

Vision

Govt. Degree College (Boys) Udhampur envisions to commit itself as a dynamic Institution of Higher learning for the intellectual enrichment of minds to produce valuable and harmonious human resource suitable to serve the community.

Mission

- *To grow as a centre of generating intellectual wealth by offering high quality, varied and relevant academic programs that foster critical thinking among the youth to create a knowledge society.*
- *To promote and instill the ethics of social, cultural, national and global significance among the youth through higher social interactions and extension programmes that make them enlightened and responsible citizens.*
- *To ceaselessly audit, introspect and evaluate the existing mechanisms, upgrade them to make them relevant and innovate to achieve educational excellence.*

FOCUS: QUALITY

- Q-** *Quenching the quest for qualitative and quantitative teaching learning with the dynamic mediation of technology.*
- U-** *up gradation of student support mechanism and creating a learner-friendly environment.*
- A-** *access to the IT based- teaching-learning resources to combat with the challenges ahead.*
- L-** *Locating the weak and strong areas of our performance to plan a better policy structure.*
- I-** *Initiation and institutionalization of best and innovative practices that help the college grow and become defining element of excellence.*
- T-** *Technological advancement of the institution for the up gradation of academics and allied work.*
- Y-** *Yearning for the sustenance of our best practices and success of our endeavors by creating space for innovations to ensure quality in all spheres of operation.*

GDC UDHAMPUR'S RESPONSIBILITIES TOWARDS ITS STUDENTS

- Communicate the goals and objectives of the institution systematically and clearly to all the students.
- Offer programmes that are consistent with institutional goals and objectives.
- Offer a wide range of programmes with adequate flexibility.
- Use feedback from students in the initiation, review and redesign of programmes.
- Facilitate effective running of the teaching - learning programmes.
- Implement a well conceived plan for monitoring student progress continuously.
- Ensure that the student assessment procedures and systems are reliable and valid.
Provide clear information to students about admission and completion requirements for all
- programmes, the fee structures and refund policies, financial aid and student support services.
- Ensure sufficient and well run support services to all students.
- Promote values, social responsibilities and good citizenry in all students.

B *Student's Responsibilities of Learning*

- Appreciate the institutional goals and objectives and contribute to their realization by participating in relevant activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Understand the teaching-learning strategies and evaluation systems of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Understand regular and intense study of materials.
- Make optimum use of learning resources and other support services available in the institution for his growth and comfort, without causing any damage to them.
- Prepare for continuous preparation of internal assignments and term end examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the institution and keep contributing towards its further growth.

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GOVT. DEGREE COLLEGE UDHAMPUR

A PROFILE

Govt. Degree College Udhampur was set up in 1961. The first batch of 30 students was admitted on 27 June, 1961 and interestingly no. of girls (17) was more than no. of boys (13). The majestic campus of this decades' old college is situated in the outskirts of Udhampur town on a hillock overlooking the Devika, the sacred Ganges of Jammu region. Since its inception the college has achieved major landmarks, and is at present one of the leading institutions of higher learning in the State of Jammu and Kashmir. This college has recently been upgraded as, Govt. College eligible to teach upto masters degree level by the UGC vied order no. 8-595/2011 (CPP-1/C) dated 23rd Jan 2012. It has also been selected for prestigious star college scheme by the Dept. of Biotechnology, Govt. of India.

At present, the College provides instruction in the disciplines of Arts, Commerce, Science (Medical and Non-medical), BCA and BBA. We also offer two PG Courses i.e. PG English & PG Hindi. A sizable section of students joining this institution comes from such families that mainly depend on agriculture and are economically as well as socially weak. The College carefully caters to the educational needs of this particular section of the society, and puts in every effort to ensure a gradual and meaningful development of the students, both in curricular and extra-curricular domains.

The College has a highly qualified and experienced staff, well-equipped laboratories, rich library, play-fields, Boys' hostel, Multi-purpose hall and other infrastructural facilities. Besides, the lush green splendid campus of the College equipped with all basic amenities (with a back drop of the Gangeda Hills) provides ample reasons of attraction and a conducive environment for optimum learning of the students.

Since its Golden Jubilee Year, many new and innovative programs have been initiated and an effort is being made for their sustenance. With the development work in progress at present, it is hoped that this institution shall cater to the needs of the society in a much better way. The alumni of the college are spreading its hue and fragrance in various fields of nation's service including education, administration, entrepreneurship, politics etc. The prominent alumni are Prof.(Dr.) R.N.K Bamezai, Hon'ble VC SMVDU, Sh. B.S Mankotia, MLA Udhampur, Sh. Mahender K. Sharma, Addl. District sessions Judge Udhampur, Sh.Anoop Kumar,CJM, Sh.Ravi Kesar,IFS, Sh.Varinder Slathia KAS, Sh.Rakesh Jamwal and many more.

COLLEGE STAFF

PRINCIPAL

Prof. S.S. Bhalwal

TEACHING STAFF LIST

Department of English

1. Dr. Bashir Ahmed Dar
2. Prof. Sudhir Singh
3. Prof. Anuradha Kalsi
- 4 to 11 vacant

Department of Chemistry

1. Prof. Ved Kumar
2. Prof. Sunita Kumari
3. Dr. Satish Kumar
4. Prof. Suneel Singh
- 5 to 9 vacant

Department of Physics

1. Dr. Sanjay Verma
2. Prof. Suresh Kumar Dogra
3. Prof. Kamal Kishore
4. Dr. Anita Sharma
5. Prof. Hans Raj Sharma.
6. Prof. Sarita Parihar

Department of Commerce

1. Dr. Pooja
- 2 to 5 vacant

Department of Mathematics

1. Dr. Udhey Bhano
2. Dr. Ajay Kumar Sharma
3. Vacant

Department of Electronics

1. Prof. Vishal Sharma

Department of Hindi

- 1 to 3 Vacant

Department of Dogri

1. Vacant

Department of Botany

1. Prof. Romesh Kumar Attri
2. Prof. Jawaid Sarver
3. Prof. Samiksha Thakur
4. Vacant

Department of Zoology

1. Prof. Rakesh Kumar Gupta
2. Dr. Anil Khajuria
3. Dr. Gurpreet Kour
- 4 to 5. Vacant

Department of Biotechnology

- 1 to 3 Vacant

Department of Geography

1. Prof. Suram Chand
2. Vacant

Department of Sericulture

1. Prof. Gurvinder Raj Verma

Department of Env. Science

1. Vacant

Department of Computer Applications

1. Prof. Rahul Sharma
- 2 to 3 Vacant

Department of BBA

- 1 to 3 Vacant

Department of Statistics

1. Vacant

Department of Education

1. Vacant

Department of Music

1. Prof. Samosh Kumar
2. Vacant

Department of Urdu

1. Vacant

Department of History

1. Dr. Ranjodh Singh

Department of Economics

1. Prof. Romesh Chander Sharma

Department of Pol. Science

1. Prof. Sanjay Kumar

Department of Sociology

1. Vacant

Note: Academic arrangement faculty is engaged against the vacant positions.

NON TEACHING STAFF

Department of Physical Education

Smt. Vijay Kumari Physical Director

Office Staff

Ms. Rajni Sharma Accountant
_Sh. Chander Mohan Med. Supervisor
Smt. Sharda Devi Sr. Assistant
Ms. Jyoti Sr. Assistant
Sh. Parvez Ahmed Orderly
Sh. Mohd. Qasim Orderly
Ms Neelam Kumari Orderly
Sh. Babu Ram Chowkidar
Sh. Mohd. Saleem Safaiwala
Sh Amit Negi Safaiwala

Library Staff

Sh. Arun Gupta Librarian
Sh. Rishik Mahajan Library Assisstant
Mohd. Sharief Library. Bearer
Mohd. Farooq Library. Bearer

Laboratory Staff

Sh. Rajinder Kumar Technician
Sh. Rajneesh Mahajan Lab. Asstt.
Sh. Vipin Raina Lab Asstt.
Sh. Madan Lal Lab. Bearer
Sh. Shanker Dass Lab. Bearer
Sh. Girdhari Lal Lab. Bearer
Sh. Rajesh kumar Lab. Bearer
Ms. Reva Rani Lab. Bearer
Ms. Kamlesh Kumari Lab. Bearer
Sh. Kulwant Singh Gasman

Bus Staff

Sh. Sagar Singh Driver
Sh. Sanjay Kumar Bus Conductor

Others

Sh. Dharam Chand Cook
Smt. Veena Devi Lady Attendant
Sh. Bansi Lal Gardner

COURSES RUN BY THE COLLEGE

- Post Graduate Course in Hindi
- Post Graduate Course in English
- Bachelor of Business Administration
- Bachelor of Computer Application
- Vocational Course-Sericulture
- Bachelor of Commerce
- Bachelor of Science/ B.Sc. Specialization in Biotechnology
- Bachelor of Arts

- Add-on-Courses(Job- Oriented Programmes)
 - (i) Certificate Course in *Insurance*.
 - (ii) Certificate Courses in *Entrepreneur ship*
 - (iii) Certificate Course in *Secretarial Practice*

GENERAL RULES

- No outsider is allowed to enter the College without a valid reason.
- All students have to be in specified uniform i.e. White Kameez and White Salwar or Black Coat-Trousers with White shirt for girls and White Shirt and Black Pants for boys. A girl student without uniform will be fined Rs. 10/- per day. There is a separate dress code for P.G. Girls which should be strictly followed i.e. Pinkish Purple kameez with white salwar for girls & Sky Blue Shirt with Black Pants for boys. They will all carry I-Cards every day.
- If a student remains absent from the College for more than fourteen consecutive days, his/her name shall be struck off the College rolls.
- Unlawful assembly of students is banned.
- Writing of graffiti or sticking of posters and spitting on walls is a cognizable offence.
- **Ragging in any form on or off the college campus including the hostel is a cognizable offence and the student/students involved in ragging will be severely punished as provided in IPC and Hon'ble Supreme Court directions.**
- Disciplinary action will be initiated against a student resorting to unfair means in the Internal Examination.
- A student desirous of withdrawing his/her name from the College rolls should submit an application, countersigned by the parents/guardian of the student. The relevant certificate shall be issued only after the student clears all college dues. Such student shall, in no case will be re-admitted during the same or the next academic session.
- As per Govt. Order No. HE Gen 61/2001 dated: 07-09-2001, fee once deposited will not be refunded.
- The above rules are subject to change modification or suspension as and when required.
- **The decision of the College Principal, in any matter, shall be final and binding.**

CAMPUS LIFE

CO-CURRICULAR ACTIVITIES

The College has a Debating Society Science Club and a Cultural/Literary Club. The Debating Society organizes debates, symposia, quiz contests and seminars. The Literary Club arranges literary programmes, lectures, talks of academic interest and essay competition.

PHYSICAL EDUCATION AND SPORTS

The College has splendid playgrounds for Cricket, Football, Hockey, Tennis, Volley-ball, Kabaddi and Badminton. Games are played regularly and every student is expected to play at least one game. Students can have the usual equipment for the games he/she opts for. After the completion of the admission process, College teams are announced on the basis of trials and selection process. The players in their own interest are advised to be punctual and regular in their class work as well.

Inter-group tournaments in all the games are conducted periodically. Mementoes and prizes are given to the winning groups.

Extraordinary players are considered for awards which cannot be claimed as a matter of right but are decided by the competent authority on the basis of overall performance of the players in and outside the field.

Special arrangements have been made for indoor games in which the members of the staff as well as students can participate.

Members of various teams must report punctually for practice and for matches. Absentees will be fined. There will be a special fine for absence from the matches. Any player who indulges in any kind of indiscipline in the College shall not be eligible for any prize, certificate or college colours. All games will be played after 1.00 Pm.

NATIONAL CADET CORPS

To inculcate a sense of discipline among the youth and to develop their character, the ideal of service and capacity for leadership and a spirit of comradeship, the College provides facilities for N.C.C training to the volunteer students. The organization aims at providing service and adventure training to the youth so as to stimulate their interest in the defence of the country and also to build up a reserve of manpower for the Armed Forces.

Two wings of NCC **Infantry are there, namely:**

- 1) Senior Division (Boys) 80 Seats
- 2) Senior Division (Girls) 50 Seats

As announced by the authorities, the College is likely to have an Air Wing with effect from the ensuing session.

RULES AND REGULATIONS OF NCC

- Every enrolled NCC cadet shall have to undergo two parades of two hours each in a week and is required to attend at least 40 parades in a year.
- All cadets shall have to put in 75% attendance at parades so as to become eligible for certificate exams.
- Enrolled cadets will have to attend at least one camp.
- Uniform issued to the cadets is to be used with great care. The uniforms are to be returned at the end of academic session to the concerned officers failing which permission will not be accorded to appear in the University examination.
- 'B' and 'C' certificate examinations are held annually for cadets in 2nd and 3rd year of NCC training respectively.
- Misbehavior and misconduct in NCC activities as adjudged by Associate NCC Officers can debar a cadet from appearing in the University examination.
- Enrolled students are covered by insurance against any mishap during the training period.

NATIONAL SERVICE SCHEME

- To foster a spirit of comradeship and love for humanity in general and rural folk in particular, facilities are provided to volunteers with a desire for social service to put in their best for alleviating the sufferings of the sick, the unfortunate and the down-trodden.
- The NSS squads work under the able guidance of Dr. Udhey Bhan and Prof. Suresh Kumar(NSS Programme Officers) who guide them properly and chalk out programmes for voluntary social service.
- The College has two units of NSS, each consisting of 100 volunteers. Each unit functions under a Programme Officer. The students have to apply on a prescribed form for seeking admission to a unit.
- Students enrolled as NSS volunteers are required to put in at least 120 hours of social work and attend one camp 10 - days to become eligible to receive a certificate.
- Besides regular camp at college level, a special camp at University level and a national Integration Camp are also organised every year during summer and winter vacations.

COLLEGE PUBLICATIONS

- The College Magazine, Devika
- The College Newsletter, Devika
- Prospectus cum Information Brochure, Souvenirs, etc.

Nature Club

The college has constituted a Nature Club “**Nav-Chetna**” affiliated to WWF-Nature India, J&K Chapter, University of Jammu. The objective is to nurture a spirit of compassion for nature and work towards preserving natural heritage. Prof. G. R. Verma is the Advisor of this club. The interested students can register themselves as nature volunteers at the beginning of the session.

Heritage Club

In order to instill in the youth a spirit of preserving and promoting our culture heritage, the college has established Heritage Club. It organizes following activities to aware the students regarding various facets of heritage in association with various govt. and non-govt. organizations working in this field.

- Exhibitions
- Extension lectures
- Workshops
- Seminars
- Competitions
- Heritage walk

Interested students can register themselves as volunteers of these clubs at the beginning of the session.

TOUR AND PICNICS

Picnics, education and subject tours, hiking and trekking expeditions are also organized from time to time.

STUDENTS' SUPPORT SERVICES

COLLEGE LIBRARY

College library is housed in a newly constructed spacious building. It has more than 67000 books on various subjects. Ours is a rich library where there is no dearth of latest books concerning the syllabi which are issued to the students under rules. Latest Magazines, Periodicals and Newspapers are displayed in the Reading room. Students are encouraged to make proper use of this facility in their free time.

LIBRARY RULES

- Books will be issued to a student on production of Library Borrower's Card which is issued to him/her at the start of the academic session by the librarian.

- Books lost or damaged in any way shall have to be replaced by the borrowers failing which double the cost of a book shall be charged. The borrower should satisfy himself/herself about the sound condition of the book before leaving the counter. Books are issued for a period of 14 days only and a fine of Re. 1/- per book per day shall be charged after the due date.
- Reference books and current periodicals are not issued for use at home. However, these can be consulted within the library premises.
- Undergraduate students can borrow two books from the library. P.G. students are allowed to borrow four books at a time.
- Strict silence be observed in the Library and Reading rooms Students shall not take their personal books or belongings inside the library.
- Students appearing for the University examination shall surrender their library card/borrower's cards before receiving Roll No. slip. Students failing to surrender their cards at that time shall be fined @ Rs. 200/-.

IDENTITY CUM LIBRARY 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, by any member of the College staff ,anywhere in the College premises.
- The loss of the Identity Card should be reported immediately to the concerned authority.
- **A new Identity Card shall not ordinarily be issued. However after proper verification a duplicate Identity Card may be issued on a payment of Rs. 100/- as fine.**

SCHOLARSHIP AND FINANCIAL ASSISTANCE

There are scholarships for Scheduled Castes, Scheduled Tribes, Low Income groups, Other Social Castes, RBA, Frontier and Handicapped students. National Loan Scholarships and National Scholarships are awarded by the Government of India. Besides these, merit scholarships are also awarded to the deserving students by Jammu University. Over and above these scholarships, liberal help is given to the deserving students out of the Mutual Benefit Fund augmented by the State Government grants and UGC Funds. The college also recommends deserving eligible students for Post – matric scholarship given by Dept. of Social Welfare.

The grant and continuance of the scholarships is subject to the following conditions:

- Regular attendance
- Satisfactory conduct
- Production of Income Certificate
- Attested copy of the State Subject Certificate.

Scholarships shall be drawn only for the following period:-

- (a) Academic Session
- (b) Sanctioned holidays and Sundays
- (c) Permissible Leave

A student applying for scholarships is required to submit an application on a prescribed form which can be had from the College office. The students are advised to keep them updated regarding the notices about scholarships.

The income certificate of the father/ guardian should be issued by the Revenue Officer of the rank not less than the rank of Tehsildar. Parent/Guardian of the student applying for any scholarship must give an undertaking that in case his/her ward participates in strikes or any other subversive activity he/she will refund the amount of the scholarship received in one installment.

INNOVATIVE & HEALTHY PRACTICES

- ✓ Transparency in Admission Process
- ✓ Dress Code for UG/PG students
- ✓ Ragging Free Environment
- ✓ Anti Ragging Cell.
- ✓ Cordial Staff-student relationship
- ✓ Fostering Communal harmony
- ✓ Promoting social and cultural values through societies
- ✓ Counseling cell.
- ✓ Women Study Centre
- ✓ Promoting Community Service through NCC & NSS
- ✓ IT-mediated Teaching learning.
- ✓ Students' Insurance Programme
- ✓ Wide range of subject combinations
- ✓ Add on Programs
- ✓ Hosting Republic Day and Independence Day celebrations

- ✓ Grievance redressal mechanism
- ✓ Annual Award for the best user in Library
- ✓ Involving students in college publications
- ✓ Fostering love for culture and heritage through Heritage Club
- ✓ Disseminating environmental awareness through Nature Club
- ✓ Special computer literacy programs
- ✓ Cash awards for University position holders

BUS SERVICE

The College Bus Service is provided to the female students only. The following areas / routes are covered under this facility.

Campus-M.H Chowk-Town Hall-Jakheni-Sailen Talab-Roun Domail.(Subject to change).

College Campus-TCP Domail-Jekhani-Cherry Sial-Sangoor- Dhar Road-College.

Availing bus service is compulsory for all the female students belonging to the routes mentioned above.

Bus fee to be charged for the entire session at the time of admission is Rs.1100/-

COLLEGE HOSTEL

- Hostel facility is available for 90 male students in Boys Hostel. Three students are accommodated in a room.
- Regarding admission, preference is given to the meritorious students, candidates coming from flung areas and those belonging to SC/ST, Back ward classes and Backward areas. Some seats are reserved for the children of Defence Personnel. The hostel functions under the supervision of the Warden who is guardian of all the inmates of the hostel.
- Students desiring admission to the hostel must apply on the prescribed form attached at the end of Prospectus. The applications are properly scrutinized and the shortlisted candidates are interviewed by the Hostel Admission Committee. Selected candidates shall pay the dues in full before they report to the Warden. No one is admitted before completing the necessary formalities. No hosteller shall be allowed to remain in the hostel if his monthly dues are not paid within 15 days from the scheduled date unless specially authorized by the Principal.

- Resident students will be required to sign receipts for items of furniture and other things issued to them. They will be responsible for any damage done to the hostel property. While leaving the hostel at the end of the term every student should hand over the charge of furniture of his room to the Hostel Warden
- There is a Reading Room also where daily newspapers are available regularly.

- Meals are served in the Dining Hall only. No one is allowed to have meals in his room. Concession however may be made in the case of a boarder who is ill. The hostel mess is run on co-operative basis and is managed by the Mess Committee comprising students and the Warden.
- Mess charges must be cleared by the 10th of each month failing which the defaulter shall have to pay a fine Rs. 10/- per day upto the 15th of the month After that the hosteller will have to pay Rs. 20/- per day upto 25th of the month.
- The hostel gates are opened at 5 a.m. in summer and at 6 a.m. in winter and are closed at 10. p.m. in summer and 9 p.m. in winter. Gates shall not be opened during the night except in case of emergency. No boarder shall be allowed to move out after the evening attendance is taken.
- Application for leave should be submitted to the Warden in person Boarders who remain absent without prior admission are liable to be expelled from the hostel. Any boarder staying away for the whole night without permission shall be fined Rs. 100/- for the first offence. If the offence is repeated second time, the fine will be doubled, third time he is liable to face disciplinary action which can include expulsion from the hostel.
- No guests/ relatives are allowed to reside in the hostel. Visitors are not allowed to enter the hostel. They are allowed only in the visitor's lounge. If this rule is broken the boarder is liable to be fined or expelled from the hostel.
- The hostlers are themselves responsible for the safety of their belongings. During vacations and long leave they shall remove all personal property from the premises of the hostel. The articles left in the premises without permission may be confiscated.
- The hostel authorities shall not be responsible for the loss or theft of any cash or valuables kept in the rooms of the boarders.
- Religious meetings, gatherings or functions are not allowed inside the hostel premises. No boarder is allowed to observe any religious ceremony even in his own room.
- No boarder is allowed any amusement which may disturb other boarders.
- Playing outdoor games in the corridors is prohibited.
- **Ragging in the hostel is strictly prohibited. Any student of the hostel indulging in ragging shall be strictly dealt with under rules.**

- If a hostler is asked to vacate the hostel room on disciplinary or administrative grounds, he shall have to obey so immediately, failing which the Warden shall break open the lock of the room and remove the belongings.
- Any refundable dues shall be released only after all due payments have been made by the boarder. The claim for all such refunds should be made within six months from the date of leaving the hostel. No claim shall be entertained after that.
- Hostel fee and mess charges should be paid in advance.
- Hostel security deposit is Rs. 1000/-.
- For hostel dues, students have to contact the Warden.
- Failures will not be provided room/rooms in the hostel.
- Use of Heaters/Electric appliances in the rooms is strictly banned.
- **The College authorities reserve the right to alter, amend or modify any of the existing rules without prior notice. Decision of the Principal in all the matters shall be final and binding.**

COUNSELLING

- The college has arrangements for counseling of students especially for freshers. Guidance is provided by the experienced faculty to prevent ragging. Special anti - ragging squads are constituted for this purpose.
- Students are provided career counseling and necessary information for proper development, growth and placement.
- Emotional counseling is provided by senior faculty so that students overcome stress, tension and emotional problems and think positively for the overall development and work for the poor in the society.

• STUDENTS' INSURANCE

- Insurance cover is provided for Rs. 50,000/- under personal accident scheme. Students shall have to pay Rs 50 as one time premium for this, at the time of admission.

Other facilities include:

- Photocopying
- Parking
- Canteen
- Girls Common room
- Medical Facility
- Grievance Redressal Cell for students.
- Computer Laboratory
- Indoor Games

Note: The college management has the authority to amend, delete or add any rules given in this Information Brochure without any notice or specifying any reason

ADMISSION PROCESS

ADMISSION RULES

- ❖ A student who has passed Higher Secondary Part-II Examination (12th Class) of the J&K Board of School Education or an examination recognized as its equivalent by the University of Jammu is eligible for admission to B.A/B.Sc/B.Com/BCA/BBA Part 1.
- ❖ The admission schedule is announced every year along with detailed information.
- ❖ Students seeking admission to B.A/B.Sc/B.Com Part I shall apply on a prescribed Application Form which can be obtained from the College office. They will attach one attested copy of the marks sheet of the Higher Secondary Part-II or other equivalent examination with the application. They should mention their choice of subject combinations in order of their preference as per the combinations available in the college. **CHANGE OF SUBJECT/STREAM IS NOT PERMISSIBLE AFTER ADMISSION.**
- ❖ On receipt of application, selection list shall be drawn on the basis of merit i.e marks obtained in class XIIth.
- ❖ Student belonging to the reserved categories as listed in SRO 294 dated 25-06-1994 shall get additional weightage of 5% marks (i.e. 30 marks out of total of 600), and these 30 marks shall be added to the total marks secured by the candidate provided he/she submits an attested copy of the valid relevant certificate issued by Competent Authority along with the application form. **A merit list of the candidates selected for admission shall be displayed on the College Notice Board.** The selected candidates shall then fill in and submit the proper Admission Form. The forms duly filled up and signed by the parent/guardian in presence of Admission Committee shall be submitted to the College office on or before the last date. The applicants who do not submit the admission form with all the requisite certificates attached there with, or do not deposit the fee within time limit prescribed shall be dropped from the merit list and the next meritorious applicant shall be considered for admission. Subject to the availability of seats, a second or third merit list may be displayed.
- ❖ Admission to the PG courses in English and Hindi is done by University of Jammu, University entrance test (JUET) followed by counseling.

- A student, whose result is declared late by the J&K Board, may be admitted as per the Admission Rules of the University of Jammu, subject to the availability of seats. A student who is admitted in the College and completes the minimum required attendance but either fails or does not appear in the ensuing University examination, will not be considered for admission in the same class again.
- A science student falling short of attendance will be given casual admission to attend practicals to earn eligibility in case there is a vacancy in the concerned dept. He/she shall have to deposit Rs.1000/2000 depending upon the number of practicals he/she attends.
- 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 a student where he feels convinced about the reason leading to the break in studies. This, too, is subject to the availability of seats.
- A student after having been admitted, if remains continuously absent for 14 days, shall be struck off the college rolls and shall not be re-admitted to the same class during the same year. The year so wasted shall be counted as one gap year and shall be dealt with under appropriate clauses if he/she presents himself/herself for re-admission.
- No applicant for B.A./B.Sc/B.Com Part-1 can not take up Mathematics as a subject unless he/she has qualified the Higher Secondary Part-II or equivalent examination with Mathematics as one of the subjects. The students applying for English Literature as subject shall have at least 50% marks in General English.
- Admission to a particular stream shall be made purely on merit basis as per availability of seats.
- Students with re-appear in one or more subjects in the qualifying examination will not be admitted in UG-Part I.
- The college of its own will not admit any student of BP-II/P-III who has passed BP-I from any recognized University other than Jammu University. Such inter- university migration cases will be admitted only on the production of NOC/ equivalent certificate issued by the University of Jammu.

DOCUMENTS TO BE ATTACHED

(A) With Pre-Admission Form

- ✓ Attested Photocopy of Marks Sheet of Class XII
- ✓ Attested Photocopy of Reserved Category Certificate issued by the Competent Authority as stated in SRO 126/294.

(B) With Admission Form

- ✓ Provisional/Transfer certificate issued by the Head of the Institution last attended (Original Only).
- ✓ Marks certificate of the class last passed (two attested photocopies)
- ✓ Character certificate issued by the Head of the Institution last attended (Original only)
- ✓ **In case of Private candidates, a character certificate signed by a First Class Magistrate/Panchayat Sarpanch/MLA/SHO of the area to which the student belongs to or a Gazetted Officer shall be submitted in original.**
- ✓ Three copies of recent passport size photograph.
- ✓ Matriculation certificate (two attested photocopies)
- ✓ **In case of wards of military/paramilitary personnel/Central Govt. employees, transfer certificate of father or guardian is to be enclosed.**
- ✓ Reserved Category certificate from the competent authority as stated in SRO-126/294 (original & two attested photocopies thereof)
- ✓ Students passing from school board/University other than J&K Board of School Education/Jammu University are required to produce the migration certificate in original and two attested photocopies thereof.

Affidavit/s (Refer to Annexure -1)

STUDENTS SEEKING ADMISSION ARE ADVISED TO BRING ALL ORIGINAL CERTIFICATES AT THE TIME OF ADMISSION FOR VERIFICATION PURPOSE.

Certificates issued by the College to outgoing students.

- ✓ Provisional Certificate
- ✓ Character Certificate
- ✓ College Leaving Certificate / Bona fide student certificate.
- ✓ In addition to these, Marks Card and Degree certificates are issued by the Jammu University in due course of time and distributed to the students through the college.

Students seeking various certificates should submit their applications in advance and are required to produce a 'No Demand Certificate' from the Library and the concerned Departments including NCC, NSS and Physical Education Department. Duplicate copies may be issued on payment as notified from time to time.

ADMISSION TO POST GRADUATE (PG) COURSES

Admission to PG Courses in English and Hindi shall be governed by the eligibility/admission rules and regulations of the University of Jammu as described in the University Admission brochure in vogue from time to time.

ELIGIBILITY CRITERIA

BBA/BCA

Hr.Secondary Part-II examination of J&K Board or an examination recognized by University of Jammu. As per University notification No. Acd //12/4255-4349 Dated: 09.05.2012 the admission to BBA/BCA Part-I in the Govt. Colleges shall be made directly by the Admission Committee of this college on the basis of marks obtained by the candidate/s in the qualifying examination..

The eligibility criteria for admission to BBA course shall be 50% of the aggregate marks in the qualifying examination (for General Category) and 45% (for SC/STCategory) instead of 50% and 45% respectively.

The admission to BCA course shall be open to the candidates with or without having Mathematics as one of the elective subject in Higher Secondary Part II examination and have obtained at least 45% of the aggregate marks in the qualifying examination in case of General category candidates and 40% in case of SC/ST candidates.

B.Sc, B.A, B.Com

Science Stream	Minimum 45% Marks in qualifying examinations
Arts	Minimum 40% or below, but only subject to availability of seats
Commerce	Minimum 40% Marks in qualifying examinations
Students of Science to Commerce	Minimum 45% Marks in qualifying examinations
Science with Bio-Technology	Minimum 60% Marks in qualifying examinations

SUBJECTS COMBINATIONS

Note: General English shall be a compulsory subject (Subject I) with all combinations of Arts, Commerce, Science & BCA

SCIENCE STREAM

Code	Subject II	Subject III	Subject IV
S1	Sericulture	Botany	Zoology
S2	Chemistry	Botany	Zoology
S3	Chemistry	Physics	Maths
S4	Chemistry	Geography	Maths
S5	Chemistry	Sericulture	Zoology
S6	Chemistry	Sericulture	Botany
S7	Chemistry	Maths	Computer Application
S8	Chemistry	Botany	Biotechnology
S9	Chemistry	Zoology	Biotechnology
S10	Physics	Maths	Electronics
S11	Physics	Geography	Maths
S12	Physics	Maths	Computer Application
S13	Physics	Statistics	Maths
S14	Electronics	Maths	Computer Application

ARTS STREAM

A1	Economics	Hindi/Urdu/Dogri	Education
A2	Economics	Education	Maths
A3	Economics	Geography	Maths
A4	Economics	Geography	History
A5	Economics	Geography	Hindi/Urdu/Dogri
A6	Geography	Maths	Education
A7	Geography	History	Sociology
A8	Geography	History	Hindi/Urdu/Dogri
A9	Geography	Education	English Literature
A10	Hindi/Urdu/Dogri	History	Sociology
A11	Pol. Science	History	Hindi/Urdu/Dogri
A12	Pol. Science	Economics	Hindi/Urdu/Dogri
A13	Pol. Science	Education	Sociology
A14	Education	Hindi/Urdu/Dogri	Sociology
A15	Education	Pol. Science	Hindi/Urdu/Dogri

A16	Education	Pol. Science	English Literature
A17	Education	Comp. Application	English Literature
A18	Education	Hindi/Urdu/Dogri	English Literature
A19	History	Geography	English Literature
A20	Computer Applications	Hindi/Urdu/Dogri	English Literature
A21	Computer Applications	Hindi/Urdu/Dogri	Education
A22	Business Management	Hindi/Urdu/Dogri	Education
A23	Business Management	Hindi/Urdu/Dogri	Geography
A24	Maths	Statistics	Economics
A25	Maths	Statistics	Geography
A26	Maths	Education	Computer Applications
A27	Maths	Economics	Hindi/Urdu/Dogri
A28	Maths	Economics	Education
A29	Hindi/Urdu/Dogri	Business Mgt.	Music
A30	Hindi/Urdu/Dogri	Sociology	Music

COMMERCE STREAM

Code	Course Title	Course No.
C1	General English	100
C2	Financial Accounting	101
C3	Business Regulatory Framework	102
C4	Business Economics	103
C5	Principles of Management	104
C6	One of the following 1) Business Maths OR 2) Business Communications	105 106

BBA STREAM

Course No.	Title
BBA-101	Management Perspectives
BBA-102	Managerial Skill Development

BBA-103	Business Statistics
BBA-104	Fundamentals of Accounting
BBA-105	Introduction to Computers
BBA-106	Managerial Economics
BBA-107	Business Ethics
BBA-108	a) Seminar Presentation(Success Stories) b) Report of Industrial visit(Local and outside J&K)

BCA STREAM

Course No.	Title
101	General English
CS-102	a) Mathematical Foundation b) SAD
CS-103	a) Computer Fundamentals b) Programming in C
CS-104	a) Computer Networks & Internet Technology b) DOS, Windows, MS Office

INTAKE CAPACITY

1) Post- Graduate Courses

P.G. English = 15+2 (Payment seats)

P.G. Hindi = 25 + 2 (Payment seats)

2) Under-Graduate Courses

1.	Botany	Zoology	Sericulture	=	60
2.	Botany	Zoology	Chemistry	=	120
3.	Physics	Chemistry	Maths	=	180
4.	Physics	Geography	Maths	=	40
5.	Chemistry	Geography	Maths	=	40
6.	Arts	With	Geography	=	80
7.	Arts with different combinations			=	190
8.	Commerce			=	80
9.	BBA			=	30
10.	Science with Bio-technology			=	30
11.	Electronics			=	30
12.	Computer Application			=	100
13.	Arts with Music			=	50
14.	Science with Statistics			=	30
15.	BCA			=	30

Vocational subjects / Professional courses

In order to develop a professional temperament in the students and prepare them for the job market, the College has introduced Sericulture, Bachelor in Business Administration (BBA) and Bio-Technology as vocational Subjects. The University Grants Commission has also sanctioned three Certificate Courses as Add-on-Courses.

SERICULTURE

Sericulture as a subject was introduced in the College curriculum and has become very popular with the students. The Department conducts field visits- cum-training programmes every year. Students interact with sericulture professionals and gain practical knowledge in their subject. This professional subject ensures more opportunities for further specialized training.

BACHELOR IN BUSINESS ADMINISTRATION (BBA)

This professional course has enormous potential in the corporate section. A person who has done BBA has an upper hand in pursuing course like MBA, CA, MMM, MPM and PGDBM. Besides this, immediately after completing BBA Course a student can opt for a job. After completing this course, most of our students have got admission in various reputed institutes inside and outside the State.

ADD – ON – COURSES

The University Grants Commission has sanctioned the following three Career Oriented Courses in the college:

1. Secretarial Practice
2. Insurance
3. Entrepreneurship

The objective of the programme is to introduce Career and market Oriented Add-on- Courses that have utility for jobs and self employment. The courses are open to all students of the College. They have to pay a fee of Rs. 2000/- as prescribed vide Government Order No. 267-HE of 2005 Dt 9/12/2005. These Courses will run parallel to the regular classes and separate certificates will be issued jointly by the College and University after successful completion of each course.

BIO-TECHNOLOGY

This college has the privilege of being one among the five colleges in the Jammu Province which have been earmarked for the start of Bio-Technology from academic session 2006-07. This is as per Govt. Order No. 139-HE of 2006 dated 27/06/2006. Presently it is offered as a subject but after sometime it is likely to function as full stream.

FEE STRUCTURE OF B.A/B.SC/B COM / BBA/ BCA PART-I
FOR THE SESSION 2014-15

1	Arts	=	Rs. 4045/-
2.	Arts + Comp Application	=	Rs. 5995/-
3.	Full Commerce	=	Rs. 4045/-
4.	Arts with Music	=	Rs. 4205/-
5.	Arts with Geography	=	Rs.4280/-
6	Arts with Geography & Music	=	Rs. 4390/-
7.	Non-medical (Phy, Chem, Math)	=	Rs. 4315/-
8.	Non-medical (Phy, Elect, Math	=	Rs. 5465/-
9.	Non-medical (Phy, Math, Comp, Applications)	=	Rs. 6215/-
10.	Non-medical (Chem., Geog, Math)	=	Rs.4390/-
11	Non-medical (Phy., Geog., Math)	=	Rs.4390/-
12	Medical (Chem.,Botany,Zoology	=	Rs. 4565/-
13.	Medical (Botany, Zoology, Sericulture)	=	Rs. 5790/-
14.	Medical with biotechnology	=	Rs. 7590/-
15.	Professional Course BBA	=	Rs. 8045/-
16	BCA	=	Rs. 13185/-

FEE STRUCTURE OF B.A/B.SC/B COM / BBA/ BCA PART-II
FOR THE SESSION 2014-15

1	Arts	=	Rs. 4015/-
2.	Arts + Comp Application	=	Rs. 5965/-
3.	Full Commerce	=	Rs. 4015/-
4.	Arts with Music	=	Rs. 4175/-
5.	Arts with Geography	=	Rs. 4250/-
6	Arts with Geography & Music	=	Rs. 4360/-
7.	Non-medical (Phy, Chem, Math)	=	Rs. 4285/-
8.	Non-medical (Phy, Elect, Math	=	Rs. 5435/-
9.	Non-medical (Phy, Math, Comp, Applications)	=	Rs. 6185/-
10.	Non-medical (Chem., Geog, Math	=	Rs. 4360/-
11	Non-medical (Phy., Geog., Math)	=	Rs. 4360/-
12	Medical (Chem.,Botany,Zoology	=	Rs. 4535/-
13.	Medical (Botany, Zoology, Sericulture)	=	Rs. 5760/-
14.	Medical with biotechnology	=	Rs. 7540/-
15.	Professional Course BBA	=	Rs. 8015/-
16	BCA	=	Rs. 13085/-

**FEE STRUCTURE OF B.A/B.SC/B COM/ BBA/ BCA PART-III
FOR THE SESSION 2014-15**

1	Arts	=	Rs. 3795/-
2.	Arts + Comp Application	=	Rs. 5745/-
3.	Full Commerce	=	Rs. 3795/-
4.	Arts with Music	=	Rs. 3955/-
5.	Arts with Geography	=	Rs. 4030/-
6	Arts with Geography & Music	=	Rs. 4140/-
7.	Non-medical (Phy, Chem, Math)	=	Rs. 4065/-
8.	Non-medical (Phy, Elect, Math)	=	Rs. 5215/-
9.	Non-medical (Phy, Math, Comp, Applications)	=	Rs. 5965/-
10.	Non-medical (Chem., Geog, Math)	=	Rs. 4140/-
11	Non-medical (Phy., Geog., Math)	=	Rs. 4140/-
12	Medical (Chem., Botany, Zoology)	=	Rs. 4315/-
13.	Medical (Botany, Zoology, Sericulture)	=	Rs. 5540/-
14.	Medical with biotechnology	=	Rs. 7320/-
15.	Professional Course BBA	=	Rs. 7795/-
16	BCA	=	Rs. 12935/-

- Note:
1. An additional amount of Rs. 500/- will be charged extra from those candidates who passedth 12 from Boards other than the J&K Board of School Education.
 2. The above fee includes Exam. Fee, University Fee, and cost of Exam form.
 3. This above fee structure is subject to change in case fresh University/ Govt. Orders are issued.
 4. Girls students shall have to pay Rs. 1100/- (Non-refundable) towards bus fee for the whole session, in addition to the fee mentioned above.
 5. The fee included an Insurance cover also.
 6. Late Fee for
 - First 7 days = Rs. 170/-
 - Next 7 days = Rs. 320/-

INTERNAL ASSESSMENT

The College does not conduct any examination on its own. All the examinations are conducted by the University of Jammu. The University has laid down certain rules for appearing in the examination and for Internal Assessment to be awarded to the students to the extent of 20% of total marks. Internal Assessment tests are conducted by the college as per the criteria mentioned below. A student should have attended at least 75% lectures out of the total lectures delivered during the academic session.

- 5% of the total Internal Assessment marks shall be awarded for regularity of attendance according to the following scale (Both Theory and Practical):-

- Below 75% of the total number of lectures delivered = shortage
- From 75% to 80% of the total number of lectures delivered = 40%
- 80.01% to 85% of the total number of lectures delivered = 60%
- 85.01% to 90% of the total number of lectures delivered = 80%
- Above 90% of the total number of lectures delivered = 100%
- 50% marks in Practical Paper at all levels are reserved for Internal Assessment of a student which shall be made on the basis of his/her daily performance.
- 20% marks in the Theory Paper are reserved for Internal Assessment. The break-up of marks for each subject is as under:-

B.A./B.Sc./B.Com./BCA/BBA Part-I,II,III

1. Two Assessment tests = 15%
2. Attendance = 5%
3. Total = 20%

1st Internal Assessment Test will be held during 1st to 12th November 2014 and the 2nd Internal Assessment Test 1st to 12th Feb. 2015 Rs. 50 per subject in one test will be charged from a student if he/she after having been unable to take the Internal Assessment test due to any reason, wants to take the supplementary test. Besides, Rs.50 per subject will be charged if a student (who has failed in the internal assessment test) wants to re-appear in order to improve his/her performance.

However for PG students 20% of total marks shall be reserved for internal assessment only. No attendance marks are allotted.

AFFIDEVITS TO BE ATTACHED

The following undertaking in the form of an affidavit on non-judicial stamp paper of Rs.10 duly attested by a Notary is to be submitted by every selected candidate and is to be attached with Admission Form.

FOR ALL CANDIDATES

AFFIDAVIT

I _____ S/o./D/o _____ R/o _____ do hereby solemnly declare as under:-

1. That I am seeking admission to B.A./B.Sc./B.Com Part-I/II/III in Govt. Degree College Udhampur for the session 2014-15 on the basis of my merit in Higher Secondary Part -II.
2. That I have not sought admission in any other academic/ professional / technical institution (Govt./ Pvt.) within 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 this to the notice of the College authorities and that I shall get myself discharged from the College before getting myself admitted to any of the above mentioned institutions.

4. That I shall abide by the rules and norms of the College in order to keep the decorum and discipline of the institution. I further undertake that I shall not misbehave, indulge in any unlawful and anti-social activity like ragging, and shall be liable to be punished as per IPC and Hon'ble Supreme Court Direction upto the extent of expulsion from the College in case I am found involved in such activities.
5. That I am seeking admission with a clear understanding that my admission to the class is provisional and subject to confirmation on the issue of the Certificate of Eligibility by the University. If, for any reason whatsoever, the University declines to issue the said certificate, my provisional admission will automatically stand cancelled.

Attesting Authority

Deponent

FOR STUDENTS WITH BREAK IN ACADEMIC CAREER

AFFIDAVIT

I..... S/o /D/o

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 during the gap period, I was neither employed nor sought admission in any academic/professional/technical institution (Govt. /Pvt.)

Attesting Authority

Deponent

FOR STUDENTS WHO HAVE PASSED 10+2 FROM OTHER THAN J&K BOARD

AFFIDAVIT

I S/o D/o R/o..... do hereby solemnly declare that I am seeking provisional admission in class of Govt. Degree College Udhampur on clear understanding that my admission to the class is provisional and is subject to confirmation after the University issues the 'Certificate of Eligibility'. If for any reason, whatsoever, the University declines to issue the said certificate my provisional admission will automatically stand cancelled.

Attesting Authority

Deponent

ADDRESS

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