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←↯ Maharshi Dayanand Saraswati ↯→
 Founder of the Arya Samaj



DAV CENTENARY COLLEGE
 KOTKHAI, SHIMLA, HIMACHAL PRADESH

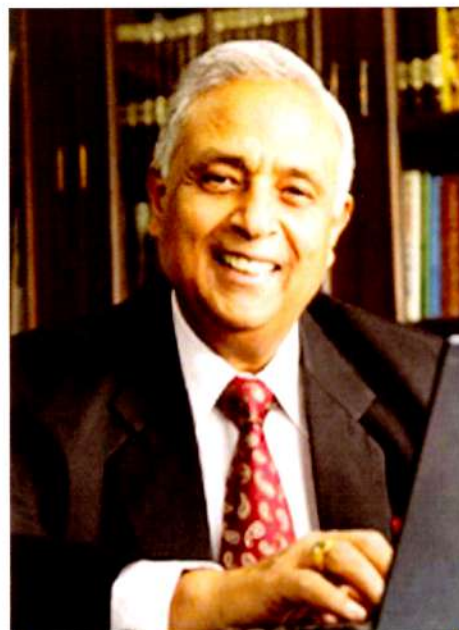


Prospectus
 2023-24

NAAC 'B' Grade Accredited
Affiliated to H.P. University, Shimla
 (UNDER DAV COLLEGE MANAGING COMMITTEE, NEW DELHI)
 COVERED UNDER 2(F) & 12 (B) LIST OF THE UGC ACT, 1956

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Our Inspirations



Dr. Punam Suri Ji

President DAVCMC, New Delhi
President Arya Pradeshik Pratinidhi Sabha
President Arya Yuva Sama, New Delhi



Shri Ajay Suri

General Secretary
DAVCMC New Delhi



Shri Shiv Raman Gaur

Director Higher Education
DAVCMC New Delhi



FROM PRINCIPAL'S DESK ...



Welcome to DAV Centenary College, Kotkhaj, an integral part of the extensive network of DAV Institutions, the second largest educational provider in the country, with a proud legacy of delivering high-quality education for the past 138 years.

Education is often regarded as an ornament during times of prosperity and a refuge in times of adversity, as it holds the power to bring about transformation. The aim of education goes beyond creating scholars; it is to nurture virtuous individuals who contribute positively to society.

True discovery lies not in merely seeking new landscapes, but in developing a fresh perspective. Higher Education Institutions play a crucial role in the personal and societal development of individuals. They lay the foundation for a strong nation by equipping individuals with knowledge across various fields, fostering a sense of responsibility, and channeling their inner potential.

The primary objective of higher education is to cultivate individuals who are not only capable of bettering themselves but also capable of sustaining society and the environment. It is important for incoming students to choose their higher studies based on their own interests and talents rather than being solely influenced by their parents or society.

The transition from school to college life can be one of the most challenging events in a student's life. When new students enter an institution, they bring with them diverse thoughts, backgrounds, and levels of preparedness. They find themselves in an unfamiliar environment, often with little knowledge of what college life entails. Therefore, it is essential to warmly welcome and guide these new students, helping them adapt to higher education and prepare for their new roles.

We extend our best wishes to all students embarking on this exciting journey at DAV Centenary College, Kotkhaj. May your college years be filled with knowledge, personal growth, and meaningful experiences that shape your future endeavors.



Dr. Raj Kumar Jishtu

Principal (Offg.)



DAV GAAN

डी ए वी गान

अविरल निर्मल सलिल सदय,
ज्ञान प्रदायिनी ज्योतिर्मय,
हो चहुँदिश उद्घोष अभय ॥

डी ए वी जय जय ॥
प्रबल प्रवाहमयी नित-नूतन
जीवन दायिनी सदा सनातन
वेद प्रणीता
परम पुनीता

यह धारा अक्षय
डी ए वी जय जय ॥
दयानन्द से प्रेम-भक्ति ले
हंसराज से त्याग-शक्ति ले
धर्म-भक्ति का
राष्ट्र-शक्ति का
हो दिनमान उदय

डी ए वी जय जय ॥
सुख समृद्धि इसकी लहरें,
प्रेम शान्ति इसके तट ठहरें,
सघन शान्तिमय
प्रबल कान्तिमय
लिए अटल निश्चय
डी ए वी जय जय ॥



ABOUT THE COLLEGE

Physical infrastructure: Nestled within a picturesque setting, our college stands as a testament to excellence in education. With an awe-inspiring physical structure and remarkable facilities, we have crafted an environment that inspires learning and growth.

At the heart of our campus lies the Administration Block, a symbol of efficiency and organization. Connected to this central hub are 7 spacious and technologically advanced classrooms, equipped with state-of-the-art Smart Boards that ignite curiosity and foster interactive learning. Our campus is a sanctuary of connectivity, enveloped in a seamless Wi-Fi network that empowers students with boundless knowledge at their fingertips.

Enriching the minds of our students is a treasure trove of knowledge—the library. Overflowing with more than 5500 books, it is a sanctuary for avid readers and seekers of wisdom. Subscriptions to esteemed magazines, journals, and newspapers further fuel the thirst for knowledge within our academic community. As a testament to our commitment to safety and security, CCTV cameras are strategically placed throughout the campus, ensuring a ragging-free environment where students can thrive.

University Grants Commission support: Recognizing our dedication to providing a nurturing educational experience, we have received support from the University Grants Commission. Under the esteemed 2 (f) and 12 (b) schemes of the UGC Act, we have received developmental assistance, affirming our commitment to excellence. Additionally, our re-accreditation by the NAAC in Bangalore in 2021-22 further solidifies our standing as a reputable institution, with accreditation valid until 22.03.2027.

State government support: Guided by the unwavering support of the Himachal Pradesh Government's 95% Grant-in-Aid Scheme, our Arts and Commerce faculties flourish, enabling us to provide quality education to students from diverse backgrounds.

The Faculty: The true backbone of any educational institution lies in its faculty, and ours stands as a beacon of excellence. Meticulously chosen through a rigorous selection process conducted by the DAV Managing Committee, our faculty comprises distinguished educators and experts who embody a passion for learning and research. Their unwavering commitment to academic excellence and their dedication to nurturing the talents of our students create an atmosphere of hard work and devotion.

Our esteemed teachers, through their boundless knowledge and unwavering dedication, are instrumental in shaping the academic prowess of our institution. With subjects ranging from English, Hindi, Sanskrit, History, Political Science, Economics, Mathematics, Music, Physical Education, Commerce, our faculty actively seeks to unlock the hidden potential of each student, nurturing their talents and guiding them towards becoming exemplary citizens of our state and country.

In the tapestry of our college's story, the combination of our exceptional physical facilities, unwavering support from the University Grants Commission and the State Government, and the passion and dedication of our remarkable faculty intertwine to create an environment where academic excellence flourishes. Together, we embark on a journey of knowledge, growth, and personal transformation, equipping our students with the tools they need to make a positive impact on the world.



Some Important Committees of the college

Patron:

Dr. Raj Kumar Jishtu

Admission Committee Session 2023-24

1. Dr. Joginder Dulta (Convener)	Associate Professor in Commerce
2. Dr. Kamlesh Verma	Associate Professor in Music
3. Mr. Dinesh Sharma	Associate Professor in Maths

Committee Name of Convener

IQAC/ Anti- Ragging/NSS	:	Dr. Roshan Lal Vashist Associate Professor in Commerce
NAAC /Grievances & Redressal Cell	:	Dr. JS Dulta Associate Professor in Commerce
Sexual Harassment	:	Dr. Kamlesh Verma Associate Professor in Music
Dean of Examination	:	Dr. Kamlesh Verma Associate Professor in Music

Admission Schedule:

30th June, 2023 to 14th July, 2023

Orientation of 1st Year Students

15th July, 2023 to 17th July, 2023

Regular Teaching:

18th July, 2023

Degree Course (Arts/Commerce):

BA First Year: A candidate taking arts group shall be required to take up the subjects available in the college as per the UG CBCS Annual System. Students are required to take utmost care while choosing the subject.



SUBJECTS:

- | | |
|---------------------|-------------------------|
| - English | - Sanskrit |
| - History | - Music |
| - Political Science | - Mathematics |
| - Economics | - Environmental Science |
| - Hindi | - Physical Education |

Compulsory Subjects for BA / B.Com 1st Year

ENGLISH (C) , ENGLISH (AECC), HINDI (C), ENVIRONMENTAL SCIENCE (AECC)

B. Com First year : A candidate taking Commerce group shall be required to take up the subjects as per the CBCS under annual System.

SUBJECTS:

- | | |
|------------------------------------|-------------------------------------|
| - Financial Management | - Business Law |
| - Business Organisation Management | - Business Mathematics & Statistics |

BA /B.Com 2nd year
BA/B.Com 3rd year

As notified on the Notice Board
As notified on the notice board

General Guidelines for Admission to Bachelor's Degree

- Admission to various classes will be made on the recommendation of the admission committee constituted for the purpose.
- Any gap of one year or more in the academic career of an applicant just prior to seeking admission to the Bachelor degree must be supported by documentary evidence / affidavit as the proof of his / her activities during the period of gap. Submission of false affidavit is a legal offence.
- The application must be filled by the candidate in his / her own handwriting and should be complete in all respect and supported by all documents:
- An applicant must produce original certificates at the time of admission before admission committee.
- Applicants coming from Board / Universities other than the H.P. Board of School Education / H.P. University must provide Migration Certificate in Original.
- National Open School students seeking admission to the 1st year of Bachelor degree must have cleared all the five paper including English.
- Admission of candidate is liable to be cancelled in case he / she furnishes incomplete / false information or in case of concealment of facts. Disciplinary action will also be taken against such candidates.
- Admission cannot be claimed as a matter of right. The Principal can deny admission to any such student whose conduct is detrimental to the interest./ discipline of the institution
- Initially all admissions shall be provisional and subject to the final approval by H.P. University.
- Rules of admission are subject to change as per the H.P. University notification issued from time to time.

Eligibility for Admission:

Following conditions must be fulfilled before seeking admission to the course.

- B.A. First year 33%
- B. Com - 1st year 45% (40%) for Commerce Students, 33% for Girls Students only) Students from arts side must have secured at least 45% with Maths / Economics as an elective subject.



Age Bar:

- Maximum 23 years age as on 1.7.2023 (relaxation in age for SC /ST upto 3 years 25 years for girls students)

Documents Required:

- Certificate in original for having passed the lower examination recognized for the purpose.
- Certificate in original of good conduct from the head of the institution last attended or Tehsildar in case of Private Candidate.
- Certificate in support of birth (Matric Certificate)
- Copy of SC/ ST / OBC / IRDP/ Minority Certificate issued by the competent authority.
- Migration Certificate in case of students from other Board / University in Original.
- Three recent passport photographs.

Admission Schedule

AS PER HP UNIVERSITY TERM & CONDITIONS / NOTIFICATION

Mode of Payment:

- On admission the students will have to pay fee from May to July and thereafter the fee will have to be deposited on monthly basis.
- Fee will be collected from 1st to 10th of every month after 10th fine Rs 10 per day will be charged.
- Fee once paid is not refundable under any circumstances. In case a student leaves the college in mid-session, he / she would have no claim on the fee deposited.
- Names of defaulters are struck off after a week as penalty. If the name of a student is struck off from the college roll for non-payment of dues / he / she shall seek re-admission after payment of Rs. 100/- (First Time), 200/- (Second Time) and thereafter no re-admission.
- Fee shall be paid for all full session.
- Admission fee will be collected offline & monthly fee will be deposited online only.

Migration:

Candidates coming from Board / University other than H.P. board of School Education / H.P. University must produce Migration Certificate in original.

Fee and other charges Payable

(Once at the time of Admission)

Admission Fee	Rs. 50/-
College Security (Refundable)	Rs. 500/-
Correspondence & Stationery Charges	Rs. 300/-
Identity Card	Rs. 50/-
Sports Activity	Rs. 280/-
Medical Fund	Rs. 30/-
College Magazine	Rs. 200/-
Library Fund	Rs. 200/-
Student Aid Fund	Rs. 160/-
Cultural Activity Fund	Rs. 300/-
Water & Electricity Charges	Rs. 200/-
Mid Term Test/ Quiz Test / Class Test	Rs. 250/-
APP Sabha Charges	Rs. 20/-

University Annual Charges to be paid

(Once at the time of Admission)

Registration Fee & other charges	Rs200/-
Monthly Charges:	
Tuition Fee Arts B.A. (only boys)	Rs 50/-
Commerce (B. Com.)(only boys)	Rs 60/-
Amalgamated Fund	Rs 1150/-
Tutorial Fund (Commerce Students only)	Rs 50/-
Music Fund (Music Students only)	Rs 50/-
Water and Electricity Charges	Rs 100/-
Computer Charges	Rs 100/-

Note: HPU Annual Examination Centre Charges and Affiliation Fee to be taken separately in the month of November keeping in view the student strength since it is to be divided amongst the total number of students, indicating that more the number of students less will be the fees charged from them and vice-versa.



Absence Dues: Good Students would avoid fines by obeying all the rules in respect of attendance, examination & payment of dues, the fines chargeable are as:

Absence for whole day Rs. 20/-

House test Rs. 50/- (Per Paper)

Attendance and leave Rules: The primary duty of a student is to study. The students are therefore expected to follow the following leave rules:

- According to rules students must put in 75% attendance in every optional and compulsory subject.
- Leave should be got secured only when it is absolutely necessary, maximum leave allowed during a semester is 5 days.
- Leave must be sanctioned from the Principal before it is availed.
- In case of serious illness or unavoidable circumstances application leave signed by the Father / Guardian and supported by a Doctor's Certificate should be submitted.
- Leave application by post is not acceptable.
- Fee shall be paid for the full session.

House Examination: All students are required to appear in the said examination and test held by the college and marks obtained by the students in these examination is recorded or added in Annual examination. House examinations are compulsory for eligibility to appear in the annual examinations, the absentees will be fined according to the rules.

University Annual Examination: U.G. Examination conducted by the HPU will commence in as per date sheet notified by the University.

Eligibility for University Examination: In order to earn eligibility for appearing in the University examination the students are required to attend at least 75% of the total lecture delivered in each subject, and students will have to pass the Continuous Comprehensive Assessment (CCA) in addition to above *otherwise admission forms will not be verified by the college.*

Scholarships: All types of States, Centre and University Scholarships are tenable in this College.

Detail of Scholarships:

- Post matric Scholarship for SC/ST/OCB
- Indira Gandhi Utkrisht Chhatravartiyojna (for first ten toppers in +2 in any stream)
- Maharishi Balmiki Scholarship Scheme
- IRDP Scholarship
- Post Matric Scholarship Scheme to students belonging to Minority Community



(Centre Govt. Sponsored Scheme).

- Financial Assistance to the children of the Armed Forces Personnel killed / disabled during the different War Operation.
- Hon'ble Late Shri A.R Chauhan Scholarship may be awarded to four student (Rs 6500/- each) on the following term & condition:
 1. Scholarship will be awarded to four meritorious & needy students having secured minimum 60% marks from low income group.
 2. The scholarship will be awarded to such a student who is not receiving any scholarship from any agency.
 3. If no student falls in above criteria then scholarship will be awarded purely on merit basis.

Note: Students are required to fill up the on line applications for the above scholarship within the date as notified by the H.P. State Govt. along with copies of required documents and submit the hard copy of the same in the office of this college.

"Educational tours" Students are motivated for educational tour/trip to historical places outside/inside the State every year.

Sports Activities: Sports are an integral part of education for all round development of cherished personality. There is a vast playing ground in the college premises. All sports activities in the college are organized by Athletic council of the college.

The college holds Annual Athletics Meet every year towards the end of September. Prizes are awarded to winners. Every sportsman is expected to maintain high tradition of sportsmanship, conduct and discipline.

IQAC Cell: IQAC cell & has been established in the college for planning, guiding & monitoring Quality Assurance & Quality Enhancement activities of the college. The IQAC will analyse & systematise the efforts & the measures of the college towards academic excellence.

National Service Scheme (N.S.S.): The College has been allowed to run one National Service Scheme Unit which provides an opportunity to the youth to understand the current problems of the society. They learn the sense of service before self, the quality development, the NSS provides for various types of projects like social service camps in rural / urban area, camps, projects, adult education and campaign etc. Students are urged to enrol themselves for a noble cause, which would be informed to them according to the schedule of the college.

College Library:

The college owns one of the richest library of the area. With more than 5500 volumes in its shelves, the library provides rich feast of reading material in every area of knowledge by



subscribing 12 magazines, 2 journals besides 6 reputed dailies

Library Rules:

- Library books are issued to students on the two Library Tickets issued to them at the time of admission, for a period of 15 days.
- A penalty of Rs. 5/- will be levied for the issue of duplicate tickets. The loss of tickets should be immediately reported to the Librarian so that the staff may keep an eye on the issue of books on the list Library tickets.
- A student whose library card has been lost will be held responsible for all books issued on such tickets to anyone.
- The books may be retained by a borrower for a period of 15 days after which these must be returned or got re-issued, latter depending on the discretion of the Librarian.
- Leave from college does not imply exemption from the return of the books. If the day of return happens to be a holiday, the book must be returned on the day on which the college reopens.
- If a book is found defaced or damaged in any way the last borrower will be required to replace the book or pay thrice the price of damages. The borrower should therefore examine the book and call attention of the issuing authority to any defect. The issuing authority will sign on the books as evidence.
- The loss of books should be reported to the Librarian immediately.
- Reference books and periodicals are not issued; these are to be read in the Library only.

Any person found guilty of taking the periodicals outside the library or tearing a periodical will be fined heavily. A fine of Rs. 2/- per book per day will be charged if the book is not returned or reissued on the due date.

- Perfect order and silence should be maintained in the library at all times. In-disciplined will be punished with a fine or denial of privilege to use the library for a specific period.
- Student must keep Identity Card with them while in the Library. It must be produced when demanded by a competent authority.
- Students are not permitted to bring any guests in the Library.

College Magazine: The College Magazine "Giri Ganga" is published every year in Pahari, Planning Forum, Sanskrit, Hindi, Commerce and English Sections.

College Central Students Association: College Central Students Association is constituted on the dates notified and in accordance with the rules laid down by the HP University. The object of these bodies of students is to extend useful suggestions to the Principal for improvement of academic atmosphere of a true institution so as to make it conducive for studies and cultural activities. These bodies will help in organizing various functions in the college and suggest measures to make the stay of students in the college fruitful and purposeful. CSCA also makes the link of the student with the principal and co-ordinates and integrates the activities of various clubs and associations of the college.

Prize Distribution: The annual prize distribution function of the college will be Prizes and Certificates will be awarded to the students winning distinctions in studies, sports and other



social and cultural activities during the session.

Code of Conduct: The institution expects its students to observe strictly the code of conduct laid down for them and cultivate the habit of self-discipline during their stay in the college. This will finally shape them into responsible citizens of India.

- The college lays extra stress on the maintenance of discipline in and outside the college campus. The students must show regularity in attendance and punctuality during their stay in the college.
- The students must show attendance and punctuality in all college functions.
- Students are supposed to be courteous & polite in their dealings with one another, and with the college employees and they are required to use dignified language while addressing others.
- Students should shift from one class room to another in an orderly manner.
- Students are advised to utilize their vacant period in reading books, magazines & newspapers available in the Library.
- Smoking and chewing tobacco is strictly forbidden inside the college campus.
- Students are required to help the college authorities in maintaining cleanliness.
- All quarrels and disputes are dis-credited; in no case should be student take law in his own hands. In the event of a dispute, written complaint should be made to the Principal at once.
- Students are required to show responsibility towards the college belongings. Damage to any type of college property will not be condoned under any circumstance and the fine will be decided by the Property/Discipline Committee of the college.

RAGGING IS PROHIBITED

Under the orders of the Hon'ble High Court and Hon'ble Supreme Court and the rules framed by the Himachal Pradesh University vide ordinance 22.17 ragging is completely prohibited. Ragging means and includes any type of physical and mental torture done by any individual or a group either by words or by conduct, which gives an apprehension in the mind of person that he cannot pursue his/her studies freely from any mental disturbance/torture created thereby any student found involved in ragging will be summarily expelled from the college and legal proceedings under criminal law shall be initiated against him/her.



NOTICE

It is mandatory under the **HIMACHAL PRADESH PRIVATE EDUCATIONAL INSTITUTIONS (REGULATORY COMMISSION) ACT, 2010** that all the Private Higher Educational Institutions including Universities & Colleges in the State shall offer approved courses, make admissions on merit, charge fees as approved by the State Govt, conduct fair examination/evaluation and adhere to the relevant regulatory body norms regarding faculty and infrastructure.

Any violation of the norms by the private educational Institutions will attract penal provisions under section 11 of the Act. *ibid*.

For grievances/complaints concerning any academic or administrative lapse(s), such as overcharging of fees, admission in contravention of norms, malpractices in teaching and examinations, and deficiencies in faculty and infrastructure please contact the Secretary/Public Grievance Officer, HP-PERC at the above address through email/fax/by post along with relevant supporting documents, if any, for taking necessary action.

Helpline No. 0177-2673664

Email. secv-Derc-ho@nic.in,
reeulation-perc-hp@nic.in

by Order
CHAIRMAN



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PRINCIPLES *of* ARYA SAMAJ

- God is the primary source of all true knowledge and of all that can be known through it.
- God is Existence, Intelligent and Blissful. He is Formless, Almighty, Just, Merciful, Unborn, Infinite, Unchangeable, Beginning less, Incomparable, the Support and Lord of all, Omniscient, Imperishable, Immortal, Fearless, Eternal, Holy and the Maker of the Universe. To Him alone worship is due.
- The Vedas are the scriptures of true knowledge. It is the duty of all Aryas to read them, hear them being read and recite them to others.
- We should always be ready to accept truth and give up untruth.
- All actions should be performed in conformity with Dharma that is, after due consideration of right and wrong.
- The primary aim of the AryaSamaj is to do good for all, that is, promote their physical, spiritual and social well being.
- We should treat all people with love, fairness and due regards for their merits.
- We should aim at dispelling ignorance and promoting knowledge.
- One should not only be content with one's own welfare, but should look for it in the welfare of others also.
- One should regard oneself under restrictions to follow.

