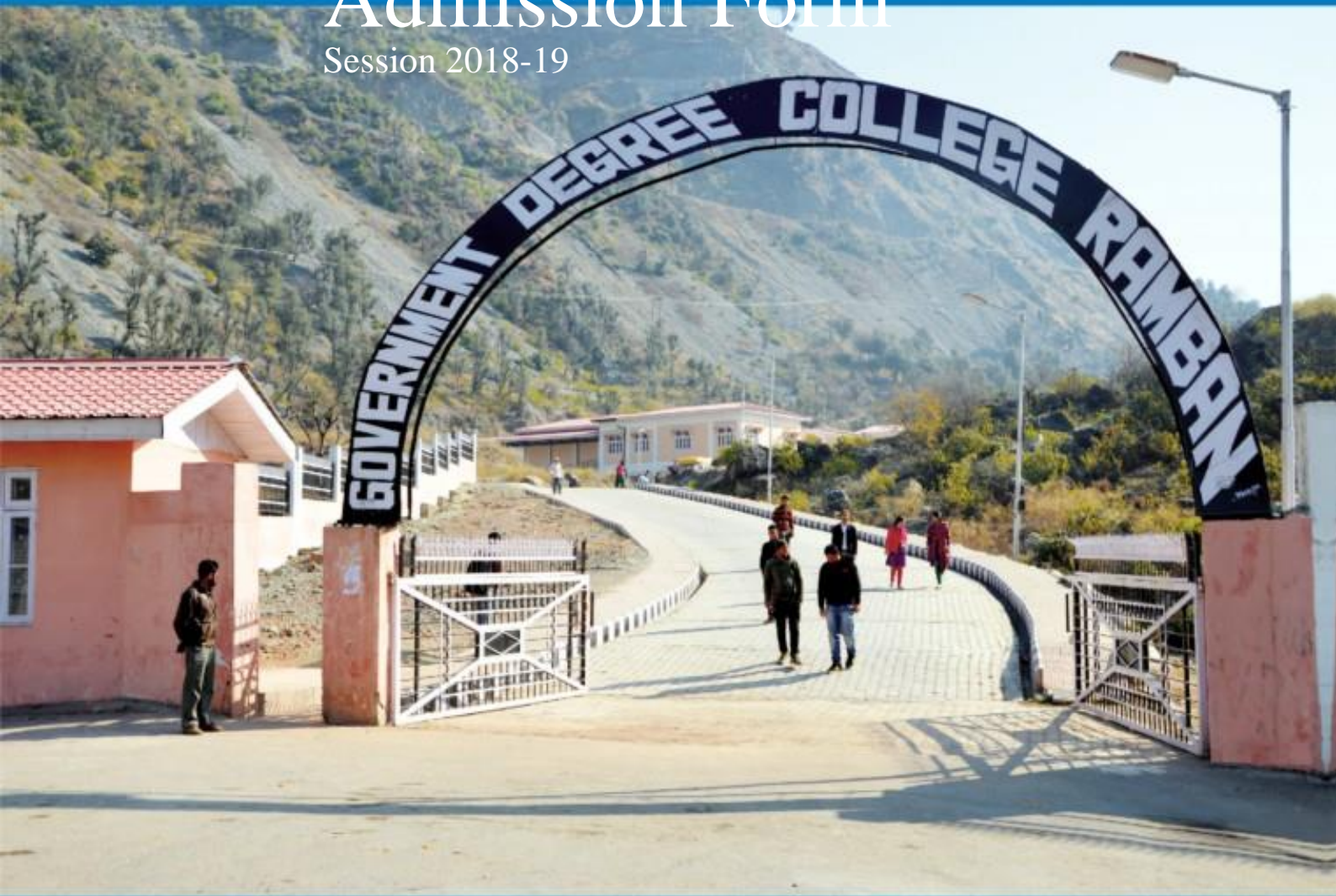


Information Brochure Cum Admission Form

Session 2018-19



Vision

To develop into an institution of excellence and to produce motivated and capable graduates of character and substance."

Mission

1. To impart leadership qualities to brave new challenges.
2. To encourage the faculty and students to achieve academic excellence.
3. To provide active and stimulating environment and opportunities that enables the learners to grow and prosper.
4. To promote transparency and accountability in academics and administration.
5. To make students socially relevant, ethically and morally strong, so that they can contribute to the society and nation.

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From Principal's Desk

I extend my warm greetings to the students who will come to seek Higher Education here. In this age of cut-throat competition and globalisation, the youth seeking Higher Education all over the country are faced with universal challenges for proving their mettle as useful members of society. As such, the present achievement of the students of this institution is mere reflection of the aspirations for the further upsurge in the young generation of this backward hilly District.

Therefore, the foremost responsibility of our institution like all institutions of academic and applied knowledge is to chisel and groom human potential for the empowerment and upliftment of the individual as well as all sections of society.

The prime responsibility of every seat of learning is to imbibe values of self-respect, patriotism, communal tolerance, exploration and conditioning of latent potential of young minds for wider use for themselves and for cosmopolitan society. For this we assure all our efforts to the best of our ability to provide the best inputs to groom them to be at par with rest of our State.

In this seminary, we hope to achieve the targets set up in our vision and mission. The path makers for disseminating reflective-creative knowledge are expected to hone the skills of the taught. I am sanguine that this college will become a model seat for creation, transmission and application of value based knowledge.

Dear students, the overall development of the mind and body is a sign of a good health and complete development. Hard work, dedication and perseverance are the most important traits in a person that lead to success. There is no substitute to hard work and no short cut to success. The future belongs to you, you need therefore to prepare yourself for an active participation in the world. This participation demands that you acquire the capacity of thinking intensively and critically, become well informed to ultimately grow as responsible men and women.

Dr. Ravender Kumar Tickoo
Principal

College Profile

Ramban District has an average elevation of 1,165 meters (3792 feet). The boundary lines of Ramban District are drawn from Patnitop on its south, Assar on its east, Gool on its west and Banihal on its north. The River Chenab also known as Chanderbhaga passes through the district. National Highway- NH44 that connects Jammu with Srinagar also passes through the District. District Ramban is one of the newly carved out eight districts of J&K. It has an area of 1527 Sq. Kms which amounts to 0.7 percent of total area of J&K State.

Govt. Degree College, Ramban came into being vide Govt. Order No:155-HE-of 2005, Dated 02-05-2005. It was shifted to its own campus at Karol, Ramban in 2011. This seminary is affiliated to University of Jammu. It has the honour of its recognition under sections 2(f) and 12(b) of UGC. The College building, a double- storeyed structure was constructed by NBCC at the cost of Rs 9.26 Crore under PMRP and the requisite funding was done by UGC. The College building is located at a hilltop at a distance of 05 kms away from Ramban town on the left of NH44. The land possessed by the College to date is 44 kanals, besides, process for acquisition of additional 51 kanals of land for future expansion of this institution is on. The College building comprises 06 big lecture halls, 05 lab. a smart class room, a rich library and washrooms for, staff and students including boys, girls. It is a co-educational seat of higher learning. The current enrolment of students in Arts, Medical and Non-Medical streams stands at 988. Seventeen subjects viz; General English, Urdu, Hindi, Dogri, Education, Political Science, Sociology, History, English Literature, Economics, Mathematics, Applied Mathematics, Computer Applications, Zoology, Botany, Chemistry, Physics and EVS through different subject combinations framed by Jammu University are offered to students. Introduction of Geography has been sanctioned by the Higher Education Department J&K Govt., and affiliation the same with University of Jammu is under process. We are hopeful of offering Geography from the current academic session.

The college also offers education through Distance Education Centers of IGNOU, MANUU and Jammu University for the students of the far-flung of this District study centers housed in the College are also provided to the students of far-flung areas of District.

Academic Programmes

The college offers 6 semester (spread over 3 years) undergraduate programme of Bachelor in Arts (B.A), Bachelor in Science (B.Sc) and Bachelor of Commerce (B.Com) , under Choice Base Credit System (CBCS) of University of Jammu.

Choice Based Credit System (CBCS)

With the objective of bringing a shift in teaching learning process from teacher centric to student centric that permits a flexible and interdisciplinary approach in learning besides providing an opportunity to the learner to choose electives from a wide range of choices available, CBCS has been introduced at UG level from session 2017 – 18

Under CBCS each programme is based on the **Credits** which is the weight age given to each course. It is the numerical value assigned to course according to importance of the content and contact hours required to complete its teaching / learning. Total numbers of credits is 136 for B.A/B.Com, 140 for B.Sc to be completed in 6 semesters of 3 academic years with semester I to IV of 22 credits each and semesters III to VI of 24 credits each for B.A/B.Com and I to II semester 22 credits and III-VI 24 each for B.Sc.

The courses under CBCS for study by a student at UG level comprise:

A: Core course:

Core course needs to be compulsorily studied by a candidate as a core requirement. There shall be a total of 12 core papers, with 4 papers from each core subject to be studied in 4 semesters (I - IV).

B: Elective courses

Discipline Specific Elective Courses (DSE), Generic Elective Courses (GE), Project/Dissertation to be studied in semester V and VI comprising three papers of 6 credits each.

C: Ability Enhancement courses

- i. Ability Enhancement Compulsory Courses (AECC)
Ability Enhancement Courses include Communication English/Urdu/Hindi to be studied in Semester I and VI and EVS in semesters I and II. Each ability enhancement course is 2 credits.
- ii. Skill Enhancement Courses (SEC)
Skill Enhancement Courses are to be studied in Semesters III – VI, one paper of 4 credits in each semester and the student will have the option to choose from a range of the choices.

- iii. Generic Elective Courses are to be studied in Semester-V and VI one paper of six credits in each semester only the students of B.Sc. and will have the options to choose from range of choices.

Subject Combinations Science Stream (B.Sc.)

S no	Code	Three core courses of 6 credits each (18 credits)			Ability Enhancement Compulsory Course(AECC) 2 credits each (4 credits)	
1	S1	Chemistry	Botany	Zoology	EVS	Communication English/Hindi/Urdu
2	S2	Comp. Application	Botany	Zoology	EVS	Communication English/Hindi/Urdu
5	S3	Chemistry	Physics	Mathematics	EVS	Communication English/Hindi/Urdu
6	S4	Comp. Applications	Physics	Mathematics	EVS	Communication English/Hindi/Urdu
7	S5	Physics	Geography	Mathematics	EVS	Communication English/Hindi/Urdu
8	S6	Zoology	Geography	Botany	EVS	Communication English/Hindi/Urdu

Arts Stream (B.A.)

S No	Code	Three core courses of 6 credits each (18 credits)			Ability Enhancement Compulsory Course(AECC) 2 credits each (4 credits)	
1	A1	English/Hindi/Urdu/Dogri	Mathematics	Economics	EVS	Communication English/Hindi/Urdu
2	A2	English/Hindi/Urdu/Dogri	Mathematics	Comp. Applications	EVS	Communication English/Hindi/Urdu
3	A3	English/Hindi/Urdu/Dogri	Economics	Comp. Applications	EVS	Communication English/Hindi/Urdu
4	A4	English/Hindi/Urdu/Dogri	Education	Eng. literature	EVS	Communication English/Hindi/Urdu
5	A5	English/Hindi/Urdu/Dogri	Education	Economics	EVS	Communication English/Hindi/Urdu
6	A6	English/Hindi/Urdu/Dogri	Education	Pol. Science	EVS	Communication English/Hindi/Urdu
7	A7	English/Hindi/Urdu/Dogri	Education	Sociology	EVS	Communication English/Hindi/Urdu
8	A8	English/Hindi/Urdu/Dogri	History	Pol. Science	EVS	Communication English/Hindi/Urdu
9	A9	English/Hindi/Urdu/Dogri	Economics	Pol. Science	EVS	Communication English/Hindi/Urdu

10	A10	English/Hindi/Urdu/Dogri	Sociology	Pol. Science	EVS	Communication English/Hindi/Urdu
11	A11	English/Hindi/Urdu/Dogri	Education	Comp. Applications	EVS	Communication English/Hindi/Urdu
12	A12	English/Hindi/Urdu/Dogri	Sociology	Economics	EVS	Communication English/Hindi/Urdu
13	A13	English/Hindi/Urdu/Dogri	Education	Geography	EVS	Communication English/Hindi/Urdu
14	A14	English/Hindi/Urdu/Dogri	History	Geography	EVS	Communication English/Hindi/Urdu
15	A15	English/Hindi/Urdu/Dogri	Sociology	Geography	EVS	Communication English/Hindi/Urdu

Commerce (B.Com)

S No	Code	Three core courses of 6 credits each (18 credits)			Ability Enhancement Compulsory Course(AECC) 2 credits each (4 credits)	
1	C1	English/Hindi/Urdu/Dogri	Financial Accounting	Business Organization and Management	EVS	Communication English/Hindi/Urdu

Subject combinations for semester III /IV/V/VI (CBCS)

Students of Semester III and IV (CBCS) will continue the three core courses opted in Semester I and II apart from these they will have to opt for AECC of 2 credits (B.Sc only) and SEC of 4 credits in each semester.

Students of B.A/B.Com semester V and VI will continue the 2 core subjects but will have the option of choosing Generic Elective (GE) course of 6 credits in place of third core course. Students of B.Sc will have the option of choosing three discipline specific elective course related their core courses of six credits each. Apart from this all the students will to choose SEC of 4 credits and AECC of 2 credits.

Candidates will have the option of choosing SEC from amongst the SEC courses offered by the college on basis of availability and intake capacity for each such course. The college as at present is offering the following skill courses:

Subject	Skill Enhancing Course			
	Semester-III	Semester-IV	Semester-V	Semester-VI
Computer Application	PC Assembly & Installment (UCAPS-351)	Information Security (UCAPS-451)	--	--
Zoology	Apiculture (UZOTS-301)	Aquarium Fish Keeping (UZATS-401)	Public Health & Hygiene (UZOTS-501)	Seri Culture (UZOTS-601)
English	English for Ability Enhancement (AECC)	Creative Writing (UENTS-403)	Journalism (UENTS-503)	--

	English Language Teaching (UENTS-304)	Media & Communication (UENTS-404)		
Urdu	Translation & Language Skills (UURTS-302)	Language Skills (UURTS-402)	Journalism (UURTS-505)	Creative Writing and Rhetoric (UURTS-605)
EVS	Waste Management (UESTS-301) Lab Course (UESPS-302)	Environmental Impact Assessment (UESTO-401) Lab Course (UESPS-402)	---	--

Eligibility Criteria for admission to semester -I

1. Students, who are State Subjects of J&K and have passed Higher Secondary Part II examination (class 12th) of the J&K Board of School Education or an examination recognized as its equivalent by the University of Jammu, are eligible for seeking admission in B. Sc. / B.A – SEM - I
2. The wards of Central Govt. Employees, Army and Para-Military personnel serving in J&K can also seek admission.
3. Students seeking admission to Semester I of B. Sc. programme should have secured minimum of 45% of marks in class XII examination.
4. Students belonging to reserved categories as listed in SRO – 126 Dated 28-06-1994 and SRO 294 of 2005 shall get the benefit of 5% marks while drawing up the merit list for admission. However, the benefit of reserved category will be only considered on the basis of documentary proof to the effect of belonging to a particular reserved category. Under process certificate will not be considered for purposes of this benefit.
5. No student whose result of Higher Secondary Part II has been modified after re-evaluation shall be admitted to the Semester-I of B. Sc. /B.A after the expiry of the last date of admission.
6. The admission of students, with break in their academic career, will not be considered. Such students may be considered by the Principal provided the latter feels satisfied about the reasons of the break there of and also subject to the availability of the seats.
7. **Re-appear /compartment cases in 12th class are not eligible for admission to B.A/B.Sc. B.Com – Semester I.**
8. Student who after seeking admission completes the minimum required attendance in the college but either fails or does not appear in the University Examination is not eligible for admission to the same class in the next session.

Documents required for admission to B.A/B.Sc. B.Com – Semester I.

The admission form should be accompanied with the following documents:

I – For State Board students:

- Marks certificate of 12th class (2 self attested photocopies) along with original copy for verification by the admission committee.
- Provisional certificate in original issued by the institution / school last attended.
- Character certificate in original from the institution last attended. Students who have passed their examination as private candidates will attach the character certificate issued by First Class Magistrate / Principal of an affiliated or constituent college. A candidate having any pending case or any FIR against him / her has to produce character certificate of the concerned Police Station / Police Post.
- Matriculation certificate (2 self attested copies) along with original copy for verification by the admission committee.
- Two copies of self attested reserved category certificate from competent authority as stated in SRO – 126 /294 along with original copy for verification by the admission committee.
- Affidavit as per the format given in **Annexure-I**

II – For CBSE students:

- Marks certificate of 12th class (2 attested photocopies) along with original copy for verification by the admission committee.
- Provisional / Transfer certificate in original
- Character certificate in original from the institution last attended. Students who have passed their examination as private candidates will attach the character certificate issued by First Class Magistrate / Principal of an affiliate or constituent college. A candidate having any pending case or any FIR against him / her has to produce character certificate of the concerned Police Station / Police Post.
- Matriculation certificate (2 self attested photocopies) along with original copy for verification by the admission committee.
- Two copies of attested reserved category certificate from competent authority as stated in SRO – 126 dated 28 – 06 – 1994 read with all amendments thereto.
- Migration certificate in original along with 2 self attested photocopies
- Filled Eligibility form

- Copy of the Transfer order of father in respect of wards of Military / Paramilitary personnel / Central Govt. Employees.
- Affidavit as per annexure-I

Fee Structure

The following fee notified by Govt. Order No 25 HE of 2012 Dt: 12-01-2012 & University Notification No: F.Acd/I/18/14431-580 Dt: 08.01.2018 shall be charged from the students seeking admission in Semester-I/III/V

(Govt. Order No 25 HE of 2012 Dt: 12-01-2012 & University Notification No: F.Acd/I/18/14431-580 Dt: 08.01.2018

The breakup of fee to be charged from the students is as follows.

Admission Fee	=Rs 40/-
Pool Fund	=Rs 1050/-
Student Aid Fund	=Rs 100/-
Building Maintenance Fund	=Rs 165/-
Games/Sports Fund	=Rs 220/-
Reading Room Fund	=Rs 50/-
Furniture Fund	=Rs 70/-
Stationery Fund	=Rs 35/-
Magazine Fund	=Rs 80/-
Motor Vehicle Fund	=Rs 60/-
Identity Card Fund	=Rs 50/-
Students' Services Fund	=Rs 30/-
Seminar/Cultural Activities Fund	=Rs 30/-
Excursion Fund	=Rs 90/-
Medical Aid Fund	=Rs 25/-
Relief Fund	=Rs 10/-
Red Cross Fund	=Rs 50/-
Miscellaneous Fund	=Rs 60/-
EDUSAT	=Rs 25/-
NSS Fund	=Rs 50/-
Total	=Rs 2290/-

A Fee amounting to Rs 175/- shall be charged from the Sem-I students on account of additional subject of Environment Science.

Laboratory Fund

- | | |
|---|-----------|
| 1. Student using One Lab | =Rs 110/- |
| 2. Student using Two Labs | =Rs 170/- |
| 3. Student using Three Labs | =Rs 220/- |
| 4. Subject Tour Fund as per requirement of Syllabus | =Rs 75/- |

Additional Fee for Vocational Subject

- | | |
|-----------------------------------|-----------------|
| 1. Computer Application | =Rs 1900/- |
| 2. Group Insurance Premium | =Rs 50/- |
- (Subject to the acceptance of terms / conditions / exclusions by the Insurance Company)

The fee shall be realized in a single instalment and no fee concession shall be allowed. Fee once paid is not refundable

In addition, the examination fee shall be realized separately from the students

University Fees

- | | |
|---|--------------------------------------|
| 1. University Registration Fee | =Rs 330/- |
| 2. Sports Fee | =Rs 480/- |
| 3. UGC Resources Mobilization Fund | =Rs 120/- |
| 4. Cost of Examination form per Semester | =Rs. 90. |
| 4. Examination fee per semester | =Rs 690 + 90 (per Practical subject) |
| 5 Examination Maintenance fund | =Rs 130/- per semester |
| 7. NSS | =Rs 120/- |
| 8. Corpus Fund | =Rs 200/- |
| 9. Examination Development Fund | =Rs 260/- |
| 10. Digitalization and Networking Fund | =Rs 200/- |
| 11. Eligibility Fee (For student other than J&K BOSE) | = Rs 800/- |
| 12 Cultural Fee | =Rs 140 |
| 13 DIQA Fee | =Rs 200 |
| 14. Red cross | = Rs 20 |

NOTE: In respect of students, seeking admission to Sem – I, III & V and subsequently getting promoted to Sem II, IV and VI respectively, examination fee for both the semesters of the year 2018 -19 shall be charged at the time of admission.

Late Fee

Admission with late fee of Rs 290/- shall be only for 10 days after the expiry of the last date of admission, subject to availability of seats.

The Vice-Chancellor may consider grant of admission after the expiry of last date on payment of Rs 2640/- subject to other conditions. Wherever income of a candidate's parents is below Rs 5280/- he/ she shall be exempted from payment of late fee.

NOTE: The fee (in break up and total) as detailed above is subject to change / revision as per the orders of the Govt. Higher Education Department or University of Jammu. In the event of any change in fee, the same shall be displayed / communicated to students.

Examinations

Under the Semester system, introduced by the University of Jammu, the 3 year B.A/B.Sc/B.Com. Degree Programme shall be spread over 6 semesters, with 2 semesters in each year. On completion each semester will have an external examination which is referred to as 'End Semester Examination' which will be conducted and evaluated by the University of Jammu. Apart from this there will internal assessments tests for both practicals and theory in every semester to be conducted by the College.

Eligibility, Pass Percentage and Promotion Criteria under Semester System

- i. A student shall be eligible for End Examination provided he / she has attended not less than 75 % of the lectures delivered in each course in theory and in practical classes conducted separately.
- ii. The minimum marks required to pass each paper in a semester examination shall be 36 % of the total marks in each theory paper, practical (wherever applicable) and Internal Assessment separately.
- iii. A student will be eligible for promotion from semester I to II and from Semester III to IV and V to VI if he / she has
 - a) Secured pass marks in Internal Assessment of Semester I / III/V
 - b) Has appeared in at least one paper of Semester I/III / V examination.
- iv. Similarly, a student shall be eligible for promotion from Semester II to III, and Semester IV to V provided he / she has passed at least 50 % credits of theory and practical of Semester I / III as the case may be.

Provided that a student who does not fulfill the promotion criteria iii and iv as above shall be declared fail in the Semester concerned. However, he / she shall have the option to retain the marks in the papers in which they have secured Pass marks.
- v. A student who has to reappear in a paper / subject prescribed for Semester I to IV shall appear in the subsequent examination to be held as per the dates prescribed by the University of Jammu.
- vi. A student who has to reappear in a paper prescribed for Semester V and VI shall appear in the supplementary examination.

Internal Assessment under CBCS pattern

20% of the marks allotted to each theory paper and 50% of marks allotted to each practical paper are reserved for Internal Assessment.

Theory:

There shall be one internal assessment tests of 20 marks in all the subjects. Pattern for question paper shall be, one long answer type question of 10 marks and Five short answer type questions of 2 marks each.

Practical:

Out of a total marks for Practical, 50 % are reserved for internal assessment. Internal Assessment marks for practical shall be distributed as 20% each for attendance and viva voce and 60% for day to day performance and internal test. The marks for attendance in practical shall be awarded on the basis of following scale:

Percentage of attendance and marks award in practicals	
Below 75 % attendance	Shortage case
From 75.01% to 80%	2 marks
From 80.01% to 85%	3 marks
From 85.01% to 90%	4 marks
Above 90.01%	5 marks

Supplementary Examination

There shall be supplementary examination for Semester V and VI only.

Attendance in lieu of participation in games etc.

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal/Director concerned shall, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period of 15 working days in a semester programme subject to maximum of 30 working days in an year.

- (a) State representation in International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
- (b) Participation in the Inter-University Competitions held under the aegis of a University or any other recognized Institution as a member of the University team.
- (c) Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.

- (d) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognized Institutions.
- (e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/ Inter-University Competitions.
- (f) Participation in the Mountaineering/Hiking/ Trekking/Skiing /Rock-Climbing or other such activities organized under the aegis of the State Government/University as a member of the Institution affiliated/ recognized by the University.

Note: For Outstanding cases (requiring attendance waiver due to duty beyond 30 days) special permission may be sought from the Vice Chancellor/Competent Authority on recommendation of the Principal/Director Concerned.

Inter College Migration

A student can apply to the University for Inter College Migration affiliated to Jammu University under rules at the commencement of Odd Semesters as per the following rules:

- i) No student who has joined a college affiliated to the Jammu University shall be admitted to another college during the same course unless : a) He/She has obtained leaving certificate from the Principal of the college from which he /she intends to migrate. The certificate is not to be given by the Principal until the transfer has been notified by the University. b) The Principals of both the colleges agree and the fee has been paid to the University.
- ii) A student who is detained or conditionally promoted shall not be admitted to a higher class by the Principal of the other College on migration.
- iii) Tuition Fee, if any, shall be payable by the student to the Principal of the College from which he migrates upto and including the month in which he obtains leaving certificate. Tuition fee for the same month shall not be charged by the college to which he/she migrates.

General Conduct

1. No outsider is allowed to enter the College without a valid reason.
2. If a student remains absent from the College without permission for more than 14 consecutive days, he/she shall be struck off from the College rolls.
3. Unlawful assembly of the students in the College is banned.
4. Writing of graffiti on the walls and sticking posters is a cognizable offence.

5. Ragging is a criminal offence and strictly prohibited. Student/s involved in ragging will be severely punished, even to the extent of being expelled from the College.
6. Students resorting to unfair means in the examinations (Internal and External) are liable to be issued a bad character certificate.
7. A student desirous of withdrawing his/her name from the College rolls should submit an application, countersigned by the parents/guardians of the student.
8. The withdrawal certificate shall be issued only after the student clears all College dues/outstanding. Such students shall in no case be re-admitted during the same academic session.
9. The rules may be changed, modified or suspended as and when required.

College Uniform

Every Student will attend the College in the Prescribed Uniform as under :-

For Summer

- i) For Girls :
Sky Blue Kameez, White Salwar and white Dupatta, Flat Black Shoes
- ii) For Boys White Shirt, Silver Grey Pant and Black Shoes.

For Winter

The uniform includes Black Sweater/ Blue Black Blazer for Girls and Boys

Note:- Without Uniform, No student will be allowed to enter the College Premises.

Facilities Available on the Campus

A) Library

The College has well-equipped library with almost 10,000 Books on various subjects along with spacious reading room. The College also subscribes several periodicals including journals, magazines and news papers

1. Every Student is required to obtain a library Cum identity card.
2. Every Borrowers shall present herself/himself personally before the Librarian after returning books at the time of borrowing Books.
3. Every student has to obtain the No Demand certificate from the librarian after returning books at the time of obtaining Roll No. Slip from the College office.
4. Any person who loses a Book or returns a defected or bloted Book shall be liable to pay amount double the cost of the Book.
5. The loss of the Identity Card should be reported to the concerned authorities.

6. A new Identity Card shall not ordinarily be issued. However, after proper verification a duplicate Identity Card may be issued on payment of a fine of Rs. 50/-.
7. Books are issued for a period of 7 days only and a fine of Re. 1/- per day per book shall be charged after the due date.
8. Students can borrow a maximum number of two books from the library at a time.
9. Reference books, rare books, books especially reserved and current periodicals will not be issued for use at home; these can be consulted only within the library premises.
10. Strict silence shall be observed in the library and reading rooms. Students shall not carry their personal books or belongings inside the library.

B) Computer Facility

A full-fledged computer laboratory has been set up in the College, equipped with more than 20 terminals.

C) Transport Facility

Govt. has provided two Swaraj Mazada buses of 41 seats each one for the students commuting from Batote and adjoining areas and other for Ramban town and adjoining areas. As per the decision of the College Transport Committee, a lumpsum amount shall be charged from the students coming from Batote and adjoining areas of Ramban. The Fee shall be decided by College Transport Committee in consultation with the stake holders.

D) Laboratories

To cater to the needs of the students, the College maintains five well equipped science laboratories. These laboratories are equipped with facilities required for the conduct of practicals of UG classes of respective subjects.

E) NSS

The College has been allotted a Unit of N.S.S Volunteers. 100 students can register their names with Dr. Bharat Singh NSS Programme Officer. The Motto of N.S.S is "Not Me but You". N. S. S provides the Volunteers, the opportunities to offer social service. It also helps them to become responsible Citizens of tomorrow.

F) NCC

The NCC Unit is under process and hopefully the unit of NCC will be provided to the students from the session 2019-20. The motive of the NCC is to provide a suitable environment to motivate the youth to take up a carrier in the army forces besides, to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure, and ideals of selfless service amongst the youth of county. Unit is to encourage the students toward all Indian forces and motivate them for defence of nation.

G) Co-curricular Activities

Sport and games activities are coordinated by Assistant PTI.

H) Scholarship & Financial Aid

Student with low means of sustenance / SC / ST / OBC / RBA/ minority are provided number of Post-Matric scholarships by Department of Social Justice J&K Govt. / Department of Tribal Welfare / Department of labour and employment JK Govt. Besides, Financial Aid is also granted to the students with low means, orphans with no earning and differently abled students out of students Aid Fund.

I) Debating club & Literacy Society

It organises debates, symposia, painting competitions in the college to encourage and boost latent talent of the students so that they can participate at higher forums.

J) Red Ribbon Club

Red Ribbon organises rallies, painting competitions and debates on the healthy lifestyle to aware the students in particular and public in general about various evils

in the society leading to dangerous diseases like AIDS. The club organises programmes under the convenor ship of Prof. Vijay Kumar.

J) Tours & trips

The College organizes Picnics, Subject & Educational Tours , adventure tours etc., from time to time with a view to promote the general awareness among students.

Non - Formal Education Facilities

1) IGNOU

The College houses an IGNOU study centre, which offers a variety of courses to the students of the Ramban area. Dr. O. R. Katoch is the Co-ordinator of the Study Center.

2) *MANUU Study Center*

The College houses another study center which offers a variety of courses to the students interested to pursue Higher Education through distance mode. Prof. S.A. Ganai, Head of the Deptt. of English is the Co-ordinator of the Study Center.

3) *Distance Education centre, Unit of Jammu*

University of Jammu, Jammu has started DEC at Ramban College. Prof. S.A. Ganai, HOD English, is the Coordinator (Incharge) of study centre.

Academic calendar of Jammu University

Faculty

Dr. Ravender Kumar Tickoo Principal , M.Sc. Ph.D

SNo	Name	Designation	Subject	Qualification
1.	Prof. S.A. Ganai	Associate Professor	English	MA
2.	Dr. O.R. Katoch	Assistant Professor of Economics	Economics	MA, NET, Ph. D
3.	Dr. Bharat Singh	Assistant Professor of Physics	Physics	M.Sc., M.Phil, Ph. D
4.	Prof. Kamaljeet Singh	Assistant Professor of Comp. Applications	Comp. Appl	MCA, NET
5.	Dr. Javed Iqbal	Assistant Professor of Urdu	Urdu	MA, M.Phil, Ph. D
6.	Prof. Jaideep Kumar	Assistant Professor of Zoology	Zoology	M.Sc. NET, B.Ed
7.	Dr. Pervaiz Ahmed Pervaiz	Assistant Professor of Zoology	Zoology	M.Sc. M.Phil, Ph.D
8.	Prof. Bansi Lal	Assistant Professor	Chemistry	M.Sc. NET, SET, B.Ed

9.	Prof. Ajaz Ahmed	Assistant Professor of Economics	Economics	MA, NET
10	Prof. Zakir Hussain	Assistant Professor of Pol. Science	Pol. Science	M. Phil, NET
11	Mr. Ramandeep Kralia	PTI		B.P.Ed, M.P.Ed, NIS, NET JRF,

Academic Arrangement

1.	Dr. Sabzar Ahmed	Lecturer	English	Ph. D
2.	Mr. Showkat Hussain Itoo	Lecturer	English	MA, SET, NET
3.	Mr. Hilal Bashir	Lecturer	Education	M.Phil, NET, SET
4.	Ms. Schweta Rani	Lecturer	Hindi	MA, NET
5.	Dr. Farooq Ahmad Ganiee	Lecturer	Sociology	Ph. D
6.	Dr. Muzaffer Ahmad	Lecturer	History	Ph. D
7.	Dr. Sajad Ahmad Ganai	Lecturer	Chemistry	Ph. D, PDF, D. LITT
8.	Dr. Deepak Chauhan	Lecturer	Botany	Ph. D
9.	Dr. Ashaq Hussain Khan	Lecturer	Botany	Ph. D
10	Dr. Akash Ahmad Bhat	Lecturer	Computer	Ph. D
11	Mr. Prince Shabir Ahmad	Lecturer	EVS	M.Phil, SET
12	Mr. Surjeet Singh	Lecturer	Geography	MA, NET
13	Mr. Mudasir Ayoub	Assistant Lecturer	Physics	M.Sc.
14	Mr. Sudhir Kumar	Librarian	Library	M.Lib

Non - Teaching Staff

SNo	Name	Designation
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1.	Sh. Prem Chand	Sr. Lab. Assistant
2.	Sh. Jagdish Raj	Jr. Lab Assistant
3.	Sh. Altaf Hussain	Lab. Bearer
4.	Sh. Gulzar Ahmed	Local Fund Employee
5.	Sh. Shabir Ahmed	Local Fund Employee
6.	Sh. Vaid Raj	Local Fund Employee
7.	Sh. Milap Singh	Local Fund Employee
8.	Sh. Kalyan Singh	Local Fund Employee
9.	Sh. Parveen Singh	Local Fund Employee
10	Ms. Asha Kumari	Local Fund Employee
11	Sh. Farooq Ahmed	Local Fund Employee
12	Mrs. Parveena Begum	Local Fund Employee (Part time)
13	Mrs. Gulifa Begum	Local Fund Employee (Part Time)

Model Student's Character

An Institution's Responsibilities Towards Student

- Communicate the aims and objectives of the institution systematically and clearly to all students
- Offers programmes that are consistent with institutional goals and objectives.
- Organise a wide range of programmes with adequate academic flexibility.
- Uses feedback from the students to initiate, review and redesign the programme.
- Facilitate effective running of the teaching-learning pedagogy.
- Implement a well-conceived plan for monitoring the students in a purpose oriented manner.
- Provide clear information to the students about the enrollment/admission, the fee structure, refund policies, financial aid and the students support services.
- Ensure that the students' assessment procedures and system are reliable and transparent.

- Promote values, social responsibility and good citizenry in all student support services.
- Ensure sufficient and well-run support services, values, social responsibilities and the good citizenry to all students.

Student's Responsibilities towards the Institution:-

- To appreciate the institutional goals and objectives and contribute to their realization by participating in relevant institutional activity.
- To have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- To undertake regular and intense study of learning materials.
- To make optimum use of the learning resources and other support services available in the institution.
- To prepare for continuous internal assignments and term-end examinations.
- To give feed back to the Institution & pursue lifelong learning process.
- To live as worthy alumni of the institution.
- To contribute in making campus neat and clean.
- To prevent defacing/ damaging of college property.

Annexure-I

Abraham Lincoln's letter to his son's teacher

My son starts school today. It is all going to be strange and new to him for a while and I wish you would treat him gently. It is an adventure that might take him across continents. All adventures that probably include wars, tragedy and sorrow. To live this life will require faith, love and courage.

So Dear Teacher, will you please take him by his hand and teach him things he will have to know, teaching him – but gently, if you can. Teach him that for every enemy, there is a friend. He will have to know that all men are not just, that all men are not true. But teach him also that for every scoundrel there is a hero, that for every crooked politician, there is a dedicated leader.

Teach him if you can that 10 cents earned is of far more value than a dollar found. In school, teacher, it is far more honorable to fail than to cheat. Teach him to learn how to gracefully lose, and enjoy winning when he does win.

Teach him to be gentle with people, tough with tough people. Steer him away from envy if you can and teach him the secret of quiet laughter. Teach him if you can – how to laugh when he is sad, teach him there is no shame in tears. Teach him there can be glory in failure and despair in success. Teach him to scoff at cynics.

Teach him if you can the wonders of books, but also give time to ponder the extreme mystery of birds in the sky, bees in the sun and flowers on a green hill. Teach him to have faith in his own ideas, even if everyone tell him they are wrong.

Try to give my son the strength not to follow the crowd when everyone else is doing it. Teach him to listen to everyone, but teach him also to filter all that he hears on a screen of truth and take only the good that comes through.

Teach him to sell his talents and brains to the highest bidder but never to put a price tag on his heart and soul. Let him have the courage to be impatient, let him have the patient to be brave. Teach him to have sublime faith in himself, because then he will always have sublime faith in mankind, in God.

This is the order, teacher but see what best you can do. He is such a nice little boy and he is my son.