents and society at large. Our College care for the individual development of each and every student. We want our students to impart an all round education so that they become multi dimensional rather than uni-dimensional. We believe in providing our students an environment, rich in knowledge and supportive for extra curricular interest. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual development.

I feel proud to acknowledge the contribution of highly qualified, dynamic and multitalented faculty, non-teaching staff and my students for this.

My best wishes to the new students entering Govt. Degree College Tikkar.

Ms. Rekha Sharma
Officiating Principal

Library Rules

- (i) Ordinarily 2 books are issued at a time for 14 days but the Librarian has the right to recall the books at any time.
- (ii) Reference books are not issued.
- (iii) Books are issued on the Library-Cum-Identity Card
- (iv) In case of loss of a book, the student will have to replace the book or pay fine in addition to the present price of the book with the permission of the Principal.
- (v) Student is responsible for the book as soon as it is issued. In case a book is defaced/damaged in any way, the book is to be replaced by him/her.
- (vi) Library-Cum-Identity Card will be issued by the Librarian at the time of admission.

Discipline & Conduct

The Principal and the members of the teaching staff have the power to take disciplinary action against students indulging in reprehensible acts, which may lead to imposition of fine, suspension or expulsion from the college. Following acts come within the ambit of indiscipline and misconduct.

- i) Ragging in or around the college campus.
- ii) Damage to college property that includes defacement of walls, black board and damage to furniture (breaking wind panes, plucking flowers, removing notices, tempering with electrical/water fittings etc. is also a break of discipline).
- iii) Loitering around in the campus or corridors during vacant periods causing disturbance to teaching work.
- iv) Putting up of notice on the College Notice Board without proper authorization by the college authorities.
- v) Smoking, chewing of tobacco/gutkha, using of cell phones and plying of vehicles within the college premises is strictly prohibited and any infringement may entail a fine of Rs. 100/-

Notice Board

All the students must read the notices which are pasted on the College Notice Board on regular basis to keep abreast of the latest developments in the college.

Rules Regarding The Payment Of Fee

- 1. Tuition fee shall be charged for 12 months (June to May) as per schedule.
- 2. Fee should be paid (without fine) on the dates fixed by the office for each class notified from time to time. Delay in the payment will be fined accordingly.
- 3. The students who do not pay their dues as per dates notified will be charged Rs. 10/- per day as late fee.
- 4. Fee, fine and other dues once paid, will not be refunded.
- 5. Exemption of tuition fee will be available to the Himachali Girls only, subject to the production of Bonafide Himachali Certificate.
- 6. Disabled students with more than 40% disability will be exempted of tuition fee, subject to the production of Disability Certificate issued by a competent Medical Authority, at the time of admission.
- 7. University examination fee will be charged with the second installment of tuition fee.

Fines & Penalties

- i) In case, a student does not deposit his/her dues on the dates notified, his/her name will be struck off the roll at the end of the month.
- ii) The name of the student shall also be struck off the roll of the college, if he/she remains absent without leave for continuous 10 days or more.
- iii) If the name of a student is struck off, he/she must be accompanied by his/her parent or guardian at the time of re-admission.
- iv) Every student will have to procure No-Dues Certificate from College/Library/Sports etc. if he/she wants to leave the college.
- v) The security deposit will lapse if a student does not apply for refund of security within one year of his/her leaving the college.

Absence & Other Fines

i)	Absence Fine (Per Period)	1.00
ii)	Absence Fine (Per Practical)	3.00
iii)	Late Return of Library Books (per Day)	1.00
iv)	Late payment of dues (Per Day)	1.00
v)	Re-admission Fee (First Time)	100.00
	(on the recommendation of teachers only)	
vi)	Re-admission Fee (Second Time)	200.00
vii)	Duplicate Identity Card	20.00

Teaching Staff

Officiating Principal : Ms. Rekha Sharma

1. Teaching Faculty

Faculty of Arts

Deptt. Of Hindi : Ms. Rekha Sharma, Asstt. Prof.

Deptt. Of History : Mr. Bhupinder Singh, Asstt. Prof.

Deptt. Of Economics : Ms. Sakshi Deshta, Asstt. Prof.

Deptt. Of Pol. Science Ms. Anup Kumari, Asstt. Prof.

Deptt. Of Music : Vacant
Deptt. Of English : Vacant

Faculty of Commerce

Deptt. of Commerce : 1. Ms. Jyoti Sharma, Asstt. prof.

2. Vacant

2. Non-Teaching Staff

Office Staff:

Office Superintendent (Grade-II) 1. Vacant

Senior Assistant 1. Mr. Rakesh Kumar

Clerk (2 Posts) 1. Vacant

2. Vacant

Asstt. Librarian: 1. Mr. Ashok Sharma

Tabla Vadak 1. Vacant

Peon cum Chowkidar (5 Posts)

1. Mrs. Sheela Devi

2. Mrs. Nirmala Devi

3. Mrs. Baby

4. Mr. Laiq Ram

5. Vacant

3

Committees For The Session 2024-25

Bursar: Mr. Bhupinder Singh

Controller of Examination

- Mr. Bhupinder (Convener)
- Ms. Sakshi Deshta (Member)
- Ms. Anup Kumari (Member)

CSCA General Advisory Committee

- Mr. Bhupinder Singh (Convener)
- Ms. Sakshi Deshta (Member)
- Ms. Anup Kumari (Member) Ms. Jyoti Sharma (Member)

Students Redressal Cell/Discipline Committee

- Ms. Sakshi Deshta ((Convener)
- Ms. Anup Kumari (Member)
- Ms. Jyoti Sharma (Member)

Time Table Committee

- Mr. Bhupinder Singh (Convener)
- Ms. Sakshi Deshta (Member)
- Ms. Anup Kumari (Member)
- Ms. Jyoti Sharma (Member)

Career Guidance and Placement Cell

- Mr. Bhupinder Singh (Convener)
- Ms. Sakshi Deshta (Member)
- Ms Anup Kumari (member)
- Ms. Jyoti Sharma (Member)

Scholarship/Fee Concession Committee

- Mr. Bhupinder Singh (Convener)
- Ms. Anup Kumari (Member)

Bus Pass Attestation Committee

- Ms. Anup Kumari (Convener)
- Ms. Jyoti Sharma (Member)

Campus Beautification/Eco Club

- Ms. Ms. Sakshi Deshta (Convener)
- Ms. Anup Kumari (Member)
- Ms. Jvoti Sharma (Member)

Swachhta Abhiyan Committee

- Ms. Sakshi Deshta (Convener)
- Ms. Anup Kumari (Member)
- Ms. Jyoti Sharma (Member)

Magazine Committee

- Mr. Bhupinder Singh (Hindi/Pahari Section)
- Ms. Sakshi Deshta (Planning Section)
- Ms. Anup Kumari (Editor/Pahari Section) 3.
- Ms. Jyoti Sharma (Editor/English Section)

IQAC

- Ms. Rekha Sharma (Officiating Chairperson)
- Mr. Bhupinder Singh (Co-ordinator)
- Ms. Sakshi Deshta (Member)
- Ms. Anup Kumari (Member)
- Ms. Jyoti Sharma (Member)

Details of Fee and Funds for the Session 2024-25 (Subject to change according to the latest instructions of H.P.Govt./HPU)

Sr. No.	Particulars	Amount	At	the time of Admission
	В	B.CA./B.Com. I-I	I-III	
	Government Fund			
1.	Admission Fee	25.00 (Annual)	25.00 (Annual)	*Tuition fee Rs. 600/-
2.	Tuition fee (50×12) Boys Only	600.00	600.00	(Boys Only)
	Total	625.00	625.00	
	H.P. Un	iversity Fund (A	nnual)	•
1.	(Subsidized Seats)	250.00	NIL	
	(IRDP/BPL Categories)	100.00	NIL	
2.	HPU Registration Fee**	NIL	NIL]
3.	HPU Continuation Fee	NIL	10.00	*HPU continuation
4.	HPU Youth Welfare Fund	15.00	15.00	Fee for old students
5.	HPU Sports Fee	15.00	15.00	Rs. 10.00
6.	HPU Holiday Home Fund	01.00	01.00]
	Co	llege Fund (Annı	ıal)	
1.	Identity Card	10.00	10.00	
2.	College Magazine Fund	50.00	50.00	
3.	(Mid Term Test) Fund	80.00	25.00	
4.	Library Security (Refundable)	100.00	NIL	
5.	Building Fund (12×10)	120.00	120.00	
6.	Amalgamated Fund (25×12)	300.00	300.00	
7.	Cultural Activities Fund	20.00	20.00	*Library Security
8.	Medical Fund	06.00	06.00	Refund within one
10	Rovers and Rangers Fund (S & G)	60.00	60.00	year of his/her
11.	Campus Development Fund	10.00	10.00	leaving the
12.	Book Replacement Fund	25.00	25.00	college
13.	Furniture Repair/Replacement Fund	10.00	10.00	
14.	Computer and Internet Facility Fund	20.00	20.00	
15.	Sports Fund (20×12)	240.00	240.00	
16.	PTAFund	600.00	600.00	
17.	Students Aid Fund	2.00	2.00	
18.	Red Cross	40.00	40.00	
18.	Mid Term Test Fund	80.00	25.00	

Note

Practical Fee (Arts) Per Course Computer Practicals (Commerce) **Tuition fee for Girls Students**

Rs. 180.00 Rs. 15 per month per course

-NIL-

4

11

Change of Subject /Faculty

Change of subject/faculty is allowed only once, and that too in the first year if he/she fulfils eligibility criteria, within 15 days of the commencement of teaching. A student is expected to be very careful while exercising the option for the first time in order to save himself from inconvenience later.

Migration

Migration from any other College to Govt. Degree College Tikkar or vice versa is governed by H.P. University rules.

- · No migration certificate can be issued unless the student is registered with the University.
- · A student interested in migrating from one College to another must submit the following documents:
- · Lecture attendance statement.
- · Statement of marks obtained in Mid Term Test/Tests.
- · Character certificate from the Principal of the College last attended.
- After migration has been sanctioned and notified by the H.P. University, the student must join the second college within the time period specified (15 days) by the University.
- The college first joined is entitled to the tuition fee for the month in which the University sanctions the migration. The second college is not entitled to the tuition fee for that month or part thereof.

College Development Committee

- 1. Mr. Bhupinder Singh (Convener)
- 2. Ms. Sakshi Deshta (Member)
- 3. Ms. Anup Kumari (Member)
- 4. Ms. Jyoti Sharma (Member)

Library Committee

- . Ms. Sakshi Deshta (Convener)
- 2. Mrs. Anup Kumari (Member)
- 3. Peon Nirmala Devi (Member)
- 4. Students CSCA (Member)

Women Cell/ Sexual Harrasment / Grievence Redressal Committee/ICC

- 1. Ms. Rekha Sharma (Officiating Chairperson)
- 2. Mr. Bhupinder Singh (Convener)
- 3. Ms. Sakshi Deshta (Member)
- 4. Ms. Anup Kumari (Member)
- 5. Ms. Jyoti Sharma (Member)

Red Cross Club (Ribbon)

- 1. Ms. Sakshi Deshta (Convener)
- 2. Ms. Anup Kumari (Member)
- 3. Ms. Jyoti Sharma (Member)

Information and Public Relation Committee

- 1. Mr. Bhupinder Singh (Convener)
- 2. Ms. Anup Kumari (Member)
- 3. Ms. Jyoti Sharma (Member)

Cultural Committee/Sports Committee

- Mr. Bhupinder Singh (Convener)
- 2. Ms. Sakshi Deshta (Member)
- 3. Ms. Anup Kumari (Member)
- 4. Ms. Jyoti Sharma (Member)

First Aid Committee

- 1. Ms. Sakshi Deshta (Convener)
- 2. Ms. Anup Kumari (Member)
- 3. Ms. Jyoti Sharma (Member)

Road Safety Club

- 1. Mr. Bhupinder Singh (Nodal Officer)
- 2. Ms. Sakshi Deshta (Member)
- 3. Ms. Anup Kumari (Member)
- 4. Ms. Jyoti Kumari (Member)

Anti Drug Committee

- 1. Mr. Bhupinder Singh(Convener)
- 2. Ms. Anup Kumari (Member)
- 3. Ms. Jyoti Sharma (Member)

Purchase Committee

- . Mr. Bhupiner Singh (Convener)
- 2. Ms. Sakshi Deshta (Member)
- 3. Ms. Anup Kumari (Member)
- 4. Ms. Jyoti Sharma (Member)

Choice Based Credit System

The H.P. University switched over from the annual system of examination to semester system of examination with Choice Based Credit System (CBCS) from the session 2013-14 with a view to improving quality of education and the employability of the work-force. With a view to improve the system further and to be at par with other universities, the university has decided to adopt CBCS system approved by the UGC from the session 2016-17. The students, now, have greater freedom regarding the courses they wish to study. This newly introduced system, with a thrust on inter-disciplinary approach towards curriculum, would encourage creativity, help students develop rigorous critical thinking and inculcate habits of life-long learning. A candidate shall have to undergo the prescribed courses of study in a period not less than three years or more than five academic years from the date of admission. A candidate will not be allowed more than three attempts to pass a course.

At present, B.A. & B.Com. Ist, IInd, IIIrd Year Courses are being run in the college under CBCS (Choice Based Credit System) Annual System as per the notification of Himachal Pardesh Government and as well as Himachal Pradesh University.

Courses in Programmes:

The U.G (TDC) programme in a college affiliated to HPU will comprise the following categories of courses

- · Core Courses
- · Elective Courses
- · Ability Enhancement Courses.

Credit Determination: For the purpose of credit determination, instruction is divided into three components i.e. lectures, tutorials and practical-work.

- One lecture as well as one tutorial of one hour each a week is considered as one credit.
- · One practical of two hours a week is considered as one credit.

A student will have to study a minimum of eight courses in a annual to accumulate the required number of credits (i.e. 132 credits) for the award of a U.G. (Bachelor's) Degree.

Permitted Subject Combinations

B.A./ B.Com. 1st Year

Arts Stream: (Total No. of Seats: 60)

The college offers the following subjects in the Arts Stream. A candidate will have to choose two main subject amongst them. (English/ History / Political Science/Economics /Hindi/Music (I)

However the combination will be allotted to the students as per University Notification.

Commerce Stream: (Total No. of Seats: 60)

Basis for admission:

Merit based on marks secured in 10+2 examination and while preparing the final list of selected candidates, 120 point roster system of reservation will also be followed.

Tentative Plan to earn 132 credits in 1st Year, IInd Year and IIIrd Year 44 credits in each year for the students who are going to join the college in the session 2024-25

Year	Core	Core	Core	Ability	Skill	DSE	DSE	Generic
	Compulsory English/Hindi/ MILs	Main Subject 1	Second subject	Enhancement courses	Enhancement courses (Related to main subject)	Related to Main Subject	Related to 2 nd Subject	Elective Main/2 nd Subject
1st Year	Hindi/English	DSC -1	DSC-2	English/EVS				
2nd Year	Hindi/English	DSC-1	DSC-2		SEC-1			
2nd Year					SEC-2			
3rd Year					SEC-3	DSE-1	DSE-1	GE-1
3rd Year					SEC-4	DSE-2	DSE-2	GE-2

Guidelines For Admission (For B.A./B.Com. 1st Year)

Eligibility Conditions:

- i. A pass in +2 Examination (in any academic stream) conducted by the H.P. Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University.
- ii. Provided that a student who has passed qualifying examination in Arts Stream will be given preference in B.A. programme
- iii. Provided that a student who has passed qualifying exam. with Commerce Stream will be given preference in Commerce programme.
- iv. A student who has passed Shastri, Prak Shastri from Sanskrit colleges affiliated to the HPU or Rashtria Sanskrit Sansthan (Deemed University) under MHRD Govt. of India shall be eligible for admission to Arts Stream only, provided that the candidate has passed Prak Shastri or Shastri with English as one of the subjects.
- v. Merit will be worked out by taking into consideration the best of five subjects including English as one of the **subjects**.
- vi. The roster for reservation of seats for various categories shall be as per rules of H.P. University.
- vii.Concession of 5% in the minimum eligibility will be given to SC/ST candidate for BA/B.Com 1stYear.

Upper age limit:

- i. 21 years for boys and 23 years for girls as on July 1, 2024
- ii. For SC/ST candidates, a relaxation of three years in age is allowed.
- iii. The Vice-Chancellor, H.P.U. may, in exceptional cases/circumstances, to be recorded in writing, give relaxation in age up to a maximum of six months to any candidate. All such cases of age relaxation of up to six months may be granted admission provisionally by the Principal and a consolidated list of all such cases will be sent for approval of the Vice-Chancellor by 31st October of every academic year.
- iv. Relaxation in upper age limit is also admissible to physically challenged candidates.

Documents Required

- 1. Photograph: Two unattested recent passport size photograph (to be attested by college authorities), one for the admission form, one each for students record card and one for identity card.
- 2. Board/University Certificates: Attested copies of certificates of matriculation and Plus Two to be presented (along with original certificates) before the Admission Committee for verification.
- 3. Character Certificate and School leaving Certificate from the previous institution in original to be submitted.

8

- 4. Migration Certificate if needed also to be submitted in original.
- 5. Aadhar Card number must be mentioned in the given column.

Courses Structure For CBCA, B.A. & B.Com. Programme

B.A. FIRST	
SUBJECTS	CREDITS
DSC-1A	6
DSC-1B	6
DSC-2A	6
DSC-2B	6
AECC-HINDI/ENGLISH	4
AECC-ENVIRONMENT STUDIES	4
COMPULSORY ENGLISH	6
COMPULSORY HINDI	6
TOTAL CREDITS	44
B.A. SECOND	YEAR
SUBJECTS	CREDITS
DSC-1A	6
DSC-1B	6
DSC-2A	6
DSC-2B	6
AECC-SEC-1	4
AECC-SEC-2	4
COMPULSORY ENGLISH	6
COMPULSORY HINDI	6
TOTAL CREDITS	44
B.A. THIRD	
SUBJECTS	CREDITS
DSC-1A	6
DSC-1B	6
DSC-2A	6
DSC-2B	6
GE-1	6
GE-2	6
SEC-1	4
SEC-2	4
TOTAL CREDITS	44
G. TOTAL CREDITS	44*3=132
COURSES OFFERED I	
B.A. ENGLISH	111111111111111111111111111111111111111
B.A. HINDI	
B.A. ECONOMICS	
B.A. HISTORY	
B.A. POLITICAL SCIENCE	
B.A. MUSIC (I)	
2	

7

Zero Tolerance To Ragging

Any student found involved in ragging in any form whatsoever will be punished appropriately which may include:

- 1. Imprisonment, fine or both.
- 2. Suspension from the classes.
- 3. Fine with public apology.
- 4. Withholding scholarship or other benefits.
- 5. Debarring from representation in events.
- 6. Suspension and expulsion from college.
- 7. Legal proceeding under criminal law shall be initiated.

Anti Ragging Squad

If any student faces any kind of problem in the college in any form whatsoever, he/she is free to contact immediately any of the following

Ms. Rekha Sharma	98051-93454
Mr. Bhupinder Singh	98164-20784
Ms. Sakshi Deshta	98164-72446
Ms. Anup Kumari	86298-19843
Ms. Jyoti Sharma	98577-24548

Tobacoo Free Education Institution

Ms. Rekha Sharma (Convener) 98051-93454

Examinations to be Held

Mid Term Test/House Examination : 2nd Week of December

Annual Examination/Evaluation : As per University Notification

Activities Calendar for the Session 2024-25

Sr. N	o. Activities	Tentative Dates
1.	Principal's Address to the Students	Last week of July (After Admission)
2.	Elections of PTA Executive Body	4th Week of August
3.	Independence Day	15th August, 2024
4.	Fresher's Day	1st Week of September, 2024
5.	Trekking and Excursion	1st Week of September, 2024
6.	Hindi Diwas Celebration	14th September, 2024
7.	Literary Society Function	3rd Week of September, 2024
8.	Swachhata Diwas	2nd October, 2024
9.	Eco Club Activity	2nd Week of October, 2024
10.	Education D ay	11th November, 2024
11.	Constitution Day	20th November, 2024
12.	Study Visit of Different Subject Societies	3rd Week of November, 2024
13.	AIDS Awareness Programme	1st December, 20224
14.	Human Rights Day	10th December, 2024
15.	CSCA Oath Ceremony	As per University Notification
16.	Republic Day	26th January, 2025
17.	International Women's Day Celebration	8th March, 2205
18.	Annual Prize Distribution Function	2nd Week of March, 2025
19.	Women Cell Activity	Last Saturday of Every Month
20.	Swachh Bharat Abhiyan	1st Saturday of Every Month, 2024
21.	Career Counselling	3rd Saturday of Every Month, 2024
22.	Community Service	2nd Saturday of Every Month, 2024
23.	Campus Beautification	Once a month after routine classes
24.	Environment Day	5th June, 204
25.	International Yoga Day	21st June, 2024

The above dates & programs are tentative & subject to change/a,emd,emy in compliance to the notification issued by the Department of Education and the University.