

HAND BOOK OF INFORMATION

**Society for Professional, Vocational and Add on courses**

GOVERNMENT P.G. COLLEGE DHARAMSHALA

Distt. Kangra (H.P)-176215

NAAC ACCREDITED Grade 'A'

Established Since 1926

Ph. 01892-224894, 225394 Fax: 224894

[www.gcdharamshala.in](http://www.gcdharamshala.in) | Email: [gcdharamshala@gmail.com](mailto:gcdharamshala@gmail.com)

(BCA, PGDCA, BBA, & Bio.Tech.)



Session 2020-2021

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## Message From the Director's Desk

Dear Students

It is said that education is as much necessary for our intellectual health as nutritious food is for our physical well-being. It is only through acquiring good education that we can grow holistically. The very purpose of education is to acquire knowledge, which differentiates us from other species.

There are varied ways of acquiring knowledge. As an infant grows, she/he learns initial lessons of life in the lap of her/his mother. Thereafter, she/he obtains a range of knowledge at various levels in different educational institutions with a view to understand life better and to seek employment in diverse work arenas.

When a student enters the portals of a college, her/his ability to perceive and grasp is at its best. It is simply owing to the fact that at this level, there is a remarkable coordination between her/his physical and intellectual capacities. Moreover, her/his energy levels are very high. This youthful energy can be lent a meaningful direction as today's college students are tomorrow's educated and responsible citizens.

I extend a hearty welcome to the young students who are going to join our college.

Let us all participate with keenness and enthusiasm in this *yajna* of acquiring knowledge in the beautiful and salubrious learning environment that our beautiful college offers!



With Warm Wishes...!!!

Dr. Rajesh Sharma  
Principal cum Director

## **BACHELOR OF COMPUTER APPLICATIONS (BCA)**

### **(A) Course :**

Apart from Dept. of Computer Science, HPU Shimla, Govt. P.G. College Dharamshala has also started BCA course from the academic session 2010-2011. BCA is the three year Degree Course having semester system of examination w.e.f. 2014. The total number of seats in BCA course is 60 from session 2018-19. The distribution of Seats is as under:

<b>Category</b>	<b>Number of Seats</b>
Scheme -I Subsidized Seats	40
Scheme-II Non Subsidized Seats	20
<b>Total (I+II)</b>	<b>60</b>

### **(B) Eligibility Conditions**

(a) The Students must have Plus two examination in any discipline under 10+2 system or any other examination equivalent there to, of Board/University established by law in India with at least 40% marks (35% marks in case of SC/ST candidates).

(b) Any examination of a Board/University/ College/School in a foreign country recognized as equivalent for the above purpose approved by the Vice Chancellor/Equivalence Committee of its own or on recommendation of Association of Indian Universities, AIU House, 16 Kotla Marg, New Delhi-110002, with at least 40% marks (35% marks in case of SC/ST candidates).

### **(C) 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 girls candidates, as on the 1st July of the year concerned. The Vice Chancellor may permit age relaxation up to maximum of three months.

### **BASIS OF ADMISSION:**

#### **SCHEME-I (Subsidized Seats)**

The admission will be on the basis of term and conditions laid by HP government, to be intimated later on, as are not available due to pandemic COVID 19.

#### **SCHEME-I I Non Subsidized Seats**

After filling seats in subsidized category, next top 20 candidates in merit will be admitted in this programme as non-subsidized seats. The candidate seeking admission under non-subsidized category must submit his/her consent at the time of registration process. The candidate who does not give his/her consent for Non-subsidized seat (Payment seat), his/her candidature will not be considered for said category and will be rejected straight way.

**Fees Structure for Subsidised Seats in BCA:**

1	Admission Fee	25-00
2	Tuition Fee	600-00
3	R.R. Fund	60-00
4	Continuation Fee	10-00
5	Sports Fee	15-00
6	Sports Fund	240-00
7	Medical Fee	06-00
8	Holiday Home Fee	01-00
9	Student Aid Fund	02-00
10	Youth Welfare Fund	02-00
11	Identity Card	10-00
12	Magazine	50-00
13	Cultural Activities Fund	20-00
14	Garden Fund	10-00
15	Building Fund	120-00
16	Books Replacement Fund	25-00
17	Furniture Fund	10-00
18	House Examination Fee	160-00
19	Amalgamated Fund	300-00
20	Miscellaneous Fund (NCC etc)	20-00
21	Campus Development Fund	10-00
22	Subject Society Fund	05-00
23	Library Fee	200-00
24	Guest Faculty Fee	5000-00
25	Computer Fee	5000-00

**Consolidated Fee Structure Semester wise for session 2020-21****Fees for Boys :**

(i) 1st Sem.  $5951+500(\text{UDF})+250(\text{PTA})+ 1000 (\text{Security}) = 7701.00$

(ii) 2nd, 4th & 6th Sem. 5950.00

(iii) 3rd & 5th  $5951+500+250=6701.00$

**Fees for Girls :**

(i) 1st Sem.  $5651+500(\text{UDF})+250(\text{PTA})+ 1000 (\text{Security}) = 7401.00$

(ii) 2nd, 4th & 6th Sem. 5650.00

(iii) 3rd & 5th  $5651+500+250=6401.00$

**Note :**

University Development fee for BPL students will be charged Rs. 250/- subject to submission of proof.

### **Fees Structure for Non Subsidised Seats in BCA:**

Candidates granted admission under self-financing scheme shall be required to pay annual consolidated fee of Rs. 25,000/- (Rupees twenty five thousand only) in two installments semester wise. These dues have to be deposited at the time of admission in the First, Second and Third Year of BCA course (Semester Wise). It will not cover Boarding, Lodging, Medical, Travel and other expenses.

### **Fine Structure:**

a)	Absence fine for a period	10.00
b)	Absence fine for a practical	10.00
c)	Absence fine for House	100.00
d)	Absence Fine for Tutorial Classes	10.00
e)	Absence fine for Class Tests	10.00
f)	Fine for delay in returning library book(s) (per day per book)	02.00
g)	Fine for not wearing Dress while	100.00
h)	Mobile Phone fine in the Deptt./ Lab / Class Room	500.00
i)	Without Identity Card	10.00

### **Note:**

- 1. Fee once deposited shall not be refunded.**
- 2. The student admitted to the BCA will be governed by the rules & regulations contained in the Prospectus 2020-21 of Govt. P.G. College Dharamshala (H.P.)**

### **Faculty Profile:**

#### **Dr. Rajesh Sharma**

Dr. Nikesh Sharma  
Prof. Shanny Jasrotia  
Prof. Ritesh Thakur  
Prof. Nishant Dhiman  
Mr. Manoj Kumar

#### **Principal-cum-Director**

Coordinator 94189-73925  
Assistant Professor 98058-41585  
Assistant Professor 94592-59799  
Assistant Professor 98167-49069  
Lab Incharge 80913-64033

## **DRESS CODE FOR BCA STUDENTS**

A formal dress code implies cultivation of special attitude and gives different look to the students and also adds to his/her personality. Wearing of dress in the college is compulsory.

**SUMMER DRESS CODE** – Light Blue Plain Shirt, Black Trouser and Black Leather Shoes with Navy Blue Neck Tie for both Boys and Girls.

**WINTER DRESS CODE** – Black Sweater and Navy Blue Blazer Coat shall be the dress Code during the winters for both Boys and Girls.

### **Detailed Course Outline:**

The detailed course outline for BCA is given below which is subjected to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

<http://www.hpuniv.ac.in/upload/syllabus/596af9ceda572BCACBCSSyllabus20161730.pdf>

## **POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)**

### **Course:**

Government P.G. College, Dharamshala has started PGDCA from the academic session 2007-08. The duration of the PGDCA Course is one year, spread over two semesters and examination will be held at the end of each semester. The total number of seats in PGDCA course is 40 (+ 1 Single Girl Child). The distribution of seats is as under:

<b>Category</b>	<b>Number of Seats</b>
Scheme -I Subsidized Seats	30 (+ 1 supernumerary Single Girl Child)
Scheme-II Non Subsidized Seats	10
<b>Total (I+II)</b>	<b>40 (+1 Single Girl Child)</b>

### **Eligibility:**

B.A./B.Sc./B.Com. from recognized university or equivalent with at least 50% marks (45% marks in case of SC/ST candidates).

### **Age Limit:**

Candidates seeking admission in PGDCA programme shall not be more than 26 years for male candidates, 28 years for female candidates and 29 years for SC/ST candidates as on 1<sup>st</sup> July of the admission year concerned.

**Note:** For Physically Handicapped candidates relaxation in age will be allowed as applicable under rules.

## **BASIS OF ADMISSION:**

### **SCHEME-I (Subsidized Seats)**

The admission will be on the basis of term and conditions laid by HP government, to be intimated later on, as are not available due to pandemic COVID 19.

### **SCHEME-I I Non Subsidized Seats**

After filling seats in subsidized category, next top 10 candidates in merit will be admitted in this programme as non-subsidized seats. The candidate seeking admission under non-subsidized category must submit his/her consent at the time of registration process. The candidate who does not give his/her consent for Non-subsidized seat (Payment seat), his/her candidature will not be considered for said category and will be rejected straight way.

### **Fee Structure for Scheme-I (Subsidized Seats)**

Candidates granted admission under Subsidized Scheme shall be required to pay fee as follows :

S.No	Fee/ Fund Head	1st Sem	2nd Sem
1.	Admission Fee	25	
2.	Tuition Fee	300	300
3.	Continuation Fee	10	
4.	Sports Fee	15	
5.	Medical Fee	6	
6.	Holiday Home Fee	1	
7.	Student Aid Fund	10	
8.	Youth Welfare Fund	15	
9.	Identity Card	10	
10.	Magazine	50	
11.	Cultural Activities Fund	20	
12.	Sports Fund	120	120
13.	Garden Fund	10	

14.	Building Fund	60	60
15	Book Replacement Fund	25	
16.	Furniture Fund	10	
17.	Amalgamated Fund	150	150
18.	Miscellaneous Fund	20	
19.	Campus Development Fund	13	
20.	Subject Society Fund	5	
21.	Library Fee	100	100
22.	Security Deposit (Refundable)	1000	
23.	Guest Faculty Fee	3500	3500
24.	Computer Fee	2200	2200
25.	University Development Fee	500	
26.	R.R. Fund	60	
27.	PTA	250	
<b>Total (Boys and Non HP Girls)</b>		<b>8485</b>	<b>6430</b>
<b>Total (for Bonafide HP Girls)</b>		<b>8185</b>	<b>6130</b>

Note :

- 1) For BPL students University Development Fee is Rs. 250/- subject to production of Proof.
- 2) For PGDCA students Migration fee and Registration Fee will be charged from the outside students @ Rs. 400/- and Rs. 200/- respectively.
- 3) Examination fee paid by student at the time of filling Examination Form.

### **Fee Structure for Scheme-II (Non Subsidized Seats)**

Candidates granted admission under Non Subsidized Scheme shall be required to pay annual consolidated fee to be realized in two equal installments. It will not cover Boarding, Lodging, Medical, Travel and other expenses.

#### **Fee Structure :**

	<b>1st Sem</b>	<b>2nd Sem</b>
Admission Fee	12500	12500
University		
Development Fee	500	
PTA Fund	250	
Security (Refundable)	1000	
<b>Total</b>	<b>14250</b>	<b>12500</b>

#### **Fine Structure**

<b>S.No.</b>	<b>Rs.</b>
1. Absence fine for a period	10.00
2. Absence fine for a practical	10.00
3. Absence fine for House Exam	100.00
4. Absence fine for class Test	10.00
5. Fine for delay in returning library book(s) (per day per book)	02.00

#### **Note:**

1. Fee once deposited shall not be refunded.
2. The student admitted to the faculty PGDCA will be governed by the rules & regulations contained in the Prospectus 2020-21 of Government P.G. College Dharamshala (H.P.)
3. Examination Fee paid by student at the time of filling Examination Form.

## **Dress Code**

The Dress Code will be observed for five days in a week i.e. Monday, Tuesday, Thursday, Friday and Saturday. The prescribed Dress for boys and girls is as follows :

<b>Sr. No.</b>	<b>Item</b>	<b>Colour</b>
1.	Shirt	Light Sky Blue
2.	Pant	Navy Blue
3.	Tie	Maroon
4.	Sweater	Gray
5.	Socks	Black
6.	Shoes	Black

## **Faculty Profile**

<b>Dr. Rajesh Sharma</b>	<b>Principal-cum-Director</b>	
Prof. Rakesh Pathania	Coordinator	70181-68314
Prof. Sandeep K. Rana	Assistant Professor	94182-46482
Sh. Karnail Singh	LA	

## **Detailed Course Outline:**

The detailed course outline for PGDCA is given below which is subjected to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

<http://www.hpuniv.ac.in/upload/syllabus/596b18aa119efpgdca.pdf>

# **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

## **Seats, Eligibility Conditions, Basis of Admission**

Bachelor of Business Administration Programme was introduced by the Himachal Pradesh University Shimla in the affiliated Colleges with the objective of training and meeting man power requirements for junior management positions. On the same pattern this institution is also offering the programme as an established institution with excellence. BBA is three years course spread over six semesters. There shall be university examination at the end of each semester.

The total numbers of seats in BBA course are	60 seats
Subsidized seats:	40 seats
NRI/NRI sponsored candidates foreign candidates/ Non-subsidized:	20 seats

### **ELIGIBILITY CONDITIONS :**

The student must have passed Plus two examination under 10+2 system or examination equivalent thereof to a Board / University established by law in India with 45% marks (40% marks in case of Scheduled Caste/Scheduled Tribe)

**Or**

Any examination of University / Board / College or school in a foreign country recognized as equivalent for the above purpose approved by the Vice Chancellor / Equivalence Committee of its own or on recommendation of Association of Indian Universities AIU House, 16 Kalla Marg, New Delhi 110002 with 45% marks. (40% marks in case of Scheduled Caste / Scheduled Tribe).

### **BASIS OF ADMISSION:**

#### **SCHEME-I (Subsidized Seats)**

The admission will be on the basis of term and conditions laid by HP government, to be intimated later on, as are not available due to pandemic COVID 19.

**SCHEME-I I**  
**Non Subsidized Seats**

After filling seats in subsidized category, next top 20 candidates in merit will be admitted in this programme as non-subsidized seats. The candidate seeking admission under non-subsidized category must submit his/her consent at the time of registration process. The candidate who does not give his/her consent for Non-subsidized seat (Payment seat), his/her candidature will not be considered for said category and will be rejected straight way.

**Age Limit :**

Except for NRI/NRI sponsored candidates and Foreign candidates, the maximum age limit for admission to BBA programme is 22 years as on first of July of the year concerned, provided that in case of candidates belonging to Scheduled Caste / Scheduled Tribes, the upper age limit will be relaxed by three years.

However, the Vice-Chancellor shall have the power to permit age relaxation upto a maximum period of three months for reason to be recorded in writing.

**Dress Code for BBA Students will be**

- 1) Formal Black Trouser, Sky Blue Shirt, Maroon Tie, Steel Grey Sweater and Steel Grey Blazer.
- 2) Formal Black Leather Shoes with Laces for Boys and Black Leather Shoes with Strip for Girls, Black Socks and Black Leather Belt.

**Dress code is compulsory and strictly to be followed by the BBA students except on Wednesday, violators will be fined Rs. 100 per day.**

**Faculty Profile**

**Dr. Rajesh Sharma**

Dr. Manjit Singh

Prof. Minakshi Saroch

Prof. Savita Sharma

Prof. Sujata Kaundal

Mr. Ajay Kumar

**Principal-cum-Director**

Coordinator

Assistant Professor

Assistant Professor

Assistant Professor

LA

94181-21221

80917-47075

70185-05736

98165-34307

98163-81689

## **Fee and Fine**

### **FOR SUBSIDISED CANDIDATES**

<b>A</b>	<b>At the time of Admission</b>	<b>In Rs.</b>
1.	Admission Fee	25.00
2.	Security deposits (Refundable) One time charge	1000.00
<b>B.</b>	<b>Annual Charges</b>	
1.	Continuation Fee	10.00
2.	University Sports Fee	15.00
3.	Health Fund	06.00
4.	Holiday Home Fee	02.00
5.	Students Aid Fund	10.00
6.	Youth Welfare Fund	15.00
7.	Identity Card Fee	10.00
8.	College Magazine Fee	50.00
9.	Cultural Activity Fund	20.00
10.	Garden Fund	10.00
11.	Building Fund	120.00
12.	NCC Fund	05.00
13.	Amalgamated Fund	300.00
14.	Society Club Fund	05.00
15.	Book Replacement Fund	25.00
16.	Rovers & Rangers	60.00
17.	Sports Fund	240.00
18.	PTA Fund	250.00
19.	Campus Development Fund	13.00
20.	University Development Fee	500.00
21.	Miscellaneous	19.00
<b>C.</b>	<b>Semester Charges</b>	
22.	Tution Fee	300.00
23.	Study Material Fee	570.00
24.	Library Fee	100.00
25.	Guest Faculty Fee	2500.00
26.	Computer Fee	400.00

### **Fee for Subsidized Seats**

<b>1st Semester</b>	<b>Boys</b>	<b>6580.00</b>
	<b>Girls</b>	<b>6280.00</b>
<b>2nd, 4th and 6th Semester</b>	<b>Boys</b>	<b>3870.00</b>
(Per semester)	<b>Girls</b>	<b>3570.00</b>
<b>3rd &amp; 5th Sem.</b>	<b>Boys</b>	<b>5555.00</b>
(per Semester)	<b>Girls</b>	<b>5255.00</b>

<b>Fee for Non-Subsidized Seats</b>	
<b>Fee for 1st Semester</b>	<b>11750.00</b>
<b>Fee for 2nd, 4th and 6th Sem.</b>	<b>10000.00</b>
<b>(Per Semester)</b>	
<b>Fee for 3rd &amp; 5th Sem.</b>	<b>10750.00</b>
<b>(per Semester)</b>	

Note :

**(1) For BPL Students University Development Fee is Rs. 250/- subject to production of proof.**

**(2) University Registraton Fee Rs. 200 (For HP Board) and Rs. 400/- (For other Board) will be charged at the time of Registration.**

### **FINE**

a)	Absence fine for a day	20.00	
b)	Absence fine for a period	5.00	
c)	Absence fine for seminar	50.00	
d)	Absence fine for House Exam (per paper)	100.00	
e)	Absence fine for Lab	50.00	
f)	Absence fine for Tutorial Classe	10.00	
g)	Absence fine for Class Tests	50.00	
h)	Fine for delay in returning library book(s) (per day per book)	1.00	
i)	Fine for not wearing complete uniform while in college	100.00	
j)	Mobile Fine	500.00	
k)	Special Seminar Fine	100.00	

### **Detailed Course Outline:**

The detailed course outline for BBA is given below which is subjected to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

<http://www.hpuniv.ac.in/upload/5d6e03b20904dBBA%20syllabus.pdf>

## **B.SC. (HON'S) IN BIO-TECHNOLOGY**

### **Details of Course and Scheme of Examination**

- I. The B.Sc. (Honours) Biotechnology will be of three years duration, Choice Based Credit System [CBCS] course.
- II. There will be broadly three types of courses for B.Sc. (Honours) Biotechnology degree program.
  1. The **Core Courses** (14 courses for Honours; and 4 discipline specific papers) will be of 6- credits each including 2 credits assigned to the practical component. Thus a candidate will have to pass 14 courses for earning  $14 \times 6 = 84$  credits during six semesters. Each of the 6-credits courses will carry 100 marks. These 100 marks will be split into marks assigned for Theory [TH]: 50 marks; Practical [PR]: 20 marks and Internal Assessment [IA]: 30. The Internal Assessment [30 marks] will include one Multi Choice Questions (MCQ)-based examination of 15 marks [15 or 30 questions of 1.0 or 0.5 mark each as the case may be]; and Classroom Attendance Incentive marks (5 marks). The Lab-based practical will be of 2-hours [One credit]. A total of  $14 \times 6 = 84$  credits could be accumulated under these courses during the Honours degree program.
  2. The **Elective Courses** will be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or nurtures the candidate's proficiency / skill. The Elective Courses will include:

**Discipline Specific Elective [DSE] Courses:** A total of 4 courses offered under the main discipline/ subject of study is referred to as Discipline Specific Elective. These courses are discipline related and/ or interdisciplinary in nature. A total of  $4 \times 6 = 24$  credits could be accumulated under DSE courses during the Honours degree program.

**Generic Elective [GE] Courses:** A total of 4 courses of 6-credits each including 2 credits assigned for the practical component of each of these courses i.e. one course per 1st to 4th semester will be studied by the candidates. An elective course chosen from an unrelated discipline/ subject, with an intention to seek exposure beyond discipline(s) of choice is called Generic Elective Course.

The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. Further, a course offered in a discipline/ subject may be treated as an elective by other discipline/ subject and vice versa and such electives may also be referred to as Generic Elective Course. A total of  $4 \times 6 = 24$  credits could be accumulated under GE courses during the Honours degree program.

**3. Ability Enhancement Compulsory Courses [AECC]:** Ability Enhancement Courses are of two types; Ability Enhancement Compulsory Courses [AECC] and Skill Enhancement Courses [SEC]. A total of  $4 \times 4 = 16$  credits could be accumulated under these courses during the Honours degree program i.e.  $4 \times 2 = 8$  credits for AECC, and  $4 \times 2 = 8$  credits for SEC courses.

The AECC courses are the mandatory courses based upon the content that leads to knowledge enhancement;

- i. Environment Science and
- ii. English/ Hindi/ MIL Communication. All these are mandatory courses for obtaining a B.Sc. (Honours) degree in the concerned subject. These courses are mandatory for all disciplines. SEC courses are value-based and/ or skill-based and are aimed at providing hands-on-training, competencies, skills etc. A minimum of two such courses for obtaining an Honours degree are selected amongst the courses designed to provide value-based and/ or skill based knowledge and may contain both theory and lab/ hands-on training. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

III. Practical [PR] component has been included in every core and discipline/ generic specific elective paper. The list of practicals to be conducted by the candidates has been provided alongside each of such courses. The marks (30 marks) for the practical examination will be split as follows:

<b>Write up of Practical I:</b>	<b>5 marks</b>
<b>Write up of Practical II:</b>	<b>5 marks</b>
<b>Performance of any one of above practicals:</b>	<b>7 marks</b>
<b>Practical record/ notebook:</b>	<b>5 marks</b>
<b>Viva voce:</b>	<b>8 marks</b>

**IV. Classroom Attendance Incentive:** Those candidates who have greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CAI marks as follows:

<input type="checkbox"/> 75% but <80%	1 mark
<input type="checkbox"/> 80% but <85%	2 marks
<input type="checkbox"/> 85% but <90%	3 marks
<input type="checkbox"/> 90% but <95%	4 marks
<input type="checkbox"/> 95% to 100%	5 marks

V. The candidate has to secure minimum pass marks individually in Theory paper, Practical as well as Internal Assessment to earn full credits in the concerned course. A candidate thus failing in any of these components shall be considered failed in that course.

**VI. Eligibility.** The admission to B.Sc. (Honours) Biotechnology programme of Himachal Pradesh University will be as per guidelines of Himachal Pradesh University, Shimla from time to time.

i. The candidate should have passed 10+2 (class XII) Examination or its

equivalent from a recognized Board/ University with any of the three subjects out of Physics, Chemistry and Biology or any other science subject with 50% or equivalent grade (for SC/ ST candidates marks of eligibility will be 45% or equivalent grade).

ii. In case of candidates who are studying in University/Board/College/Schools in any of the foreign countries the eligibility/Qualifying marks will be the same as recognized/equivalent to 10+2 by the University or the association of the Indian University with 50% marks of equivalent grade (for SC/ ST candidates, eligibility will be 45% marks or equivalent grade).

iii. The candidate who has appeared in the qualifying examination but whose result has so far not been declared can also apply but his/her eligibility for the entrance test will be purely provisional subject to the condition that he/ she has to produce a passing certificate scoring at least the minimum percentage of marks as prescribed for the qualifying examination on the day and the specified time of counseling. The candidate shall not be more than 22 years of age as on 01st July of the year of admission. Date of birth as recorded in the Secondary Education Board/ University Certificate Only will be considered as authentic.

#### 4. **Age Limit :**

The candidate shall not be more than 22 years of age as on 1st July of the year of admission. Date of birth as recorded in the Secondary Education Board / University Certificate only will be considered as authentic.

## **BASIS OF ADMISSION:**

### **SCHEME-I (Subsidized Seats-30)**

The admission will be on the basis of term and conditions laid by HP government, to be intimated later on, as are not available due to pandemic COVID 19.

### **Detailed Course Outline:**

The detailed course outline for B.Sc. (Honours) Biotechnology is given below which is subjected to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

<http://www.hpuniv.ac.in/upload/syllabus/5f0d8cae264c2FINALB.Sc.HonBiotechnologyLEGALSIZE.pdf>

**Scheme of Examination :**

The B.Sc. Bio-Technology three year course will have six semesters. The date of examination will be as per the schedule decided by Himachal Pradesh University for both practical examination and theory examination. Apart from annual examination there will be Mid Term Examination. The Mid Term Examination performance will form a part of internal assessment for annual examination.

**Course Fee (in Rupees) for Session 2020-21****FEE STRUCTURE FOR SUBSIDIZED SEATS**

<b>Sr. No.</b>		<b>Rs.</b>
1	Admission Fee	25.00
2	Tuition Fee	300.00
3	PTA	250.00
4	UDF	500.00
5	UDF(BPL)	250.00
6	Security deposit refundable	1000.00
7	Continuation Fee	10.00
8	Sports Fee	15.00
9	Sports Fund	150.00
10	Medical Fee	6.00
11	Holiday Home Fee	1.00
12	Student Aid Fund	10.00
13	Youth Welfare Fund	15.00
14	Identity Card	45.00
15	Magazine	100.00
16	Culture Activities Fund	50.00
17	Garden Fund	13.00
18	Building Fund	120.00
19	Books Replacement Fund	25.00
20	Furniture Fund	10.00
21	House Examination Fee	200.00
22	Amalgated Fund	2000.00
23	Miscellaneous Fund including NCC & NSS	10.00
24	Rover Rangers Fund	30.00
25	Campus Development Fund	10.00

26	Subject Society Fund	5.00
27	Library Fee	200.00
28	Guest Faculty Fee	5000.00
29	Computer Fee	3000.00
30	Practical Fee	7800.00
31	Counseling Fee	500.00

### **Consolidated Fee Structure Semester Wise for the Session 2020-21**

- i. 1<sup>st</sup> Year = 20000.00 + 500.00 (UDF) + 250.00(PTA)  
+ 1000.00(Security) + 500.00(Counseling Charges)  
**Total 21,650.00**
- ii. 2<sup>nd</sup> Installment  
**Total 19,400.00**
- iii. 2<sup>nd</sup> Year = 19,400.00+500.00(UDF)+ 250.00(PTA)  
**Total 20,150.00**
- iv. 2<sup>nd</sup> Installment =  
**Total 19,400.00**
- v. 3<sup>rd</sup> Year = 19,400.00+500.00(UDF)+ 250.00(PTA)  
**Total 20,150.00**
- vi. 2<sup>nd</sup> Installment =  
**Total 19,400.00**

Note:

**(1) For BPL Students University Development Fee is Rs. 250/- subject to production of proof.**

**(2) University Registration Fee Rs. 200 (For HP Board) and Rs. 400/- (For other Board) will be charged at the time of Registration.**

### **Fine :**

- |     |  |            |
|-----|--|------------|
| 1.  | Absence fine per period  | Rs. 10.00  |
| 2.  | Absence fine—unit test (per paper)   | Rs. 10.00  |
| 3.  | Absence fine House Examination   | Rs. 100.00 |
| 4.  | Late Return of library book  | Rs. 2.00   |
| 5.  | Without lab Coat   | Rs. 25.00  |
| 6.  | Without dress  | Rs. 25.00  |
| 7.  | Absence fine for a practical   | Rs. 100.00 |
| 8.  | Mobile Fine in the classroom / lab / deptt.  | Rs. 500.00 |
| 9.  | Without Identity Card  | Rs. 10.00  |
| 10. | Fine for mishandling / breakage of lab instruments and glassware will depend on the cost of the respective instrument / glassware. |            |

**Dress Code:**

The B.Sc. Bio-Technology Advisory Board has passed a dress code for the students of B.Sc. Bio-Technology. The dress code will be observed for five days in a week i.e. Monday, Tuesday, Thursday, Friday & Saturday. The students can come to college on Wednesday in colourful dresses. This dress code will also apply to the students of B.Sc. with Major in Bio-Technology. Girls must tie their hair with black pins and rubber bands. Sikh boys must wear light purple turban. The prescribed dress is as follows :-

<b>S.No.</b>	<b>Items</b>	<b>Colour</b>
1.	Shirt	Light Purple
2.	Pant	Black
3.	Blazer	Purple
4.	Tie	Black
5.	Sweater	Purple
6.	Socks	Black
7.	Shoes	Black
8.	Lab Coat	White

**Note :** The dress code to the students of B.Sc. Bio-Technology is mandatory alongwith the white lab coat while entering in Lab.

**Faculty Profile :**

<b>Dr. Rajesh Sharma</b>	<b>Principal-cum-Director</b>	
Dr. Dhiraj Rawat	Coordinator	94181-87822
Prof. Shaveta Modgil	Assistant Professor	97364-96644
Prof. Satpal Singh	Assistant Professor	70097-90703

**Office Staff :**

1. Mr. Randhir Guleria, Assistant
2. Mr. Avneet Singh, Clerk

**Lab Staff :**

1. Mrs. Shailla Lab. Assistant 70183-50572

## **CODE OF CONDUCT AND GENERAL RULES**

1. The decision of Principal in all matters will be final and binding.
2. Students must be seated in the classrooms before the start of the lecture. No student shall enter the class or knock the door after 5 (Five) minutes of the start of the class.
3. No students shall be loitering near the classes once the classes are in progress.
4. Regular attendance in the class including guest lectures is compulsory.
5. Use of mobile phones is strictly prohibited in the college premises.
6. Every student will submit assignment, project etc. as per periodic directions.
7. Misbehavior, persistence disobedience, habitual late coming, consumption of drug or liquor in the institute, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.
8. Each student is expected to observe the college dress code strictly.
9. Each student is expected to be present regularly in the college. Name will be struck-off if a candidate absentees himself continuously for five days. Candidate can seek re-admission after satisfying the Principal.
10. No student is permitted to undertake any part time / whole time job during the courses of study.
11. No student is allowed to put posters in college campus or notice board and to hold assembly in college premises or to address on unauthorized assembly in the college campus.
12. Any student causing loss to the college property will be penalized and the students concerned will have to replace or get the same repaired at his / her own costs.
13. Food, beverages and any type of drink are not permitted in the lab / class rooms.
14. Students are not allowed to leave the college campus during teaching hours without prior permission.

15. Parents will be intimated about the progress of their ward periodically through report card and personal feedback.
16. Every student must always carry with him / her duly completed identity card.

### **CURBING RAGGING IN THE INSTITUTE :**

Ragging in institute is strictly banned according to the judgement and directions of Hon'ble Supreme Court of India, Himachal Pradesh University and guidelines issued by UGC in this regards. The following guidelines will be observed to prevent incidents of ragging in the institute.

1. Every candidate seeking admission will give undertaking duly printed on the application form that he /she will not indulge in ragging and if found guilty he/she will be liable for punishment. Similar undertaking will be obtained from the parents / guardian of the applicant.
2. Anti Ragging committees has been constituted in the College.
3. Whenever a ragging incident is brought to the notice of the College authorities, the disciplinary committee will hold an enquiry into the incident.
4. If any student is found guilty of ragging, after the enquiry then he /she will be punished accordingly. The punishment may include :-
  - i) Expulsion from the college
  - ii) Suspension from the classes
  - iii) Fine with a public apology
  - iv) Withholding scholarship or other benefits
  - v) Debarring from the representation in events.
  - vi) Suspension or expulsion from hostel or mess.
  - vii) Legal proceeding under criminal law shall be initiated.
5. If any student is found guilty of ragging incident occurred in the past then he /she may be expelled from the institution.

**Note :** In case of an emergency, the student(s) may contact at Tel. No. 01892-224894, 01892-225394 and contact any member of the Protocol-cum-Anti-Ragging cum Discipline Committee.

### **Reservation**

Admission to the course except for seats reserved for NRI's/NRI sponsored and foreign students shall be subject to the following conditions :

a) 15% and 7.5% seats shall be reserved for Scheduled Caste and Scheduled Tribe candidates respectively, who have passed their qualifying examination from H.P. Board of School Education, or any other school located within the territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE Board etc. However reservation of seats will be governed by notification of the Govt. from time to time. The remaining 77.5% seats shall be filled as under :-

i. 25% of the seats for admission to the course shall be open for all the candidates irrespective of the institution from which they have passed their qualifying examination.

ii. 75% of the seats shall be filled out of the candidates who have passed their qualifying examination from H.P. Board of School Education or any other school located within territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE Board etc. subject to the following reservation.

a) 5% of all seats shall be reserved for outstanding sportsmen.

b) 5% of the seats shall be reserved for the outstanding cultural activists.

c) 3% of the seats shall be reserved for physically handicapped candidates.

d) The minimum eligibility for admission to the course in case of SC/ST will be 5% lower than the eligibility conditions for other candidates.

e) 120 points roster of H.P. University showing reservations of various categories for admissions shall be followed.