

# SAINI BAR COLLEGE, BULLOWAL

## RULES & REGULATIONS FOR THE STUDENTS

### GENERAL, RULES FOR ADMISSION

All Admission made to the College are provisional and subject to the Approval of the University

1. The College reserves the right to refuse admission to any student without assigning any reason.
2. The College is not responsible if the University does not approve the admission of a candidate who has made some wrong or incomplete statement, hidden some necessary facts or attached fake or incomplete documents.
3. Application for admission to the college must be made on the prescribed form obtainable on payment from the college office. The admission form complete in all respects should be submitted to the college office. The student shall present the admission form personally.
4. Every candidate seeking admission is required to certify that he/she is joining with permission of his/her father or guardian.

### DOCUMENTS REQUIRED FOR ADMISSION

The following documents should be attached to the application form for admission: -

1. A certificate of good conduct from the head of the institution last attended.
2. Six copies of latest photograph (passport size)
3. Aadhaar Card of the Candidate.
4. Attested copies of the Matriculation Certificate showing the candidate's date of birth and University/Board Certificate of the previous examination passed.
5. Students belonging to Schedule Caste I Schedule Tribes and Backward Classes will produce caste certificate and income certificate issued by the appropriate authorities.
6. A student from a University other than Panjab University is required to supply the following additional documents at the time of admission:
  - a. Inter-University Migration Certificate.
  - b. Eligibility certificate from the Registrar, PANJAB University.
  - c. The original detailed marks certificate issued by the University or the Board, as the case may be.
  - d. Proof of having passed the previous examination with English as one of the subjects.
  - e. A declaration showing that he/she has not been disqualified by the University/Board In Case of suspected eligibility of students, and amount of Rs. 1000/- be charged by the college from each student at the time of admission itself

### ELIGIBILITY FOR ADMISSION TO VARIOUS CLASSES:

#### T.D.C. Part I

- (A) Students who have passed 12 th Class under 10+2 scheme of P.S.E.B. or any other examination treated equivalent to it by PANJAB University shall be eligible for admission to the first year degree Class.
- (B) Compartment Candidates of +2 Examination For Admission To B.A./B.Sc. (General)- 1st Year

A Candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India shall be eligible to seek admission to the 1st year of B.A./B.Sc. (General) courses under 10+2+3 system of education provided he/she fulfils the following conditions:-

- (i) He/She should have been placed under compartment in one subject only.
- (ii) He/She should have obtained at last 20% marks in the Subject in which he had been placed in compartment (20% marks implies Theory and Practical Taken together);
- (iii) A Candidate joining the B.A. First year Class should have obtained at least 33% marks in the aggregate of all the subjects (Including the marks obtained by him in the subject of compartment. Theory & Practical (taken together) taken by him at +2 examination.

### **Environment and Road Safety Education**

Environment Education is a compulsory paper which the candidates are required to pass with at least 33% marks either in First Year or in Second year/Third year of the Course failing which the degree will not be issued.

### **T.D.C. Part II**

Students who have passed the Part I examination of The B.A. (Three Year) Course of Panjab University shall be eligible for admission to the Second Year.

### **T.D.C. Part III**

Students who have passed the part II examination of the B.A. (Three Year) Course of Panjab University shall be eligible for admission to the Third Year.

### **LATE ADMISSION**

1. After the expiry of normal dates of Admission, the admission will be made as per guidelines issued by the University/Board.
2. The facility of admission within ten working days in case of students whose results are published late is available to only those candidate who appear from PANJAB University, Chandigarh.
3. Lectures shall be counted from the date of commencement of the academic session/course, irrespective of the date of admission.

### **CASUAL STUDENTS**

In very special cases, casual students may be admitted to the college at the discretion of the Principal. Casual students shall have to pay admission fee and other dues for the whole session (Le from July to March). They shall also deposit the prescribed amount as security.

### **RULES OF WITHDRAWAL**

A student who wishes to leave the College must apply in writing to the Principal and the application must be countersigned by his/her father/guardian. No student will be permitted to leave the college until he/she has cleared the College dues.

A student has to pay the College fees and other dues until' his/her name is formally withdrawn in writing.

## **CHANGE OF SUBJECT**

Change of subject shall be allowed by the Principal under exceptional circumstances and that to within one month of the commencement of the session on payment of Rs. 100. The application for the change of subject shall be signed by the parents of the students. All changes in subject sought by the students shall be at their own risk. The change must be intimated to the office and to the teachers concerned. A student cannot change over to a combination which is not provided for in the college time table.

## **RULES GOVERNING PAYMENT OF COLLEGE FEES & OTHER DUES:**

1. Fees shall be charged as under:
  - a. At the time of admission for the months from May to Oct.
  - b. In the month of November: Univ. Examination/Admission fee for Nov. to Apr.
2. **Hours of Payment**

Payment hours shall be from 9-30 a.m. to 2-30 p.m. on working days. Fees and other charged shall be accepted in Cash/Bank Draft only, Cheques shall not be entertained.
3. Tuition fee shall be charged for 12 months.
4. The names of the students who do not pay their fees by the 5th of the new month shall be struck off. Such students can be re-admitted on payment of Rs. 500/- as readmission fee, along with the late fee fine, according to rules. Re-admission of such students shall be at the discretion of the Principal.

## **RULES OF DISCIPLINE**

1. The College lays special emphasis on the maintenance of discipline and proper decorum in and outside the classroom.
2. Students are expected to show proper respect to their teachers, be polite with one another.
3. In order that the right academic atmosphere may be created in the college. Students should maintain silence while moving in the college campus or sitting in the library. Movement from one classroom to another should be orderly. In vacant periods the students should go to Library.
4. All quarrels and disputes with fellow students should be avoided. A complaint in writing should at once be made to the Principal whenever there is a dispute, and the students should not take the law into their own hands.

## **RULES ABOUT ATTENDANCE/SHORTAGE OF LECTURES**

1. All students are expected to be regular in attending the college. Only those students shall be sent up for University Examination who have attended 75% of the total number of lectures and seminars.
2. Late comers to class shall be marked absent though they may be allowed to sit in the class at the discretion of the teacher concerned.
3. The name of students who remain absent without leave continuously for seven days shall be struck off from the rolls of the college. Such students may be permitted to attend the classes if their conduct is satisfactory, after the payment of re-admission fee of Rs. 100/-

4. Condoning the shortage in lectures will be considered by the Principal in accordance with University Rules and in respect of only those students whose reports about studies and conduct are satisfactory.

## ELIGIBILITY FOR EXAMINATION

Conditions of Eligibility for University Examination:

Admission form of Student shall be sent up for the University Examination only if they have fulfilled the following conditions laid down by the University:

1. He/she has attended not less than 75% of full courses of lectures and seminars delivered to his/her class in each subject offered by him/her and fulfilled all other conditions laid down under the regulations in force.
2. He/she has performed the work of his/her class satisfactorily and bears a good moral character.
3. He/she has obtained at least 25% marks in aggregate of all subject calculated on the basis of the house test held by the college.
4. The House Examinations shall have, in each subject, marks as allowed for the University Examination.

## HOUSE EXAMINATIONS

1. Students who absent themselves from the house examination shall also tender themselves ineligible for being sent up for University Examination.
2. During House Examination, leave on account of ill health can only be granted when the application is certified by a Registered Medical Practitioner or by the college Medical Officer. It shall be consider-signed by his/her parents/guardians as well.

**Note:** Students permitted by the Principal to appear in the special house Test after mid Semester in order to be eligible shall pay Rs. 100/- per paper. The Principal, if he so desire may hold another special test for those who do not otherwise satisfy the condition of eligibility laid down by the University. In that case such students shall obtain 33% marks in the aggregate. All such students shall have to pay Rs. 200/- per paper to defray the expenditure of the special test.

## NOTICES

All students shall be expected to look up the College Notice Board. Failure to do so shall be not excuse.

## IDENTITY CARD

An Identity Card will be given to each student by the librarian on production of the original Admission Fee Receipt.

Every student shall supply four passport size photographs to the Library (two in case of girl students). Students shall be required to carry identity cards which may be examined by any member of the staff. Loss of identity card should be immediately reported and a fresh one obtained on application and payment of Rs. 100/-

## SCHOLARSHIP, STIPENDS AND FEE CONCESSION

Needy and deserving students shall be allowed concession in fees and granted other facilities like stipends and scholarships.

First division student whose parents/guardians income from all sources does not exceed Rs. 500/- per month are eligible for PANJAB Govt. Scholarships.

**Note:** Students belonging to backward classes will be eligible for fee concession if the annual income of their parents does not exceed Rs. 40, 000/-

Students belonging to Scheduled Castes will not be eligible for concession if their parents pay Income Tax or are gazetted officers.

Fee Concession, College stipends and scholarship of all categories shall be withdrawn, if a student fails in a house test, remains irregular in attendance or is found guilty of misbehaviour. In case a student migrates or leaves the college before appearing in the University Examination, he/she shall be required to deposit the entire amount paid to him/her byway of concession in fee and college stipends with retrospective effect.

## SCHOLARSHIP

1. Following scholarships are awarded to deserving students,
  - a. Govt. of India/Govt. of Panjab Post Matric scholarship for the Scheduled Castes, Backward Classes and Scheduled Tribe students.
  - b. Scholarship under Ministry of Minority Affairs, Govt. of India.
  - c. Scholarship for lower Income Group Students.
  - d. State Govt. Merit Scholarship.

College library gives books to deserving students, free of cost for the session; here is the list of scholarships which are being awarded to the students of affiliated college by office of Dean college Development Council in the following categories. The detail of the same is available on the Website of Dean College Development Council PANJAB University i.e. <http://dcdc.punchd.ac.in>

1. Means Cum Merit
2. Sports
3. Single Girl Child
4. Physically Disabled
5. Aids/Cancer Patient

In addition to above information, others scholarships available to the students on Panjab University Website: <http://dcdc.punchd.ac.in>

## COURSES OFFERED FOR INSTRUCTIONS

The College is affiliated to the Panjab University Chandigarh and offers instructions in the following courses of Study

## Proposed Subject Combinations for BA (I) Semester System

### SCHEME FOR OPTING SUBJECTS

#### B.A/B.Sc. (General) First Year Examination

B.A. Part 1 (General) Semester Programme consists of three Compulsory subjects and three elective subjects:

Compulsory subjects

- (a) Punjabi — Two Paper (1 Credit)
- OR
- History & Culture of Punjab-one Paper (1 Credit)
- (b) English—One Paper (1 Credit)
- (c) Environment and road Safety

### Elective Subjects:

A student is required to take up 3 elective subjects in all, selecting not more than one subject from any of the following gets of **combinations**:

1. English, Hindi, Punjabi, \*\*Bengali, Urdu, Persian, \*\*Tamil, French, \*\*Arabic, Russian, German, \*\*Kannada, \*\*Malayalam, \*\*Telugu.
2. Economics, Defence & Strategic Studies, Fine Arts, Education, Adult Education, History of Art.
3. History/Mathematics.
4. Public Administration, Home Science, Gandhian Studies, Philosophy.
5. Political Science, \*Statistics, Applied Statistics, Dance, Human Rights and Duties.
6. Sanskrit, Physical Education, Ancient Indian History, Culture & Archaeology, Psychology, Geography.
7. Computer Science, Agriculture, Sociology
8. Music (Instrumental), Music (Tabla), Women's Studies, Environment Conservation.
9. Music (Vocal), Police Administration, Journalism & Mass Communication.

**Note:** The students can opt, only two elective subjects from the following

**Music** (Instrumental), **Music** (Vocal), **Music** (Tabla) and Indian Classical Dance.

\* Statistics can be opted only with Mathematics

\*\* The Syllabus of Tamil, Telugu, Kannada, Malayalam, Arabic & Bengali Languages are kept in abeyance.

**\*\*Restructured Vocational Elective Subject: Pre-requisite subject at +2 level**

**(One of the following)**

1. Mass Communication—Video Production Any
2. Functional English
3. Advertising, Sales Promotion & Sales Management Any
4. Foreign Trade, Practices and Procedures Preferably with Economics or Commerce Any  
Preferably Computer Hindi Accountancy/Business studies
5. Office Management & Secretarial Practice
6. Computer Applications
7. Functional Hindi
8. Tax Procedures & Practices
9. Principles and Practice of Insurance
10. Information Technology
11. Fashion Designing
12. Early Childhood Care & Education

\* A student who opts for Computer Science as a Elective subject shall not take up computer Applications/Information Technology as Elective Vocational subject and vice-versa.

## **B.A. PART II**

A student shall offer all those subjects which were offered by him/her in T.D.C. Part I.

## **B.A. PART III**

A student shall offer all those subjects which were offered by him/her in T.D.C. Part II.

**Note:** Right of option of subject combination shall be reserved with the college.

## **M.A. (PUNJABI)**

**Eligibility:** Atleast 45% marks in concerned subject at graduation level are required. Those students who have not taken Punjabi as elective subject at Graduation level should have passed BA./B.Sc. securing more than 50% marks. (For SC, BC students, there is relaxation of 5% marks in subject concerned or in aggregate.

## **P.G.D.C.A.**

Post Graduate Diploma in Computer Applications (Semester System)

**Eligibility:** Graduation from Panjab University or any other University under 10+2+3 system of examination with atleast 50% marks (5% relaxation marks for SC, BC students as per rule)

## **STUDENT AID FUND**

Most needy and poor students shall be helped out of the Student's Aid Fund for the purchase of text books on the recommendation of the Lecturer-in-charge, The Principal may sanction amount to deserving students for payment of their college fees out of the fund.

One Girl Child out of the only two girl children

1. Two additional seats per unit per course subject to maximum limit of four (4) out of the two girl children from the session are created for admission to a given course in the Panjab University teaching departments, Regional centres and its affiliated colleges provided they are otherwise eligible from all angles. The additional seats will be only for those girl children who are either a single girl child of her parents or one amongst the only two girls children with no male child. The additional seat will be available to only one of the two girl children of a couple.
2. An affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate, to be obtained from the parents of the girl children declaring there in that the benefit of this scheme is being claimed for only one girl child out of the two girl children and the parent shall not claim the same for the 2nd girl child elsewhere in future. Specimen of the affidavit is available in the college office.

### **Cancer, AIDS and Thalasemia :**

1. One Additional seat each for the student suffers from Cancer, AIDS and Thalasemia has been allowed for admission in each course in the Panjab University Teaching Departments, Regional centres and its affiliated colleges subject to the condition that the candidate seeking admission under each of these categories otherwise eligible from all angles.
2. The claimant candidates will have to submit a certificate as a proof from the National Medical Institute like PGI, AIIMS etc. in support of his/her claim.

The benefit of additional seats under the aforesaid categories will not be admissible to the students seeking admission in the courses falling under regulatory agencies such as MCI, DCI, BCI, and NCTE.

### **Concession to the ward of Kashmiri Migrants/Displaced persons**

The Vice-Chancellor subject to and in anticipation of the approval of the Syndicate has extended the following concessions to the wards of Kashmiri Migrants/ Displaced persons for the Session subject to:

- a) Fulfilment of the requirements for admission to the courses as in the case of other candidates, under no circumstances, the requirement of Entrance test, wherever applicable, shall be relaxed.
  - b) production/submission of a certificate to the effect that the applicant is a ward of Kashmiri displaced person, issued by an authorized Govt. Officer, and
  - c) While giving such concession, it may be scrutinized whether the person is really Kashmiri (permanent resident of Kashmir) migrated to other states or he/she is a temporary resident of Kashmir but not actually a Kashmiri who shifted to other states.
- (i) 5% weightage be given and the merit be determined accordingly provided that the candidate fulfilled the minimum prescribed qualifications (including Entrance Test), Wherever applicable, for all courses including Professional and technical courses of the University Teaching Departments and the affiliated colleges.
  - (ii) 5% increase intake subject to maximum of 3 seats (to be treated as additional seat (s) per source at the entry point be made in all courses at under graduate and post graduate level in all the arts and science affiliated colleges and PANJAB University

Teaching departments wherever the reservation policy approved by the university was applicable.

### **Two Additional Seats for Rural Area Students**

Only those candidates will be considered in this category, who have passed their matriculation and +2 examination from those rural schools that do not fall in the area of the Municipal Corporation/Municipal Committee/Small Town, Notified Area, Cantonment Area. Further, the candidates should have been studying in such school for at least five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the D.E.O./Principal of the concerned institute of the area certifying that the school from where the candidate has passed the matriculation and +2 examination, falls within the aforesaid rural area.

### **One Additional seat for Border Area students**

The Border area students shall mean those candidates who have passed their matriculation and +2 examinations from the Border Area Schools Situated within 20km from the International border, a candidate claiming such benefit will have to produce a certificate from the Tehsildar or the Principal/Headmaster/Head of the School certifying that the school from where the candidate has passed the matriculation +2 examinations falls within the aforesaid Border area