PROSPECTUS
CUM
HANDBOOK OF INFORMATION

2023 – 24
BCA /BBA/B.VOC & PGDCA

GOVT COLLEGE SEEMA (ROHRU)

DISTRICT SHIMLA, HP-171207

UTKRISHAT MAHAVIDYALA UNDER SJUMY-2022

Affiliated to Himachal Pradesh University Shimla-5

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ADMISSION SCHEDULE 2023-24
(For BCA/BBA /B Voc.1st Year only)
(Semesters 1st, 3rd & 5th)

SN	Period	Days	Remarks
1.	30thJune to 7thJuly,2023	8days	Submission of Admission Forms by the Students
2.	8thJuly, 2023		Display of 1st Merit List
3.	10thJuly to12th July, 2023	3 days	Fee deposit by the students
4.	12th July,2023		Display of 2nd Merit List
5.	13th - 14th July,2023	2days	Fee deposit by the students
6.	15th&17th July,2023	2 days	Orientation of 1st year students

Timings for Submission of Admission Forms: **10:30 A.M. to 2:30 P.M.**

IMPORTANT DATES
1. **Last date for submission of online application form:07/07/23 up to 5:00PM.**
2. **Display of 1st Merit List: 08/07/23 at 4:00 PM**
3. **Display of 2nd Merit List: 12/07/23 at 4:00 PM**

Counselling and fee deposit schedule:

Programme	1st counselling	2nd counselling
BCA/BBA/B Voc. 1stSem	**10th-12th July, 2023**	**13th&14h July, 2023***

*Against Vacant Seats if any.
Note:
1. **Candidate failing to attend counselling or deposit the fee on the day of counselling will lose his/her claims on the seat and the seat will be provided to the next candidate in the merit list.**
2. **Admission to 3rd and 5th semester of degree course will be done on role on basis. They can apply online from college website and deposit print out of admission form along with fee receipt in the office on or before 14th July, 2023.**
Regular teaching of all classes will start from 18th July, 2023 to 31st March,2024.

Regular teaching of 1st, 3rd and 5th semester starts
w.e.f. 18-07-23 to 01-11-23   = **(106 days**.)

Regular teaching of 2nd, 4th and 6th semester
w.e.f.25-11-23 to 31-12-23   = **37days**
and 05-02-24 to 15-04-24   = **69 days**
                                    Total   =**106 days**

VACATION SCHEDULE

Summer Vacation   (25 Days)
Festival Break(Diwali)   (5 Days)
Winter vacation   (35 days)

EXAMINATION SCHEDULE

Mid Term Test: Mid-Term test will be held after completion of two-third
                              syllabus in each semester.
Practical Examination: Odd semesters in October and Even semesters in April.
Theory Examination: Odd semesters in October/November and Even semesters
                              in April/May.

GOVERNMENT COLLEGE
SEEMA (ROHRU) DISTRICT SHIMLA – 171207

CONTENTS

1. THE COLLEGE

Govt. College, Seema perched in the lap of a world famous Chanshal Valley Rohru in District Shimla of Himachal Pradesh and surrounded by Snow- draped Himalayas and thick pine grove forests complemented with the benign presence of Pabbar River displays a magnificent picturesque of nature's craft. It holds a majestic picturesque view and salubrious climate and congenial atmosphere ideally suited for higher studies and excellent results. Fusion of Learning with Nature's artistry endorses Govt. College, Seema as an ideal destination for academic romance. It is located at a distance of 6 kilometres from Rohru, the prominent town of the area.

In 1988, with meagre strength of sixteen students, Govt. College, Seema embarked on its new tryst with destiny having engraved motto in its heart to "Bring Transformation through Education". 'A Dream-an Urge' was there to cater a stage to the 'Pahari talent' whose echoes were earlier unheard to the world due to the lack of Higher Education in the close locale. Out went the geographical, economical and social backwardness, not surprisingly, faster growth soon followed. Now, this college has emerged as a fully-fledged institution, having Humanities, Commerce, Science, BCA, PGDCA, IGNOU, and various Add-on Courses as major streams of learning. The present College Campus is spread over an area of approximately 3.35.94 hectare, having excellent existing infrastructure like Administrative Block, Arts & Science blocks, Auditorium- cum-1Library, Girls & Boys hostels, Playground, Staff Quarters and other supporting infrastructure. The college is expanding its wings slowly and slowly and it is still in growing stage. The year 2013, witnessed the landmark event of completion of twenty-five years of its triumphant journey, being commemorated with the observance of grand "Silver Jubilee Celebration-2013" by the college fraternity. This multi-faculty institution has been marching forward very confidently aided by timely and gradual expansion of the goal-oriented and value added facilities-be it academic, co-academic or infrastructural. The college thrives on a unique blend of retaining traditional culture and values and at the same time incorporating technological advancements as well as creating a consciousness about rights and duties towards the nation,which have been fully internalised by the stakeholders.

Our college is among the very few colleges in Himachal Pradesh selected for UtkrishtMahavidyala Yojna-2022, under this scheme a grant of one crore has been received by the institution for different components such as infrastructural upgradation, Beautification of campus and student welfare facilities.

The immortal line by Alfred Tennyson, "the old order change, yielding place to new" reflects the vision of the college founders, dreamers, promoters and executors to rigorously 'Step-ahead,' for adding more successful years to the plethora of its golden journey. In present times, a paradigm change is being felt at each aspect of the educational progress. There are enormous geographical, social, and economical challenges; however, growing consistently would require a single-minded consensus about the primacy of education with the clear understanding that with education, it is possible to remove illiteracy, gender imbalance, poverty and deprivations due to marginalization on the basis of caste, class, gender, region, ethnicity etc. that the majority of people suffer from. We strongly believe that students are valuable assets, "the higher they go; the higher goes their Alma mater". Our college ensures quality higher education for the future generations as a key to unlock the golden door of freedom and a way to become promised citizens of land. Govt.PG College Seema is presently known for its academic excellence, intellectual vigour, cultural and moral sensitivity. Today, college has privilege to flaunt various feathers in its cap replicating a rainbow of cultural and social values of 'Pahari Tradition.' However, no institution can rest on its laurels- and who knows it better than we Indians! Whether it is in terms of talent, we need time to demonstrate to the world what we can achieve given the right environment and policy framework. Govt. College, Seema unnoticed and yet to be articulated by the Indian academia and thought Leaders has entered into a phase where there are signs of its potential for excellence in the field of higher education. At present the college is having all modern facilities for teaching which includes smart classrooms, Wi-Fi facility, well stocked library, Inflibnet facilities, well equipped Science labs, IT labs, Language Lab and Career Counselling Lab and many more.   To enhance creative and sporting skills of the students the college is having an auditorium and a big play ground. To provide boarding facilities to the students from far flung areas the college provides good hostel facility for boys and girls

With the extra-ordinary and untiring efforts of all in the college in the midst of its fabulous legendry saga with solid cultural roots and evolutionary strengths, is passionately stepping ahead towards achieving new zenith of Education, making this wonderful journey an- **'Unstoppable Voyage.'**

2. THE COLLEGE EMBLEM:

An "Open Book" and the "Rising Sun "The Open book symbolizes the learning whereas the Rising Sun symbolizes that education will lead the people from darkness to light, ignorance to knowledge; from unknown to known paths. The open book also communicates the message that the education shall be made available to all those who were deprived of it so far. The concept of the current logo is based on a line from the Sanskrit Shloka :Tejasvinavadhitamastu. This line, derived from the peace invocation of several Upanishads, translates as: "Let our (the teacher and the taught) learning be radiant".

ॐ सह नाववतु ।
सह नौ भुनक्तु ।
सह वीर्यं करवावहै ।
तेजस्विनावधीतमस्तु मा विद्विषावहै ।
ॐ शान्तिः शान्तिः शान्तिः ॥

Let us together be protected and let us together be nourished by God's blessings / Let us together join our mental forces in strength for the benefit of humanity /Let our efforts at learning be luminous and filled with joy, and endowed with the force of purpose/Let us never be poisoned with the seeds of hatred for anyone / Let there be peace and serenity in all the three universes…- Invocation from Taittiriya Upanishad

OUR PHILOSOPHY:
"Knowledge alone can liberate, transform and elevate mankind. Knowledge is the ultimate power that helps us to shake the   shackles of Ignorance and be free. Every individual has the ability to attain excellence through knowledge and with knowledge one can become professional graduate capable of developing knowledge, self, society and nation."

2.1 OUR BELIEF:
"Students are valuable assets, the higher they go; the higher goes their Alma-mater"

2.2 OUR MOTTO:
"Bringing Transformation through Education"

2.3 OUR VISION:

- ❑ To be a leading institute of the region for academic excellence geared towards meeting societal needs and to produce globally competitive graduates of sound ethical standing.
- ❑ To become an institute with difference, this shall continuously strive to materialize a "quantum jump" in achieving the triple objectives of access and expansion, equity and inclusion, and quality and excellence.
- ❑ To be an institute capable of *Equipping students with Skill, Knowledge, Wisdom, Technology, Values, and Character to lead their lives in a righteous and responsible manner.*
- ❑ To be the nationally known institute with *world class facilities* capable of bringing transformation through education in the society and also to be responsive to the changing global trends.
- ❑ To produce graduates who are worthy in character and sound judgment.
- ❑ To expand the frontiers of knowledge through the provision of excellent conditions for teaching, learning, research and extension activities.
- ❑ To contribute to the transformation of society through education, awareness, creativity, research and innovation.
- ❑ To provide an affordable, accessible, and accountable higher education.

2.4 OUR MISSION/OBJECTIVE AND COMMITMENT:

- ❑ To provide quality educational environment and experience with academic and spiritual ambience to the learners belonging in majority to rural areas.
- ❑ To equip all the students with the wisdom to lead their lives in a righteous and responsible manner.
- ❑ To encourage and recognize talent in individual students.
- ❑ Fostering a team spirit and encouraging a sense of responsibility and self-discipline.
- ❑ Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- ❑ Sensitizing them to reach out to the marginalized and the underprivileged.
- ❑ Creating awareness that education is a continuous quest.
- ❑ To provide an affordable, accessible, and accountable higher education.
- ❑ To encourage co-curricular and extra-curricular activities to provide students a practical orientation and help them in developing a holistic and all-inclusive approach, with a widened outlook and broader understanding of life.
- ❑ Exposing learners to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- ❑ To provide opportunities for educational, vocational, professional, social, linguistic and cultural development to the students of all abilities and backgrounds so that they can discover their potential and fulfil their aspirations.
- ❑ To promote morality and sobriety of life.
- ❑ To develop multidimensional personality of the student by providing an opportunity to participate in social, cultural, co-curricular, theatrical and literary and sports activities.
- ❑ To constantly evolve, improve and update it to be one-upping against the challenges of a swiftly changing world environment with globalization and advancements in the social, technological, economical and political landscapes.
- ❑ Adjusting the existing educational systems into a system that is universal and holistic.
- ❑ Establishing viable and valuable linkage between college campus and community.
- ❑ To promote the spirit of sportsmanship.
- ❑ Identification of area specific opportunities.
- ❑ To value originality and vision, encourage initiative and promote creativity.
- ❑ Instilling a sense of pride and achievement of personal accomplishment.
- ❑ Promoting research activities.
- ❑ Building, enhancing and expanding capacities and capabilities of stake holders.
- ❑ To encourage digital literacy and e-skills.
- ❑ Prevention and prohibition of unfair practices.
- ❑ To create infrastructure for transacting education through technology.
- ❑ To address the regional backwardness in education.
- ❑ Linking Higher Education to Society by strengthening college's close linkages with the society and fostering social responsibility and engaging in community outreach programmes.
- ❑ To integrate student voice as an element of policy thinking and offering opportunities for students to be represented in review, planning, policy making and decision making processes.
- ❑ To determine our priorities and programmes in education and research on the basis of 'indigenous' thinking and needs.
- ❑ To ensure intellectual independence, freedom of enquiry and spirit of scientific temper.
- ❑ To encourage self-evaluation, accountability and innovations.
- ❑ To continuously strive to materialize a "quantum jump" in achieving the triple objectives of access and expansion, equity and inclusion, and quality and excellence.

- To arrange for periodic assessment and accreditation of institutions of higher education.

2.5 OUR VALUES AND STRENGTH:

- Leadership, administration and teachings with humane touch at various levels.
- Integrity, transparency and openness in all our actions.
- Innovation, perseverance and pursuit of excellence in education, character building and personality development of students.
- Addressing the needs of students through various initiatives.
- Striving continuously to improve our processes and quality of deliverables.
- Respect for environment and commitment to protect, preserve and conserve the nature and healthy culture of the area.
- Inspiring learning and broadening perspectives.
- Achieving goals, pursuing excellence and celebrating achievements.
- Working as a team to fulfill objectives and achieve goals
- Student focus, strong work ethics, striving for excellence, respect for all and social development are core values of our institution.
- The college has unique, unprecedented, congenial, spiritual, healthy, clean, green, refreshing, pure Himalayan calm conditions and ideal academic environment for achieving results.
- Well qualified, motivating and dedicated Staff.
- Adequate infra-structural facilities.
- Use of modern teaching aides and practices
- Good academic, co-curricular and extra-curricular results.
- Personal attention.
- Internal Quality Assurance Cell.
- Currier counselling and guidance Cell.
- Student Charter
- Adopting and applying healthy and ethical practices.

2.6 A WORD TO THE PROSPECTIVE STUDENTS

Govt. Post Graduate College Seema welcomes all prospective students with open arms and wishes them good luck in their eager efforts to join this prestigious institute. Pursuit of excellence is an article of faith with this College. This college is a well-knit academic community marked by deep bonding and mutual respect and it is a place of quiet dignity. We promise that we shall provide you with an ideal academic environment in which you will have ample opportunity to raise your level of competence to unprecedented heights. You must bear in mind that the overall environment in a college is sharply different from that in a school. Here you will have some amount of freedom but that does not mean you will have license to lawlessness. In fact, freedom entails greater amount of responsibility that you will be required to display in your day-to-day conduct in the college premises. We expect you to enter this institution with a positive frame of mind and with a keen desire to learn. If you ensure only this much, the rest will be taken care of by your teachers. Students who make a conscious decision to study here will never regret their decision as they will receive unmatched personal attention, grow under the benevolent eyes of their teachers and will feel empowered, intellectually enlightened and morally improved on the completion of the degree.

GOVERNMENT COLLEGE
SEEMA (ROHRU) DISTRICT SHIMLA – 171207

3. THE FACULTY

Principal Vacant (Officiating)			
Officiating Principal, Dean College Development and Planning &Coordinator RUSA		**Co-ordinator-IGNOU&(DSW)**	
Mr. Harish Sanjta	Assoc. Prof.	Dr. Rai Singh Negi	Assoc. Prof
Dean of Studies (DS)/Bursar		**Co-ordinator SFC& COE (House Examination)**	
Dr. Anil Chauhan	Assist. Prof	Dr. Naresh Chauhan	Assist. Prof.
Dean of Science Faculty/Nodal Officer B.Voc.		**Secretary to Staff Council**	
Mr. Sunil Negi	Assist. Prof	Dr. UmeshNarta	Assist. Prof
Nodal Officer UBA & Registrar of Clubs & Societies		Dr. Yogita Bandta	Assist. Prof
Mr. Ashwani Kumar Sharma	Assist. Prof		

FACULTY OF BCA/ PGDCA			OFFICE STAFF	
Mr. Sanjay Basingta	Assist. Prof		Vacant	Superintendent G-I
Ms. Renu Chauhan	Assist. Prof		Mr. Lokinder Thakur	Superintendent G-II
Mr. Sandeep Kumar Jhamta	Assist. Prof		Mr. BittuBasta	Sr. Assistant
Ms. PromilaKaith	Assist. Prof		Mr. Dina Lal	Clerk(SFC only)
Mr.Pradeep Nayak	Assist. Prof		Mr. ParveenJhalta	Clerk
Ms. Jyotsna	Assist. Prof		Mr. Neel Kamal Laktoo	Clerk
Mr Lagvinder Chand	Computer Instructor		Mr. Subhash Kumar	LA
B.VOC.			**CLASS – IV**	
Mr. NamenderChandel	VT		Ms. Jagroop	SafaiKaramchari
Ms. Supriya Chauhan	VT			
Mr. Parvinder	VT		**LIBRARY STAFF**	
Mr. Hukum Singh	VT		Librarian	Vacant
Mr. Nitish Sharma	LA		Asstt. Librarian	Vacant
Ms. Veena Sharma	LA		Asstt. Librarian (CC Rohru)	Vacant
Ms. Manjana	MIS			
BBA				
Ms. Sheetal Bharti	Assist. Prof			
Ms. Priya	Assist. Prof			

Parent should invariably accompany their wards at the time of admission and must sign the form before the admission committee.

4. PRESIDENTS AND VICE PRESIDENTS OF VARIOUS SPORTS EVENTS

Sports Co-ordinator   Dr. Digvijay Chauhan

SN	Name	President	V-President
1.	Athletics	Mr. Ashwani Kumar	Mr. Prince Mohan
2.	Badminton	Dr. UmeshNarta	Ms. PromilaKaith
3.	Boxing	Dr. Anil Chauhan	Dr. NavneetBhauta
4.	Chess	Mr. Bharat Khepan	Ms. Renu Chauhan
5.	Cricket	Dr. Naresh Chauhan	Dr. Nalin Chaman
6.	Foot Ball	Mr. Mahinder Singh	Ms. Vandana Bhandhari
7.	Judo	Ms. Chanchal Thakur	Mr. Varun Bandta
8.	Kabaddi	Dr. Surender Kulla	Ms. Sandhira
9.	Kho Kho	Dr. Sumitra Chauhan	Mr. Sanjay Bashingta
10.	Table Tennis	Dr. NitikaDhawan	Mr. Sandeep Jhamta
11.	Volley Ball	Mr. Deepak Negi	Dr. Vandana
12.	Shooting	Dr. Ravi Kiran	Dr. Hapinder Singh
13.	Educational Tour & Excursion Committee	Dr. Rai Singh Negi	Dr. Yogita Bandta

5. ACADEMIC CALENDER 2023-24

I-Academic Schedule

a) **Admission Schedule**

Submission of Admission Forms   30thJune, 2023 to 7thJuly, 2023
Display First & Second Merit List   8th&12thJuly, 2023
Fee Deposit by Students   10thto 12thJuly, 2023& 13th& 14th,July 2023

b) **Important Dates**:

Issuing of Roll Nos.   At the Time of Fee Deposit
Notification of Time Table   Zero Week/Third Week of July, 2023
Induction/Orientation of Students   15th&17thJuly, 2023
Commencement of Classes   18th July, 2023.
Principals Address   28thJuly, 2023

c) **Library Orientation Week**   Second Week of August, 2023

d) **Extension Lectures**   As per Departmental Schedule
As per Occasion and availability of Resource Person(s)

e) **Educational Tours & Excursions**   Sundays/ Holidays/ Festival Holidays
Winter/Summer Break

II- Academic-cum-Extra-Curricular Activities Schedule

Sports Trials	First Week of September, 2023
Talent Hunt Competitions	First & Second Week of Sept, 2023
Selection trials for Youth Festival (Group-I, II, III, IV)	Second/third Week of September
Departmental Seminars	Fortnightly
Smart Class Room Training	Third Week of September
Career &Psychological Issues	Every Friday and Saturday(From First week of September)
Youth Parliament	Third Week of October
Faculty Improvement Programmes	November/December, 2023
Workshops/Seminars/Conferences	December, 2023, Feb/March, 2024

III- Celebration/Commemoration of Important Days:

• Foundation Day of College	1st April
• International Yoga Day	21st June
• Independence Day	15th August
• Teacher's Day	5th September
• Literacy Day	8th September
• Hindi Diwas	14th September
• NSS Raising Day	24th September
• Gandhi Jayanti	2nd October
• World AIDS Day	1st December
• Human Rights Day	10th December
• International Mountain Day	11th December

IV-Other Important Activities/Events

• Filling of NSS/NCC/Rovers/Rangers: enrolment Forms	Second week of August
• PTA General House Meeting	2nd Week of September
• Swach Bharat Pakhwara	1st – 15th August, 2023
• Filling up of Scholarships Forms	Second Week of August
• Vanmahotsav	Second week of August
• CSCA Elections	As per Notification of HPU
• Fresher's Day	Second Week of September
• OSA Formation	First week of September
• Activities of Clubs/Societies/Associations	Every Saturday after 02:00 PM or as per schedule to be notified separately
• Annual Athletic Meet	Last Week of December, 2023
• NSS Special Camp	Last Week of December, 2023or third week of Feb, 2024
• Annual Prize Distribution Function	Last week of February, 2024
• Farewell to outgoing students	First Week of April, 2024

V-Vacations Schedule

• Summer Break	5th June to 29th June, 2023	25days
• Festival Break	11th Nov. to 15th Nov. 2023	05 days
• Winter Break	1st Jan to 4th Feb, 2024	35 days

6. ADMISSION COMMITTEES FOR THE SESSION 2023-24

Dean Admissions

Prof. Harish Sanjta **Officiating Principal**   **(Principal's Office)**

Dr. Rai Singh

(DSW), Co-ordinator-IGNOU

Name of the Committee	Admission cum Counselling Committee(BCA)	Venue
1. Dr.Naresh Chauhan 2. Mr. Sanjay Basingta 3. Ms. Renu Chauhan 4. Mr. Sandeep Jhamta	**Co-ordinator** **Convenor** **Asst.Prof.** **Asst.Prof.**	**Computer Lab -1**

7. BCA COURSE

7.1 ADMISSION RULES AND GENERAL GUIDELINES FOR ADMISSION TO BACHELOR'S DEGREE

Previously BCA was a three-year degree course based on annual system of examination, leading to the degree of Bachelor of Computer Applications of the Himachal Pradesh University. From the academic session 2014-15 semester system was introduced as per the guidelines of RUSA. The admission to the course is open under two categories:

1. Subsidized Category
2. Non-Subsidized Category

7.2 SEATS & ELIGIBILITY:

The total number of seats in BCA- I Semester is 60, distributed as under:

Category	Seats
1. Subsidized	50% of the allotted seats 30
2. Non-Subsidized Category	50% of the allotted seats 30

Note : As per university rules 75% seats will be filled out of the candidate who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H. P. University shall be applicable.

7.3 ELIGIBILITY CONDITIONS:

Plus two examination under 10+2 system or examination equivalent thereto of a Board/ University established by law in India with 40% marks (35% marks in case of Scheduled Caste/Scheduled Tribes). A candidate with compartment in 10+2 is not eligible for admission.

                                        OR

Any examination of a University/ Board/ College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ equivalence Committee of its own or on recommendation of Association of Indian Universities with 50%.

Note:

1. Age Limit: Maximum age limit for admission to BCA course is 21 years for general category 24 years for SC/ST category and 23 years for girl candidates, as on the 1st July of the year concerned. The Vice Chancellor may permit age relaxation upto maximum of three months.

2. Vocational subjects under NVEQF will be given weightage equivalent to any other general education subject while considering the admission to the students to the UG courses as per reference no. DDNo.1-52/2003(CC/NSQF)dated 30-4-2014 of UGC.

7.4 SCHEME OF EXAMINATION:

The pass percentage in each subject will be 40%.

i) **Theory Papers:** For Regular students each paper will be of 100 marks (70 marks for End Semester Examination and 30 marks for Continuous Comprehensive Assessment) and duration of each paper will be 3 hours. For ICDEOL students each theory paper will be of 100 marks and of 3 hours duration.

In each theory paper, nine questions are to be set.Two questions are to be set from each Unit and candidate is required to attempt at least one question from each unit. Question number nine will be compulsory, which will be of short answer type with 5 to 10 parts, out of the entire syllabus. In all, five questions are to be attempted.

i) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and

ii) End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

Note: 1. A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.

2. The ratio of Continuous Comprehensive Assessment (CCA) and End-Semester Examination (ESE) would remain unchanged (i.e. 50:50) for the students of the academic sessions admitted in 2023 and 2024.

Mid-Term (Minor) Test – There will be one mid-term test, to be conducted when approximately 2/3 of the syllabus has been covered. This mid-term test will be for 15 marks. Mid-term test will be conducted by the college in consultation with the teacher.

Note: Mid-term (Minor) Test will be of 30 marks for the students of the academic sessions admitted in 2023 and 2024 respectively. Seminar/Assignment/Term Paper–The remaining 10 marks of the CCA will be awarded on the basis of seminar/assignment/term paper etc. that the course teacher might give to the students.

Note: Seminar/Assignment/Term Paper will be of 15 marks for the students of the academic sessions admitted in 2023 and 2024.

End-Semester Examination (ESE): The remaining 70% of the final grade of the student in a course will be on the basis of an endsemester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

Note: 1. Only those students will be allowed to appear in the ESE who have been successful in the CCA.

3. The remaining 50% of the final grade for the students of the academic sessions 2023 and 2024 in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

A student, who fulfills all the requirements for appearing in a semester examination, is unable to appear in the examination or to complete it on account of his/her own serious illness, accident, or on account of the death of near relative (mother, father, brother and sister), or the dates of state or national level examinations falls on dates of the semester exams may be allowed to appear in the semester exam in the next academic year when examination for that semester is due. Permission to sit in the examination will be permitted by college Principal/Director on the production of a valid certificate/document

8. BASIS OF ADMISSION:

Subsidized Seats

The final admission to BCA -lst Semester is based on merit basis alone.

Note: Separate merit lists shall be prepared for subsidized category and non-subsidized category.The 30 subsidized seats would be filled in first and the remaining 30 seats in non-subsidized category would be filled after all the seats in subsidized category are filled.

15% and 7.5% seats shall be reserved for S.C. & S.T candidates respectively, who havepassed their qualifying examination from H.P. Board of School Education orfrom any other Schoollocated within territorial Jurisdiction of Himachal Pradesh or from any other Education Board i.e. C.B.S.E or I.C.S.E etc. Reservation will apply only for subsidized seats.

9. FEE STRUCTURE

Note: As per Notification of HPU, Fee structure for BCA Ist, IIIrd& Vth semesters) is as under:

Subsidized Seats

1st installment, At the Time of Admission: Rupees 6,086/- per Semester
:PTA+COAT(For first year only) +GI + UDF 500/250/100(as per reservation) = 600+750+60
2nd installment, in the month of Oct./Nov.: Rupees 6,000/- per Semester

TOTAL :   12086/-

Non-Subsidized Seats

1 At installment, At the Time of Admission: 13,086/- Semester
: PTA+ HOOD (For first year only)+GI+UDF500/250/100 (as per reservation) = 600+750+60
2nd installment, in the month of Oct./Nov.:   12,000/- Semester

TOTAL :   25086/-

10.COURSE OUTLINE(Syllabus)
10.1. B.C.A. FIRST YEAR(1st and 2nd Semester)

As per ordinance 9.68 : -Bachelor of Computer Application (BCA) Scheme of examination:-
(a) The duration of BCA shall be three years split over six semesters.
(b) There shall be examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Examinations of HPU.
(c) The courses of study and syllabi shall be as prescribed by the Board of Studies/ Faculty from time to time other rules will be similar to those for the corresponding examinations in the university.
(d) The pass marks in each paper shall be 40%.
(f) A candidate obtaining pass marks of any course shall not be required to re- appear in that course again, however, the candidate shall be required to complete his/her BCA degree within at a maximum of five years.

HIMACHAL PRADESH UNIVERSITY
BACHELOR OF COMPUTER APPLICATIONS (BCA)

First Year (1st Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	70	30	100	3
BCA0102	Applied English	4	70	30	100	3
BCA0103	Computer Fundamentals	4	70	30	100	3
BCA0104	C Programming	4	70	30	100	3
BCA0105	Office Automation Tools	4	70	30	100	3
BCA0104(P)	C Programming Lab-I	3	35	15	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	35	15	50	3
Total					**600**	

First Year (2nd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	CommunicativeEnglish	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3
BCA0205	Data Base Mgt. System	4	70	30	100	3
BCA0204(P)	Digital Electronics	3	35	15	50	3
BCA0205(P)	Data Base Mgt. System	3	35	15	50	3
Total					**600**	

Second Year (3rdSemester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	BusinessPract. AndMgt	4	70	30	100	3
BCA0303	ComputerOrganization	4	70	30	100	3
BCA0304	OOP with C++	4	70	30	100	3
BCA0305	Desktop PandDesigning	4	70	30	100	3
BCA0304(P)	OOP with C++Lab-V	3	35	15	50	3
BCA0305(P)	D PandDesigningLab-VI	3	35	15	50	3
Total					**600**	

Second Year (4thSemester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0401	PersonnelManagement	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysisand Design	4	70	30	100	3
BCA0404	InternetTechnology&WPD	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404(P)	InternetTech.&WPD Lab-VII	3	35	15	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50	3
Total					**600**	

Third Year (5th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	E Commerce	4	70	30	100	3
BCA0503	M I System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
Total					**600**	

Third Year (6th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	NumericalMethods	4	70	30	100	3
BCA0603	MultimediaTechnology	4	70	30	100	3
BCA0604	ComputerGraphics	4	70	30	100	3
BCA0605	SoftwareEngineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA6505(P)	Major Project	3	35	15	50	3
Total					**600**	

11.POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS:(PGDCA)

Bachelor degree in any discipline (with at least 50% marks) from a University established by law inIndia with at least one full paper of Mathematics at the graduate level.

OR

Bachelor's degree in any discipline (with at least 50% marks) from a University established by lawin India with at least one full paper of Mathematics at 10+2 level along with Bridge Course.

Reservation:-

(a) As per the D.O.E. guidelines, 2/3 seats are reserved for the students who are bonafideresident of H.P. and remaining 1/3 seats are to be filled on all India basis.

(b) 15% and 7.5% of seats available in each category shall be reserved for students belonging toSC/ST respectively. No other reservation weightage of any kind is allowed.

11.1 PGDCA: Syllabus & Fee

1ST SEMESTER

DCS-101	Fundamental of programming Using C
DCS-102	P.C. Software
DCS-103	Operating System
DCS-104	Computer Organization & Architecture
DCS-105	Practical-I C language
DCS-106	Practical-II (PC Software)

2nd SEMESTER

DCS-201	Data & File Structure
DCS-202	System Analysis & Design
DCS-203	Object Oriented Programming & C++
DCS-204	Database Management System
DCS-205	Practical-III DFS using C++
DCS-206	Practical-IV (Database Management System)
DCS-207	Projectwork

Subsidized: 30 seats   Non- Subsidized :30 seats TOTAL: 60 seats

Fee Subsidized Seats

1st installment, At the Time of Admission   : Rupees 7086/- per annum

                                                                  : PTA   600

                                                                  TOTAL :7686

2nd installment, in the month of Oct./Nov.: Rupees 7000/- per annum

                                                                  TOTAL :14686/-

Fee Non-Subsidized Seats

1 St installment, At the Time ofAdmission   :Rupees 12,086/- per annum

                                                               : PTA=600

                                                        TOTAL :   12686

2nd installment, in the month of Oct./Nov. :13000/- per annum

                                                         TOTAL :25686

11.2. AB SENCE & OTHER FINES:

1. Absence fine per period?   50/-
2. Absence fine per practical?   100/-
3. Absence fine for house test per paper?   25/-

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4. Late return of library books per day (for 7 Days)?   1 per book
5. Late return of library books per day (after 7 Days)?   2 per book
6. Sitting on the railings and spitting in College Premises?   50/-

12. ADMISSION PROCESS BCA, PGDCA

BCA- Ist Semester

Online application form accompanying the requisite documents should be submitted throughCollege admission portal on or before 07-07-2023upto5.00 P.M.

1. C**ertificate of Matriculation** or the proof of date of birth.
2 **Copy of 10+2 certificate**.
3. **Copy of SC/ST certificate** (SC/ST candidates only).
4. **Valid character-cum-school leaving certificate** (issued bythe Principal ofthe institution last attended forregular students or by a gazetted officer in the case of private candidates) IN ORIGINAL. Thecharacter certificate should have been issued within the last six months on the day of submission ofapplication.
5. **Migration Certificate in original from School Boards** other than H.P. Board, Dharamsala should also be submitted.
6. **Copy of Addhar card**.
7. In case of self-financing seats (NRls/ NRI sponsored candidates & foreign nationals) the followingadditional documents are also required:
    (a) Sponsorship documents in case of self-financing (NRls/NRI sponsored candidates).
    (b) Proof of the nationality in case ofthe foreign Nationals.
    (c)Proof of their status in case of self-financing (NRl's) for this purpose, either of the **following shall be considered as a proper proof.**
    (i) Copy ofthe Non-Resident Card/ Employment Card issued bythe employer.
    (ii) Photocopy of the Immigration/ employment visa entry on the passport alongwith details of the passport.
    (iii) Certificate issued bythe Indian Embassy/ High Commission inthe country where NRI is residing.
    (iv) Photocopy of the latest assessment order of the income tax authorities either in India orthe country ofemploymentfilled in the status of Non-Resident Indian.
    (V) Certificate of sponsorship from a NRI in case of a sponsored candidate alongwith proof of NRI status of the sponsorer as required under para(b) above.

13. INSTRUCTIONS TO THE CANDIDATES:

- Parents/ Guardians must accompany the candidates at the time of admission in the college.

- All candidates getting CS or RL must apply for admission on the due date to the same class.After the declaration of result (lf they pass) they will be allowed to join the next class.Candidates declared RLA must apply for admission on or before the last date. as per the provision of Eligibility condition.

- Candidate otherthan H.P Board/H_P University must submit:
    a) Eligibility certificate from H.P Board/ H.P University declaring equivalence.
    b) Migration certificate in original from Board/ University from where they have passed theprevious examination.
- Students coming from CBSE can only opt those subjects which they have passed.
- No benefit of Re-evaluation will be given to higher class orfor any other purpose. (Ordinance 6.7O(e)
- The students coming from +2 Vocational courses will get in Humanities only.

- Candidates desirous of seeking admission to the college must submit the applications on the prescribed form by due date. Those admitted should deposit the fees in time, failing which admission will stand cancelled.
- Admission to all classes/Courses is provisional, subject to fulfilling of all the conditions laid down by H. P.»University from time to time. Candidates must ensure that they are eligible for admission and have not concealed any information Which would otherwise render them
  Ineligible for admission subsequently. The candidates will otherwise them self be responsiblefor any type of lapse/error in filling up the admission form.
- The candidate should ensure that all columns of the admission form are properly filled up. Incomplete form shall not be accepted.
- The candidate should bring attested copies of the certificates at the time of admission.
- Private candidates and the candidates with one year or more gap should bring character certificate from Pradhan/ Gazetted officer/SDM. Candidates with a gap of more than sixmonths should also submit affidavit attested by competent authority.
- The candidate should keep the receipts with them for identification and refund of securities etc
- The Principal has power to refuse or terminate admission, if the conduct of a student duringhis/her stay in the college is unsatisfactory.
- Fee once deposited shall not be refunded.

14. BACHELOROF VOCATIONAL EDUCATION PROGRAMME (B.VOC.)
COURSE OF STUDY

The college offers the following two NSQF (National Skill Qualification Framework) UGC approved 3-year regular degree programmes under semester system for vocational studies as mentioned below.

B.Voc. in Retail Management   - 40 Seats

B.Voc. in Hospitality & Tourism   - 40 Seats

14.1 ABOUT THE BACHELOR OF VOCATION (B.Voc.) DEGREE PROGRAMME

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education program as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) Degree. This Degree Program is unique with the provision of multiple entry and exit at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience.

14.2 OBJECTIVES

To provide multiple entry and exit options at various levels through program design in conformation to the skill eco system.

To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOSs (National Occupational Standards).

To empower the youth leading to employment and income generating opportunities.

To provide judicious mix of skills relating to a profession and appropriate content of general education.

To provide flexibility to the students by means of pre-defined entry and multiple exit levels.

To integrate skill based NSQF vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

14.3 COURSE STRUCTURE

B. Voc. programme is designed with the provision for multiple exit levels. All the candidates enrolled for diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with the certificate (NSQF Level 4) or they may continue for diploma or advance diploma level courses leading to B. Voc. Degree.

Following table provides a snapshot of the various certificates and their duration: -

NSQF	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points/ Awards
1	18	12	30	One Sem.	Certificate
2	36	24	60	Two Sem.	Diploma
3	72	48	120	Four Sem.	Advance Diploma
4	108	72	180	Six Sem.	B. Voc. Degree

Multiple Entry and Exit Options:

After the completion of Semester I, the candidate will get a Certificate, and she/he may go for a job or continue studying.

The candidate may re-join Semester II. After the completion of Semester II, the candidate will get a Diploma, and she/he may go for a job or continue studying.

The candidate may re-join Semester III. After the completion of Semesters III and IV, the candidate will get an Advanced Diploma, and she/he may go for a job or continue studying.

The candidate may re-join Semester V. After the completion of Semesters V and VI, the candidate will be awarded a B.Voc. Degree, and she/he may go for a job or become an entrepreneur, or continue studying for the M. Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. Degree (NSQF Level 10) after it, in Vocational studies, or they can take admission in any other masters' programme after completion of required

Bridge course, or appear in any competitive exams conducted by State Public Service Commission and Union Public Service Commission.

14.4 INTERNSHIP PROGRAMME:

Internship for 6 weeks after the completion of each year is an integral/essential component of B.Voc. Degree. The Internship shall also carry credits to be added in the final evaluation of skill components.

HPKVN (Himachal Pradesh KaushalVikas Nigam) is fully sponsoring the internship apart from facilitating the skill component (60 %) of this programme along with courseware for whole of the programme.

Candidates enrolled for this programme are entitled for 'KaushalVikas Bhatta' as per state government policy.

14.5 ELIGIBILITY CONDITIONS

Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University. The eligibility criteria for admission to the B. Voc. Degree programme shall be 10+2 in all streams from a recognized board;10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 55% marks in aggregate, OR any examination of a University/Board/College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 55% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of Centre of Excellence.

Vocational subjects under NSQF will be given weight age, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DD No.. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.

Maximum age limit for admission to B.Voc courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice-Chancellor may permit age relaxation as per norms.

Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.

Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 50% marks in aggregate at 10+2 level.

Compartment students shall not be allowed admission in the B.Voc.Programmes.

A candidate cannot pursue two full time undergraduate courses simultaneously.

The University reserves the right to cancel any admission at any stage.

In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice- Chancellor, Himachal Pradesh University, Shimla, shall be final.

All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

14.6 MODE OF SELECTION

Admission to the B. Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on merit basis in the qualifying examination (10+2 etc.)

There are three categories of candidates who shall be given admission in Semester-I of the skill- based courses under NSQF

Category 1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF

Category 2: Students who have acquired NSQF certification Level 4, but may like to change their trade and enter into skill-based courses in a different trade.

Category 3: Students who have passed the 10+2 examination with conventional schooling without any background of vocational training.

Note:

Regarding selection of students for B. Voc. programme, 10% extra weightage shall be given to Category-1; 5% extra weight age shall be given to Category-2 in 10+2 examination. Final list of students shall be finalized on merit.

MEDIUM OF INSTRUCTION

The course content of the B. Voc. programme will be taught in English.

14.7 Fee Structure of B.Voc. :-

It was decided that the Fee structure for B.VOC. Programme shall be as mentioned below :

S N	Detail of Fee/ Funds	Amount (in ₹)
A	**Annual Charges** :	
1	Admission Fee	25
2	Registration Form	20
3	University Registration (1st Year only)	200 for HP Board students & 400 for Other Board
4	Univ. Migration Fee	50
5	Continuation Fee	10
6	Univ. Sports Fund	15
7	Youth Welfare Fund	15
8	Univ. Holiday Home Fund	1
9	Yearly Exams	80 .00
10	Library Security (Refundable	100
11	Student aid	20
12	Magazine Fund	50
13	Health, Red Cross Fund	6
14	NCC Fund	5
15	Book Replacement Fund	25
16	Furniture Repair Fund	10
17	Identity Card	10
18	Cultural Activity Fund	20
19	Computer and Internet Facility Fund	20
20	Campus Beautification and development fund	10
21	Univ. Development Fund Non. subsidized, Subsidized seats	500,250 (Gen) &100 (IRDP,BPL)
22	Late admission Fee	10
B	**Monthly Charges**	
1	Tuition Fee (Only Boys) Rs. 50/ Month	600
2	Amalgamated Fund @ Rs. 25/month	300
3	Building Fund @ Rs. 10/month	120
4	Rover &Ranger @ Rs. 5 /month	60
5	Sports Fund @ Rs.20/month	240
C	**Other Charges (Skill Component/ Semester)**	
1	Skill Component Practical	240
2	Assessment cum Certification Fee charged by Sector Skill Council @ 800/semester (No fee for semester 4 & 6)	800

* In addition A, B & C above, the other fee/charges if applicable, will be similar to other streams.

** Vide University Notification No.5/25/2013. HPU(Acad.) Himachal Pradesh University Academic Branch dated 1st July, 2016, university Development Fund will be charged as detail given below:

Students admitted under Non-Subsidized Seat/Paid Seats Amount 500/- mentioned at Serial No 21.

Students admitted under subsidized Seat Amount 250/- mentioned at Serial No 21.

Students belonging to IRDP/BPL Category (Subsidize /Non-subsidized seats ₹100.00. This fund will be charged only once at the time of admission.

B. Voc. Programme Structure - Retail Management
Year 1

SEMESTER- I (Level 4)							
Sem.	Paper	Code No.	Subject	General/Skill Component	Credits	Total Hrs	Max. Marks
1	General Paper-01	RA 111	Business Communication and Personality Development-I	GC	6	90	100
	General Paper-02	RA112	Fundamentals in Accounting and Technology (Computer Skills)-l	GC	6	90	100
			Total of General Component		12	180	200
	Skill Paper-01	RA121	Introduction to Retail and Retail Store Operations. Health, Safety & Security. Team and Organizational Dynamics.	SC	3	45	50
	Skill Paper-02	RA122	Consumer Buying Behaviour and Retail Sales	SC	Th 3 PR 1	Th 45 Pr 30	67
	Skill Paper-03	RA123	Customer Service and Relationship Management	SC	Th 3 PR 1	Th 45 Pr 30	67
	Internship Project	RA124	On Job Practical Training and Report	SC	7	210	116
			Total of Skill Component		18	405	300
B.Voc. Level 4- Certificate (Sales Associate)			Total of Semester 1		30	585	500

SEMESTER - II (Level 5)							
Sem.	Paper	Code No.	Subject	General Component/ Skill Component	Credit	No of Hrs	Maximum Marks
2	General Paper-01	RA211	Business Communication and Personality Development-II	GC	6	90	100
	General Paper-02	RA212	Fundamentals in Accounting and Technology (Computer Skills)-II	GC	6	90	100
			Total of General Component		12	180	200
	Skill Paper-01	RA221	Store Display and Visual Merchandising	SC	Th 3 PR 1	Th 45 Pr 30	67
	Skill Paper-02	RA222	Sales Management & Customer Experience Management	SC	Th 4 PR 1	Th 60 Pr 30	84
	Skill Paper-03	RA223	Organization & Team Dynamics	SC	2	30	33
	Internship Project	RA 224	On Job Practical Training and Report	SC	7	210	116
			Total of Skill Component		18	405	300
			Total of Semester 2		30	585	500
			Total of Semester 1		30	585	500
B.Voc. Level 5 - Diploma (Team leader)			Total of Year 1		60	1170	1000

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Year 2

			SEMESTER - III & IV (Level 6)				
Sem.	Paper	Code No.	Subject	General Component / Skill Component	Credit	Total Hrs	Maximum Marks
3	General Paper-01	RA311	Communicative English	GC	6	90	100
	General Paper-02	RA312	Store Operations & Supply Chain Management	GC	6	90	100
4	General Paper-01	RA411	Environment Science	GC	6	90	100
	General Paper-02	RA412	Human Resource Management	GC	6	90	100
			Total of General Component		24	360	400
	Skill Paper-01	RA321	Retail Store Operations and Profitability Management	SC	Th 5 PR 2	Th 75 Pr 60	116
	Skill Paper-02	RA322	Customer Experience Management	SC	5	75	84
	Skill Paper-03	RA421	Understanding Leadership	SC	Th 4 PR 2	Th 60 Pr 60	100
	Skill Paper-04	RA422	Team and Organizational Dynamics	SC	4	60	67
	Internship Project	RA 423	On Job Practical Training and Report	SC	14	420	233
			Total of Skill Component		36	810	600
			2nd Year Total		60	1170	1000
			1st Year Total		60	1170	1000
			B.Voc. Level 6 - Advance Diploma (Departmental Manager)		120	2340	2000

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Year 3

SEMESTER-V & VI (Level 7)

Sem.	Paper	Code No,	Subject	GeneralComponent /SkillComponent	Credit	Total	Maximum Marks
5	General Paper-01	RA511	Marketing Management	GC	6	90	100
	General Paper-02	RA512	Business Statistics	GC	6	90	100
6	General Paper-01	RA611	Ethics and Corporate Social Responsibility	GC	6	90	100
	General Paper-02	RA612	Retail Environment	GC	6	90	100
			Total of General Component		24	360	400
	Skill Paper-01	RA521	Retail Store Operations and Sales	SC	Th4 PR 2	Th 60 PR 60	100
	Skill Paper-02	RA522	Process Compliance, Safty and Security	SC	4	60	67
	Skill Paper-03	RA621	People, Process and Profitability Management	SC	Th 5 PR 2	Th 75 PR 60	116
	Internship Project	RA622	On Job Practical Training and Report	SC	19	570	317
			Total of Skill Component		36	885	600
3rd Year Total					60	1245	1000
2nd Year Total					60	1170	1000
1st Year Total					60	1170	1000
B.Voc. - Degree Level 7 (Store Manager)					180	3585	3000
Passing criterion for Level 4 & 5 is 45% and for level 6 & 7 it is 50% on aggregate skill component Marks							

B. Voc. Programme Structure - Hospitality & Tourism
Year 1

Sem.	Paper	Code No.	Title/ Subject Name	GeneralComponent /SkillComponent	Credit	Total Hours	Maximum Marks
			SEMESTER - I (Level 4)				
1	General Paper-01	EN 111	Learning a Foreign or Local Language including English Language	GC	6	90	100
	General Paper-02	TH 111	Introduction to Tourism -Aviation, Hospitality Industry	GC	6	90	100
			Total of General Component		12	180	
	Skill Paper-01	TH 121	Front Desk Operation	SC	4	60	67
	Skill Paper-02	TH 122	Basics of Hospitality Service	SC	4	Th 30 Pr 60	67
	Skill Paper-03	TH 123	Customer Query and Complaint Management	SC	4	Th 30 Pr 60	67
	Internship	TH 124	On Job Practical Training and Report	SC	6	180	99
			Total of Skill Component		18	420	300
B.Voc. Level 4 -Certificate (Front Office Associate) Total Semester 1					30	600	500

Sem.	Paper	Code No.	Subject	General /Skill Component	Credit	Total Hours	Maximum Marks
**SEMESTER -II (Level 5)**						
2	General Paper-I	EN211	Tourism Products.	GC	6	90	100
	General Paper-2	TH212	Communicative English for Tourism and Hospitality.	GC	6	90	100
			Total of General Component		12	180	200
	Skill Paper-01	TH221	Hospitality and Tourism Products	SC	5	Th 35 Pr 75	83
	Skill Paper-02	TH222	Guest handling and Team Management	SC	4	Th 30 Pr 50	67
	Skill Paper-03	TH223	Hospitality Supervisory Skills - I	SC	4	Th 30 Pr 50	67
	Internship	TH224	On Job Practical Training and Report	SC	5	150	83
			Total of Skill Component		18	420	300
	Total of Semester 2				30	600	500
			Total of Semester 1		30	600	500
	B.Voc Level 5 -Diploma (Front Office Executive)				60	1200	1000

Sem.	Paper	Code No.	Subject	General /Skill Component	Credit	Total Hours	Maximum Marks
**Year 2**						
**SEMESTER - III& IV (Level 6)**						
3	General Paper-01	TH311	Basic of Tourism Research	GC	6	90	100
	General Paper-02	TH312	Basic of Tourism Management	GC	6	90	100
	General Paper-03	TH313	Travel Agency Management and Operations	GC	6	90	100
	General Paper-04	TH314	Environment Science (Common with other degree Programmes)	GC	6	90	100
			Total of General Component		24	360	400
	Skill Paper-01	TH321	Guest Relations	SC	5	Th 35 Pr 50	83
	Skill Paper-02	TH322	Training and Supervision of Front Office Staff	SC	4	Th 30 Pr 50	67
	Skill Paper-03	TH323	Hospitality Supervisory Skills- Il	SC	3	Th 30 Pr 50	50
	Internship	TH421	On Job Practical Training and Report	SC		740	400
			Total o Skill Component		36	985	600
			Total of Year 2		60	1345	1000
			Total of Year 1		60	1200	1000
	B.Voc. Level 6 -Advance Diploma (Guest Relation Manager)				120	2545	2000

				Year 3				
				SEMESTER -V & VI (Level 7)				
Sem.	Paper	Code No.	Subject	General / Skill Component	Credit	Total Hours	Maximum Marks
5	General Paper-01	TH511	Travel Geography	GC	6	90	100
	General Paper-02	TH512	Itinerary Preparations	GC	6	90	100
	General Paper-03	TH513	Entrepreneurship in Tourism and Hospitality Industry	GC	6	90	100
	General Paper-04	TH514	Introduction to Tourism Marketing	GC	6	90	100
			Total of General Component		24	360	400
	Skill Paper-01	TH521	Hotel Reservation System	SC	2	Th 20 Pr 30	34
	Skill Paper-02	TH522	Front Office Management	SC	5	Th 37 Pr 75	83
	Skill Paper-03	TH523	Hospitality Management	SC	5	Th 37 Pr 50	83
	Internship	TH621	On Job Practical Training and Report	SC	24	740	400
			Total o Skill Component		36	989	600
			Total Year 3		60	1349	1000
			Total Year 2		60	1345	1000
			Total Year 1		60	1200	1000
			B.Voc. Degree Level 7 (Duty Manager)		180	3894	3000
Passing criterion for Level 4 , 5, 6 & 7 it is 60% on a re ate skill component Marks							

15. MIGRATION

Migration is permitted as per ordinance 3.11. The admission of student migrating during thesame session from one affiliated College or Institution (including ICEDOL) shall be governed bythe regulations framed by Executive Council of the HP University. The migrating student shall haveto submit

(a) Character Certificate from the head of the Institution last attended. (b) Subject wiseAttendance Certificate

 (c) Mid-Term Test Marks. He/ She shall have to deposit all dues/ fees of thecollege according to the rules.(i.e. migration is permitted as per ordinance 3.11)

16. BBACOURSE
16.1 ADMISSION GUIDELINES

Previously BBA was a three-year degree course based on annual system ofexamination, leading to the degree of Bachelor of Business Administration theHimachal Pradesh University. From the academic session 2014-15 semester systemwas introduced as perthe guidelines of RUSA. The admission to the course is open under twocategories:

1. Subsidized Category
2. Non-Subsidized Category

16.2 SEATS & ELIGIBILITY:

The total number of seats in BCA- I Semester is 60, distributed as under:

Category	Seats
3. Subsidized	50% of the allotted seats 30
4. Non-Subsidized Category	50% of the allotted seats 30

Note : As per university rules 75% seats will be filled out of the candidate who havepassed their 10+2 examination from the school situated in Himachal Pradeshirrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H. P. University shall be applicable.

16.3 ELIGIBILITY CONDITIONS:

Plus two examination under 10+2 system or examination equivalent thereto ofa Board/ University established by law in India with 40% marks (35% marks in caseof Scheduled Caste/Scheduled Tribes). A candidate with compartment in 10+2 is noteligible for admission.

OR

Any examination of a University/ Board/ College or School in foreign countryrecognized as equivalent for the above purpose by the Vice-Chancellor/ equivalenceCommittee of its own or on recommendation of Association of Indian Universities with50%.

Note:

4. Age Limit: Maximum age limit for admission to BBA course is 21 years for general category24 years for SC/ST category and 23 years for girl candidates, as on the 1st July of the yearconcerned. The Vice Chancellor may permit age relaxation upto maximum of threemonths.

5. Vocational subjects under NVEQF will be given weightage equivalent to any other general education subject while considering the admission to the students to the UG courses. reference no. DDNo.1-52/2003(CC/NSQF)dated 30-4-2014 of UGC.

16.4. COURSE OUTLINE (Syllabus)

CBCS BACHELOR IN BUSINESS ADMINISTRATION (Template)-144 CREDITS
Three Years (6-Semesters)

(BBA –I & II Semester effective from 2016-17 (**already approved by Academic Council),**
BBA-III & IV Semester effective from 2017-18 and BBA V & VI Semester effective from
2018-19)

Course Structure			Credits	Marks		
Course No.	**Semester I**			CCA	ESE	Total
101	Environmental Science	Ability Enhancement Compulsory **(AECC)-I**	Common with B.A./B.Sc./B.Com.			
102	Fundamentalof Management&Organizational Behaviour	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
103	Statistics of Business Decisions	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-I	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
Semester-II						
201	Business Communication (Language: English/ MIL)	Ability Enhancement Compulsory **(AECC)-II**	Common with B.Com. **Hon's**			
202	Managerial Economics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
203	Business Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)- II	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

CBCS Bachelor in Business Administration
Syllabus for III & IV Semester effective from session 2017-18 & for V and VI Semester effective from Session 2018-19 onwards

Course Structure			Credits	Marks			
Course No.	**Semester III**			**CCA**	**ESE**	**Total**	
301	Macroeconomics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
302	Principles f Marketing	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
303	Management Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
304	India's Diversity &Business	Generic Elective -III	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
305	Personality Development &Communication Skills	Skill Enhancement Course-I	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)
Semester IV							
401	Business Research	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
402	Human Resource Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
403	Financial Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
404	Tax Planning	Generic Elective -IV	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
405	IT Tools in Business	Skill Enhancement Course-II	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)
Semester V							
501	Quantitative Techniques for Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
502	Legal Aspects of Business	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
503	**(DSE-I Finance)** Investment Banking & Financial	DSE **Note: Students can opt any one**	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)

	Services **OR** **(DSE-II Marketing)** Consumer Behaviour **OR** **(DSE-III Human Resource)** HRD: Systems andStrategies **OR** **(DSE-IV Management of Global Business)** International Trade: Policies and Strategies	**of the specialization in V**th** Semester and the same will continue in the VI**th** Semester.**				
504	**(DSE-I Finance)** Investment Analysis & Portfolio Management **OR** **(DSE-II Marketing)** Retail Management **OR** **(DSE-III Human Resource)** Training and Management Development **OR** **(DSE-IV Management of Global Business)** Global Business Environment	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
Semester VI						
601	Business Policy & Strategy	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

602	Financial Institutions & Markets	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
603	**(DSE-I Finance)** Project Appraisal & Analysis **OR**	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Distribution & Supply Chain Management **OR** **(DSE-III Human Resource)** Performance and Compensation Management **OR** **(DSE-IV Management of Global Business)** Multinational Business Finance					
604	**(DSE-I Finance)** Project Report **OR** **(DSE-II Marketing)** Project Report **OR** **(DSE-III Human Resource)** Project Report **OR** **(DSE-IV Management of Global Business)** Project Report	DSE	6			100 (Max) 45(Min) **(External Evaluation)**

16.5 Continuous Comprehensive Assessment (CCA) Pattern:-

Distribution of marks for CCA in each course in each Semester and instructions for conducting Minor Test and Evaluation of Tutorial/ Home Assignments/ Seminars/ quiz etc is as follows.

Distribution of marks for CCA in each course in each semester

Minor Test (Minor)	Class Test/ Tutorials/ Assignment/ Seminar/ Presentation	Attendance	Total Marks
15	10	5	30

Time Allowed for conduction of Minor Test will be one and half hours.

(A)   Mode of Conduction Minor Test (15Marks).

Minor Test will be conducted after the completion of 48 teaching days (8 Weeks) three types of questions will be set in Minor Test:-

i. Five MCQ (Choice: 1 out of 4) (True/ False) type of 1 mark each=5 Marks.
ii. Two questions of Short answer type in about 100-150 words each of 2.5 marks=5marks.
iii. One question of about 500 words, carrying 5 marks=5marks.

Marks (Minor Test)=(i + ii+ iii)=5+5+5=15 marks.

Students will have to pass both the components i.e. CCA and ESE separately to become eligible to be declared successful for the course.

(B)   Distribution of marks for evaluation of tutorials/ Home Assignments etc:-

i. 5 Marks are to be assigned for the quality of content and structure of theassignment.
ii. 5 Marks are assigned for presentation in the classroom.
   Total Marks=5+5=10 Marks.

(C)   Attendance=5 Marks

16.6 Paper Setting Scheme

End Semester Examination for all the courses except Course No-305 (Personality Development and Communication Skills), Course No 405 (IT Tools in Business) and Course No. 604 (ProjectReport)

(70 Marks)

Part	Section	No. of Questions	Syllabus Covered	Nature of Questions &Answers	Questions to be attempted	Marks	Max. Marks
A	1	10	Complete	Objective (MCQ)	10	1.5 each	**15**
	2	8	Complete	Short answer approx. 100 words	5	3 each	**15**
B	-	2 (One question from each section)	Unit-I	About 500 words	1	10	**10**
C	-	2 (One question from each section)	Unit-II	About 500 words	1	10	**10**
D	-	2 (One question from each section)	Unit-III	About 500 words	1	10	**10**
E	-	2 (One question from each section)	Unit-IV	About 500 words	1	10	**10**
						Total Marks=	**70**

Note: In Numerical paper, there should be preferably 50% numerical questions in each unit.

Paper Setting Scheme
Course No. 305 (Personality Development and Communication Skills) and Course No. 405 (IT Tools in Business)

50 Marks

Part	Section	No. Of Questions	Syllabus Covered	Nature of Questions &Answers	Questions to be attempted	Marks	Max. Marks
A	1	10	Complete	Objective (MCQ)	10	1each	**10**
	2	6	Complete	Short answer approx. 75 words	4	2 each	**8**
B	-	2 (One question from each section)	Unit-I	About 300 words	1	8	**8**
C	-	2 (One question from each section)	Unit-II	About 300 words	1	8	**8**
D	-	2 (One question from each section)	Unit-III	About 300 words	1	8	**8**
E	-	2 (One question from each section)	Unit-IV	About 300 words	1	8	**8**
					Total Marks=		**50**

Course No. 604 (Project Report) requires nopapersetting.
Only Project evaluation will be made by the external examiner out of 100marks)

Bachelor in Business Administration
BBA- 2nd Year (3rd Semester)
Course: Macroeconomics

Course Code: 301		
Credits:06	Lectures: 05	Tutorials: 01
Course type	Core Course	
Lectures to be delivered	1 Hr. Each (L=80, T=10)	

Semester End Examination System

Maximum Marks Allotted	Minimum Pass Marks	Time Allowed
70	32	3:00hrs

Continuous Comprehensive Assessment (CCA) Pattern

Minor Test (Marks)	Class Test/ Tutorials/ Assignments(Marks)	Attendance (Marks)	Total Marks
15	10	05	30

17. SCHOLARSHIPS

- Post Metric Scholarship for SC/ST Candidates.
- Post Metric Scholarship for students Belonging to Minority
- Dr. Bhim Rao Ambedkar Scholarship for Economically Backward Classes in General Category(<one lakh income)
- Maharishi BalmikiChattervarttiYojna(ForBalmiki Families)
- KalpnaChawala Meritorious Scholarship for Girls
- IRPD Scholarship
- Post Metric OBC Scholarship
- Meritorious Scholarship for Boys
- Financial Assistance to the Children of the Armed Forces Personnel Killed/Disabled during different war/operations.

For details information, the candidate shall visit the website www.hpepass.cgg.gov.in.

18. DISCIPLINE

1. It is mandatory for every student to maintain proper discipline in the college campus as well as outside the campus.
2. Any kind of the act performed by the student that amounts to indiscipline, will be dealt strictly.
3. All students are directed to read the notices thoroughly which are displayed exclusively on the student notice board everyday and act or do the needful in accordance.
4. To write anything on the walls, blackboard, Furniture or to break and causing damage to the furniture, window panes/to pluck the flowers/to

remove notices are considered as acts of indiscipline and will be dealt strictly.

5. Sitting on the railing and spitting in the college premises/corridors/classrooms is strictly prohibited. Students found doing so will be fined Rs. 50/- for each instance.

6. Holding activities such as meeting/function/party/bringing outsiders in the campus, plying of vehicles in the campus during college hours and to take any photograph in the premises of the college without the prior permission of the Principal will be treated as an act of indiscipline.

In addition, the Director of Higher education, H.P. vide letter No. shiksha-H (21) education code/2004 dated 9th March 2005 has directed to take the following steps to deal with the tendency of rising indiscipline among the college students and maintain proper discipline in the college.

I) **Personal Health and Hygiene:**

(a) All students must come to the college in neat, clean and decent dress.

(b) All students must give special attention to personal cleanliness and hygiene

II) **Discipline in the college campus**:

(a) Students must pay respect to National Anthem and National Symbols.

(b) Students must not through garbage in the college campus and classrooms. Spitting in classrooms/corridors and college premises is also strictly prohibited.

(c) Use of tobacco, guthka and other narcotics are strictly banned in the college premises.

(d) Students must use proper toilet and dustbin.

(e) Unnecessary noise, whistling and slogan shouting during vacant periods and after classesare over, is strictly prohibited.

(f) Students should respect Principal, teachers and other dignitaries.

(g) Students must raise and maintain plantation and develop flower gardens.

(h) Bringing and use of mobile phones in the college campus is strictly banned.

(i) Entry of unauthorized persons and vehicles in the college campus is also prohibited.

(j) Writing and fixing / pasting of posters anywhere in the campus is strictly banned.

(k) Students should make use of college library and canteen during the vacant periods.

(l) Quarrelling in the campus must be avoided.

III) **Vide letter No**. Shiksha-II-Ja (2) I/99-loose dated 23-5-2006 received from the Principal Secretary (Edu.) to the Govt. of Himachal Pradesh use of help/Guide books in the college is banned.

IV) **Directions** from the Director of HigherEducation, H.P. to implement provisions of smoke free Himachal/Educational institutions:

1) No sale of tobacco products inside the premises and within the radius of 100 yards from the educational institutes.

2) No smoking or chewing of tobacco inside the premises of the institution by the students /teachers/other staff members/visitors.

3) The principal can fine a person who smokes in the campus.

4) The principal will be authorized to send a notice to the person or shopkeeper who is dealing/selling tobacco products near the college premises within the radius of 100 yard of the institution.

19. RAGGING

According to Raghawan committee appointedby Honb'le Supreme Court ragging means doing an act which causes or likely to cause an insult or annoyance or fear or apprehension or threat or intimidation or outraging of modesty or injury to a student.

Again ragging means causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act by intimidating wrongfully, restraining wrongfully, confining or injuring him of by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or use of criminal force.

Ragging is strictly prohibited as per H.P. University ordinance 7.5. if any student individual or group tries to indulge or promote physical or mental torture of newcomer shall be considered guilty of ragging. The H.P. University has framed the rules vide notification No.1-14/HPU/DSW/08-/360 dated 10th July 2008, and as per these rules:

The student found indulging in any act of ragging shall be produced in front of discipline committee and if found guilty, will be punished appropriately which may include:

i) Expulsion from the college.
ii) Suspension from the class.
iii) Fine with public apology.
iv) Withholding scholarships or other benefits.
v) Debarring from representation in the events.
vi) Suspension or expulsion from the hostel or mess.
vii) Legal proceeding under criminal law shall be initiated

20. ANNUAL ACTIVITIES OF THE COLLEGE

20.1 Attendance in Classes:

Regular attendance of students in classes, in fact is very foundation of academic activities.

Therefore, it is compulsory for all students to fulfil lecture conditions of 75% of total lectures delivered by the concerned teacher to be eligible for final examination.

20.2 Leave Rules:

1. It is compulsory for all students to get their leave sanctioned before proceeding on leave due to any reason.
2. For first three days, the concerned teacher will sanction the leave.
3. For seven days, the leave shall be sanctioned by the deans.
4. Leave for more than seven days will be sanctioned by the Principal.
5. Maximum leave during the session will not exceed more than ten days.
6. If a student remains absent for 10 days continuously without information, his/ her name will be Struck off from the rolls of the college.
7. For re admission for first time Rs.100/- & 2nd time Rs. 200/- as re admission fee will be charged.
   There after no re admission will be allowed.

20.3 Class Tests/ Mid-Term Tests

It is also obligatory for all students to take class Tests given by the concerned subject teacher from time to time. Students failing to full fill any of the

conditions will not be allowed to sit in the Annual Examination as per resolution No.22 of the Academic Council passed on 23. 3. 1982.

20.4 Co- Curricular Activities:

Our college runs various Co-curricular activities throughout the year for the all-round

development of personality and harmonious development of the students. Organisation of

 Fresher's Day, Quiz Competitions, Debates & Declamations, Paintings competitions and various other Academic / Cultural activities under the aegis of Nature Club, Dramatic Club, NSS and NCC Provide the opportunity for students to exhibit their creative talent. The students can take part in one or more of the activities depending upon their interest and talent. In addition, college provides opportunities for students to take part in various sports activities. A Department of Physical Education also exists in the college for the purpose. The college teams actively take part in almost all inter-college sports activities. Apart from this, Annual Athletic Meet of the college is also organized in the   month of November, which provides the students ample opportunity to show their sportsmanship and talent.

21. CLUBS/SOCIETIES/ CAREER GUIDANCE:

21.1 Clubs/ Societies/Associations

The following Clubs /Subject societies/ Associations exist in the college. The students may become members of one or more Clubs/Societies /Associations for all round development of their personality.

1. SahityaParishad
2. The Little Theatre
3. The Young Speakers Association
4. Nature Club
5. The Planning Forum
6. Economic forum
7. The English Litrary Society
8. The History Society
9. The Political Science and Public Administration Association
10. The Physics Association
11. The Chemistry Association
12. The Botany Association
13. The Zoology Association
14. The Mathematics Association
15. The Young Artist Club
16. The Young Speakers & Vibrant Speakers Club
17. Photography Club
18. Scientific Temper & Science Popularisation Club
19. ICT Club
20. Red Ribbon cum Health& Counselling Club
21. Music Club
22. Pabber Valley Adventuro-Eco- Cultutal Club
23. Young Journalists Club
24. Sports Club
25. Geographers Club
26. Young mathematicians Club
27. Entrepreneurs Club
28. Historians Society
29. The Political Science & Public Administration Society
30. Young Sociologists Association
31. Young Biologists Association
32. Young Readers Club
33. Social Network Club
34. Yoga and Spiritualism Club

Each department has its own society which initiates and undertakes various monthly activities. These Comprise:

- Seminars
- Workshops (in which guest speakers and resource persons from different Universities and Indian institute of advanced studies are invited)

- To organize study tours and field visits to important places of academic and historical importance with a view to impart practical and on the spot knowledge.
- To render assistance to college administration and SCA in organizing various academic and other activities in the campus.
- Group Discussion
- Assignments
- Paper Reading
- Declamation Contest
- Poster/ Collage Competition

Composition of Subject Societies

1. President   Principal

2. Vice- President   Head of the department

3. Secretary   Elected/ Nominated Student

4. Members   All Students of particular society and subject

21.2 Career Guidance, Counselling and Placement cell

To provide career oriented information and placement, to promote discipline, healthy outlook and positive attitudes and to provide ample opportunities to the students for upgrading their skills, a career guidance and counselling and placement cell has been established in the college(As per letter No. EDN-H (21) A (1)-1/2011,Directorate of Higher Education H.P.). This cell will be a platform in the college to address the problems of the students for providing guidance about career and counselling from time to time.

21.3 Duties plus responsibility of the Cell

The cell shall be responsible to take stock of activities to be undertaken or proposed to be undertaken by the sub committees in a phased manner from time to time. This cell shall convene a meeting of all the sub committees before starting of admissions in the college and these committees will provide pre admission coaching/guideline and counselling to all the admission seekers particularly in the humanities faculty to provide them their expert inputs regarding the choice of subjects/ subject combinations keeping the interest of the students in view. These committees will later on also devise a calendar of activity giving faculty wise time slot and frequency of the programmes to be organized by these sub committees in the entire academic session giving details about frequency and components to be taken up for discussion and counseling

21.4 Action plan for sub committees and Core-committees

i) Pre admission guideline and counselling.

ii) Self assessment of the students and raising the level of inherent capability.

iii) Development of communication skills and soft skills.

iv) Guidance/awareness about opportunities for higher education/competitive exams and jobs.

v) Placement opportunities.

vi) Feedback.

The students may contact the members of career guidance,counselling and placement cell and get themselves benefitted for the information being provided for their better future prospects and career.

22. NATIONAL SERVICE SCHEME:

The National Service Scheme was evolved and introduced by the government of India in 1969 with the objective to inculcate in the students a sense of participation in the nation building through social work. The college has presently two units of NSS (100students each) working towards the social welfare and community awareness activities. NSS not only provide an opportunity to students to develop their personality through the community service but also go a long way in equipping themselves with enhancement of knowledge, communication, social skills exhibiting knowledge and greater exposure. The regular and special camp activities under NSS are being conducted in the college and off the campus are the real treat and lifetime experience for the volunteers. The NSS volunteers involve themselves in programme like Blood Donation, Drug-Addiction, AIDS awareness, literary, sanitation, social awareness campaigns and organizing various activities in the campus. The interested students may join the NSS after obtaining forms from the programming officers, during the month of July.

22.1. National Cadet Corps (NCC)

Asenior division Unit of NCC comprising of 50 Cadets has been sanctioned for theCollege during 2004. Students can enroll themselves in NCC and take part in all NCC activities throughout the year.

23. BHARAT SCOUT AND GUIDES

The Bharat Scouts and Guides is a voluntary, non-political educational movement for young people, open to all without distinction of origin, race and creed in accordance with the purpose, principles and method conceived by the founder Lord Baden Powell in 1907. The purpose of the movement is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of local, national and international communities. The College has presently one unit of Rovers for boys and one unit of Rangers for girls with strength 24 students in each unit. The interested students may join the Bharat Scouts and Guides after obtaining the forms from the Incharges/Leaders during the month of July.

24. DRESS CODE

Govt. CollegeSeema is the 1st college in the state to implement the dress code for students. It is mandatory for the students to wear coats on every Monday and on all college functions and put college badge on their dress every day. The students of B. A, B. Sc. and B. Com. will wear blue coats and those of BCA, PGDCA will wear black coats, even the teaching staff also maintains the Dress code. This unique feature includes a sense of discipline responsibility and dignity amongst the students.

25. COLLEGE MAGAZINE

The college publishes its own magazine "Moral Dand" which embodies the intellectual and literary aspirations of young and budding writers. It presents articles on diverse topics and the students strive within magazine pages to upload the long term goals and mission of this college,

and to inspire and educate the readers about issues and ideas that matter to them.

26 .LIBRARY

The college has well equipped and modern library with INFLIBNET facility. At present the library has 17853 books including text,reference and general books. In-addition there are 51 journals and magazines and more than 10 newspapers to keep students of the college updated.

Rules:

1. All the students on the rolls of the college shall be eligible to become the members of the library.
2. Every student is entitled to draw two books for reading at home for period of 15 days from the college library.
3. A fine of Rs. 1/- per day will be charged beyond the due date of submission of books from the defaulter students.
4. In case the book is mutilated, torn or defaced or misplaced the actual cost of the books plus 30% extra will be charged from the defaulter.
5. In case the identity card is lost or misplaced, the student will have to lodge FIR in the Police station. New library-cum-identity card will be issued on payment of Rs. 50/-.

27. ANNUAL PRIZE DISTRIBUTION FUNCTION:

Prizes are awarded at the Annual Prize Distribution Function of the college for obtainingFirst, Second & Third positions in aggregate as well as in individual subjects in theExamination, provided the students have
(a) passed in all the subjects offered
(b) obtained minimum 50% marks in the subject in which
academic prize is claimed. In addition, the prizes are also awarded to the outstanding
achievements in sports, NSS, NCC, Scouts &Guide and other co-curricular activities.
From the academic session 2015-16 a category of special prizes for the outstanding students has been introduced.

28. PARENT TEACHER ASSOCIATION

All round personality development of the students and growth of any educational institution invariably is directly proportionate   to effective co-ordination and frequent interaction between the three components i.e. students, teachers and parents. Absence of any one of them hampers the teaching learning process and results in producing literate rather than educated youths. To encourage community participation in education, Parent Teachers Association has been formed which meets twice during the session. PTA enrolment form is attached with admission form. The PTA membership is mandatory for all the parents. The general house meeting of the PTA is held in 1st week of September every year and the parents are required to attend the same. In addition ,the parents are welcome to visit the college and enquire about the progress of their wards.

29. OLD STUDENTS ASSOCIATION (OSA)

To develop a sense of belongingness to the alma matter and maintain a connectivity with our ex-students and ensure their constructive role in

developing vibrant academic environment in the college, OSA was formally formed during July 2006. OSA is a non-political, non-profit making body which has become integral part of the college. The initial objective of OSA was limited to social gathering only. Now, the efforts are made to widen its scope and make it meaningful and purposeful. Efforts shall be made during the current session to expand the base of OSA and bring under its fold all ex-students of the college and prepare a computerized database to keep a systematic record of college Alumni. All ex-students of the college are requested to co-operate and contact the principal or OSA cell in this regard.

30. IQAC

The Internal Quality Assurance Cell of the college was established in the year 2007 and is actively functioning with the thrust on academic, co-academic and administrative excellence. The main task of IQAC is quality assurance, planning and monitoring the projects undertaken. Since the quality management is a continuous process the IQAC has been made an integral part of the institution for quality improvement and sustenance. The prime task of IQAC is to develop a system of conscious, consistent and catalytic improvement in the performance of the college. IQAC has been taking and evolving several novel initiatives to take the college nearer to its goals and objective, focusing mainly on the core values identified by NAAC. The IQAC has made significant and meaningful contribution in post accreditation phase of the college and is also helping in achieving academic and co-academic excellence. The academic quality of the institution is maintained by improving and regulating teaching and learning processes. The administrative quality is maintained by the effective action and regulation carried out through various committees. The academic quality of the institution is maintained and evaluated on the basis of the curricular aspect, especially the performance of the students in their examination, tests, assignments and their regularity in the class rooms. The administrative system also looks after the quality education and administration in the institution. The different committees set up by the institution are always aware of the administrative needs. The Advisory Committee and other important committees are constituted for the purpose and are well equipped for quality assurance of the administration of the institution'.

The IQAC of the college functions with following objectives:

- To enhance the level of clarity and focus in the functioning of the institutiontowards quality enhancement and facilitate internationalization of quality culture.
- Enhancement and integration among the various activities of the college and institutionalize many good practices.
- To provide sound basis of decision making to improve the functioning of the college.
- To act as change agent of the college.
- To improve internal communication of the college and hence better co-ordination.
- Dissemination of information on the various quality parameters.
- Reviewing the existing programmes and suggestion for improvement.

- Promoting Research and creating an atmosphere conductive to research.
- Organizing seminars, presentations and workshops.
- Promoting the use of technology for enhanced teaching learning and better results.
- Regular evaluation of the students on the basis of minor tests, assignments/seminars and attendance in the classes.
- Including patriotic and nationalistic approach.
- Imparting value based education.

STRATEGIES

- Ensuring timely completion of academic, administrative and academia tasks.
- Provision of adequate infrastructural facilities.
- Improving teaching learning environment by providing modern teaching aids and better academic atmosphere.
- Providing motivation to teachers and students for utilizing their full potential.
- Encouraging students to take part in co-curricular and extra-curricular activities.
- Guiding students to choose better career options and providing necessary help.
- Taking feedback from the students and making improvements accordingly.

31. TUTORIAL CLASSES

The role of the teacher is crucial in counselling and even more, setting an example before the students. It starts right from the time of admission and initial interaction in the class, to find out their problems, hobbies / strengths and guiding them in following their dreams /interests. The teachers are key players in shaping the career of the students. To achieve this objective, the college has started tutorial system with one tutor for batch of 50 students who will be responsible for the students of that batch. The tutor will look after the special needs of the weak and talented students and provide them counselling accordingly.

32. HOSTELS (BOYS AND GIRLS)

There are two hostels in the college that provide boarding facilities to the students. Both the hostels are equipped with Water Purifiers, Solar Water Systems, Sick Rooms, Guest Room and Reading Room

33. WELFARE FUND FOR ECONOMICALLY POOR STUDENTS:

The College has taken a new initiative to look after the needy, deserving and economically poor students and will arrange them lump sum grants in kind or cash from the welfare fund for economically poor students. The fund comprises of grants from various individuals, teachers and organizations. All the bonafide students of the college irrespective of their class will be beneficiary of the fund. A committee will be constituted for recommending the names of the students and deciding the amount of the grant.

34. EDUCATIONAL TOUR

All India educational tour for the students of the college is organized during the winter as well as summer break so as to provide them as opportunity for exposure and self- learning.

35. IGNOU

IGNOU study centre is in operation in the college premises since 2000-2001. Presently the centre is running 19 programmes/courses. For more details, interested candidates may contact the Co-ordinator, IGNOU Study Centre.

36. CAREER ORIENTED ADD-ON, CERTIFICATE & DIPLOMA COURSES.

In order to meet the employment and new challenges thrown up by the globalization and privatization, the college has launched the the following career oriented (Add on) certificate and diploma courses from academic session 2007-08.

1. Functional English
2. Tourism and Travel Management
3. Marketing Management
4. Fashion Designing

These are certificate, Diploma and Advanced Diploma courses. Successful completion of one-year course would entitle the student for a certificate, two-year course would entitle student with a diploma and three year course to an advanced diploma. These courses are open for the UG students of the B.A/B.Sc/B.Com. These courses can be studied along with a regular bachelor degree programme.

Activity Calendar of 2023-24:

Admission Schedule

1. Without late fee   12-07-2023
   i. With late fee of Rs. 10 per day   depends upon availability of Seats
   ii. Zero week   Third week of July,2023
2. Address by the Principal   28-7-2023
3. SCA Election   AS per the date notified byH.P. University
4. NSS/ NCC Enrollment   2nd week of Aug,2023
5. Van Mahotsav   2nd Week of August
6. Online filling up of application   AS per the date notified by DHE
   forms for all kinds of Scholarships
7. Formation of OSA   August 2023
8. Teacher's Day   05-09-2023
9. Mid- Term Test of 1st 3rd&5th Sem.   Sep. 2023
10. Literacy Day   08-09-2023
11. PTA General House Meeting   2nd Week of September
12. Hindi Day Celebration   14-09-2023
13. NSS Day   24-09-2023
14. Submission of scholarship forms
15. HPU Inter College Youth Festival &   as per HPU Calendar
    Sports Events
16. Festival Break   11 to 15 Nov. 2023
17. Activities of the Clubs, Societies   after 2/3 syllabus is completed
    And Association
18. Annual Athletic Meet   Last Week OF November,2023
19. Annual Exam. of P.G. Courses   Last Week of November. 2023
20. End Sem. Exam. 1st, 3rd& 5thSem   Month of November 2023
21. Admission Continuation 2nd, 4th&6th Sem. Last week of Nov. 2023
22. Educational Tour   Last Week of December 2023
23. Winter Vacation   01-01-2024 to 04-02-2024
24. Annual Prize Distribution Function   last week of Month of Feb. 2024
25. NSS Annual Camp   Second Week of Feb. 2024
26. Mid Term Test of 2nd, 4th& 6thSem   1st Week April 2024
27. End Term Examination 2nd, 4th& 6thSem   Month of May 2024
28. Annual Examination of P.G. Classes   2nd Week of June 2024
29. Summer vacations   22-05-2024to14-06-2024