



Prospectus (ਪ੍ਰਾਸਪੈਕਟਸ)

2017-18



ਸਤੀਸ਼ ਚੰਦਰ ਧਵਨ ਸਰਕਾਰੀ ਕਾਲਜ, ਲੁਧਿਆਣਾ

SATISH CHANDER DHAWAN GOVERNMENT COLLEGE, LUDHIANA

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Principal's Message



Dear Students,

Life is a series of decisions at many points we have to take risks. Every new assignment may be tricky and every new step requires courage. Sometimes we are required to do things which scare us. These are the very things which lead to greatness.

"A ship in harbor is safe, but that is not what ships are built for."

-John A. Shedd

When you take the path of timidity and fear, your destiny is only to wonder about what all you could have done and achieved. So overcome your fears and dare to do something good, great and creative.

India is waiting for such youth to lead us into glory. The education you have acquired has empowered you, enriched you and armed you for a great future. It will remain with you forever. Use it to realize your true self. It will shine in your personality. Use it for the good of the world.

It is imperative that while treading the path of life you preserve not only your identity, but also the identity of others. You should not sit in an Ivory Tower and pronounce judgments from there.

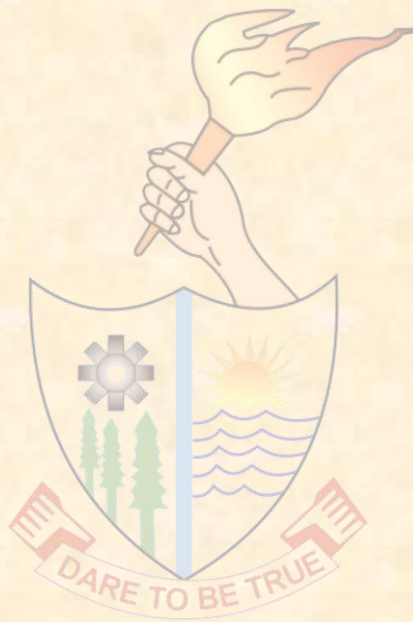
Assimilation, multiplicity and plurality are the '*Mantra*' of the day and you ought to take hold of it.

My blessings are there with you all, in this new session and I pray to God from the core of my heart that each of you achieve 'Stability' and 'Success' in all your present and future endeavors.

With best of wishes.

Dr. Dharam Singh Sandhu

(Principal)



College Profile

This institution of Ludhiana initially known as “Imperial College” was established in 1920. It has made immense contribution to the academic sphere of the region. Later the name was changed to Government College, Ludhiana. Under the aegis of the principal A.C.C. Hervey, who served in this college with great dedication for 15 years (1927-1942), it developed into a premier institution and ever since it has grown from strength to strength. In 1976 in recognition of the service rendered to the nation by its alumnus Satish Chander Dhawan, a renowned Space Scientist, the college was rechristened as SATISH CHANDER DHAWAN Government College (SCD GOVT. COLLEGE) by the Government of Punjab. Under the stewardship of very able principals the college has been serving thousands of students for ten eventful decades and is now heading for a century. This institution has provided the brightest minds to the world of science, humanities, commerce and IT sector.

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 & Air Wing), NSS, Sports Wing, and other extension activities have encouraged students to reach out and make a difference. Those who are full time working have a platform to attain 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. The college main hall is dedicated to Sahir Ludhianvi , the legendary Urdu poet who was an alumnus of the college. Apart from Satish Chander Dhawan and Sahir Ludhianvi, Personalities like Sh. N.N. Vohra (Governor J&K), Gen. T.N. Riana, Major General Himmat Singh Gill, S.M.S. Gill (Ex. MP & Ex. Chief Election Commission), Sh. Keki N. Daruwala (Famous poet and short story writer in English Language), Col. Avtar Singh Cheema (Arjuna Awardee & Padma Shri Awardee), Sh. Harkrishan Lall (Distinguished Punjabi Painter), S. Joginder Singh IPS (Former Director, CBI, India), S.K.P.S. Gill IPS (Former DGP Punjab and Padma Shri Awardee), Sh. Mohan Sehgal (Director, Producer in Indian Film Industry) S. Jagpal Singh Sandhu (IAS), Brig. Sanjiv Dutt (SM), S. Rupinder Singh (IPS), Entrepreneurs

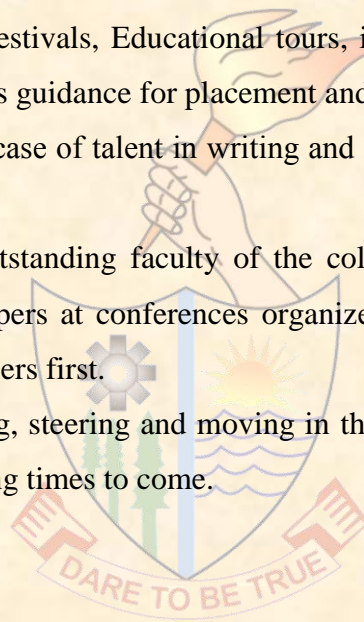
like Sh. Rakesh Bharti Mittal, S. Onkar Singh Pahwa and Sh. Manoj Singla, Sh. Yashpal Sharma (Famous Cricketer) and Arjun Awardee Sportman like S. Sajjan Singh Cheema, S. Manmohan Singh and S. Sukhpal Singh have contributed richly to the growth of the country.

Ten 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, quiz contests 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.

Our greatest strength is the outstanding faculty of the college. The teachers Research and Publish extensively, present papers at conferences organized 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 society and lives through Education and Knowledge.

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. To inculcate 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.

MOTTO

DARE TO BE TRUE

To be true means to reach the pinnacle of humanity by developing noble qualities.

Faculty & Establishment

Principal Dr. Dharam Singh Sandhu (PES-I)

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. Mr. Paramjit Singh Grewal, Associate Professor
2. Mrs. Suman Lata, Associate Professor
3. Dr. Ashwani Bhalla, Ph.D., Professor
4. Dr. Bhupinder Kumar Khurana, Ph.D. ,Associate Professor
5. Mr. Husan Lal Basra, Associate Professor
6. Dr. Harbilas Heera, M.Phil., Ph.D., Associate Professor
7. Mr. Arun Kumar*
- 8-13 Guest Faculty

Computer Science & Applications and Management (Self Finance):

1. Dr. Gursharanjit Singh, Ph. D., Professor (Convener)
2-3 Guest Faculty
Contract Faculty under HEIS

Economics:

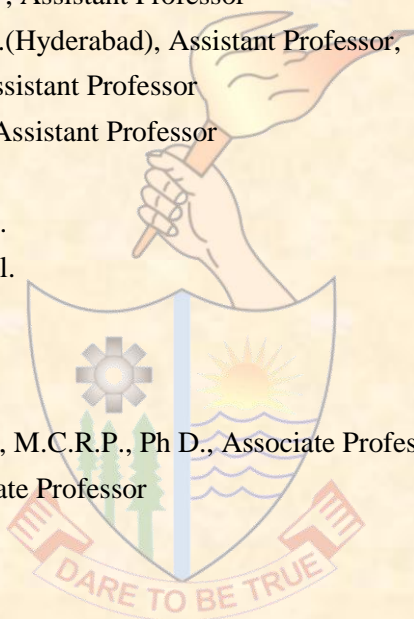
1. Dr. Puran Singh, Ph.D. ,Professor
2. Dr. Jagtar Singh, Ph.D., Professor
3. Mrs. Iradeep*



4. Mrs. Geetanjali*
5. Mr. Jatinder Kumar*
- 6-9 Guest Faculty

English:

1. Dr. Tanveer Likhari, Ph.D, Associate Professor
2. Dr. Chandip Kaur, Ph.D, Professor
3. Mrs. Kajla, M.Phil, Associate Professor
4. Mrs. Inderjeet Kaur, M.Phil, Associate Professor
5. Mrs. Amita Rawlley Thaman, M.Phil, Assistant Professor
6. Mrs. Sumeet Brar, 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. Mrs. Sunanda *
- 3-6 Guest Faculty

History:

1. Mr. Paramjit Singh *
- 2-6 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. Mr. Balbir Kumar, Associate Professor
2. Mrs.Harwinder 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. Dr. Nitin Sood* Ph.D
- 6-10 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. Mr.Harwinder Singh Joshi *
 5. Mr.Paramjeet *
 6. Mr. Bhupinder Singh*
- 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 Coordinator

Library Staff:

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

Library Restorer:

- 1-2 Vacant

ADMINISTRATIVE DUTIES

1. (i) Senior Tutor
(ii) Convener - Women Cell

Dr. Parveen Sharma

2. (i) Convener - Hostel Committee
(ii) Incharge - Time Table (General and Arts)
(iii) Incharge - Environment Education

Dr. Harbans Singh

3. House Examination Branch
(i) Registrar
(ii) Deputy Registrar
(iii) Deputy Registrar
(iv) Deputy Registrar

Dr. Harbans Singh
Mr. Paramjit Singh Grewal
Mr. Kamal Kishore
Dr. Bhupinder Kaur

4. (i) Dean Students Welfare
(ii) Convener - Anti Raging Cell

Dr. Mukesh Arora

5. (i) Dean Sports,
(ii) Incharge College Discipline

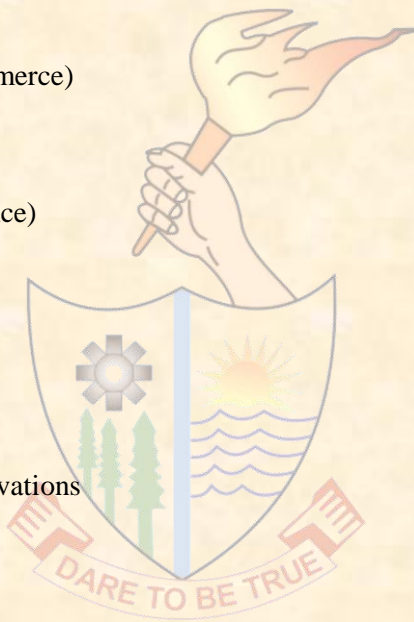
Mr. Balbir Kumar

6. Incharge - College Property

Mrs. Harvinder Kaur



7. Bursar Mr. Deepak Chopra
8. Bursar (PTA) Mr. Paramjit Singh Grewal
9. Dean (Cultural Activities) Mr. Kamal Kishore
10. Campus Incharge Mr. Kamal Kishore, Mr.Kulwant Singh
11. Chief Editor College Magazine Dr. Chandip Kaur
12. Incharge – Photography Club Dr. Jagtar Singh
13. (i) Hostel Warden (Girls)
(ii) Incharge Time Table (Commerce) Mrs.Suman Lata
14. (i) Incharge Railway/Bus Pass
(ii) Incharge Time Table (Science) Dr. .Sanju Gupta
15. Incharge – Red Ribbon Club Mrs. Sarabjit Kaur Gill
16. Incharge U.G.C. Dr. D.S. Sidhu
17. (i) Co-ordinator Business Innovations
(ii) Co-ordinator RUSA
(iii) Co-ordinator NAAC
(iv) Co-ordinator IQAC
(v) Finance Secretary HEIS Dr. Ashwani Bhalla
18. Stage Secretary Panel Dr. Ashwani Bhalla (Convenor), Dr. Harblas Heera
19. (i) Associate Dean Students Welfare
(ii) Incharge Career Counseling and Guidance Mrs. Inderjit Kaur
20. Incharge Edu-Sat Dr.Harjinder Singh
21. Incharge NCC Army Wing Mr. H.L. Basra
22. Incharge Cycle Scooter Stand Mr. H.L. Basra, Mr. Harwinder Singh Joshi
23. (i) Associate Dean (Cultural Activities)
(ii) Secretary Staff & Staff Club



- (iii) Incharge Saint. John Ambulance Brigade and Red Cross Society
- (iv) Incharge Press and Media
- (v) Incharge Youth Welfare Panjab University and Youth Services Club
- (vi) NCC (Air Wing)

Dr. Harblas Heera

24. Incharge Finishing School

Mrs. Amita Rawley Thaman

25. Incharge National Services Scheme (Girls)

Mrs. Sumeet Brar, Mrs..Neelam Bala

26. Incharge National Services Scheme(Boys)

Mr. Arun Kumar, Mr.Paramjeet

Evening College:

- 1. Mrs. Charanjeet Kaur : Incharge and Registrar House Examinations

Establishment Branch:

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

Accounts Branch:

- 1. Mr. Jaswinder Singh : Junior Assistant (Fee)
- 2. Mrs. Kanchan Bala : Junior Assistant (Funds)
- 3. Mr. Rishu Aggarwal : Cashier, GPF and GIS Clerk
- 4. Mrs. Kiranjit kaur : Scholarship and R.T.I Clerk
- 5. Mr. Ashish Mahajan : Bill Clerk

Laboratory Staff:

Senior Lecturer Assistant:

- 1. Mr. Charanjeet Singh
- 2-5 Vacant

Junior Lecture Assistant:

- 1. Mr. Gurtej Singh
- 2. Mr. Satnam Singh
- 3. Mr. Ashish Mahajan (Working in Account Office)
- 4-13 Vacant

Senior Lab Attendant:

- 1. Mr. Jaswinder Singh

2. Mr. Sanjeev Kapur
- 3-7 Vacant

Gas Man:

1. Mr. Jagtar Singh
2. 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
10. Mr. Deepak Singh Rawat
11. Krishan Kumar
12. Balwinder Singh



Evening College:

1. Mr. Amandeep Singh, Clerk

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

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 from the college 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 should not bring any outsider in the college campus.
8. Students who disregard or violate the above mentioned instructions will be heavily fined. Their re-admission may be not permitted.
9. As per S.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. Sexual Harassment Cell of the college is empowered to look into gender sensitive issues / complaints and take appropriate action.
11. Every student, seeking admission in Evening College, shall submit his employment Bio-Data form at the time of admission. This form shall be available with the convener of the Evening College admission committee and is available at the college website also.
12. Students must carry their identity cards at all times within college campus, as they can be asked to present it any time.
13. It is for the benefit of the students that they read/visit the notice-board/website daily because all important information will be displayed on the college notice-board/ website of the college. Failing to read the notice-board on daily basis may deprive the students of important / urgent information and to sole responsibility rests with the students themselves.
14. Using foul language and wearing indecent attire in the college is strictly prohibited.
15. The Degrees during annual convocation will be presented to only those graduates and post graduates, who attain more than 60 percent marks in Panjab University examination.

ATTENDANCE/LEAVE/RE-ADMISSION/ 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 on only notice board/website of the college. The parents shall not be informed by post. It is responsibility of the parents/guardians 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/guardians 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 accompanied 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 counted into attendance.

LONG ABSENCE FROM THE COLLEGE

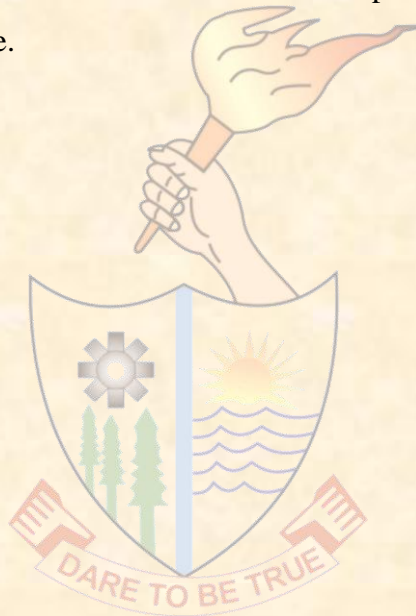
If a student is absent without leave continuously for 7 days from classes or 3 tutorial group classes then his or her name shall be struck off. Such students may be re-admitted within 5 days of the name being struck off by paying the admission fee again by permission of the principal only. But the students 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.

EXTENSION ACTIVITIES

Apart from the studies various Para-academic activities are organized in college for overall development of students, creativity classes, social service, blood donation camps, the educational and recreational tours etc are organized for students.

- **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 programs are also arranged. Qualified students are selected.
- **N.C.C (Air Wing):** The NCC air wing is active in the college. The students are admitted in the month of July. Apart from parades, many activities and camps are organized. Training is provided for aero-modeling, Para- sailing, gliding, flying and power flying etc.
- **N.S.S:** Guided by the motto 'Not Me but You' the volunteers uphold the tradition of selfless service. Apart from one day camps and seven day camp, NSS units organize many other philanthropic activities are organized to inspire the students to serve the nation and society.
- **Youth Services Club:** The members of the youth club are selected in the month of August. They take part in many camps organized by the university. These camps inculcate the leadership qualities amongst students.
- **Red Ribbon Club:** This club strives to sensitize students about AIDS and equip them with knowledge to protect them and spread this awareness among others.
- **Photography Club:** The College has a very active photography and Fine Arts club functioning in the college. The students with aesthetic aptitude join these clubs to chisel their talent.

- **St. John Ambulance Brigade:** St. John Ambulance Brigade is active in the college and the 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.
- **Student Council:** Student council, an active organization, plays a pivotal role in the college administration to watch the interests of the students, develop student-teacher relationships and develop the leadership qualities. It insures the smooth functioning of the college and complete maintenance of discipline and favorable academic atmosphere in the college.



FACILITIES

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 student editors and sub-editors are selected through tests conducted by section heads. The best articles in different sections are awarded prizes.

CAREER GUIDANCE BUREAU: The Career Guidance Cell guides students concerning job opportunities and professional courses. They provide updated information in different fields and conduct seminars for the same.

COLLEGE LIBRARY: There is large number of books in the college library. Important books and magazines of general and specific interest are available for students. 1,06,725 books and 60 magazines are available in the Library. There is availability of about 1,30,000 e-books and e-journals for the students and teachers. Free of cost internet facility is available for the students and the teachers 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 50 paise per day/per book 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 in addition to the cost of the book.

SPORTS FACILITIES AND GYMNASIUM:

The College has excellent training facilities and play-grounds for handball, basketball, kho-kho, cycling, taekwondo etc. Our students regularly participate in inter-college, inter-university / state and national level championships. Gymnasium facilities are also available for students.

COLLEGE CANTEEN/CAFETERIA:

The college has a well furnished canteen which offers a variety of eatables at a reasonable price. It is spacious and airy with separate sitting arrangements for the staff, girls and boys. Canteen facility is available for the evening college students also.

COLLEGE HOSTELS:

The college has well equipped hostels for boys and girls. Airy rooms, modern amenities and healthy food provision make the stay in hostel a pleasurable experience.

CLUBS AND SOCIETIES:

The various departments organize various activities under the concerned departmental societies and clubs, to provide avenues to the students to bring out their hidden talents and broaden their horizon. Naming few of them:

Business Innovation Club

Punjabi Sahit Sabha

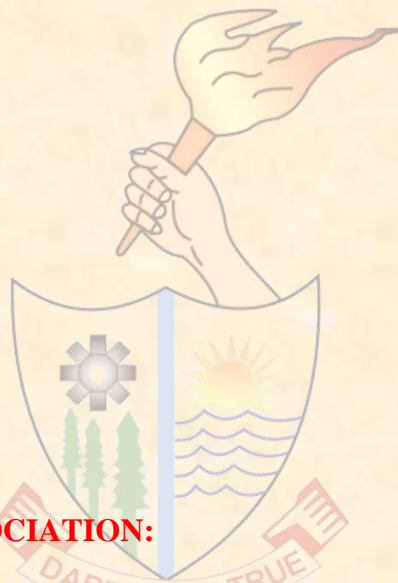
English Literary Society

Hindi Sahit Sabha

Geography Association

Economics Association

Physics Society



PARENT TEACHER ASSOCIATION:

As per instruction of the Government of Punjab, Parent Teacher Association is established in the college. Parents and teachers are members of this association. The representatives are selected with every new session. Through this association the PTA Fund is utilized for the welfare of the students.

TUTORIAL GROUPS:

To nurture the teacher student camaraderie and foster positive environment in the college, the tutorial groups are organized in the college. The attendance of the student in tutorial lectures is must.

PARKING FACILITIES:

There is arrangement for the parking of students cycle/scooter/motor cycle/moped. There is a separate arrangement of parking for the boys and the girls. There is no provision of car parking for the students. The parking opens half an hour before the college and remains open half an hour after the college hours. The vehicles will be checked from time to time.

At the time of admission the student will be issued a numbered token that must be attached to the vehicles. The token number should be written on the mudguard in white colour.

MEDICAL AID ROOM:

The college has proper medical aid facilities to provide first aid to the students in the case of need.

Wi-Fi FACILITIES:

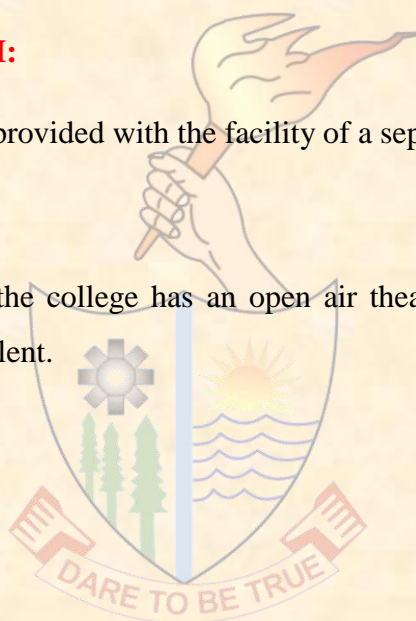
Free Wi-Fi facility is available for faculty and the students in the college campus to keep them updated in this digital world.

GIRLS COMMON ROOM:

The girl students have been provided with the facility of a separate common room.

OPEN AIR THEATRE:

Apart from the auditorium the college has an open air theatre to give a platform to the students to showcase their talent.



ROLL OF HONOUR, COLLEGE COLOUR AND MERIT CERTIFICATES

ACADEMICS:

(A) Roll of Honour:

The students who secure any of the first five positions in the final year of the University Examination (UG/PG) are awarded the Roll of Honour.

(B) College Colour:

- The students who secure any of the sixth to tenth positions in the final year of the University Examination (UG/PG).
- OR
- 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.

(C) Merit Certificates:

The students who stand First/ Second /Third in the college in the final year of all classes are awarded Merit Certificates.

Note: Since the course of M.Com (Business Innovation) (run under UGC Scheme) is in this college only. Therefore the role of honour and college colour will be given to the students attaining first three positions only.

SPORTS:

(A) Roll of Honour: (for any one or more category given below)

- 1) Team Members of the Winner team at the Senior National Championship competition (first or second place only), individual first second and third position at the senior national level, and the player who stands first, second and third in the 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 winner team, second or runner up in the Rohinton Baria Trophy Match. The player must have attended practices throughout year in the ground and exhibit good conduct.
- 2) Team Member of the winner team at the Junior National Championship Level and the player who stands first at the Junior State Level in individual competition.

- 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 winner team.
- 6) Captain of the State (Junior) Team which stands first or second or third.
- 7) A player who sets a record at the University or State Championship level.
- 8) Best athlete of the university.

The winners of state / senior national / junior nationals etc. will be awarded Roll of Honour only if the player is a member of university team as well.

(B) College Colour: (for any or more category given below)

- (1) A player who represents the college at the inter-university.
- (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 the Panjab University-State Championship in case of team events 75% members of the winner team and 50% members 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.
- (6) A player who gets third place in inter-college competition in case of individual sports / events.

If a student achieves recognition in some other game as well he/she may be awarded the college colour for the second time. It is important that the player must have practiced regularly in the grounds throughout the year and exhibit good conduct.

NOTE:

College Colour or Roll of Honour (Sports) can be given to a student for achievements in any year. 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 one or more categories given below)

1. The students, who are awarded first position in academic, cultural or social competition organized by internationally accredited / acclaimed organization / society or represented Indian team.
2. The student(s), individually / as a team member / the whole team, accredited first / Second / Third in inter university / national cultural competition.
3. The students, individually / as a team member / the whole team, awarded first place in PU Youth Festival at the Inter-Zonal Level. If such students do not participate in P U Inter-university competition, they will not be eligible.
4. Student who gets 20 points based on the criteria mentioned in Part-D.
5. N.S.S volunteer or Youth Services/Welfare volunteer who has been declared best Volunteer in a National Camp.
6. N.C.C cadets or N.S.S volunteer who participate in Republic Day Parade, New Delhi.
7. N.C.C cadets who participated in National Level Camps and also have received the Gold medal.

(B) College Colour:

1. The students, individually / as a team member / the whole team adjudged 1st in P.U. Youth Zonal Festival. If such students do not participate in P U Inter-Zonal competition, they will not be eligible.
2. The student, who scores 15 points in Inter-College or other competitions, qualifies for college colour. For the students of Evening College the points required are 10. Criteria mentioned in part D.
3. The student who wins a silver medal in NCC.
4. 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.

(C) Merit Certificates:

1. The Students who stands Second / Third in Zonal Youth Festivals.
2. Students who got 'C' Certificate in N.C.C.
3. In cultural activities, National Service Scheme, Youth Services, Adult Education, N.C.C., College Magazine, hostel etc. merit certificates will be awarded on the recommendation of the Teacher In-charge.

(D) Criteria:

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
Writing a book-----	5	points
Publication of article in local/State newspaper/magazine-----	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

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

AWARDS AND HONOURS

(A) SPECIAL AWARDS:

Student of the year Award: This award is given to the final year student who must fulfill the following conditions:

1. He/ She should have got first division throughout.
2. He/ She must have been awarded Roll of Honors / College Colour / University gold medal in Academic/Para-Academic activities.

Satish Chander Dhawan Award (Academic):

Academic Award will be given to the final year students, who attain first position in the university and must have attained first three university positions in earlier classes as well.

Sahir Order of Merit (Cultural):

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

Jagdev Singh Olympian Award (Sports):

This award shall be given to the students who have already received roll of honour (sports) and in this session they have secured sufficient points or more to qualify for Roll of Honour again.

(B) SPECIAL PRIZES/MEDALS:

- (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) **Prof. R.L. Aggarwal Gold Medal:** This is awarded to the student who stands first in Physics subject in B.Sc Final university examination.
- (c) **Dr. Dharam Singh Gill Memorial Gold Award and Cash Prize:** This award is given to the student who stands first in M.A (Eng) 1st year
- (d) **Principal S.K. Vashist Gold Medal:** This award is presented to the student who stands first in the University in M.A (Hindi) 1st and 2nd year

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

(f) **Prof. Jatinder Mohan Cash Prize:** This award is given to the student who stands first in B.Sc I and B.Sc.II in the subject of Chemistry.

(g) **Prof Satish Kant Memorial Award:** This award is given to the student who secures 2nd position in the class of MA (Hindi) 1st and 2nd year in University Examination.

(h) **Prof Vishrut Sharma Memorial Award:** This award is presented to the student who stands first in the college in MA (Economics) 1st and 2nd year in University Examination.

(i) **P.C. Wadhwa Cash Prize:** This award is given to the student who stands first in the M.Sc (Math) final year in the college in University Examination.

Note: To claim the above mentioned “awards/prizes/medals” for various courses with the application students should present all the required documents and certificates, as they will be verified by the designated committee.

(C) HOUSE EXAMINATION PRIZES

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

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. For a class with the strength of 25 or less students only the first prize will be awarded. For the strength of 26-50 students in a subject, first and second position will be awarded. If there are more than 50 students in a subject, the students on first three positions will be given prizes.

SCHOLARSHIPS

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

1. University Scholarships: These are presented by the university on the basis of merit.
2. Scholarships by the Punjab Education Board: These are presented by the Punjab Govt. on the basis of merit.
3. National Scholarships: These are presented by the Central Govt. on the basis of merit.
4. Scholarships for Scheduled Castes/ Tribes and Backward Classes: These are presented by the Indian Government.
5. Scholarships for Scheduled Castes and Backward Classes are given by the State Govt.
6. National loan Scholarships : This loan scholarship 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.2,50,000/-. This scholarship amount is free from interest and can be paid back after three years from the date of completion of the 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 less than Rs. 2,50,000/-
- 10 Low income-class Scholarship: This scholarship is given to students who do not belong to Scheduled Caste and Backward section, but their parent's annual income is less than Rs. 2,50,000/-

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 concessions:
- (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:

The students who wish to apply 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 with bank account number with bank code number.

FEE CONCESSION:

Fee can be reduced for needy students under the following:

1. Tuition 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 tuition 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.
4. Completely Blind Students belonging to below poverty line, who join a regular degree/post/graduate degree courses in College would be allowed exemption from payment of Fee. Free Hostel Accommodation may also be provided if required by the student.

Courses Available

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
	B.A 1st Economics		2	160
	B.A 1st Music		1	80
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	140
4.	BSc Non Med 1st	Co-Ed.	3	210
5.	B.Com 1st	Boys Only	2	140
6.	BBA 1 st (Under Self finance)	Boys Only	1	40
7.	BCA 1 st (Under Self finance)	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) 1 st (Under Self finance)	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.	M.Sc. (Physics) (Under Self finance)	Co-Ed.	1	40

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.

ELIGIBILITY CRITERIA FOR ADMISSION TO VARIOUS COURSES

Candidates, who are interested to take admission in this college, can see eligibility conditions for different courses on the website given below:

admissions.pu.chd.ac.in , www.scdgovtcollege.ac.in

SUBJECT COMBINATIONS ALLOWED

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. Environment, Road Safety Education and Violence against Women & Children and Drug.

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. Elective Punjabi / Elective Hindi / Elective English.

2. Economics..

3. History / Music / Math / Sociology.

4. Public Administration / 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:

The students of B.A Part 1st 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.

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

B.Sc. (Ist Sem.)

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. Environment and Road Safety Education.

Optional Subjects

A] Medical

- 1) Chemistry, Botany, Zoology.
- 2) Chemistry, Industrial Microbiology (IMB), Botany/Zoology.

B] Non-Medical

Chemistry/ Computer Science, Physics and Maths.

B.Sc. (3rd Sem)

Compulsory Subjects

English (Only B.Sc. 3rd Sem)

Optional Subjects

A] Medical

- 1) Chemistry/Computer Science, Botany, Zoology.
- 2) Chemistry/Computer Science, Industrial Microbiology (IMB), Botany/Zoology.

B] Non-Medical

Chemistry/ Computer Science, Physics and Maths.



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

Any change in the rule relating to subjects done by Panjab University, Chandigarh will be applicable accordingly.

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

www.puchd.ac.in.

Evening College

SCD Government Evening College Ludhiana offers B.A. course to the students who work in the morning but want to continue their studies along with their job. The admission process is 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. The employment Performa is easily available in prospectus and downloads document section on the college website.

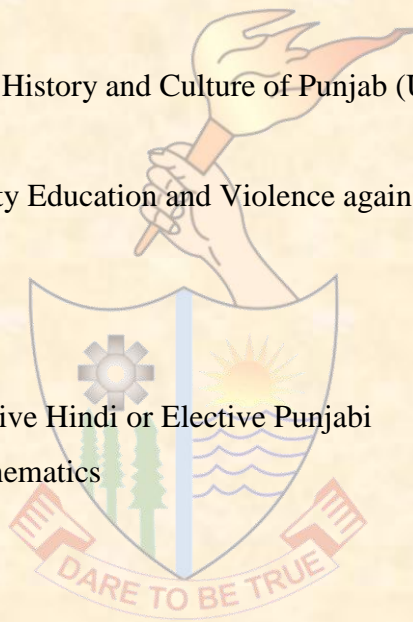
Subjects for Evening College for B.A. Course:

Compulsory Subjects:

1. Compulsory Punjabi or History and Culture of Punjab (Under Ordinances)
2. Compulsory English
3. Environment, Road Safety Education and Violence against Women & Children and Drug.

Optional Subjects:

1. Elective English or Elective Hindi or Elective Punjabi
2. Political Science or Mathematics
3. History or Economics



Note: History subject is not allowed with Mathematics.

General Rules/Guidelines for Admission

1. Academic Courses: The following courses are offered in the college (Affiliated to Panjab University, Chandigarh)

Graduate Level:

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

Post Graduate Level :

- a) M.A. (Punjabi)
- b) M.A. (Hindi)
- c) M.A. (English)
- d) M.A. (Geography)
- e) M.A. (Economics)
- f) M.Sc. (Maths)
- g) M.Sc. (IT) (Under Self Finance)
- h) M.Sc. (Physics) (Under Self Finance)
- i) M. Com.
- j) M. Com. (Business Innovations) (Under UGC)

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

2. Every student seeking admission must have a valid e-mail account and mobile number. This e- mail ID and mobile number must be mentioned in the admission form and should be kept activated.
3. Admission in M.Sc. (Physics) & 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. 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.
6. For admission in M.A. IST semester, 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.

7. For admission to all classes, extra marks will be given as per following weightages (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.

(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 and C Certificate & weightage 1%, 2% and 3% for NSS volunteer are as follows :

Certificate 'A'

1. Volunteer who has 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) Swach 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 has 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) Swach 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 has 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) Swach 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 Youth festival

	First Place	Second/Third Place	Participation
1. International festival (G.I.O. recognized, representing the University/recommended by the Youth Welfare Department, P.U.)	3.0	2.5	2.0
2. National Inter University/Inter State Festival	2.5	2.0	1.5
3. North Zone/Punjab State/University Inter Zonal Festival	2.0	1.5	1.0
4. 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 mentioned above.

8. The student who has already passed M.A. in any subject will not be eligible for admission to any post graduate course.
9. The 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.
10. If a candidate has not studied in the particular subject at under graduate level, he/she 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.

11. Students with compartment case except Panjab University will not be eligible for admission in post-graduation.
12. **The candidate joining B.Sc. must have secured 40% in aggregate, B.A. candidate must have at least obtained 33% in aggregate, for joining in B.Com. aggregate required is at least 45% and if applicant is from B.A. aggregate required is 50% and 20% in the subject of compartment only if seats are available for the compartment cases.**
13. Gap cases will be entertained for admission to any course 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.
14. Candidates failing in 50% of subjects in lower examination will not be eligible for the admission.
15. 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. For change in subject one month time is given after admission to the student. Only that subject can be opted for which are available in the groups of PU/ Prospectus.
16. The students, rendered not eligible by university/board owing to adopting unfair means or any other reason, will not 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. The Admission Form without necessary documents will not be accepted at the time of counseling. List of documents to be attached (In photocopy):
 - a) Date of birth Certificate/ Metric.
 - b) Character Certificate from last Institution.
 - c) Detail mark Sheet/Certificate from last class passed.

- d) Two same passport size photographs.
- e) Blood group Certificate from recognized lab or Doctor.
- f) Equivalence Certificate from the students who pass the last examination except PU and CBSE Board.
- g) Reservation Certificates are needed for all the categories in which applied for, they have to be presented at the time of counseling. Income Certificate of Family is required for the SC students.
- h) For admission to Evening College, job certificate must be attached on the 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.

Note: All the Certificates mentioned above must be presented in original at the time of counseling with online application form.

- 19. 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.
- 20. The **Tentative admission list** will be displayed on the website on **2nd July, 2017** and **Final list** on **5th July, 2017**. The candidates seeking admission will have to appear for interview, on receipt of SMS on the mobile number mentioned on admission form. 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.
- 21. In case a candidate is eligible for admission he/she will have to deposit the fee/ funds as per challan generated before the last date mentioned on the challan. The approximate fees structure is displayed on website. If a candidate does not deposit the fee, their candidature for the course will be cancelled and the seat will be given to next candidate in the merit list.
- 22. Hostel admission form will be issued only after presenting the receipt of the college admission fee deposited.
- 23. The Principal is authorized to change any rule as per Punjab Government / Panjab University directions.
- 24. 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.
- 25. No form/ document/ photograph will be returned to the students who fail to get admission.

26. Please procure the receipts after depositing any type of fees/fund/fine in the bank and Submit the college copy of fee receipt to the college fee clerk.

Important Notice:

Any information regarding the admissions and other important information will be displayed on the college website. The candidates must visit the college web-site for any information on daily basis.

Steps For Online Application

(Online Admission Procedure 2017-18)

Open the website link www.scdgovtcollege.ac.in

STEP 1:

- 1) Click **Apply Online**.
- 2) Window open naming “**Candidate Registration**”, fill the basic details like candidate’s name, father’s name, mother’s name, date of birth, contact details, E mail id.
- 3) Click on **I Accept** in the undertaking.

(Important: Re check all the particulars filled above)

- 4) Click on **Save and Register**.



Candidate Registration

BASIC DETAILS

Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ: *

Father's name / ਪਿਤਾ ਦਾ ਨਾਮ: *

Mother's name / ਮਾਤਾ ਦਾ ਨਾਮ: *

Date of Birth / ਜਨਮ ਮਿਤੀ: *

CONTACT DETAILS

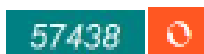
Mobile No / ਮੋਬਾਇਲ ਨੰ: *

Email / ਈ ਮੇਲ:

CAPTCHA VALIDATION

Code / ਕੋਪਚਾ ਨੰ: *

Image / ਕੋਪਚਾ ਕੋਡ:



UNDERTAKING

- I am aware of all the entries of this online application for admission and in case the information given in my online application is found to be false or incomplete, my candidature/admission will be cancelled and no claim for Fee refund or any other kind whatsoever will be entertained by the college.
- ਜੇ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਜਾਣਕਾਰੀ ਗਲਤ/ਅਸੂਰੀ ਪਾਈ ਗਈ ਤਾਂ ਮੇਰਾ ਨਾਮ ਕਾਲਜ ਵਿਚੋਂ ਕੱਟ ਦਿਤਾ ਜਾਵੇਗਾ। ਮੈਂਨੂੰ ਕੋਈ ਫੀਸ ਵਾਪਸ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ ਅਤੇ ਇਸ ਕਾਲ ਹੋਣ ਵਾਲੇ ਕਿਸੇ ਵੀ ਨੁਕਸਾਨ ਦੀ ਤਰਖਾਰੀ ਕਰਨ ਦੀ ਕਾਬਜ਼ ਦੀ ਕੋਈ ਜ਼ਿੰਮੇਵਾਰੀ ਨਹੀਂ ਹੋਵੇਗੀ।
- I agree to observe and abide by all the rules and regulations (amended from time to time) of the institute in respect of courses of study, syllabi, scheme of examination, discipline & conduct, Fee and funds.
- ਮੈਂ ਕਾਲਜ ਦੇ ਸਾਰੇ ਨਿਯਮਾਂ (ਜਿਵੇਂ ਕਿ ਫੀਸ, ਸਿਫੇਰਸ, ਇਮਤਿਹਾਨ ਅਤੇ ਕਾਲ ਸਬੰਧਤ) ਦੀ ਪਾਲਣਾ ਕਰਾਂਗਾ।
- I will not involve myself directly / Indirectly in any type of ragging activity.
- ਮੈਂ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਠੇਗਿੰਗ ਨਹੀਂ ਕਰਾਂਗਾ ਅਤੇ ਠੇਗਿੰਗ 'ਚ ਸਿੱਧੇ ਜਾਂ ਅਸਿੱਧੇ ਰੂਪ 'ਚ ਹਿੱਸਾ ਨਹੀਂ ਲਵਾਂਗਾ।

I accept / ਮੰਜੂਰ ਹੈ

I do NOT accept / ਮੰਜੂਰ ਨਹੀਂ ਹੈ

Save & Register

Cancel

This document was last modified on:

STEP 2: Window with heading **Registration Detail** opens.

- 1) In this step student gets a User name, password and Applicant ID.

(Important: Applicants are requested to remember it and preserve it for future reference)

- 2) Simultaneously automatic message of OTP generated will be received on the mobile number given and a mail will also be received on the Email id mentioned.
- 3) Click on **I have noted down my username and password.**
- 4) Click on **Continue.**

REGISTRATION DETAILS

Please note down given user name and password as these are required to login to your account
For security reasons it is recommended to change your password at first login.

ਕਿਰਪਾ ਕਰਕੇ ਆਪਣਾ ਯੂਜ਼ਰ, ਪਾਸਵਰਡ ਨੋਟ ਕਰ ਲਵੋ ਅਤੇ ਸੁਰੱਖਿਅਤ ਰੱਖੋ, ਦਾਖਲਾ ਪ੍ਰਕਿਰਿਆ ਪੂਰੀ ਕਰਨ ਲਈ ਤੁਹਾਨੂੰ ਇਸਦੀ ਜ਼ਰੂਰਤ ਪਵੇਗੀ

Registered Name: _____ Father's Name: _____
 Mother's Name: _____ Date of Birth: _____
 Mobile No: _____ E-Mail: _____

User Name: **ABC** Password: **XYZ**
 Applicant ID: **123**

I have noted down my username and password / ਮੈਂ ਆਪਣਾ ਯੂਜ਼ਰ, ਪਾਸਵਰਡ ਨੋਟ ਕਰ ਲਿਆ ਹੈ

Continue

STEP 3: Mobile and E-mail Verification

- 1) This step includes Verifying the mobile number and E mail id.
- 2) Candidate can see the automatic filled particulars.
- 3) See Applicants ID, Candidate’s name, mobile number, click on send OTP.
- 4) Fill the OTP.
- 5) Click on **Verify**.

(Important: Kindly note that same OTP will be generated on mobile number and on e-mail, same OTP can be used.)

- 6) Click on **Continue**. (Please wait till the processing goes on.)



Mobile and E-Mail Verification/ ਮੋਬਾਈਲ ਅਤੇ ਈਮੇਲ ਤਸਦੀਕ

Please wait for at least 10 minutes for OTP SMS to deliver on your mobile.
E-Mail delivery may take upto 24 hours depending on server load

CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ

Applicant ID / ਉਮੀਦਵਾਰ ਆਈ ਡੀ:	Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:
<input type="text"/>	<input type="text"/>

MOBILE VERIFICATION / ਮੋਬਾਈਲ ਤਸਦੀਕ


Mobile No / ਮੋਬਾਈਲ ਨੰ:	OTP on Mobile / ਇਕ ਮੁਸਤ ਪਾਸਵਰਡ:	<input type="button" value="Verify"/>	<input type="button" value="Resend OTP"/>	<input type="button" value="Change Mobile"/>
<input type="text"/>	<input type="text"/>			

E-MAIL VERIFICATION / ਈਮੇਲ ਤਸਦੀਕ

E-Mail ID / ਈਮੇਲ:	OTP on E-Mail / ਇਕ ਮੁਸਤ ਪਾਸਵਰਡ:	<input type="button" value="Verify"/>	<input type="button" value="Resend OTP"/>
<input type="text"/>	<input type="text"/>		

STEP 4: Personal Profile

- 1) Fill all the particulars given in the image shown below.
- 2) All the particulars marked with **red star** are **compulsory** to be filled.
- 3) After filling the form, Click on **Save and Continue**.



Personal Profile

CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ

Applicant ID / ਮੁਮੋਦਦਾਰ ਆਈ ਡੀ:	Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:	Name In Punjabi / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ-ਪੰਜਾਬੀ ਵਿਚ:
<input type="text"/>	<input type="text"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/> ?

? Punjabi typing help is available on given links in attached drop down.

Gender / ਲਿੰਗ: *	Blood Group / ਖੂਨ ਦਾ ਗੁਰੂ:	Category / ਸ਼੍ਰੇਣੀ: *	Religion / ਧਰਮ: *
<input type="text" value="Select from list ..."/>	<input type="text" value="Select from list ..."/>	<input type="text" value="General"/>	<input type="text" value="Select from list ..."/>

Your actual category to which you belong, reservation categories will be asked later.

Marital Status / ਵਿਆਹਿਤ ਵੇਰਵਾ:	Spouse's name / ਪਤਨੀ/ਪਤਨੀ ਦਾ ਨਾਮ:
<input type="text" value="Unmarried"/>	<input type="text"/>

PASSWORD RECOVERY OPTIONS / ਪਾਸਵਰਡ ਫਿੰਗ ਨਾਨ ਦੀ ਰੁਕਾਵਟ ਵਿਚ

Password Recovery Question / ਤੁਹਾਡਾ ਸਵਾਲ: *	Password Answer / ਤੁਹਾਡਾ ਜਵਾਬ: *
<input type="text" value="Select from list ..."/>	<input type="text"/>

FAMILY DETAILS / ਪਰਿਵਾਰਕ ਵੇਰਵਾ

Father's name / ਪਿਤਾ ਦਾ ਨਾਮ:	Father's Name In Punjabi / ਪਿਤਾ ਦਾ ਨਾਮ-ਪੰਜਾਬੀ ਵਿਚ:	Father's Occupation / ਪਿਤਾ ਦਾ ਕਾਰੋਬਾਰ: *
<input type="text" value="RAJINDER PAL"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/> ?	<input type="text" value="Select from list ..."/>
Mother's name / ਮਾਤਾ ਦਾ ਨਾਮ:	Mother's Name In Punjabi / ਮਾਤਾ ਦਾ ਨਾਮ-ਪੰਜਾਬੀ ਵਿਚ:	Mother's Occupation / ਮਾਤਾ ਦਾ ਕਾਰੋਬਾਰ: *
<input type="text" value="SUMAN LATA"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/> ?	<input type="text" value="Select from list ..."/>
Guardian's name / ਸਰਪ੍ਰਸਤ ਦਾ ਨਾਮ:	Guardian's Name In Punjabi / ਸਰਪ੍ਰਸਤ ਦਾ ਨਾਮ-ਪੰਜਾਬੀ ਵਿਚ:	Guardian's Occupation / ਸਰਪ੍ਰਸਤ ਦਾ ਕਾਰੋਬਾਰ:
<input type="text"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/> ?	<input type="text" value="Select from list ..."/>

Family's Annual Income / ਪਰਿਵਾਰ ਦੀ ਸਾਲਾ ਆਮਦਨ (Rs.): *	Parent/Guardian's Mobile No / ਪਿਤਾ/ਮਾਤਾ /ਸਰਪ੍ਰਸਤ ਦਾ ਮੋਬਾਇਲ ਨੰ:	Parent/Guardian's E-Mail ID / ਪਿਤਾ/ਮਾਤਾ /ਸਰਪ੍ਰਸਤ ਦੀ ਈ ਮੇਲ:	Land Line No (with STD code) / ਘਰ ਦਾ ਫੋਨ ਨੰ:
<input type="text" value="Select from list ..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Without spaces & symbols e.g. 0164123456

Select from list ...

Permanent Address / ਪੰਜਾਬ ਪਤਾ:

House/Street No/Near / ਮਕਾਨ ਨੰ/ਕਲੀ ਨੰ/ਕਮਰੀ ਪਿਛਾਣ ਨੰ: *	Locality/Ward/Colony / ਚੁੰਗਾ/ਬਸਤੀ /ਕਾਠੇਲੀ:	City/Village / ਪਿੰਡ/ਗਰਿਹ: *	Country / ਦੇਸ਼: *
			India

State / ਰਾਜ: *	District / ਜਿਲ੍ਹਾ: *	Tehsil / ਤਹਿਸੀਲ: *	PIN Code / ਪਿਨ ਕੋਡ:
Punjab	[NA]	[NA]	

Postal Address / ਪੋਸਟ ਵਿਠਾਰ ਕਈ ਪਤਾ:

Postal Address is Same as Permanent Address / ਫਿਰੀ ਸੇ ਪੇਲਾ ਪਤਾ:

House No/Street No/Near / ਮਕਾਨ ਨੰ/ਕਲੀ ਨੰ/ਕਮਰੀ ਪਿਛਾਣ ਨੰ: *	Locality/Ward/Colony / ਚੁੰਗਾ/ਬਸਤੀ /ਕਾਠੇਲੀ:	City / Village / ਪਿੰਡ / ਗਰਿਹ: *	Country / ਦੇਸ਼: *
			India

State / ਰਾਜ: *	District / ਜਿਲ੍ਹਾ: *	Tehsil / ਤਹਿਸੀਲ: *	PIN Code / ਪਿਨ ਕੋਡ:
Punjab	[NA]	[NA]	

IDENTITY DETAILS / ਪਛਾਣ ਵੇਰਾ

Aadhar UID No / ਆਧਾਰ ਨੰਕਰ ਨੰ: *	Passport No / ਪਾਸਪੋਰਟ ਨੰ:	Voter ID Card No / ਵੋਟਰ ਨੰਕਰ ਨੰ:	Driving License No / ਡ੍ਰਾਇਵਿੰਗ ਲਾਇਸੈਂਸ ਨੰ:

BANK ACCOUNT DETAILS / ਬੈਂਕ ਖਾਤਾ ਵੇਰਾ

Account No / ਖਾਤਾ ਨੰ:	Bank Name / ਬੈਂਕ ਦਾ ਨਾਮ:	Branch Name / ਸ਼ਾਖਾ ਦਾ ਨਾਮ:
	Select from list ...	


IFSC Code / ਆਈ ਐਫ ਐਸ ਐੱਸ ਕੋਡ:

MICR Code / ਮੀਕਰ ਕੋਡ ਐੱਸ ਐੱਸ ਐੱਸ ਕੋਡ:

Sign & Continue
Cancel

STEP 5: Photo and Signature Uploaded

- 1) Upload the **photo and signature** as per the instructions mentioned on the screen.
- 2) Click on **continue**.



Applicant's Photograph / ਉਮੀਦਵਾਰ ਦੀ ਫੋਟੋ

CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ


Applicant ID / ਉਮੀਦਵਾਰ ਆਈ ਡੀ:

Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:

UPLOAD PHOTO

- Photograph must be in **JPG format** only
- It must be less than **100 KB** in size
- It should be **140 X 180 pixel** in dimension (width X height)
- It should be **clean & clear** without any stamp, signatures on it
- It must also be **without cap, sunglasses** or any object covering your face.
- If admitted, this photo will be sent to the University and printed on all certificates, roll numbers etc. and also on your ID card. **Anyone uploading selfies, invalid photographs will him/herself be responsible.**


No file selected
Choose File
Upload File



UPLOAD SIGNATURE

- Signature must be in **JPG format** only
- It must be less than **50 KB** in size
- It should be **180 X 70 pixel** in dimension (width X height)
- It must be on **plain white paper** in blue / black pen only.
- If admitted, these signatures will be sent to the University and printed on important documents. **Anyone uploading invalid signatures will him/herself be responsible.**

No file selected
Choose File
Upload File



Continue
Cancel

STEP 6: Reservation Category

- 1) Applicant can select one or more than one reserved category from the main category as shown below in the picture.
- 2) Sub-categories may or may not be required (if in any case required select the appropriate one).
- 3) Click **save and Continue.**

Reservation Categories / ਰਾਖਵਾਂਕਰਨ ਸ਼੍ਰੇਣੀਆਂ

You can select multiple main categories from left panel and select only one sub category for each main category from right panel.
 Candidates who do not want to apply for any reservation may skip this step.
 ਤੁਸੀਂ ਇਕ ਤੋਂ ਜ਼ਿਆਦਾ ਮੁਖ ਸ਼੍ਰੇਣੀਆਂ ਚੁਣ ਸਕਦੇ ਹੋ ਅਤੇ ਹਰੇਕ ਮੁਖ ਸ਼੍ਰੇਣੀ ਵਿਚੋਂ ਸਿਰਫ ਇਕ, ਜੇ ਕੋਈ ਹੈ।
 ਜਿਹੜੇ ਵਿਦਿਆਰਥੀ ਰਾਖਵਾਂਕਰਨ ਨਹੀਂ ਚਾਹੁੰਦੇ ਉਹ ਬਿਨਾਂ ਕੋਈ ਵਿਕਲਪ ਚੁਣੇ ਅੱਗੇ ਵਧ ਸਕਦੇ ਹਨ।

CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ

Applicant ID / ਉਮੀਦਵਾਰ ਆਈ ਡੀ:

Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:

	Main Category	Sub Category (if any)
<input type="checkbox"/>	Armed Forces/ CRPF/ BSF/ Policemen/ Personnel Killed in Action/ Retired/ Serving Officers Wards	Select from list ... ▼
<input type="checkbox"/>	Backward Caste	Select from list ... ▼
<input type="checkbox"/>	Border Area	Select from list ... ▼
<input type="checkbox"/>	Cancer/AIDS Patients	Select from list ... ▼
<input type="checkbox"/>	Disabled Persons (Handicapped)	Select from list ... ▼
<input type="checkbox"/>	Freedom Fighters Wards	Select from list ... ▼
<input type="checkbox"/>	General	Select from list ... ▼

STEP 7: Lower Examination Details

- 1) Click on **Add Class** displayed in **Green Color**.
- 2) Click **Continue and Save**.



Lower Examinations / ਪਿਛਲੇ ਪਾਸ ਕੀਤੇ ਇਮਤਿਹਾਨ

CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ

Applicant ID / ਉਮੀਦਵਾਰ ਆਈ ਡੀ:

Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:

Examinations

+ Add Class
Edit Class
- Delete Class

Class Name	Exam Year Month	Board University	Roll No	Regd No	Result
1 <input checked="" type="checkbox"/>	10+2 Commerce	2016-04	PSEB, MOHALI	2017124758	Pass

STEP 8: Lower Exam Subjects

- 1) Click on **Add Subjects**, displayed in Green Color, add all the subjects one by one as per lower/qualifying Detail mark sheet.
- 2) Adding each individual subject will require details like marks obtained; maximum marks, etc. click **Ok** after filling each subject.
- 3) After adding all the subjects, click **Save and Continue**.

Lower Exam Subjects / ਪੜ੍ਹੇ ਹੋਏ ਵਿਸ਼ੇ

Subjects of 10+2 Commerce + Add Subject + Edit Subject - Delete Subject

	Paper Name	Max Mark	Obt Marks	Obt Grade	Percentag	Result	Paper Type	Marking System
1	ACCOUNTANCY II	75	37.0000	0	49.3300	Pass	Main	Number
2	BUSINESS ECONOMICS &	75	31.0000	0	41.3300	Pass	Main	Number
3	BUSINESS STUDIES II	75	35.0000	0	46.6700	Pass	Main	Number
4	FUNDAMENTALS OF E-BU	75	35.0000	0	46.6700	Pass	Main	Number
5	GEN ENGLISH	75	31.0000	0	41.3300	Pass	Main	Number
6	GEN. PUNJABI	75	34.0000	0	45.3300	Pass	Main	Number

Q

GEN. PUNJABI

Page 1 of 1

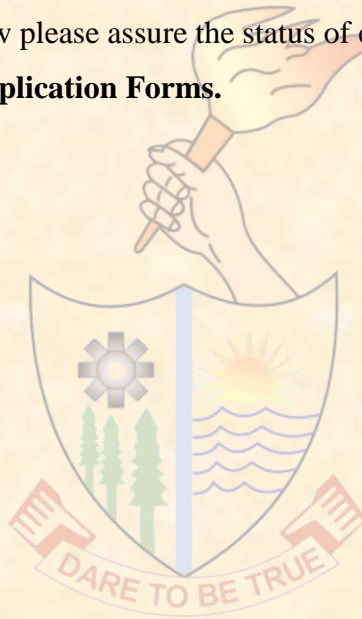
View 1 - 6 of 6

✓ Save & Continue


✕ Cancel

STEP 9: Admission Class and Subjects

- 1) Click on **Add Class** displayed in Green Color.
- 2) After selection of class, subjects corresponding to that class are supposed to be selected.
- 3) Applicants can select for more than one class simultaneously.
- 4) Subjects for each added class are also required to be selected. (Before filling the subjects assure that particular class is selected.)
- 5) Click on **Check Application Status**.
- 6) As shown in image below please assure the status of each completed process.
- 7) Last step is the **Print Application Forms**.



Admission Class and Subjects / ਦਾਖਲਾ ਕਲਾਸ ਅਤੇ ਵਿਸ਼ੇ

 CANDIDATE DETAILS / ਮੁੱਢਲਾ ਵੇਰਵਾ

Applicant ID / ਉਮੀਦਵਾਰ ਆਈ ਡੀ:

Candidate's name / ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ:

Admission Class

 Add Class

 Edit Class

	Session Code	Class Name	Lower Class	Admission Type	Lower Class Result	Registration Status
1	<input checked="" type="checkbox"/> 2017-18	BA Sem-I	10+2 Commerce	New Admission	Pass	No
2	<input type="checkbox"/> 2017-18	BA Sem-I (Evening College)	10+2 Commerce	New Admission	Pass	No

Subjects you will / want to study / ਵਿਸ਼ੇ-ਜਿਹੜੇ ਤੁਸੀਂ ਪੜ੍ਹੇਗੇ/ਪੜ੍ਹਨਾ ਚਾਹੁੰਦੇ ਹੋ

Subjects selection/preference of BA Sem-I

 Edit Subject List

	Subject Name	Subject Group Name
1	English	(COMPULSORY)
2	Environment	(COMPULSORY)
3	Punjabi	A Group
4	History	C Group
5	Physical Education	E Group
6	Punjabi (Literature)	F Group

 Check Application Status

 Cancel

Application Status:

- Registration: You have been successfully registered
- Mobile Verification: Verified
- Personal Profile: Complete
- Photo Upload: Uploaded
- Reservation Categories: You have applied in 4 categories
- Lower Examinations: Filled
- Lower Exam Subjects: Filled
- Admission Classes: Filled
- Subject Selection: Filled

Application Classes:

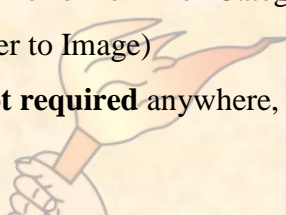
	Admission	Session Code	Class Name	Lower Class	Admission Type	Lower Class Result	Registration Status
1	33697	2017-18	BA Sem-I	10+2 Commerce	New Admission	Pass	No
2	33711	2017-18	BA Sem-I (Evening College)	10+2 Commerce	New Admission	Pass	No

Page 1 of 1
View 1 - 2 of 2


[Print Application Forms](#)

Important Points to Consider while filling the admission form:

- There would be a different hard copies for every class selected, and for every category selected, which was selected while filling a single form.
- Please check on the right above corner of form for Category and left above corner for Class/ classes selected. (Please Refer to Image)
- **Physical Submission** of form is **not required** anywhere, it is needed to be presented at the time of counseling.



For Office Use Only: Roll No: Journal No: Deposit Date:



SCD Government College, Ludhiana

Admission Form (2017-18)

Class Name: BA Sem-I

Application / Form No:

Category: Scheduled Caste/ Scheduled Tribe

PERSONAL DETAILS Applicant ID: _____

Applicant's Name: _____

Father's Name: _____ Mother's Name: _____

Father's Occupation: _____ Father's Mob: _____

Annual Income: _____ Gender: _____

Category: _____ Religion: _____

Guardian's Name: _____

Date of Birth: _____ Blood Group: _____

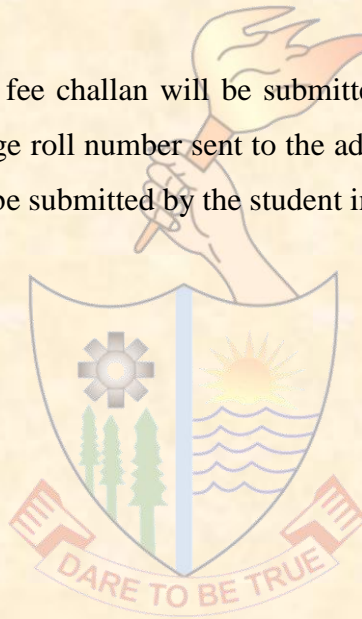
Important Points at a Glance

1. Please visit the college website regularly for latest updates. The candidate may check his/her status in the tentative list on **02-07-2017**. If the candidate has any objection in his/her status in the tentative merit list can inform his/her objection before **05-07-2017** at email scldhhhelp@gmail.com. After that no objection will be entertained.
2. 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:

- I. The hard copy of the form.
- II. A passport size photograph (unattested).
- III. The original certificates like DMC of the last examination(s) passed and a self attested photocopy of each certificate.
- IV. Character Certificate from the Institute last attended (This is not required if you passed the last examination from SCD Govt. College Ludhiana).
- V. Reservation Category Certificate, if any, and its photocopy. (Backward Class certificate should not be older than three years as on date of counseling.)
- VI. 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.
- VII. 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.
- VIII. Migration Certificate for students who passed their lower examination from universities/boards other than Panjab University/Punjab School Education Board Mohali.
- IX. Eligibility certificate from Panjab University if you have passed your lower examination from other states (except for Haryana and Himachal Pradesh).
- X. Date of birth certificate (Matriculation)
- XI. Blood Group certificate issued by doctor or lab.

3. After verification of document by the admission committee, the applicant's admission is provisionally confirmed; the candidate will download the fees challan on the next day of counseling.
4. The student is required to deposit the admission fee in any branch of State Bank of India near your house on or before the date mentioned on your challan.
5. 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.
6. On verification of the fee deposited in the bank, the college will allot the college roll number to the admitted students, which will be sent through SMS and this confirms the admission.
7. 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 admitted student must be written on top of the fee challan to be submitted by the student in the college.



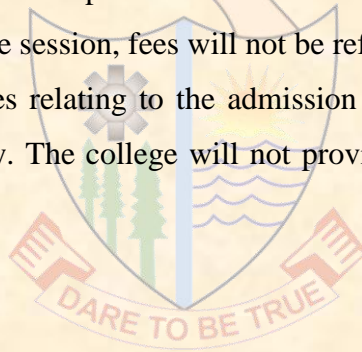
IMPORTANT POINTS TO BE KEPT IN MIND WHILE FILLING THE ADMISSION FORM

NO Registration Fee is charged for applying in the college. Information Brochure will be given to the admitted students.

1. The starting date to fill the online admission form is **08/06/2017** and the last date to fill the online admission form is **29/06/2017**.
2. The Tentative merit list will be displayed on the college website on **02/07/2017**.
3. Any objection in the Tentative merit list to be brought in the notice before **04/07/2017** till **11:00 AM**. Such objections may be sent to the college through helpline email id (scdlhhhelp@gmail.com)
4. The Final merit list will be displayed on the college website on **05/07/2017**.
5. At the time of Online applying for admission form, please read all the minute details mentioned in prospectus, as ignorance of law is no excuse.
6. To apply in different categories a candidate can select all the categories in single admission form.
7. A candidate can select one or multiple course/class in single admission form.
8. At the time of counseling, the candidate has to bring the hard copy of the online form. **The hard copy of the online admission form is not required to be submitted in the college before the day of counseling.** On the day of counseling, the candidates are required to submit all the necessary documents along with the online admission form.
9. All the candidates applying in Reserve category will be automatically shifted in Open merit list as per their merit/rank.
10. SC, BC and minority category's candidates must attach the photocopy of their bank account, pass book and the Adhaar Card (UID) with online admission form.
11. All the SC category students are supposed to fill the Self Declaration form, which is available at the end of the prospectus and download section of the college website.
12. The students, who have passed 10+2 class from other state board except, ICSE, CBSE and PSEB must submit their originals certificates and Migration certificates before **31st August, 2017** in the college. The students who have got admission in M.A./M.Sc./M.Com./M.Sc.(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, 2017**. In case of failure in submitting the migration certificate, admission to particular course is not confirmed by the Panjab University.

13. If the admission committee confirms the admission, fee challan has to be generated. Requisite fees need to be deposited on or before the date mentioned in any branch of the SBI. In case of failure, the seat is deemed to be cancelled and next candidate from the merit list will be given preference for seeking admission.
14. All the Students of B.A. and B.Sc. who have applied for options in subjects, will get the subjects as per the availability.
15. Mere registration doesn't mean the admission of the applicant.
16. All the students of any class of third semester and fifth semester will be provisionally admitted in case lower examination result is awaited. If in the lower examinations Student is fail in more than 50 percent of subjects, admission is deemed to be cancelled.
17. For getting admission in M.A. (Geography) and M.Sc. (Maths), concerned subjects are required to attain minimum pass criterion at undergraduate level.
18. After the beginning of the session, fees will not be refunded.
19. All the important updates relating to the admission process will be displayed on the college website regularly. The college will not provide any information personally to the candidates.



DETAIL OF THE RESERVED SEATS

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

Reserved Seats (In Percentage of Total Seats)		
1.	Scheduled Tribes/ Scheduled Castes	25%
2.	Backward Classes	10%
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%
Additional Seats per Course (Not more than 4 seats for any Course/Class)		
10.	Seats for Single Girl Child or 1 Out of 2 Girl Children (Maximum 4)	2 Per Unit
11.	Seat for Cancer, AIDS and Thalassemia Patients	1 each
12.	Seats for Rural Area Students	2
13.	Seat for Border Area Student	1
14.	Candidates who excelled and out performed in youth festivals (Vide University Letter No. PU/DYW/1010-1200 Dated 27-05-2016)	1

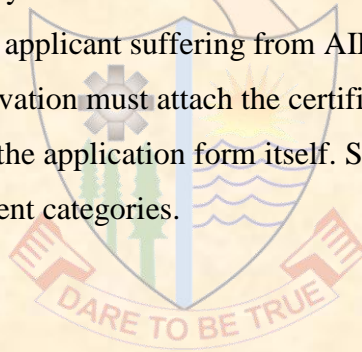
Important: The Reservation Policy of the Government of Punjab undergoes changes from time to time. These changes are implemented per se.

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 2,50,000 lakhs, are entitled to benefit 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 (less than 6 lakh per annum) 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 Government College, Ludhiana.
- For wards of teachers working in Government/ Non-Government 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.
- For rural area students only those will be considered which have passed 10th & 10+2 examination from rural schools which do not fall in the area of Municipal Corporation/Municipal Committee/Notified Area. 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/CBSE-Officials/Principal of concerned institute.

- For Border Area students, those 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 Tehsildar/Principal/Headmaster/Head of the school certifying that the school where candidate has passed 10th/10+2 examination falls within the aforesaid boarder area.
- Children and Grandchildren (either from son or daughter) of all the Freedom Fighters, who are getting pension can apply in the reserved category, they are supposed to present the certificate from district Deputy Commissioner, self-attested copy is required to be attached with admission form. Relationship proof is also required.
- A self-attested Affidavit is required from the parents of single girl child or a girl child out of only two girl child ,for whom the category is applied for.
- A self-attested photocopy of certificate made from CMO is required to attach the admission form from the applicant suffering from AIDS/CANCER/THALASSEMIA.
- 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.



Counseling Schedule for Scrutiny of Documents

(Morning & Evening Classes) Counseling and Admission Programme 2017-18

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)
08-07-2017 (Saturday)	B.B.A-Ist Sem.	9.A.M	B-011, 012	Seminar Hall (Block-B)	July 10-11, 2017
	B.C.A-Ist Sem.	9.A.M	B-009, 010	Seminar Hall (Block-B)	July 10-11, 2017
	B.A-Ist Sem. (Morning)	9.A.M	New Hall	New Hall	July 10-11, 2017
10-07-2017 (Monday)	B.A-Ist Sem. (Evening)	9.A.M	A-003, 004, 005	Evening Incharge Room (Block-A)	July 11-12, 2017
11-07-2017 (Tuesday)	B.A-Ist Sem. (All Reserve Categories Morning)	9.A.M	New Hall	New Hall	July 12-13, 2017
	B.A-Ist Sem. (All Reserve Categories Evening)	9.A.M	A-003, 004, 005	Evening Incharge Room (Block-A)	July 12-13, 2017
	B.Com-Ist Sem.	9.A.M	Girls Common Room	Girls Common Room	July 12-13, 2017
	B.Sc-3 rd Sem. Medical	9 A.M.	B- 118,119,113	Botany Dept Head's Room (Block- B)	July 12-13, 2017
	B.Sc. 3 rd Sem. Non- Medical	9 A.M.	A-024,028	Physics Dept Head's Room (Block- A)	July 12-13, 2017
12-07-2017 (Wednesday)	M.Sc IT 1 st Sem.	9.A.M	B-009, 010	Seminar Hall	July 13-14, 2017
	M.Com 1 st Sem.	9.A.M	D-002,003	Commerce Dept Head's Room (Block- D)	July 13-14, 2017

12-07-2017 (Wednesday)	B.Com 5 th Sem.	9.A.M	D-004,005,006	Commerce Dept Head's Room (Block- D)	July 13-14, 2017
	B.Sc. Medical 5 th Sem.	9.A.M	B-118,119,113	Botany Dept Head's Room (Block-B)	July 13-14, 2017
	B.Sc. Non-Medical 5 th Sem.	9.A.M	A-024,028	Physics Dept Head's Room (Block-A)	July 13-14, 2017
13-07-2017 (Thursday)	B.A.3 rd Sem. Morning & Evening	9.A.M	New Hall & A-003, 004, 005	New Hall & Evening Incharge Room (Block-A)	July 14-15, 2017
	BCA 3 rd Sem.	9.A.M	B-009, 010	Seminar Hall (Block-B)	July 14-15, 2017
	BBA 3 rd Sem.	9.A.M	B-011, 012	Seminar Hall (Block-B)	July 14-15, 2017
	M.Com (BI) 3 rd Sem.	9.A.M	B-102,103, 104	Dept of BI Co-coordinator's Room (Block-B)	July 14-15, 2017
14-07-2017 (Friday)	B.Com 3 rd Sem.	9 A.M.	D-004,005,006	Commerce Dept Head's Room (Block- D)	July 15-17, 2017
	B.Sc Medical 1 st Sem.	9 A.M	B-118,119	Botany Dept Head's Room (Block- B)	July 15-17, 2017
	B.Sc. Non-Medical 1 st Sem.	9 A.M	A-024,028	Physics Dept Head's Room (Block- A)	July 15-17, 2017
	B.A. 5 th Sem. (Morning)	9 A.M	New Hall	New Hall	July 15-17, 2017
15-07-2017 (Saturday)	B.A. 5 th Sem. (Evening)	9 A.M	A-003, 004, 005	Evening Incharge Room (Block- A)	July 18-19, 2017
17-07-2017 (Monday)	BCA 5 th Sem.	9 A.M.	B-009, 010	Seminar Hall	July 18-19, 2017
	B.B.A 5 th Sem.	9 A.M.	B-011, 012	Seminar Hall	July 18-19, 2017
	M.Com (BI) 1 st Sem.	9 A.M.	B-102,103,104	Dept of BI Co-coordinator's Room (Block-B)	July 18-19, 2017
	M.Sc (Physics)	9 A.M.	Computer Lab (BLOCK-B)	Computer Lab (BLOCK-B)	July 18-19, 2017

	M.A. 1 st Sem. (Eng/Hindi/Pun/Eco/ Geo) & M.Sc (Math)	9 A.M.	Report on Concerned Dept.	Head's Room	July 18-19, 2017
18-07-2017 (Tuesday)	M.A. 3 rd Sem. (Eng./Hindi/Pun/Eco /Geo) M.Sc. (Math), M.Sc. (IT) & M.Com 3 rd Sem.)	9.A.M	Report on Concerned Dept.	Head's Room	July 19-20, 2017
19-07-2017 (Wednesday)	UG Pending Cases	9:00 M	Same Venue Earlier Mentioned	As stated above	July 20-21, 2017
20-07-2017 (Thursday)	PG Pending Cases	9.A.M	Same Venue Earlier Mentioned	As stated above	July 21-24, 2017



DISCLAIMER

Although every effort has been made to provide reliable and accurate information, the Principal doesn't warrant or assume any legal liability or responsibility for any error at any stage of printing and compilation.

Various contents in this prospectus are subject to change by Panjab University, Chandigarh or Government of Punjab or Government of India or College Authorities from time to time.

Principal

SELF DECLARATION FORM FOR SC STUDENTS

ਮਾਪਿਆਂ ਵਲੋਂ ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ

ਮੈਂ.....ਪੁੱਤਰ/ਪੁੱਤਰੀ/ਪਤਨੀ.....

ਪਿਤਾ/ਮਾਤਾ.....(ਵਿਦਿਆਰਥੀ/ ਵਿਦਿਆਰਥਣ ਦਾ ਨਾਮ)

ਕਲਾਸ..... ਰੋਲ ਨੰਬਰ..... ਵਾਸੀ.....

ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ:-

ਮੈਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਅਤੇ ਮੇਰੇ ਸਾਰੇ ਪਰਿਵਾਰ ਦੀ ਸਾਰੇ ਵਸੀਲਿਆਂ ਤੋਂ **ਸਾਲਾਨਾ ਆਮਦਨ 2.50 ਲੱਖ ਤੋਂ ਘੱਟ** ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ, ਯੂਨੀਵਰਸਿਟੀ ਨੂੰ ਭੇਜੀ ਜਾਣ ਵਾਲੀ ਫੀਸ/ਫੰਡ, ਨਾ ਪ੍ਰਾਪਤ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ, ਇਹ ਫੀਸਾਂ/ਫੰਡ ਪ੍ਰੀਕਿਆ ਫਾਰਮ ਭਰਨ ਵੇਲੇ ਅਦਾ ਕਰਨ ਲਈ ਮੈਂ ਵਰਨ ਕੱਢ ਹਾਂ।

ਵਿਦਿਆਰਥੀ
 ਦੀ ਫੋਟੋ ਅਤੇ
 ਹਸਤਾਖਰ
 (ਮੇਰੇ ਹਸਤਾਖਰ ਫੋਟੋ
 ਤੋਂ ਵਾਹਰ ਹੋਣ)

ਘੋਸ਼ਣਾ ਕਰਤਾ

ਮੈਂ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਕੀ ਦਸਤਾਵੇਜ਼ਾਂ ਵਿੱਚ ਦਿੱਤੀ ਸੂਰਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਵਾਸ ਅਨੁਸਾਰ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ। ਮੈਂ ਇਸ ਚੌਲ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਗਈ ਸੂਰਨਾ ਕੁਝੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ, ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਅਜਿਹੀ ਸੂਰਨਾ ਦੇ ਅਧਾਰ ਤੇ ਮੈਨੂੰ ਮਿਲੇ ਲਾਭ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਖਤਮ ਹੋ ਜਾਣਗੇ।

ਘੋਸ਼ਣਾ ਕਰਤਾ
 ਦੀ ਫੋਟੋ ਅਤੇ
 ਹਸਤਾਖਰ
 (ਮੇਰੇ ਹਸਤਾਖਰ ਫੋਟੋ
 ਤੋਂ ਵਾਹਰ ਹੋਣ)

←-ਮਾਤਾ/ਪਿਤਾ ਦੀ ਫੋਟੋ

ਘੋਸ਼ਣਾ ਕਰਤਾ

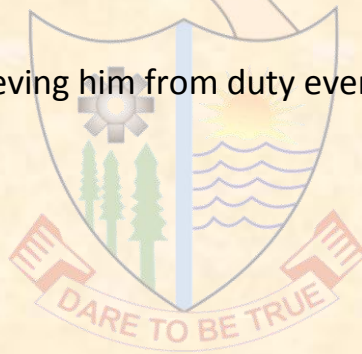
EVENING COLLEGE FORM

It is certified that
son of works in the office /
factory / firm

His monthly income / salary is Rs.....

I have no objection to his taking admissions in the Government College (Evening
Classes) Ludhiana.

I take responsibility for relieving him from duty every day in time for his classes.



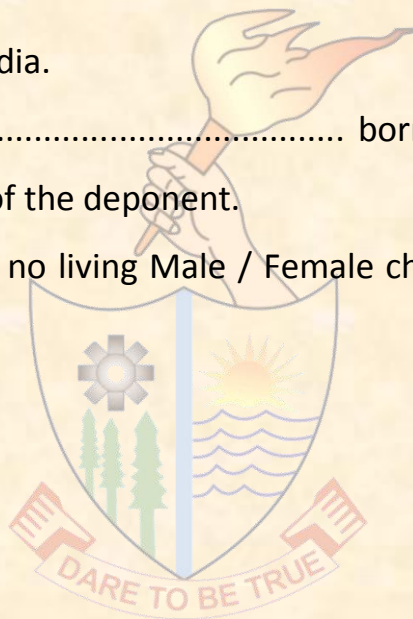
Signature Officer/Owner
(With Stamp)

SINGLE GIRL CHILD

I (Name) Father / Mother of
Miss resident of
.....
..... (full

address to be given) do hereby, solemnly declare and affirm as under:

1. That I am a citizen of India.
2. That Miss born on..... Is the only (Single) Girl Child of the deponent.
3. That the deponent has no living Male / Female child other than the above one.



Place:

Deponent

Dated:

Verification

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:

Deponent

Dated:



दौरे- खिजाँ में भी तेरी कलियाँ खिली रहें,
ता-हश्र ये हसीन फ़िज़ाएं बसी रहें |

ALUMNI ASSOCIATION
SCD GOVT COLLEGE, LUDHIANA

MEMBERSHIP FORM

Membership No:.....

1. Name
2. Date of Birth
3. (a) Father's Name.....Occupation.....
(b) Mother's Name.....Occupation.....
(c) Spouse's Name.....Occupation.....

Recent
Passport Size
Photo

4. For Old Students: (a) Studied in the College From.....to.....
(b) Last Class Passed.....(c) Univ. Regn. No./ PUPIN No.....
(d) Any specific achievement during stay in the college (Academics, Sports and Co-Curricular activities).....
(e) Any higher qualification from another institute.....
(f) Present Profession

5. For Faculty members, ex-faculty members and ex-principals (Tick (√) the relevant box)

Faculty Member	Ex-Faculty Member	Ex-Principal

Period of work in the college	
From	To

Activities you are/were associated with :

6. (a) Permanent :
Ph. No. (with code) Mobile No:
- (b) Correspondence :
Ph. No. (with code) Mobile No:
E-mail :

Date.....

Signature.....

For Office Use Only	
Receipt No.....Dt.....	
<i>Membership approved</i>	
Gen. Secretary	President