

Rules and Regulations for Admission

1. Subject combination course should be carefully checked to avoid subject clash.
2. Failed/detained/absentee students from any College/University Examination will not be admitted to the college in any case.
3. Such students whose result of the lower examination is notified as 'Result Later' by any Board or University except our college students, who appeared as regular candidates, will not be allowed admission to the higher class even provisionally. Students admitted provisionally to any class are required to submit the original certificate of the lower examination passed within 30 days of the admission for issue of University Registration Number. In case of non-compliance of the same, the admission of the student shall stand cancelled automatically and the dues paid by the student shall not be refunded except in case where college student has been admitted provisionally in higher class.
4. To maintain the high academic standards in the college the admission criteria for all classes will be laid down by the college authorities which will be either at par or above the minimum requirements of the G.N.D.U. The decision of the college authorities in this regard shall be final and the criteria may be revised from time to time during college admission period.
5. A student who joins the college and subsequently appears as private candidate forfeits the right to admission in the college in future.
6. A student can apply for more than one courses in one session. For such course he/she has to fill in a separate form. In case he/she is selected in more than one course/choice would be with the candidate. As and when the candidate deposits the fee for one course, the claim for the other course will be automatically forfeited.
7. All candidates will pay Registration Fee of Rs. 500/- (Non Refundable).
8. The candidates applying for the course, where the admission is based on Entrance Test, will pay Test Fee of Rs. 1200/- (non refundable).
9. Principal has the right to reject admission to any candidate.
10. If a student makes a false declaration or conceals any information in the Admission Form, his/her admission to the college shall stand cancelled without any notice as soon as the false declaration or concealed information is detected. This case may be handed over to the police.
11. The Principal reserves the right to refuse admission to any candidate, if he is satisfied that the refusal is in the interest of the college.
12. The Principal reserves the right to refuse admission to any candidate/student who was involved in strike/agitation or indulged in misconduct or indiscipline in the college/hostel in the proceeding year/years or on the basis of interview or otherwise where the Principal is satisfied that the refusal is in the interest of the college.
13. In case of serious misbehavior, indiscipline, ragging or disturbance to academic atmosphere of the college, absence from class/house test or indulgence in unfair means in any test/examination or unnecessary use of mobiles in the campus, the Principal has the right to impose heavy fine or cancel admission and ban his/her entry into the college.
14. The candidates with gap year after passing 10+2 or Graduation Degree will be granted admission in case the gap was due to exceptional circumstances, with due permission of Principal
15. A student must abide by the undertaking submitted (if any) at the time of admission, failing which his admission

For the Attention of Parents and Students

Regarding Conduct in College

1. Each student is issued an Identity Card which he/she must always carry and shall produce whenever asked by the college authorities. No student will be allowed to enter the College premises without the Identity Card.
2. Students with two wheelers will have to pay a parking fee. Four wheelers and Enfield Motorcycles are not allowed except with special permission from the Principal.
3. Don't scribble, put posters or litter the campus.
4. Attendance of the students in all college seminars, functions and celebrations is compulsory.
5. Keeping in mind the academic atmosphere of the college, the students (girls/boys) are instructed to wear decent clothes in the college.
6. The notice regarding lecture statements of students failing short shall be displayed on the college Notice Board. Parents/Guardian of the students/wards are advised to contact respective Head of the Department in the month of September/March to know the status of the lectures attended by their wards. Any student falling short of lectures as prescribed by the University shall not be issued the Roll Number.
7. No visitors are allowed to meet students during the college hours.
8. Smoking & Drinking are strictly prohibited. Anybody found drunk or smoking in the College Campus will be immediately expelled.
9. Dispute, if any will be subject to the jurisdiction of Amritsar Court only.
11. In case the student's identity card is lost, he/she may apply for duplicate ID card with the copy of FIR lodged with the police.

Rules for the Payment of College Dues

1. The date for the payment of the college dues for various classes will be fixed and notified by the Principal from time to time.
2. A fine of Rs. 10 per day will be charged for non-payment of dues in time.
3. Students absent from the College during the fee payment period must arrange to pay their fee within the due date.
4. Cheques will not be accepted for payment of College dues.
5. Non-payment of College dues within one month of the last day of payment will render the student liable to be struck off from College rolls. Such candidates may be re-admitted on payment of re-admission fee of Rs. 2000/-.
6. If a student does not get his/her name struck off from the colleges rolls by applying to the Principal, he will be treated as on the rolls of the College and the dues will be realised for the period of absence.
7. If a student leaves the college during any term he/she will have to pay the fees for the whole period of each term except in case of migration.
8. Extension in the date for payment of dues and permission to pay in installment may be granted in exceptional cases by the Principal and application for the same may be made before the expiry of the due date.
9. The student shall be penalised for absence from the college Functions/ Celebrations, as per notification.

RAGGING IS STRICTLY BANNED

Anti Ragging Committee

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| • Dr. Taminder Singh, DAA (Convener) | • Dr. Daljeet Singh (DSW Boys) |
| • S. Devender Singh (Registrar) | • Dr. Gurbax Singh (Warden Boys) |
| • Dr. (Mrs.) Sawraj Kaur (DSW Girls) | • Ms. Supninderjit Kaur (Warden Girls) |

THE COLLEGE FOLLOWS ZERO TOLERANCE POLICY TOWARDS SEXUAL HARASSMENT AND GENDER DISCRIMINATION

Internal Complaints Committee

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| • Dr. A.K Kahlon (Presiding Officer) | • Dr. Geetinder Kaur (Economics Department) |
| • Prof. Davender Singh (Registrar) | • Mrs. Sukhpreet Kaur (S.Clerk) |
| • Dr. Sawraj Kaur (Dean student welfare girls) | • Mrs. Kawaljit Kaur (Main library) |

The Nodal Officer for RTI and Right to Service is the Registrar of the College

