



IMPORTANT DEADLINES

EVENT	OPENING DATE	CLOSING DATE
Registration and Form Filling	20 June 2018 GENERAL ADMISSION RELATED INSTRUCTIONS WILL BE AS PER THE WEBSITE WWW.PUNJABCOLLEGEADMISSIONS.ORG (THE SITE IS SETUP BY GOVT. OF PUNJAB AND GURU NANAK DEV UNIVERSITY, AMRITSAR AS PER THE LATEST GUIDELINES)	



Admission In Saroop Rani College For Women, Amritsar : An Overview

Update or modification regarding any section of this document may be made online. Candidates are advised to visit college website for latest updates.

- **Visit college campus to submit registration form.**
- **Register online of punjabcollegeadmissions.org (please check respective website regarding starting of registration dates)**
- **Check Counseling dates from college website.**
- **Report in college campus at time of counseling with**
 - **Original Documents (List is given in college prospectus, downloadable from college website**
 - **Photocopy of original documents x 1 set**
 - **Fee as per college prospectus (this file)**
 - **Online registration form printed from punjabcollegeadmissions.org**
- **After document verification in college campus, pay fees.**



Before coming to the college campus for document verification

- a. **Read College Prospectus (this file) and other help material before admission opens and understand college rules.**
- b. All information related to college and admission process is available on college website_ www.srgcwamritsar.org
- c. Take print out or note down any important instructions as required.
- d. Arrange for documents and verify that they are issued by the appropriate authority.
- e. List of documents and List of competent authorities is included in prospectus(this file).
- f. Contact numbers are “*most important*” for all future communications before and after admission, for the total duration of the course.
 - i. You will need to provide minimum two (2) contact numbers for admissions
 1. Candidates' mobile contact. (should be valid for 3 years)
 2. Parents' mobile contact. (should be valid for 3 years)
 - ii. Identify/Decide these numbers for college use when filling the form later.
 - iii. College will use these numbers from time to time to send important information, updates and OTPs (One Time Passwords) for verification if any.
 - iv. Both contact numbers (above) cannot be same.
 - v. Failure to access these numbers will hamper admission process or may lead to no admission.
- g. **Mobile numbers of internet shops/cyber cafes/short term connections are not valid.**
- h. Admission is liable to be cancelled if information furnished in online forms or any college forms is found to be incorrect.

- ★List of fake universities is available on website of University Grants Commission www.ugc.ac.in
- ★Eligibility for opting Physical Education , Basic Punjabi is as per University norms for the session.
- ★*Principal reserves the right to continue or discontinue any course.*



Important Rules and Guidelines

1. Candidate/Student and Parents should read the prospectus thoroughly.
2. It is the duty of the parents/guardians to remain in touch with college administration to keep themselves informed about punctuality, regularity and academic status of the student. The college will not be responsible for laxity on part of the parent/guardian in this regard.
3. Any student found guilty of furnishing false information/documents at the time of admission will be penalized and rusticated from the college. Student will be personally responsible for cancellation of admission.
4. It will be responsibility of the student and the parents/guardians to deposit the fee and other dues in time.

AFTER ADMISSION

5. It is mandatory to appear in class tests/house examination as and when college holds them.
6. As per university ordinance each student has to attend 75% lectures in each subject, failing which student shall be detained.
7. Strict action will be taken against students who remain absent for three consecutive tutorial group meetings and during Sports Meet in the college and those who go against the college discipline in any form.
8. It is the prime duty of every student to protect college campus and property.
9. Students coming to the college on cycles/scooters must obtain tokens for the same from designated college authorities.
10. Student must compulsorily read the college notice board for any day-to-day college information/updates.

★ First aid will be provided to the students during college hours in case of medical emergency.

★ Mobiles are not allowed on college premises. Strict disciplinary action will be taken against the offenders.

Ragging is STRICTLY prohibited and erring students will be punished as per Supreme Court verdict by rusticating them from the institution and debarring them from admission to any other college in India.



Range Of Programmes Offered, Total Seats Available Per Course, and Fee Structure

Programmes in **Bold** are being run under Higher Education Society. Fees given are maximum approximate rounded amount **to be paid at time of admission**. Refer to college website srgcwamritsar.org for career prospects of each course.

Full Course Names :

1. Bachelor Of Arts
2. Bachelor Of Commerce
3. **Bachelor Of Business Administration.**
4. Bachelor Of Sciences-Medical With Botany
5. Bachelor Of Sciences-Medical With Clinical Nutrition and Dietetics
6. Bachelor Of Sciences-Non Medical
7. **Bachelor Of Sciences- Computer Science**
8. **Bachelor Of Sciences- Home Science**
9. **Bachelor Of Computer Application**
10. Master Of Arts (Music Vocal)
11. Master Of Arts (Music Instrumental)
12. Master Of Arts (Geography)
13. Master Of Arts (English)
14. **Under Graduate Diploma in Food Production**
15. **Under Graduate Diploma in Front Office**
16. **Post Graduate Diploma in Computer Applications**



S no.	Course	Total Seats	APPROX FEE for reference purpose only	
			Sem I	Sem II
1	B.A.	640	Without Practicals 6800/- With Vocational Subject 7900/- With Computer Subject 8800/-	Only Examination Fee 1700/2300
2	B.Com.	75	6800/-	
3	B.B.A.	60	16100/-	
4	B.Sc. Med.	90	7800/-	
5	B.Sc. Med. With CND	30	8300/-	
6	B.Sc. N.M.	100	7500/-	
7	B.Sc. C.Sc.	60	14300/-	
8	B.Sc. H.Sc.	40	14300/-	
9	B.C.A.	60	14300/-	
10	M.A. Music Vocal	15	7200/-	
11	M.A. Music Instrumental	10	7200/-	
12	M.A. Geography	30	7300/-	
13	M.A. English	60	6800/-	
14	U.G. Diploma in Food Prod	40	12000/-	11000/-
15	U.G. Diploma in Front Office	40	12000/-	11000/-
16	P.G. Diploma in Comp. App.	40	14400/-	2300/-

Note - Fees mentioned above is for reference purpose only. Fees can be increased or decreased during the admission process or after the admission as per guidelines received from Punjab Government/Guru Nanak Dev University. Student shall be liable to pay the difference of fee if any.

- Reservation as per Govt/Guru Nanak Dev University norms.
- *All NON-PSEB candidates to submit original documents to dealing clerk within 3 days of admission. They will additionally pay Rs.1300 (Univ. Migration/Verification Fee) +Rs.400 (Univ. Eligibility Fee)*



Reservation Policy as per GNDU Prospectus 2018

Sr. No.	Category	Reservation %age
(i)	Schedule Castes/Tribes SC/ST certificates issued by the competent authority and as per specimen given in Annexure-I are accepted.	25%
(ii)	Backward Class/OBC This includes all the specified backward classes whose family income does not exceed Rs. 8 lacs (eight lacs) per annum or any such limit notified by the Punjab Government. Latest income certificate and certificate of being backward class issued by the Deputy Commissioner/GA to D.C./Sub-Divisional Magistrate shall have to be produced along with an attested photo copy. No affidavit will be acceptable. The persons belonging to creamy layer are not entitled to reservation under this category as per notification no. 1/41/93 RS1/209 Govt. of Punjab, Department of Welfare dated 24.02.2009. The rule of exclusion will apply to sons and daughters of (a) Persons having gross annual Income of Rs. 8.0 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period three consecutive years; (However, the rule of exclusion will be applicable as per time to time notifications of Punjab Government. (b) Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.	10%
Explanation: Income from salaries or agricultural land shall not be clubbed. Certificate issued by competent authority shall be considered. A specimen format is given in Annexure-II .		



(iii) **Border Area/Rural Area**

2 (1 % each)

(a) A candidate will be eligible for admission under this category only if he/she is from a town /village within the belt of 10 miles from the International Border and has studied for at least five years there and has passed public examination (Metric or Higher Secondary Part-1) from a school located in border town/village (excluding the district towns Ferozepur, Gurdaspur). Two certificates one from the DC/GA to DC of the District or SDO (Civil)/SDM with the town/village being within 10 miles limit from the international border, and another from the Headmaster/Principal of the



Institution with details of exact date of joining and leaving the school/college must be produced along with the application form as per **Annexure-III**.

(b) For claiming “Rural Area” reservation, the candidate will have to produce a certificate from Sub-divisional Magistrate/GA to D.C. to having studied for a minimum of two years and passed Metric/Higher Secondary Part-1 or +2 from a school which is situated in rural area. The candidate should also be a permanent resident of a rural area (village). This school should not fall within the limits of any Municipal Committee, notified area or a Cantonment Board. Schools like Dashmesh Academy and those situated in university campuses, Nangal Township and Talwara Township are excluded from the list of schools in the rural category. The format for Rural Area Certificate is attached as **Annexure- IV**.

- (iv) **Sports persons** 1%
- Only the certificates showing the specific -Graded pertaining to the four categories (Grade A,B,C,D) issued from Director Sports, Punjab, Chandigarh are acceptable. The candidates will be admitted on the basis of merit following the sequence A-D of the Grades. For the gradation policy to issue Sports Gradation Certificate on the basis of achievements of the players, kindly refer to the latest Sports Gradation Policy of Punjab.
- (v) **Children/Grand Children of Freedom Fighter of Punjab** 1%
- Grand children of freedom fighters including Martyrs of Jallianwala Bagh & Kuka Lehar/Successors of the participants of Kama Gata Maru Lehar defined to include only sons /daughter, grandsons/grand daughters (both maternal and paternal). Certificates from Deputy Commissioner /GA to DC/ADC shall be accepted as per **ANNEXURE-V**.
- (vi) **Physically Handicapped (Specially/Differently abled)** 5%
- Physically handicapped shall mean one who is blind or deaf or has lost an arm or a leg or the use of any of these limbs or educable mentally retarded or is orthopedically handicapped permanently as per definition given below, provided that a certificate about any of these handicapped shall be produced from the Civil Surgeon / Chief Medical Officer of the District.
- The -Blind are those who suffer from either of the following conditions:
- (i) Total absence of sight;
 - (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses;
 - (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.
- The -Deaf are those in whose the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all, events with amplified speech. The cases included in this category will be those



having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

The "Orthopedically" handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of bones, muscles and joints. Alternatively, a child may be considered orthopedically handicapped if his disability prevents him from participating in an acceptable manner in childhood activities of a physical recreational or educational nature.

Mental retardation refers to sub-average general intellectual functioning which originates during the development period and is associated with impairment in adaptive behaviour.

"Persons with benchmark" disability means a person with not less than forty percent of specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

If suitable candidates are not available in any one of these sub-categories of disabled candidates or are not found suitable for the particular course, the seats so available will be filled up by the candidates from the other sub- categories of disabled candidates.

(vii) **Children/widows of Defence Personnel** 1%

Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, ward of gallantry awardees, Ex-Servicemen and children of serving defence personnel/Ex-servicemen

The Certificate should be from the Station Commander or the Commanding Office of the unit in the case of serving Defence Personnel and from the concerned District Sainik Welfare Officer in case of retired personnel. In case of ex-serviceman below the rank of the Officers, discharge certificate should also be produced. The Officers should produce the retirement order or service particulars.

The priority for different categories under the defence quota shall be determined as per Ministry of Defence letter No. 3547/AS(R)/94 dated 03.06.1994 endorsed by UGC vide letter No. F.1-53/98(CPP-II) dated 5.1.2005

(viii) **Children/widows of Para-Military forces Personnel** 1%

Children/widows of Para-military forces personnel, Punjab Police, PAP, and Punjab Home Guards killed or disabled in action to the extent of 50% or more, ex-para-military forces personnel and children of serving Para-military forces personnel/ex-paramilitary forces personnel. Certificates from Deputy

Commissioner /GA to DC/ADC shall be accepted as per **ANNEXURE-V**.



- (ix) **Children/Grand Children of Terrorist Affected Persons/Army Deserters Killed** 1%

Children of families of persons killed as a result of terrorist violence / by security forces acting in aid of civil power and for the children of innocent civilian who have sustained 100% disability in terrorist violence or during operation by security forces acting in aid of civil power /children of army deserters killed /100% physically disabled children. Certificates from Deputy Commissioner /GA to DC/ADC shall be accepted as per **ANNEXURE-V**.

- (x) **Children/Grand Children of Sikh Riot Affected Persons** 1%

November, 1984 riots affected displaced persons seats are only for Candidates of Punjab Domicile. The advantage will be given to only those candidates whose names are entered in Red Book. Certificates from Deputy Commissioner /GA to DC/ADC shall be accepted as per **ANNEXURE-V**.

Note :

Course where the number of seats are between 30 to 100

The reservation of seats in departments where the number of seats are between 30 to 100, the following categories will be clubbed. The seats will be allotted according to the order of merit. The clubbing of categories is given below :

- | | |
|--|----|
| (a) Border Area/Rural Area | 2% |
| (b) Children/Widows of Defence personnel/Para-Military Personnel | 2% |
| (c) Children/Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected | 3% |

Courses where the number of seats are less than or equal to 30

The reservations of seats in department where the number of seats is below 30, the following categories will be clubbed and the seats will be allotted according to the order of merit. The clubbing of categories is given below:

- | | |
|--|----|
| (a) Border Area/Rural Area/Sports Person | 3% |
| (b) Children/Widows of Defence Personnel/Para-Military Forces Personnel/Grand Children of Freedom Fighter, Terrorist Affected, Sikh Riot Affected. | 5% |



Eligibility For Various Courses

Sno.	Course Name	Eligibility
1	B.A.	+2 Pass with 40% marks in aggregate or equivalent examination.
2	With Vocational Subjects 1. Functional English	a) +2 Arts, Science and Commerce, Student should have passed +2 with 50% marks in General English subject. b) Proficiency Test. (Date of test shall be notified on college website) (If a candidate does not clear proficiency test she cannot claim admission in Functional English.)
	2. Functional Hindi	Matric with 60% marks in Hindi or +2 with 50% marks in Elective Hindi.
	3. Hindi Patrakarita	+2 in any stream with 50% marks.
3	B.Com.	+2 Pass with 40% marks in aggregate or equivalent examination.
4	B.B.A.	+2 Pass with 40% marks in aggregate or equivalent examination.
5	B.Sc. Med. With Botany	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
6	B.Sc. Med. With CND	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
7	B.Sc. N.M.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
8	B.Sc. C.Sc.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
9	B.Sc. H.Sc.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination with English as a compulsory subject



10	B.C.A.	+2 Pass with 40% aggregate marks in concerned science group or equivalent examination.
11	M.A. Music Vocal	Bachelor degree with Music Vocal as an elective subject with 45% marks or 50% in aggregate.
12	M.A. Music Instrumental	Bachelor degree with Music Instrumental as an elective subject with 45% marks or 50% in aggregate.
13	M.A. Geography	B.A./B.Sc. with Geography as subject securing minimum 45% marks. P.G. Diploma in cartography securing minimum 50%.
14	M.A. English	Bachelor degree in any faculty with 50% marks in aggregate or 45% marks in Elective English or Masters degree from recognized university in any faculty. A person who has passed B.A. Honors School in English is also eligible.
15	U.G. Diploma in F.Prod	+2 in any stream.
16	P.G. Diploma in Comp. App.	Graduation in any stream with 45% marks in aggregate or equivalent examination.

Students opting for Physical Education as a subject for admission in B.A. has to undergo physical fitness test. HOD, Dept. Of Physical Education will personally verify the physical fitness of the candidate before admission.



Subject Combinations For B.A.

- **SUBJECT COMBINATION FOR B.A. WILL BE ALLOTTED PURELY ON AVAILABILITY BASIS, AT THE TIME OF DOCUMENT VERIFICATION IN COLLEGE CAMPUS.**
- Candidate cannot opt for any other practical subject along with Home Sc./Physical Education
- In all other cases candidate cannot opt for more than two practical subjects (shown as underlined)
- Vocational subjects are shown in CAPITAL LETTERS.

		SUBJECT SELECTION SCHEME		
<i>Compulsory Subjects</i>		Subject 1: General English Subject 2: General Punjabi (If studied Punjabi till 10 th) Basic Punjabi (asper University Norms)		
<i>Optional Subjects</i>		<ul style="list-style-type: none"> ● From the table below, a set of 3 subjects can be opted. ● Admission will be offered only if seats in all subjects within a set are available on merit. ● If seats in any subject are no longer available as per allocation by merit then the student will be offered other subjects as per availability. Candidate will have a chance to change subject combination at the time of document verification. 		
		Group No.	Subjects Available	
	<i>Only One Subject Can Be Selected Per Group (★)</i>	1	English Elective/ Punjabi Elective/ Hindi Elective/ Sanskrit/ FUNCTIONAL ENGLISH/ FUNCTIONAL HINDI/ HINDI JOURNALISM	
		2	Philosophy/ <u>Geography</u> / <u>Music Vocal</u> / <u>Music Instrumental</u> / <u>Home Science</u> / <u>Computer Science</u>	
		3	Economics/ Sociology/ <u>Fine Arts</u> / <u>Physical Education</u>	
		4	History/ Maths/ <u>Psychology</u>	
5		Political Science/ <u>Classical Dance</u> / Statistics		

★EXCEPTION TO RULE :

CANDIDATE MAY OPT FOR BOTH MUSIC INSTRUMENTAL AND MUSIC VOCAL



Seat Availability In B.A. Per Subject

S.no.	Subject Name	No. Of Seats
1	Functional Hindi	40
2	Elective Hindi	160
3	Functional English	40
4	Elective English	80
5	Elective Punjabi	160
6	Sanskrit	40
7	Economics	160
8	Home Science	40
9	Sociology	160
10	Fine Arts	40
11	Physical Education	60
12	Political Science	240
13	Dance	40
14	Statistics	40
15	Philosophy	160
16	Geography	40
17	Music Vocal	40
18	Music Instrumental	60
19	History	240
20	Maths	80
21	Psychology	50
22	Computer Sc.	40
23	Hindi Journalism	40



Refer to “List of Competent Authorities for Issuing Certificates” given below

1. For All Applicants

1. 10th DMC (with date of birth proof)
2. +2 Pass Certificate, DMC
3. Character Certificate (Last attended institution)
4. Medical Fitness Certificate – From any M.B.B.S. Doctor
5. Blood Group Certificate
6. One Passport size photo
7. Aadhar Card Copy

2. For Reserved Category Applicants

- All above certificates (1 to 7) +
- Category Proof
- Income Proof (For SC with income < 2.5 Lakh, For BC < 1 Lakh)
- Photocopy of Bank Passbook in candidates’ name
- Residence Certificate

3. For Gap Year Applicants

- All above certificates (1 to 7)
- Self declaration by student ★
- Character certificate from area counselor

4. For Applicants From Other than P.S.E.B./G.N.D.University

- All above certificates (1 to 7) and
- Migration certificate

5. For Applicants From Other Countries

- All above certificates (1 to 7) +
- Valid Student visa from Indian Govt.

**** Self declaration available at college website’s online registration page>downloads section.**

- ☐ For category candidates
 - Certificate of parents is required in case the candidate is minor (below 18).
 - For major (above 18) candidates, personal certificate (in name of candidate herself) is required.

Document Checklist

What documents should I bring when coming to college for document verification?

- As per list below, attach the attested photocopies of the following documents before coming to college campus.
- Bring the original documents too.



List of Competent Authorities for Issuing Certificates

Sr. No.	CATEGORY	CERTIFICATE NAME	ISSUING AUTHORITY
1.	BC	BACKWARD CLASS CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
2.	SC	SCHEDULE CLASS CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
3.	SC/BC	INCOME CERTIFICATE FOR SC/BC	SALARY SLIP / AFFIDAVIT ISSUE FROM SUVIDHA CENTER
4.	Other State	DOMICILE CERTIFICATE /RESIDENCE CERTIFICATE	DC/ADC/SDM/EXECUTIVE MAGISTRATE/TEHSILDAR
5.	Defence	DEFEN ID CARD / DISCHARGE CE BOOK	COMMANDING OFFICER OF UNIT
6.	All Categories	MIGRATION CERTIFICATE(CBSE/ICSE)	CONCERNED BOARD/UNIVERSITY
7.	All Categories	CHARACTER CERTIFICATE	LAST ATTENDED SCHOOL/UNIV
8.	All Categories	MEDICAL CERTIFICATE WITH BLOOD GROUP	REGISTERED MBBS/MD DOCTORS
9.	PP, PAP, PHG, PMF	COPY OF ID CARD/DISCHARGE BOOK	COMMANDING OFFICER OF UNIT
10.	TERRORIST/ RIOT AFFECTED	CERTIFICATE/CARD HOLDER	DC
11.	FREEDOM FIGHTERS	CERTIFICATE	DC
12.	Gap Year	SELF DECLARATION	Self Attested



Special Instructions For SC/BC Scholarship Candidates
(Under Post Matric Scholarship Scheme)

Eligibility Applicant should be regular student of college.

Maximum income from all sources

SC–2.50Lakh OBC – 1.00Lakh

Compulsory Documents to be submitted at time of admission

1. Caste Certificate in the name of applicant.
2. Income certificate. (Attested Copies)
 - a. If Father is Salaried/Employed then only salary slip of Father will be accepted as income certificate.
 - b. If Father is Pensioner then proof of last pension drawn of Father will be accepted as income certificate.
 - c. If Father is self employed Income Certificate issued by SDM/Revenue Officer/Suvidha Center will be accepted.
 - d. In case of death of Father, Income certificate of Mother will be accepted. Copy of death certificate should be attached along with.
 - e. Aadhar No of Father should be attached.
3. Mobile Number of applicant (Should not be changed for at least 3 years)
4. Email Id of applicant (Should not be changed for at least 3 years)
5. Aadhar No of applicant
6. Bank Account in the name of applicant (Name on Aadhar & Bank Account should be same)
7. Residence Certificate

Important Note: If any student applies for more than one scheme, or fill two forms then legal action will be initiated as per Govt. Instructions.



Admission Dates and Rules About Payment of Fees

1. Entire course fee will have to be deposited in college at the time of admission on the same day.
2. University Examination will be charged as per University norms.
 - a. Schedule Of Payment
 - i. Odd Semester - At time of admission
 - ii. Even Semester - In month of October
3. It is the responsibility of the candidate to demand and maintain a copy of payment receipt for future reference.

Important information regarding fee and funds to be deposited at the time of admission

4. At the time of admission, the candidate shall be charged fee and funds as per the prescribed rates of the Pb. Govt./Guru Nanak Dev University.
5. Fee can be altered on the directions of Punjab Govt./University. In event of such alteration the remaining or additional fee can be charged or refunded as the case may be.
6. Fee deposit by SC candidates will be/will not be charged in accordance with latest government instructions of the time. Only refundable fee will be charged from S.C. students.



Post Admission Instructions

1. If a student falls short of attendance in maximum of two subjects, she will only be permitted to appear in examination for the subjects in which there is no lecture shortage.
2. In case a student is not able to pass all papers within a period of four semesters, she shall be given four more consecutive semesters to pass.
3. There shall be no condition of promoting a student from Semester 1 to Semester 2 except lecture shortage. However, a student shall be promoted to Semester 3 only if she has passed at least 50% examinations of the first two semesters i.e. 5 out of 10 papers.
4. A student shall be promoted to Semester 5 only if she has passed at least 50% examinations of the first four semesters.
5. A student shall be promoted to the sixth semester only if she has passed all the papers of Semester 1. After six semesters, the student will be given a period of two consecutive years to pass.
6. Students participating in NCC/NSS/Sports camps or representing college at cultural events or those suffering from serious illness/accidents during date-sheet can request for special test in lieu of house exams by writing an application addressed to the Principal, along with medical certificate (if relevant). This has to be done prior to commencement of exams.
7. **Dress Code** : The college uniform is white shirt, white salwar with pink dupatta in summers and white shirt, white salwar, pink dupatta with black cardigan in winters. It is mandatory to wear the prescribed uniform on Wednesdays and on all college functions.
8. **Identity Card** : No entry is allowed in college without I-Card. Loss of I-Card must be reported to the librarian within 10 days for getting a duplicate card issued.
9. **Hostel Rules** : Candidates willing to apply for hostel will do so by selecting “Do you wish to apply for Hostel ?” option as “Yes” at the time of filling online application form. Parents will ensure that rules of hostel are properly read and any violation on part of student will result in cancellation of admission. Allocation of hostel is done on following rules:
 - a. 60% seats purely on academic merit.
 - b. 40% seats on merit, distance of residence from college, financial status of parents and discretion of the principal.

If any hostelier leaves the hostel without completing the academic session, she will have to pay the penalty in form of hostel fee.



Admission Help Desk

HELP DESK INFORMATION		
Help Desk will continue operations till closure of online form filling, only on working days.		
Help Type	Contact	Timing
Phone Help Desk	82641-44503	09:30 A.M. to 02:00 P.M.
email Help Desk	gcwadmissions@gmail.com	Will be replied within one working day
whatsapp Help Desk	82641-44503	Will be replied within one working day