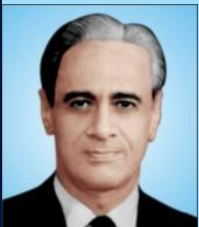




Prospectus (ਪ੍ਰਾਸਪੈਕਟਸ)

2016-17



ਸਤੀਸ਼ ਚੰਦਰ ਧਵਨ ਸਰਕਾਰੀ ਕਾਲਜ, ਲੁਧਿਆਣਾ

**SCD GOVERNMENT COLLEGE,
LUDHIANA**

Website: www.scdgovtcollege.ac.in E-mail: scdgovtcollege@gmail.com

Phone and Fax: 91-161-2448899

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Principal Message



My dear Students,

Just ask yourself a question. **“What is the aim of my life?”**

There can be a variety of answers to this question. As per my view point the aim of your life should be **“To achieve a good standard of living, a sense of fulfillment, passion for rising above the crowd and compassion for fellow brethren.”**

Dear students, these things can't be achieved until & unless you STRIVE.

STRIVE for excellence

STRIVE for fulfilling your and your parent's dreams

And....

STRIVE for goodness in general.

Students, always keep in mind that if you keep on finding negative things in this world, this world will become a horrible place for you. But, if you have a positive outlook, good things and like-minded people will always surround you. So, **DON'T be negative and pessimistic EVER.**

Students, these days we have been overwhelmed by technology and Educational technology has the potential to surprise us all the more. In today's times greater focus is being laid on skill development vis-à-vis knowledge acquisition. In such a scenario educational technology comes in handy. With this very aim in mind we have started Finishing School in our college

where students are prepared for the job market by instilling in them the qualities that would help them achieve success at interviews and beyond.

Not only finishing school students but our students in general are aware that in today's era of globalization there is a never-before-felt need for competitive skills. My competent, dedicated and inspired staff is very much alive to this need and leaves no stone unturned to help you imbibe these skills.

Dear students, **always have an inquisitive mind, a yearning spirit and a positive outlook on life.** You will see that your capable and committed teachers are always by your side helping you achieve success in life.

(Dr Dharam Singh Sandhu)

Principal

College Profile

SCD Govt. college (established in 1920), a premier institution of Punjab first in Ludhiana, has been serving thousands of students for ten eventful decades, is now heading for a century.

This institution has provided the brightest minds to the world of science, humanities, commerce and IT sector. The students of this college combining discipline and creativity have served not merely their own but addressed the significant questions of their time.

Set in the midst of this buzzing city of Ludhiana the college has become a byword for academic and extracurricular achievements. The college grounds with their sprawling lawns, lush trees and flowers provide a calm and tranquil environment.

Service to the community is the hallmark of the students of this college. NCC (Army & Wing), NSS, Sports Wing has encouraged individuals to reach out and make a difference. Those who are working can also receive education at SCD Govt. Evening College that started in 1966.

The sportsmen of this college have made their mark on the global map. The illustrious Alumni, the pride and strength of the college, have adorned some of the highest offices in the country. Personalities like Sahir Ludhianvi, Satish Chander Dhawan, Gen. T.N. Riana, MS GILL, S.Maheshinder Singh Grewal (Political Advisor to Hon'ble Chief Minister) S. Jagpal Singh Sandhu (IAS), Brig. Sanjiv Dutt (SM), S. Rupinder Singh (IPS), entrepreneurs like Rakesh Bharti Mittal and Sh. Manoj Singal, Industrialist, Prem Dhawan, Music Director have contributed richly to the growth of the country.

Nine departments impart post-graduation opportunities to the students. A superbly equipped and expertly maintained library with computerized data caters to the academic needs of the young scholars. Smart classrooms, seminar hall, computer labs, gymnasium, stadium, auditorium, canteen, cafeteria, open air-theater and qualified administrative staff- provide infrastructural support to the institution. Separate hostel facilities are available for both boys and girls.

The glorious tradition of the college has been maintained by holding National and International seminars, Youth festivals, Educational tours, interactive sessions etc. The counseling cell provides guidance for placement and career opportunities. The college magazine 'SATLUJ' is a showcase of talent in writing and other prize winning achievements of the students.

Out greatest strength is the outstanding faculty of the college. Professors research and publish extensively, present papers at conferences worldwide, win accolades and yet consider themselves as teachers first.

We are dedicated to maintaining, steering and moving in this joyful, eventful and productive academic quest in the challenging times to come.

Vision

Transforming lives and communities through learning.

Mission

SCD Government College Ludhiana cultivates in its students a passion for learning and a respect for others, while embracing diversity and the pursuit of excellence. We create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, “Dare to be true”.

Objectives

1. Inculcating values of courage, conviction and faith in the students so that they leave lasting footprints in the sands of time.
2. To raise stakeholder’s awareness of global issues, providing new learning opportunities.
3. To Enhance, Enrich and Empower the communication and computation skills amongst both rural and urban student communities.
4. To maintain academic standards through creative and innovative techniques.

Faculty & Establishment

Dr.Dharam Singh Sandhu PES-I (Principal)

TEACHING STAFF:

Botany:

1. Dr. Amarjeet Kaur, Ph.D., Associate Professor
2. Dr. D.S Sidhu, Ph.D., Associate Professor
3. Mrs. Shashi Bala*, M.Phil
4. Mrs. Neelam Bala*

Business Management (Self Finance):

1. Dr. Gursharanjit Singh, Ph. D., Professor (Convener)
Contract Faculty Under HEIS

Chemistry:

1. Mrs. Harpreet Bajwa, M.Phil., Associate Professor
2. Dr. Sanju Gupta, Ph.D., Associate Professor
3. Dr. Sarabjit Kaur, Ph.D., Associate Professor
4. Dr. Bhupinder Kaur, Ph.D., Associate Professor
5. Dr. Poonam Mahajan, Ph.D., Associate Professor
- 6-10 Guest Faculty

Commerce:

1. Dr. Ujjalbir Singh, Ph.D. , Associate Professor
2. Mr. Paramjit Singh Grewal, Associate Professor
3. Mrs. Suman Lata, Associate Professor
4. Dr. Ashwani Bhalla, Ph.D., Professor
5. Dr. Bhupinder Kumar Khurana, Ph.D. ,Associate Professor
6. Mr. Husan Lal Basra, Associate Professor
7. Dr. Harbilas Heera, M.Phil. , Ph.D., Associate Professor
8. Mr. Arun Kumar*, M.Com
9-13 Guest Faculty
14. Mr. Sodhi Ram Kainth, Commerce Instructor

Computer Science:

1-2 Guest Faculty

Computer Science & Applications and Management (Self Finance):

1. Dr. Gursharanjit Singh, Ph. D., Professor (Convener)
Contract Faculty under HEIS

Economics:

1. Dr. Puran Singh, Ph.D. ,Professor
2. Dr. Jagtar Singh, Ph.D., Professor
3. Mrs. Praveen Gupta, M.Phil., Associate Professor
4. Mrs. Iradeep*
5. Mrs. Geetanjali*

6. Mr. Jatinder Kumar*
7-9 Guest Faculty

English:

1. Mrs. Manjeet Kaur, Assistant Professor
2. Mrs. Kajla, M.Phil, Associate Professor
3. Dr. Chandeeep Kaur, Ph.D, Professor
4. Dr. Reetinder Joshi Vashist, Ph.D, Professor
5. Mrs. Inderjeet Kaur, M.Phil, Associate Professor
6. Mrs. Amita Rawley, M.Phil, Assistant Professor
7. Dr. Neelam Bhardwaj, Ph..D , Assistant Professor
8. Mrs. Nishi Arora, P.G.D.T.E.(Hyderabad), Assistant Professor,
9. Mrs. Harmeet Kaur Jhaji, Assistant Professor
10. Dr. Manpreet Kaur Sahota, Assistant Professor
11. Mrs. Anamika*, M.Phil.
12. Mrs. Pooja Kapoor*, M.Phil.
13. Mrs. Sarika Prashar*, M.Phil.
14-16 Guest Faculty

Geography:

1. Dr. Harbans Singh, M.Phil., M.C.R.P., Ph D., Associate Professor
2. Mrs. Simarjit Kaur, Associate Professor
3-9 Guest Faculty

Hindi:

1. Dr. Mukesh Arora, Ph.D, Professor
2. Dr. Hardeep Singh, Ph.D, Professor
3. Mrs. Sunanda *
4-6 Guest Faculty

History:

1. Mrs. Prem Singla , M.Phil. , Associate Professor
2. Mr. Paramjit Singh *
3-6 Guest Faculty

Industrial Microbiology:

1. Guest Faculty

Mathematics:

1. Mr. Kamal Kishore, M.Phil. , Associate Professor
2. Dr. Satya Rani, Ph.D. , Associate Professor
3. Dr. Gursharanjit Singh, Ph. D., Professor
4. Mr. Mohinder Kumar *
5-9 Guest Faculty

Music (Instrumental):

1. Guest Faculty

Physical Education:

1. Mrs. Harwinder Kaur , Associate Professor
2. Mrs. Pushpinder Kaur , Associate Professor
3. Mrs. Prabhjot Kaur , M.Phil., Associate Professor
4. Mr. Kulwant Singh, Assistant Professor
5. Mrs. Amarpreet Kaur *

Physics:

1. Mr.Deepak Chopra, M.Phil. Associate Professor
2. Mr.Bhupinder Singh, Associate Professor
3. Dr.Harjinder Singh, Ph.D., Associate Professor
4. Dr.Bhagwanti, Ph.D., Associate Professor
5-10 Guest Faculty

Political Science:

1. Mr.Nirmal Singh, M.Phil. , Assistant Professor
2-5 Guest Faculty

Psychology:

1. Mrs.Monika *

Public Administration:

1. Guest Faculty

Punjabi:

1. Mrs.Balwinder Kaur ,M.Phil, Associate Professor
2. Mrs.Harjap Kaur, M.Phil, Associate Professor
3. Mrs.Charanjit Kaur, M.Phil, Associate Professor
4. Dr.Amandeep Kaur Tiwana*, Ph.D
5. Mr.Harwinder Singh Joshi *
6. Mr.Paramjeet *
7-12 Guest Faculty

Sanskrit:

1. Dr.Praveen Sharma ,Ph.D , Associate Professor

Sociology:

1. Guest Faculty

Zoology:

1. Mrs. Harsimran Kaur, Assistant Professor
2-4 Guest Faculty

Business Innovations (Under U.G.C. Scheme):

1. Dr. Ashwani Bhalla, Ph.D. ,Program Co-ordinator

Library Staff:

1. Mr.Bharpur Singh,Librarian
2-4 Vacant
5. Mr.Shadi Ram,Library Attendant

Library Restorer:

- 1-2 Vacant

Administrative Members:

1. Senior Tutor: Dr. Ujjalbir Singh
2. Dean Students Welfare: Dr. Mukesh Arora
3. Associate Dean Students Welfare: Mrs. Inderjit Kaur
4. Associate Dean(Cultural Activities): Dr. Ashwani Bhalla
5. Dean Sports: Mrs. Harwinder Kaur

6. Bursar: Mr. Deepak Chopra
7. Chief Editor College Magazine: Dr. Chandeeep Kaur
8. Campus Incharge: Mr Kamal Kishore/Mr.Kulwant Singh
9. Staff Secretary: Dr. Harblas Heera
10. Secretary Staff Club: Dr. Harblas Heera
11. Warden Hostel (Girls): Mrs.Suman Lata
12. Incharge College Discipline:Mr Kulwant Singh
13. Incharge Time-Table:
 - a. General: Dr Harbans Singh
 - b. Commerce: Ujjalbir Singh
14. Incharge Cycle Scooter Stand: Mr.Harwinder Singh Joshi
15. Incharge Youth Services, Youth Club, Red Cross :Dr.Harbilas Heera
16. Incharge National Services Scheme(Boys):Mr. Arun Kumar, Mr.Paramjeet Singh (Girls):Mrs. Nishi Arora, Mrs.Geetanjli
17. Incharge N.C.C. : Dr.Hardeep Singh Nagi (Air Wing), Mr.Husan Lal Basra (Army Wing)
18. Incharge Railway/Bus Pass : Mrs.Sanju Gupta
19. Incharge U.G.C. : Dr.D.S. Sidhu
20. Incharge Career Counselling and Guidance: Mrs Inderjeet Kaur,Dr Harblas Heera
21. Incharge Saint.John Ambulance Brigade And Red Cross Society: Dr.Harbilas Heera
22. Incharge Edu-Sat : Dr.Harjinder Singh
23. Stage Secretary Panel: Dr.Ashwani Bhalla,Dr.Harbilas Heera
24. Incharge RUSA: Dr Ashwani Bhalla
25. Incharge Press Media : Dr Harblas Heera

Evening College:

Incharge And Registrar House Examinations:

1. Mrs. Charanjeet Kaur

Establishment Branch:

1. Mr. Vinod Kumar Sharma (Superintendent)
2. Mrs. Sushma Rani, Steno Typist
3. Mr. Niraj Dutt, Establishment Junior Assistant
4. Ms. Babneet Kaur, University Clerk
5. Mr. Jeetpal, Diary Dispatcher

Accounts Branch:

1. Mr. Balbir Kumar(Superintendent)
2. Mr. Jaswinder Singh,Fees Clerk
3. Mrs. Kanchan Bala,Fund Clerk
4. Mr. Rishu Aggarwal,Cashier,GPF,GIS Clerk
5. Mrs. Kiranjit kaur,Scholarship and R.T.I Clerk
6. Mr. Ashish Mahajan,Bill Clerk

Laboratory Staff:

1. Senior Lecturer Assistant:

- I. Mr. Hans Raj
- II. Mr. Charanjeet Singh
- 3-6 Vacant

2. Junior Lecture Assistant:

- I. Mr. Gurtej Singh
- II. Mr. Satnam Singh
- III. Mr. Ashish Mahajan (Working in Account Office)

4-13 Vacant

3. Senior Lab Attendant:

- I. Mr. Jaswinder Singh
- II. Mr. Sanjeev Kapur

3-7 Vacant

4. Gas Man:

- I. Mr. Jagtaar Singh
- II. Mr. Ranjit Singh

Lab Attendant:

1. Mr. Hukam Chand
2. Mr. Jagir Singh
3. Mr. Naresh Kumar
4. Mr. Paramjit Singh
5. Mr. Madan Mohan Sharma
6. Mr. Piare lal
7. Mr. Manish Kumar
8. Mr. Jit Singh
9. Mr. Sukhdev Singh

Evening College:

1. Mr. Amandeep Singh, Clerk

*Part-time (Protected by Honorable Supreme Court of India)

Rules for Admissions

1. Academic Courses

The following courses run in the college (Affiliated to Panjab University, Chandigarh)

Graduate Level:

- a) B.A
- b) B.Com
- c) B.Sc (Medical & Non. Medical)
- d) B.B.A (Self Finance)
- e) B.C.A (Self Finance)

Post Graduate Level :

- a) M.A (Punjabi)
- b) M.A (Hindi)
- c) M.A (English)
- d) M.Sc (Maths)
- e) M.A (Geography)
- f) M. Com
- g) M. Com (Business Innovations)
- h) M.A (Economics)
- i) M. Sc (IT) (Self Finance Programme)
- j) Diploma (Under Community Colleges)
- h) Diploma in Stock Market and Trading Operations

Apart from these, Hons. Course and Computer Science as a subject is also available for B.A./B.Com students.

2. Students seeking admission will attach all important and necessary documents with the online admission form at the time of counseling. Every student seeking admission must have an e-mail account. This e- mail ID must be mentioned in the admission form and should be kept activated.

3. Admission in M.Com (B.I.) will be according to merit based on CETPG Admission Test and merit in lower examination.

4. Admission in B.Com Ist Semester will be allowed according to the rules and directions lay down by Panjab University, Chandigarh.

5.The candidates who have passed 10+2 examination with commerce subjects will get the weigthage of four marks per commerce subject studied up to maximum weightage of 16 marks (8 marks for two commerce subjects,12 marks for three commerce subjects & 16 marks for four commerce subjects).

6. Admission to B.A/ B. sc/ B.Com. / M.A/M.Com/M.Sc. Ist Semester will be based on merit only. Students seeking admission in B.A/ B.Sc/ B.Com / M.A/M.Sc/M.Com 3rd semester, the preference for admission will be given to the old students.

7. For admission in M.A. Ist semsester, the marks obtained by candidate in concerned subject will be added to the total marks secured by him/ her in B.A. for any concerned subject. Students who have passed honours subjects will be given an additional weightage of 5% of the total marks obtained in concerned subjects.

8. For admission to all classes, extra marks will be given in following (percentage of total marks obtained)

Weightages :

Up to a maximum of 4% for distinction in any or all of the following co-curricular activities, achieved in any of the 3 years preceding the year of admission. 1% weightage shall be given for each of these categories

(a) N.C.C.

The Holders of N.C.C. A, B and C certificates shall be given the weightage in marks as under :

A : 1%. B : 2% , C : 3%

(b) N.S.S.

The accreditation of A, B & C Certificate & weightage 1,2,3 for NSS volunteer are as follows :-

Certificate 'A'

1. Volunteer who have completed 120 hours of NSS work under regular activities.
2. Participating in one (Seven days) camp under special camping programme.
3. One Blood donation or Motivation for blood donation.

4. Participating in social work activity like (in any two)

- (a) Swachh Bharat Abhiyan
- (b) Legal Awareness programme
- (c) Health awareness programme
- (d) Tree plantation Drive.
- (e) Education programme
- (f) Programme aimed at creating awareness for improvement of the status of women.

Certificate 'B'

1. Volunteer who have completed 240 hours of NSS work under regular activities.
2. Participating in two(Seven days) camp under special camping programme.

3. One Blood donation or Motivation for blood donation.

4. Participating in social work activity like (in any two)

- (a) Swachh Bharat Abhiyan
- (b) Legal awareness programme
- (c) Health awareness programme
- (d) Tree plantation Drive.
- (e) Education programme
- (f) Programme aimed at creating awareness for improvement of the status of women.

Certificate 'C'

- 1. Volunteer who have completed 360 hours of NSS work under regular activities.
- 2. Participating in three (Seven days) camp under special camping programme.
- 3. One Blood donation or Motivation for blood donation.

4. Participating in social work activity like (in any two)

- (a) Swachh Bharat Abhiyan
- (b) Legal Awareness programme
- (c) Health awareness programme
- (d) Tree plantation Drive.
- (e) Education programme
- (f) Programme aimed at creating awareness for improvement of the status of women.

(ii) Level of the festival	First	Second/Third	Participates
International festival (G.I.O. recognised, representing the University/recommended by the Youth Welfare Department, P.U.)	3.0	2.5	2.0
National Inter University/Inter State Festival	2.5	2.0	1.5
North Zone/Punjab State/University Inter Zonal Festival	2.0	1.5	1.0
University Zonal Festival	1.0	0.5	–

Subject to maximum 3 %

Students coming from other Universities shall also be considered at par for weightage as tabled above.

NOTE:

- 1. The student who has already passed M.A. in any subject will not be eligible for admission to any post graduate course.
- 2. Student who fails to bring their Detail Marks Card at the time of admissions will not be considered & their merit will be fixed assuring 35% marks in the concerned subject.

3. If a candidate has not studied in the particular subject at under graduate level, he will be given zero weightage for the same and placed in the merit list accordingly. Functional English will not be considered equivalent to elective English. Candidates who have not studied Mathematics or Geography at under graduate level will not be eligible for the respective Post Graduate courses.

4. Students with compartment other than Panjab University will not be eligible for admission.

9. The candidate must have secured 40 % in aggregate & 20 % in the subject of compartment only if seats are available for the compartment cases.

10. Normally gap cases will not be entertained for admission to any course but the committee may allow such candidates if genuine cause of gap is made clear by the candidate. A self attested declaration is necessary to be produced by the candidate on the time of admission.

11. Candidates failing in more than two subjects will not be eligible for the admission.

12. Candidate can be refused admission in a subject in B.A Ist Semester if the number of candidates per section in that subject exceeds the prescribed limit. A candidate desirous of opting for some optional subject in M.A may be selected on the basis of test.

13. Students rendered not eligible by university/board owing to adopting unfair means or any other reason will not be entertained.

14. The candidates must read rules given in the prospectus online before submitting the admission form. Ignorance will not be considered as excuse.

15. Separate forms must be submitted for separate courses like arts, science, commerce, MA etc., the form at any stage will not be shifted from one group to another.

16. Separate forms must be submitted for separate categories. Like general category SC, BC, Sports, Physically Disabled. No change will be made in the category later on. A candidate can fill more than one form. A candidate who skips the category option in the admission form will be considered for General category and no claim will be entertained.

17. The admission is done as per the rules and directions issued by the Panjab university. The final right of approval of admission rests with the university. In case the candidature of a student is cancelled by the university, the college will not be liable for the same.

18. Attested photocopies of the following documents must be attached along with the admission form at the time of counseling:

- a. Date of Birth Certificate(Matriculation)
- b. Character certificate from the last attended institution.
- c. Detail marks card of lower examination.

- d. Two similar passport size photos, one to paste on the space provided on admission form and the other will be pinned with the form.
- e. Blood group certificate issued by doctor or lab.
- f. Students who have passed the lower exam from board/ university from outside Punjab must attach eligibility certificate. This will not be hold true for CBSE students.
- g. For claim to reserved category seats, caste or income certificate from concerned authority must be attached. Self attested declaration as given online can be attached as income certificate. If a candidate does not mention the category or attach necessary certificate, he/she cannot make a claim for his category. No candidate will be allowed to make any addition in the form or attach any proof once it is submitted.
- h. For admission to Evening College, job certificate must be attached on the4 prescribed form and form must be submitted at the time of counseling. Form will not be shifted from morning to evening college or vice-versa.

VERY IMPORTANT NOTE:

All the above documents must be attached with the admission form. The last date for submitting the online form in all respect is 25-06-2016. The candidate will not allowed to attach or detach any document after that.

- 19. Incomplete forms without necessary documents will not be accepted at the time of counseling.
- 20. If the result of the class is not declared by Panjab University/ board, student can submit/update their forms within three days of declaration of result. In such a condition the interview will be on the next day or as stated.
- 21. Students in the waiting list will not be informed by post. These lists will be displayed on notice board on the day of interview or on a day prior to that. Candidates seeking admission will have to appear for interview, on the mere display of name in the merit list. Name in the merit list does not guarantee admission. The admission process will be completed only after the interview when the candidate deposits the fee of the course. The candidate must bring his original certificate at the time of interview.
- 22. In case a candidate is eligible for admission he will have to deposit the fee/ funds as per challan generated before the last day mentioned on the challan. The approximate fees structure is displayed on web-site. If a candidate does not deposit the fee, his candidature for the course will be cancelled and his seat will be given to next candidate in the meritlist.
- 23. Hostel admission form will be issued only after the receipt of college admission is produced at time of admission to hostel.
- 24. The Principal may change any rule as per Punjab Govt./ Panjab University directions.

25. If any information in the form is found incorrect the admission will be cancelled immediately. In such a case deposited fees will not be returned.

26. No form/ document/ photograph will be returned to the students who fail to get admission.

27. Please procure the receipts after depositing any type of fees/fund/fine in the bank & submit it to the college fee clerk.

Important Notice:-

Any information regarding the admissions will displayed on the college website. The candidates must visit the college web-site for any information regularly.

Important Guidelines for Students

1. Loitering in the College corridors and elsewhere in the campus during free periods is strictly prohibited.
2. Trespassing in the hockey ground is prohibited.
3. No student is allowed to paste any kind of notice on or around the College notice-board.
4. Parents are advised to keep in touch with the teachers so as to monitor the progress of their wards from time to time. They will not be informed through post. The list of absentees and the names struck off the College rolls will be displayed on the College notice-board.
5. Maintenance of discipline in the College is the responsibility of each and every student. Strict action will be taken against students who create indiscipline in the College.
6. Mobile phones must be kept switched off during classes. In case the phone rings in the class, or the student plays music in the College campus, the mobile phone will be impounded, and along with penalty, strict disciplinary action will be taken against the student.
7. Students will not bring any outsider in the College campus.
8. Students who disregard or violate the above given instructions will be fined Rs.100-500. Their re-admission may be not permitted.
9. As per C.L.P(C) no. 25295/2004 of the Hon'ble Supreme Court ragging shall not be permitted. Ragging is a criminal offence punishable by law.
10. Admission to all Post Graduate Departments shall be Co-educational.
11. Every student shall submit his Employment Bio-Data Form at the time of admission to Evening College only. This form shall be available with the convener of the Evening College admission committee.
12. Students must carry their Identity Cards at all times within college campus.
13. It is for the benefit of the students that they read the notice-board daily because all important information will be displayed on the College Notice-Board. Failing to read the notice-board on daily basis may deprive the students of important / urgent information, and the sole responsibility of thereof rests with the students themselves.
14. Using foul language and wearing indecent attire in the College is strictly prohibited.

Fee and Funds

Sr	Class	Fees/Funds+Examination fee With/Without Practical (First Installment)	Fees/Funds+Examination fee With/Without Practical (Second Installment)
1	B.A(Morning/Evening)/ B.Com	Approximate Rs. 6500/6100 (including 1 st sem. Examination fees)	2 nd Sem. Examination Fee
2	B.Sc (Medical & Non- Medical)	Approximate Rs. 6600 (including 1st sem. examination fees)	2 nd Sem. Examination Fee
3	B.B.A	Approximate Rs. 19,000 (including 1st sem. examination fees)	40% remaining fee + 2 nd Sem. Examination Fee
4	B.C.A	Approximate Rs. 20,000 (including 1st sem. examination fees)	40% remaining fee + 2 nd Sem. Examination Fee
5	M.A. (Eng,Hindi, Pbi,Eco)	Approximate Rs. 5400 (including 1st sem. examination fees)	2 nd Sem. Examination Fee
6	M.Sc (Math)	Approximate Rs. 6100 (including 1st sem. examination fees)	2 nd Sem. Examination Fee
7	M.A (Geo)	Approximate Rs. 6800 (including 1st sem. examination fees)	2 nd Sem. Examination Fee
8	M.Com/M.Com (BI)	Approximate Rs. 5600/7400 (including 1st sem. examination fees)	2 nd Sem. Examination Fee
9	M.Sc (IT)	Approximate Rs. 26000 (including 1st sem. examination fees)	40% remaining fee + 2 nd Sem. Examination Fee
10	DSMTO	Approximate Rs. 15000 (including 1st sem. examination fees)	40% remaining fee + 2 nd Sem. Examination Fee

Courses Available

B.A. First Year

Compulsory Subjects

1. Compulsory Punjabi/ History and Culture of Punjab (as per norms). History and Culture of Punjab is offered only under the following conditions:

A) If the student has been residing outside the state of Punjab for the last 10 years.

B) In case the student is not a resident of Punjab and has passed the Class X Exam from a board other than Punjab Board.

C) Wards of Security Forces and Central Govt. employees

D) Foreign Students

2. Compulsory English

3. Environmental Education and Road Safety

Optional Subjects

In addition to the compulsory subjects, the students have to take up any three optional subjects. While making the choice of subjects, only one subject out of the subject combination group can be selected. The subject combinations are:

1. Punjabi / Hindi / English

2. Economics

3. History / Music / Math / Sociology

4. Public Admin / Political Science

5. Geography / Sanskrit / Physical Education / Psychology

Important Note:

I. Sanskrit cannot be opted along with political Science.

II. Mathematics can be taken up only if the student has studied the subject of Maths in the previous class.

III. Mathematics cannot be opted along with Physical Education, Psychology, Geography and Sanskrit

Change of Subject:

Students of B.A Part Ist must select their subjects judiciously at the time of filling the Application Form. Usually, students are not allowed to change the subjects once selected .Change of subject is allowed only within a month of the last date for admission, and this change is subject to certain conditions (clash in time-table/ on the basis of the student's aptitude). Students of Second and Third Year cannot change their subject(s) under any circumstances.

The detailed syllabus of MA(Hindi), MA(English), M.Sc(Maths), MA(Geography),and MA(Economics) can be seen at the official website of Panjab University, Chandigarh : www.puchd.ac.in.

B.A./B.Com (Hons)

Students can opt for the Honours programme in the Second and Third Year of their B.A./B.Com Course. To take up Honours, the student must have scored at least 50% marks in the concerned subject. Honours is offered in the following subjects:

English, Economics, History, Geography and Commerce

Selection of Subjects: For admission to various classes/courses, the students must opt for only those subject combinations as are offered by the college.

The syllabus of all courses can be seen at the Panjab University Website:

www.puchd.ac.in.

Admission Under Community College

(Under the Patronage of Ministry of Human Resources Development, Government of India and University Grants Commission, New Delhi under Community College Scheme)

DIPLOMA IN STOCK MARKET TRADING AND OPERATIONS

The aim of this course is to create stock market professionals by giving strong fundamental knowledge and the most modern job-oriented practical training.

Eligibility Criteria: The minimum qualification for admission to the First Semester of the course is: 10+2 in any discipline of the university or a degree of any other university which has been recognized by the Syndicate as equivalent thereof, with not less than 50% marks in the aggregate.

Level of Programme: Undergraduate Diploma

Duration: One Year (Two Semesters of 6 months)

No. of Seats: 50

Allocation of Seats/ Sections for various Classes/Courses

Sr. No.	Class / Subject	Type	Sections	Seats
1.	BA – I (Morning College)	Boys Only	6	480
	B.A 1st English (Elective)/Hindi (Elective)/Punjabi (Elective)		2	160
	B.A 1st Public Administration		1	80
	B.A 1st Sociology		1	80
	B.A 1st Sanskrit		1	80
	B.A 1st Geography		1	80
	B.A 1st History		4	320
	B.A 1st Political Science		3	240
	B.A 1st Physical Education		3	240
2.	BA – I (Evening College)	Boys Only	4	320
	B.A 1st English(C)		4	320
	B.A 1st History & culture		1	80
	B.A 1st Env. Education		4	320
	B.A 1st Punjabi		4	320
	B.A 1st Hindi / English / Punjabi		1	80
	B.A 1st History		2	160
	B.A 1st Economics		1	80

	B.A 1st Math		1	80
	B.A 1st Political Science		2	160
3.	BSc Medical 1st	Co-Ed.	2	160
4.	BSc Non Med 1st	Co-Ed.	3	240
5.	BCom 1st	Boys Only	2	140
6.	BBA 1st	Boys Only	1	40
7.	BCA 1st	Boys Only	1	40
8.	M.Com 1st	Co-Ed.	1	40
9.	M.Com Business Innovations 1st	Co-Ed.	1	40
10.	MSc (IT) 1st	Co-Ed.	1	30
11.	MA Punjabi 1st	Co-Ed.	1	60
12.	MA Hindi 1st	Co-Ed.	1	60
13.	MA English 1st	Co-Ed.	2	120
14.	MA Geography 1st	Co-Ed.	1	40
15.	MA Economics 1st	Co-Ed.	2	120
16.	M.Sc Math 1st	Co-Ed.	1	60
17.	Diploma in Stock Market & Trading operations	Co-Ed.	1	50

Note:

Admission to the above mentioned courses will be done as per Panjab University calendar Volume 2, 1995/ Chapter 9. Admission is subject to approval of Panjab University, Chandigarh.

Details of the Reserved Seats

As per the directions of the Govt. of Punjab, the details of the reserved seats are as follows:

1. Scheduled Tribes/ Scheduled Castes	25%
2. Backward Classes	5%
3. Wards of Police Personnel/Ex-servicemen/ Employees of Armed Forces, BSF and CRPF. This category also includes those officers who died in service.	2%
4. Sportspersons	2%
5. Wards of teachers employed in affiliated institutions	2%
6. Wards of victims of terrorist attacks/ people with 50% disability owing to action of Security Forces/ Riot victims/Sikh migrants/ (The category having lost the head of their families in riots will be given preference)	2%
7. Physically disabled candidates (It is mandatory to attach a disability certificate issued by the Civil Surgeon).The division of seats is thus: Blind candidates/ Candidates with poor eyesight: 1% Deaf and Dumb candidates: 1%, Candidates having lost their limb(s):1%	3%
8. Sons/Daughters and Grandsons/Granddaughters of freedom fighters	2%
9. Candidates from families affected/displaced by tsunami	1%

OTHER RESERVED/ADDITIONAL SEATS:

Two additional seats per unit per course subject to maximum limit of four. The additional seats will be only for those girl children with no male child. The additional seat will be available to only one of the two girl children of a couple

Thalassemia/Cancer/Aids patient, one additional seat each for the students suffers from the Thalassemia/Cancer/Aids has been allowed for admission in each course.

Two additional seats for rural area students, only those students will be considered which have passed 10th & 10+2 examination from those rural schools which do not fall in the area of Municipal Corporation/Municipal Committee/Small Town/Notified Area. Further the candidate should have been studied in such school for at least five years before passing the last examination. A candidate claiming such benefits will have to produce a certificate from the DEO/Principal of concerned institute.

One additional seat for Border Area students, those candidate who have passed their 10th & 10+2 examination from the border area schools situated within 20 KMs from the international border A certificate from the Tehasildar/Principal/Headmaster/Head of the school certifying

that the school where candidate has passed 10th/10 +2 examination falls within the aforesaid boarder area.

One additional seat per unit will be reserved for those Candidates who have excelled and out performed by their participation in the Youth Festivals (See University Letter No: PU/DYW/1010-1200 Dated 27-05-2016

Important: The Reservation Policy of the Govt. of Punjab undergoes changes from time to time. These changes are implemented per se.

Instructions for Candidates Seeking Reservation

- To avail reservation and other benefits, it is mandatory for the applicants to attach the required certificate(s) along with the application form.
- Students of SC Category whose parents have an annual income below rupees 2.5 lakhs, are entitled to benefits within the norms of the scheme(s) applicable to them as per the Memo No. 17/20925-28 dated 10.12.2012 issued by the Directorate of Scheduled and Backward Classes, and Endorsement No. 2/6-2007sch -1(6)8 dated 2.1.2013 of DPI(Colleges) Punjab.
- Only those candidates of the Backward Classes, whose parents' annual income is below the limit specified by the Government, will be considered eligible for reservation benefits. Hence it is mandatory to attach an income certificate along with the class/ category certificate. This certificate must be issued by a Magistrate/ Officiating Magistrate/ First Class Magistrate/Tehsildar. The income certificate can be self-attested by the parents of the candidate. These certificates must be attached with the application form.
- For the wards of Ex-servicemen/ Police personnel/ officials of BSF, CRPF and other Armed Forces, it is mandatory to attach a Discharge Certificate or a Certificate issued by the Commanding Officer.
- All the admissions in Sports Quota will be finalized by the concerned departmental admission Committees in consultation with the Sports & Physical Education Department of SCD Govt. College Ludhiana.
- For wards of teachers working in Govt./ Non-govt. affiliated institutions, it will be mandatory to attach a certificate issued and attested by the Head of the concerned institution. The certificate issued by the Head of a Primary/ Middle/ High School must be attested by the DEO. In case of the applicant's mother being a teacher, the certificate must bear the name of the husband.
- Wards of victims of terrorist attacks/ persons who have suffered 50% disability during action of Security Forces/ Sikh Migrants must attach along with the application form a photocopy of the requisite certificate/ID Card issued by the Deputy Commissioner.
- Candidates seeking reservation must attach the certificate for the concerned category at the time of the filling of the application form itself. Separate application forms must be filled for claims in different categories.

Attendance/Leave/Readmission/College

Leaving/ Certificates Rules

ATTENDANCE

For a student to qualify for the University Exams he /she must have at least 75% attendance. As per Panjab University letter no: 2807-2917/MISC-3 dating 16-4-2002, students of Physical Education require 80% attendance in the practical classes.

NOTE: It is seen that parents complain that they have not been informed about lecture shortages or results of the house exams. Concerning this it must be noticed that such information shall be posted only Noticed board of the college. Parents shall not be informed by post. It is responsibility of the parents/guardian to acquire information about house examination/attendance of their wards. Students who do not complete attendance criteria shall be detained.

LEAVE RULES

In case of urgent work and sickness leave must be sanctioned on the prescribed leave form and sanctioned by the tutor of the students. The signatures of the parents/guardian are essential on the leave form. In ordinary sickness leave for 5 days can be sanctioned by the tutor. For sick leave of more than 5 days the sick leave letter must be accompany by medical certificate from the qualified doctor. Such leave will be sanctioned by senior tutor. The students who are absent without any leave shall be fined. Leave for urgent work or sickness shall not be converted into attendance.

LEAVE ABSENCE FROM THE COLLEGE

If a student is absent without leave continuously for 7 days from classes or 3 tutorial group classes than his or her name shall be struck off. Such students may be readmitted within 5 days of the name being struck off by paying the admission fee again by permission of the principal only. But the students shall be given no attendance for the period their names remained struck off. If the name of a student is struck off for the second time after being re-admitted then he/she will not be admitted again. To be re-admitted for the second time the student must be accompanied by his/her parents.

Scholarships

SPECIAL INCENTIVE & SCHOLARSHIPS

Students may be permitted the following scholarships and incentives. They must apply on the prescribed form on time. Scholarships can be withdrawn at any time as per the instruction of the Government.

1. University Scholarships: Those presented by the university on the basis of merit.
2. Scholarships by the Punjab Education Board: Those presented by the Punjab Govt. on the basis of merit.
3. National Scholarships: Those presented by the Central Govt. on the basis of merit.
4. Scholarships for Scheduled Castes/ Tribes and Backward Classes: Those presented by the Indian Government.
5. Scholarships for Scheduled Castes and Backward Classes given by the State Govt.
6. National loan Scholarships : Which can be given to students who score 50% or more on the basis of merit, and whose parent's annual income is less than Rs.25,000/-. This scholarship amount is free from interest and can be paid back after three years from the date of completion of course, in installments.
7. Book grant for the children of political sufferers, Students belonging to Scheduled castes, Vimukt castes and low income group will be provided concession as per college/University terms for education.
8. Post Matric Scholarship Scheme: Under this scheme of the Indian Govt. Permanent residents of Punjab belonging to Scheduled Castes are permitted scholarships in any part of India for purposes of Post Matric/secondary education. Their family income from all sources must not exceed RS.2, 50,000/- (further information concerning this scheme can be obtained from the Scholarship Branch. of the college).
9. State Scheduled Caste Scheme: The students belonging to scheduled castes that are permanent residence of Punjab and are studying in the colleges/institutions of Punjab can avail of this welfare fund. Such students are given scholarship under this scheme, if the family income is upto Rs. 2, 50,000/-
- 10 Low income class Scholarship: This scholarship given to students who do not belong to Scheduled Caste and Backward section, but their parent's income is upto Rs. 2,00,000/-
11. Concessions for Children of Officers/workers killed in army action: Children of army, paramilitary officers/employees who were killed or handicapped during Indo-Pak, Indo-China wars or Sri Lanka army action shall be provided the following concession:

- (a) Full fee concession
- (b) Exemption from hostel expenses
- (c) Book and stationery expenses
- (d) Needy students shall be provided help in every way possible.

NOTE:

Students wish for scholarships or concessions under the above categories must send their application to the college office within a week of college admissions and their applications must be accompanied by slips for bank account with bank code number.

FEE CONCESSION:

Fee can be reduced for needy students under the following:

1. Fees of 10% students in a class can be reduced by 50% on the basis of poverty.
2. If the elder brother or sister of a student is studying in a government college at the same station, his/her fees can be reduced by 50%. A certificate must be obtained from the Principal of such an institution.
3. Poor and needy students are provided help from Student Welfare Fund and Red Cross Fund as well. This aid is provided for a student's fees, books, clothes or medicines at the recommendation of the appointed committee.

AWARDS AND HONOURS

PRIZES:

On the basis of house exams the following prizes are given at the Annual Prizes distribution function.

- 1) Students First in a subject and aggregate, Second and Third in any class are awarded prizes if they have at least 50% marks in the remaining subjects. If there are 25 students in a class then only the first student will be awarded a prize. If there are 50 then 2 students, if more than 50 then 3 prizes will be given.

SPECIAL PRIZES:

- (a) Abhay Oswal Gold Medal: This medal will be awarded to a student of B.Com (Hons.) who stands first in the college in the University examination.
- (b) Professor R.S. Aggarwal Gold Medal is awarded to the student who stands first in Physics subject in B.Sc Final University Examination.

(c) Dr. Dharam Singh Gill Memorial Gold Medal is given to the student who stands first in M.A (Eng) 1st year

(d) Principal S.K Vashist Gold Medal is presented to the student who stands first in the University in M.A (Hindi) Ist and 2nd year

(e) Principal Surjit Singh Bhatia Gold Medal and Cash Award is presented to the student who stands first in M.A Ist and M.A 2nd in the University Examination.

(f) Prof Jatinder Mohan Award is given to the student who stands first in B.Sc I,II in the subject of Chemistry.

(g) Prof Satish Kant Memorial Award is given to the student who secures Ist position in the class of MA (Hindi) final year in University Examination.

(h) Prof Vishrut Sharma Memorial Award is presented to the student who stands first in the college in MA(Economics) final year in University Examination.

(i) P.C Wadhwa Cash Award is given to the student who stands first in the M.Sc (Math) in the college in University Examination.

Roll of Honour, College Colour and Merit Certificates

Academics:

a) Roll of Honour: Any student who is awarded first, second or third position in the last year of the University Examination is awarded the Roll of Honour.

b) College Colour: Any student who gets first position in P.G first year (M.A/M.Sc -I) or in any class of undergraduate level of the University Exam.

Sports:

Role of Honour:

- 1) Members of the Winning team (of first or second place)at the Senior National Championship competition ,individual first second and third position at the senior national level , and the player who stands first, second and third in the Zonal Federation Cup are awarded the Roll of Honour. In the case of cricket the player should have played in a match organized by B.C.C.I like Ranji Trophy/Dalip Trophy/Devdhar Trophy/Vijay trophy/Irani Trophy, or he should have been a member of the winning team, second or runner up in the Rohinton Baria Trophy Match. The player should attend practices for the whole year in the ground and exhibit good conduct.
- 2) Member of the winning team at the Junior National Championship Level and the player who stands first at the Junior State Level.

- 3) Members of the team which stands first or second at the all India North Zone Intervarsity Championship and players who stand first or second in the individual competitions.
- 4) Members of the Combined University Team.
- 5) Captain of the State (Senior) or University winning team.
- 6) Captain of the State (Junior) Team which stands first, second or third.
- 7) A player who establishes a record at the University or State Championship level. (j) Shree Jagdev Singh Olympian Special Award: This award shall be given to the students who have already received roll of honour and this session they have secured sufficient points or more to qualify for Roll of Honour. (k) College Colour: College colour is presented to players who display achievements at the university and state level. If a student achieves recognition in some other game as well may be awarded the college colour for the second time. It is important that the player should practice regularly in the grounds during the year and have good conduct.

Conditions for College Colour:

- (1) A player who represents the college at the university or state level
- (2) A player who achieves first or second place at state/university (Senior Championship) in individual events or a player who wins first place in State Junior Championship.
- (3) In case of team events 75% of the winning team in the Panjab University-State Championship and 50% of the team placed second and 25% of the team members of the team placed 3rd will receive College Colour.
- (4) The best athlete of the college (boy/girl) who has participated in the University Athletics Championship.
- (5) Winner at the State Level (boy/girl) who has participated in the University Athletics Competition.

NOTE:

College Colour or Roll of Honour (Sports) can be given to a student for achievements in any year out of three years of study. When applying for any award the application must be accompanied by photocopies of certificates of participation and positions secured.

Cultural Activities:

(a) Roll of Honour: (for any or more categories given below)(15 points are necessary)

- I. The student or all members of the team which gets first place in P.U Youth Festival at the Inter-Zonal Level.

- II. The student who gets 20 points based on the criteria mentioned in Part-A.
- III. If the team wins first rank, the captain of the winning team declared winner in the Panjab University or other competitions organized by P.U.
- IV. N.S.S volunteer or Youth Welfare volunteer who has been declared best volunteer in a National Camp.
- V. N.C.C cadets or N.S.S volunteer who participate in Republic Day Parade, New Delhi.
- VI. N.C.C cadets who participated in National Level Camps and have received the Gold medals.

(b) Sahir Order of Merit: Students who have already received Roll of Honour, but again score points are more than the qualifying points for Roll of Honour shall be awarded the Sahir Order of Merit.

(c) College Colour: (10 or more points are required)

- I. A student who is adjudged 2nd in P.U. Inter-Zonal Youth Festival.
- II. Members of the team or group event which is adjudged 1st in P.U. Youth Festival.
- III. A student, who scores 15 points in Inter-College Competitions, qualifies for college colour. For the students of Evening College the points required are 10.
- IV. College colour shall be awarded to the student who wins a silver medal in NCC.

Points are adjudged in the following manners:

1 st in Inter-College competition-----	3	marks/points
2 nd in Inter-College competition-----	2	marks/points
3 rd in Inter-College competition-----	1	marks/points
1 st in Zonal festival-----	5	points
2 nd in Zonal festival-----	4	points
3 rd in Zonal festival-----	3	points
1 st in Inter-Zonal festival-----		Roll of Honour
2 nd in Inter-Zonal festival-----		College colour
3 rd in Inter-Zonal festival-----		Merit certificate
Writing an original book-----	5	points
Minimum 5 articles in newspaper/magazine/Journal-----	2	points

Editor College Magazine-----	1	point
1 st prize in Inter-zonal sports competition-----	3	points
2 nd prize in Inter-Zonal sports competition-----	2	points

V. These points are awarded only for those competitions which are recognized by the Panjab University.

VI. To those NCC and NSS, Youth Club and St. John Ambulance Brigade members who are declared prize winning cadets at Inter-State Level or Directorate Level only.

- (d) **Merit Certificates:** Students who perform in cultural activities, National Service Scheme, Youth Services, Adult Education, those who get 'c' certificate in N.C.C. , College Magazine and activities of the hostel will be awarded Merit Certificates on the recommendation of the Teacher In charge. At least 2 points in Cultural Activities, 2 points in N.C.C. and Youth Services must be scored 7 point in 7 day camp, blood donation one carry 1 point, 1 point for public service program like Pulse-Polio. These points shall be added to a score for Roll of Honor.
- (e) **Best Students:** A student who gains special recognition in 3 fields; he should secure 1st position in any field in the P.U Youth Festival.
- (f) **Best Speaker:** The student who wins Ist or IInd place in debate and declamation contests. He /She must have won maximum competition or participated in maximum number of competition.

Co-Curricular Activities

AREAS OF MULTIDIMENSIONAL GROWTH

Apart from the studies various cultural activities are organized in college for cultural development of students, creativity classes, social services, blood donation camps, the educational and recreational tours are organized for students.

COLLEGE MAGAZINE SATLUJ

The college magazine Satluj is a medium for self-expression Punjabi, Hindi, English, Sanskrit, planning forum, commerce, general science and college panorama are its sections. The editors and subeditors are selected through tests conducted by section heads. The best articles in different sections are awarded prizes.

NCC (Army Wing):- In the months of July students are admitted to the army wing. Forms can be obtained from the NCC office. Exams are conducted for 'B' and 'C' certificates. Apart from parades and training camps, hiking-trekking, leadership camps, national integration camps, cycle/scooter rallies , blood donation camps, exchange tour programmes are also arranged. Here few seats are available.

N.C.C (Air Wing):- The NCC air wing is active in the college students are admitted in the month of July. Apart from parades, many activities and camps are organized .Training is provided for Acro modeling, para- sailing, gliding, flying and power flying etc. Here few seats are available.

N.S.S: There are three N.S.S units making in the college; one for girls and two for boys, apart from one day campus a seven day campus is organized to inspire the students to serve the nation and society.

Youth Club: Members of the youth club are selected in the month of August .Many camps are organized by the university.

Photography Club: Photography and Fine Arts Club are functioning in the college. Students having in such activities can join these clubs.

St .John Ambulance Brigade: St .John Ambulance Brigade is achieves in the college and students are encouraged to become members of this brigade.

Extension Lectures: In addition to classes, Eminent Scholars are invited for the extension lectures and seminars to enrich the knowledge of the students.

College Library: There are a large number of books in the college library. Important books and magazines of general and specific interest are available for student's books. There are 106714 books and 54 magazines are available in the Library. There are 1,25,000 e-books and e-journals available for the students and teachers. There is available of free of Cost internet facility for the students in the College Library. Separate library facilities are provided for morning and evening college students. Books can be issued for 14 days after which a fine of 50paise per day is charged. Students are not allowed to tear or spoil/mark the pages of these books. If students do so, he or she shall be fined and in addition will the cost of the book.

Career Guidance Bureau: The Career Guidance Cell guides students concerning job opportunities and professional courses.

Evening College

The student who works in the morning but want to continue study with their job, for such students SCD Govt. Evening College Ludhiana offers BA courses. The admission process is the same as is for the morning college students. The students are required to visit college website and submit their hard copies of online admission forms along with all necessary documents at the time of counseling only.

Subjects for Evening College for BA Course:

Compulsory Subjects :

- (1) Compulsory Punjabi or History and Culture of Punjab (Under Ordinances)
- (2) Compulsory English
- (3) Environment and Road Awareness

Elective Subjects :

- (1) English or Hindi or Punjabi
- (2) Political Science or Mathematics
- (3) History or Economics

Note : History Subject is not allowed with Mathematics.

Online Admission Procedure 2016-17

Important Points:

- **Warning:** The registration of the students submitting false/incomplete information's in the online form will be rejected and such students will not be considered for the admission.
- Candidates must ensure that they qualify and are eligible for admission.
- All the guidelines are listed in the Prospectus/Admissions sub-menus available on website.
- Before registering candidates or their parents/guardians must have a valid Mobile Number or a valid E-mail ID which will be used to confirm their identity by sending SMS or e-mail.
- Candidates must retain their registered Mobile Number in active mode and/or e-mail ID until the admission process is over.
- All the communication regarding admission will be through SMS/e-Mail, preferably SMS.
- For correction of any mistake in the online filled form, which the candidates cannot edit their self should inform at e-mail id : scldhhhelp@gmail.com
- Upload the candidate photograph of 50kb size is required. The scanned signature must be uploaded. Other documents are not required to be uploaded with online application form.
- The photograph of the candidate should not exceed 50Kb in size. The photograph required to be uploaded, should be of passport size in formal dress and must not be a selfie kind photograph.
- Every applicant is pay Rs 50 for per course & per category.
- Admission Fee and funds will be charged from the admitted students only.

Steps to fill Online Application form for admission:

1. Visit college web-site www.scdgovtcollege.ac.in
2. Click on APPLY ONLINE button
3. All fields marked with red colour are compulsory to be filled.

4. Fill all the basic fields like name, father's name, mother's name, date of birth, mobile number and/or e-mail id. and click Submit button
5. After submission a Username and Password will be displayed on the screen. Note it down. Please keep it safe and secret. It is required to continue further to complete the application form and for further use in future.
6. After registration an SMS and/or E-Mail will be sent on registered Mobile No. / E-Mail ID containing your Applicant ID and OTP (One Time Password). OTP is required to verify your Mobile No and/or E-Mail ID.
7. Click on Verify on top left corner to verify Mobile No and/or Verify E-Mail ID and enter the OTP you received through SMS or e-mail
8. Complete the application form by filling the required fields starting with the Personal Profile
9. Complete personal profile, like category, annual family income, etc. and click Save button.
10. Make a choice of reservation main category at 3A (and sub category on right side for armed forces/sports/handicapped at 3B) if you want to seek admission in reserve category, save the information by clicking on Save Button.
11. Fill lower exam details starting with 12th exam marks and then next higher classes one by one you have passed by clicking the Add Lower Exam Details button, Uni./Board name and Panjab University Registration number (for old students only who are already registered with University), Last exam passed, Exam Roll number, marks obtained in exam passed etc. Panjab University registration number is very important for old PU students.
12. Similarly you will add the subjects and marks obtained in each subject of lower exam/classes passed one by one by clicking Add Subject details of Selected Exam button after selecting the class from the lower row. When you click on class row if it is highlighted in yellow colour, then only you can add the subjects/papers of that class one by one.
13. Select the class for which you are seeking admission.
14. You will choose the compulsory and elective subjects for admission by clicking Add Subjects of Selected Class button after selecting the row of the class of admission. For BA-1 you must chose all the subjects given in order of your preference
15. Your Bank account details may be filled later on.

16. Click Add/Update button if you want to edit/modify any information entered in the form before the last date. You cannot edit the information after the last date of online application for admission.
17. You may fill application form for additional class/classes/category with the same login ID and password. For the additional class/classes applied for online by clicking on Add Class button, the student will be charged Rs. 50/- per additional class and category.

Note: Please visit the college website regularly for latest updates. The candidate may check his/her status in the tentative list on 27/06/2016. If the candidate has any objection in his/her status in the tentative merit list can inform his/her such objection before 28/06/2016 2 p.m. at email scldhhelp@gmail.com. After that no objection will be entertained.

- If you qualify for admission (your name is in the cut-off merit list) you will receive an SMS for interview/counseling. Produce your relevant certificates for verification by admission committee in the college on the date of counseling.
- The following documents are required on the time of counseling:
 1. A passport size photograph (unattested).
 2. The original certificates like DMC of the last examination(s) passed and a self attested photocopy of each certificate.
 3. Character Certificate from the Institute last attended (This is not required if you passed the last examination from SCD Govt. College Ludhiana).
 4. Reservation Category Certificate, if any, and its photocopy (Backward Class certificate should not be older than three years as on date of interview.)
 5. Residents of Punjab who belongs to SC/ST category and whose annual family income is less than 2.5 Lakhs should bring the Income Certificate and a self declaration to avail fee concession.
 6. Proof of Residence is required which may be any one of the Passport/ Ration Card/ Unique ID (Adhaar Card)/ Voter Card/ Electricity or Telephone bill etc.
 7. Migration Certificate for students who passed their lower examination from universities/boards other than Panjab University/Punjab School Education Board Mohali.
 8. Eligibility certificate from Panjab University if you have passed your lower examination from other states (except for Haryana and Himachal Pradesh).

9. After verification of document by the admission committee, if his/her admission is provisionally confirmed, the candidate will download the fees challan on the next day of counseling.
10. The student is required to deposit the admission fee in any computerized core banking branch of State Bank of India near your house on the dates mentioned on your challan.
11. Admission of those students who fail to deposit the admission fee in time will be cancelled and the seat so vacated will be offered to the next eligible candidate in order of merit/rank list.
12. On verification of the fee deposited in the bank, College will allot the college Roll Number to the admitted students, which will be sent through SMS.
13. The college copy of the fee challan will be submitted in the college within next two working days. The college roll number sent to the students admitted must be written on the fee challan to be submitted.

General Rules/Guidelines for Admission

Important things to be kept in mind while filling the Admission form

1. The last date to fill the online admission form is **25-06-2016**.
2. The tentative merit list will be displayed on the college web-site on **27-06-2016**.
3. Any objection in the tentative merit list to be brought in the notice before **29-06-2016** till 11:00 AM. Such objections may be sent to the college through helpline email id (sclddhhelp@gmail.com)
4. The final merit list will be displayed on the college web site on **30-06-2016** after that no correction will be allowed.
5. At the time of counseling, the candidate has to bring the hard copy of the online form filled with him/her.
6. The candidate applying for the admission to any course under any reserve category need not to apply in general category. Their merit will be automatically shift to open merit list, they qualify in the open merit list
7. On the day of counseling, the candidates are required to submit all the necessary documents along with the admission form. The Hard Copy of the on line submitted form is not needed to submit in the college before the day of counseling.
8. SC, BC & minority category's candidates must attach the photocopy of their bank account pass book and the Adhar Card (UID) with online admission form.
9. The candidates seeking weightage for honours in admissions must provide his/her provisional/final honours examination result at the time of counseling. No such weightage will be given without result proof.
10. All the important updates relating to the admission process will be displayed on the website regularly. The college will not provide any information personally to the candidates.
11. The students, who have passed 10+2 class from other state board except, ICSC, CBSC & PSEB must submit their originals certificates and Migration certificates before 31st August, 2016 in the college.
12. The students who have got admission in MA/M.Sc/M.Com/Msc (IT) are required to submit their original certificates as well as Migration certificates if they have graduated from University other than PU Chandigarh before 31st August, 2016.

Counseling Schedule for scrutiny of Documents

(Morning & Evening)
Counseling and Admission Programme-2016

Counseling Date on the Basis of Online Merit	Class	Time	Reporting Venue	Counseling Place	Dates for Depositing Fee through Bank Challan in any Branch of State Bank of India (Deemed Date of Admission)
04-07-2016 (Monday)	B.B.A-Ist Sem	9.A.M	B-011, 012	Seminar Hall (Block-B)	7-8 July, 2016
	B.C.A-Ist Sem	9.A.M	B-009, 010	Seminar Hall (Block-B)	7-8 July, 2016
	B.A-Ist Sem (Morning)	9.A.M	New Hall	New Hall	7-8 July, 2016
04-07-2016 (Monday)	B.A-Ist Sem (Evening)	9.A.M	A-003, 004, 005	Evening Incharge Room (Block-A)	7-8 July, 2016
05-07-2016 (Tuesday)	B.A-Ist Sem (All Reserve Categories Morning)	9.A.M	New Hall	New Hall	7-8 July, 2016
	B.A-Ist Sem (All Reserve Categories Evening)	9.A.M	A-003, 004, 005	Evening Incharge Room (Block-A)	7-8 July, 2016
	B.Com-Ist Sem	9.A.M	Girls Common Room	Girls Common Room	7-8 July, 2016
	B.Sc-3 rd Sem Medical	9 A.M.	B-118,119,113	Botony Dept Head's Room (Block- B)	7-8 July, 2016
05-07-2016 (Tuesday)	B.Sc 3 rd Sem Non-Medical	9 A.M.	A-024,028	Physics Dept Head's Room (Block- A)	7-8 July, 2016
07-07-2016 (Thursday)	M.Sc IT 1 st Sem	9.A.M	B-009, 010	Seminar Hall	8-11 July, 2016
	M.Com 1 st Sem	9.A.M	D-002,003	Commerce	8-11 July, 2016

				Dept Head's Room (Block- D)	
	B.Com 5 th Sem	9.A.M	D-004,005,006	Commerce Dept Head's Room (Block- D)	8-11 July, 2016
	B.Sc Medical 5 th Sem	9.A.M	B-118,119,113	Botony Dept Head's Room (Block-B)	8-11 July, 2016
	B.Sc Non-Medical 5 th Sem	9.A.M	A-024,028	Physics Dept Head's Room (Block-A)	8-11 July, 2016
08-07-2016 (Friday)	B.A.3 rd Sem Morning & Evening	9.A.M	New Hall & A-003, 004, 005	New Hall & Evening Incharge Room (Block-A)	11-12 July, 2016
	BCA 3 rd Sem	9.A.M	B-009, 010	Seminar Hall (Block-B)	11-12 July, 2016
	BBA 3 rd Sem	9.A.M	B-011, 012	Seminar Hall (Block-B)	11-12 July, 2016
	M.Com (BI) 3 rd Sem	9.A.M	B-102,103, 104	Dept of BI Head's Room (Block-B)	11-12 July, 2016
09-07-2016 (Saturday)	B.Com 3 rd Sem	9 A.M.	D-004,005,006	Commerce Dept Head's Room (Block- D)	11-12 July, 2016
	B.Sc Medical 1 st Sem	9 A.M	B-118,119	Botony Dept Head's Room (Block- B)	11-12 July, 2016
	B.Sc Non-Medical 1 st Sem	9 A.M	A-024,028	Physics	11-12 July, 2016

				Dept Head's Room (Block- A)	
	Diploma in Stock Market & Trading Operations	9 A.M	B-102,103, 104	Dept of BI Head's Room (Block-B)	11-12 July, 2016
	B.A. 5 th Sem (Morning)	9 A.M	New Hall	New Hall	11-12 July, 2016
09-07-2016 (Saturday)	B.A. 5 th Sem (Evening)	9 A.M	A-003, 004, 005	Evening Incharge Room (Block- A)	11-12 July, 2016
11-07-2016 (Monday)	BCA 5 th Sem	9 A.M.	B-009, 010	Seminar Hall	12-13 July, 2016
	B.B.A 5 th Sem	9 A.M.	B-011, 012	Seminar Hall	12-13 July, 2016
	M.Com (BI) 1 st Sem	9 A.M.	B-102,103,104	Dept of BI Head,s Room (Block-B)	12-13 July, 2016
11-07-2016 (Monday)	M.A. 1 st Sem (Eng/Hindi/Pun/Eco/Geo) & M.Sc (Math)	9 A.M.	Report on Concerned Dept.	Head's Room	12-13 July, 2016
12-07-2016 (Tuesday)	M.A. 3 rd Sem (Eng/Hindi/Pun/Eco/Geo) Msc (Math), M.Sc (IT) & M.Com 3 rd Sem)	9.A.M	Report on Concerned Dept.	Head's Room	13-14 July, 2016
13-07-2016 (Wednesday)	UG Pending Cases	9:00 M	Same Venue Earlier Mentioned	As stated above	14-15 July, 2016
14-07-2016 (Thursday)	PG Pending Cases	9.A.M	Same Venue Earlier Mentioned	As stated above	15-16 July, 2016