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Government Post Graduate College Dharamshala - An Introduction

Sharing its boundary with International Cricket Stadium, having a clear view of majestic Dhauladhars and dark rain-rich Monsoon clouds, gurgling streams and towering White Mountains, Government Post Graduate College, Dharamshala, the college of excellence, carries a long magnificent history of its own and the institution is now ninety years old. The foundation stone of the college was laid by Sir Louis Dane, the then Lt. Governor of Punjab on 4th May, 1912. It is the first college in the state to introduce the faculties of Arts, Science and Commerce and also Post Graduation in different subjects. The college is also accredited by National Assessment and Accreditation Council, Bangluru (NAAC). The collective efforts of teaching and non-teaching staff have already brought splendid and brilliant results and the roots of the college are spread throughout the country. The college has sanctioned strength of 97 teachers and 45 non-teaching staff.

Library is an integral part of any educational institution. The library of the college is fully computerized, spacious and largest in the state with a total number of 56911 books in its shelves. The College Library has been "N-List" under INFLEBNET whereby students can have online access to books and journals. To compete with the changing educational needs, self financing and professional courses BBA, PGDCA and BCA were also introduced in 1997, 2007 and 2010 respectively. Besides, six career oriented add-on courses are also offered to students which they can opt as additional courses. The college offers 21 subjects to the students for choice in their graduation which also includes Elective English, Elective Hindi and Elective Sanskrit. The subjects like Geology, Commercial Art, Painting, Psychology, Philosophy are the major attractions as these are offered only by this prestigious institution of the state. The college also offers two vocational courses i.e. Computer Application & Tourism and Travels for which admission is made on merit basis. The college has the honour of being given Star College Project by the Department of Bio-Technology, Govt. of India w.e.f. 2010-13. The college has an IGNOU Study Centre which caters to the needs of the students from various districts of the state and Study Centre offers more than 25 courses in various disciplines.

The Career Guidance Cell of the college remains active throughout the session and arranges various counselling lectures for students to make them aware of the vistas open to them in this modern competitive world. The college has four modern Computer Labs with more than 200 computers and students have the privilege to avail internet facility with broad-band connection. The college has constituted various clubs and societies like Drama club, Eco Club, Mountaineering and Trekking club, Yoga and Fitness Club, Disaster Management Club, B-Speak Club, Planning Forum, Cultural Society, Literary Society, Commerce Society etc. which provide platform to the students who have a knack for doing something exceptional, extra-ordinary and adventurous. The College has not only excelled in academic activities but has also distinguished itself in sports and cultural activities as well. The sportspersons of the college have brought laurels not only at state or national level but also at international level.

The college has separate NCC units for boys and girls and three units of National Service Scheme (NSS) and one unit of Rovers and Rangers. In order to spread AIDS awareness, the college is running Red-Ribbon Club. The college has three hostels, one for boys and two for girls and these hostels provide accommodation to 50 boys and 100 girls. The Parent-Teachers Association is an integral part of the college and it always comes forward to assist the college administration to take up various developmental activities in the college. Old Students Association is playing a pivotal role in the growth of the college.

RESERVATION : (COMMON FOR BIOTECH, BBA, BCA & PGDCA)

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

Note : 120 point's roaster of H.P. University showing reservations of various categories for admissions shall be followed.

BCA

**COURSES,
ELIGIBILITY
AND
AGE LIMIT**

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 :

	Category	Number of Seats in BCA
Scheme -I	Subsidised Seats	40
Scheme-II	Non Subsidised Seats	20
	Total (I+II)	60

(B)   Eligibility Conditions

(a)   Plus two examination in any discipline under 10+2 system or any other examination equivalent thereto, 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 purpose of eligibility as laid down by the Vice Chancellor/Equivalence Committee or on the 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 relaxaton up to maximum of three months.

BASIS OF ADMISSION:

**SCHEME-I
(Subsidized Seats)**

There shall be an entrance examination for candidates seeking admission to BCA course. The Selection process comprises of two stages viz. Written Test of 80 marks and Academic Weightage of 20 marks. The Merit will be drawn out of 100 marks.

The written test contains questions on Quantitative Aptitude, General English and General Knowledge and Computer Awareness. The Academic weightage of 20 marks spread as under :-

10% of marks percentage obtained in matriculation exam and 10% of marks percentage obtained in +2 examination.

Note :   Rechecking / Re-Evaluation of answer sheets of Entrance Examination shall not be allowed.

SCHEME-II FOR BCA NON-SUBSIDISED SEATS

In addition to the eligibility conditions mentioned above (under Scheme I), NRIs/ NRI Sponsored/Foreign nationals shall be required to submit along with the application form, the following documents as may be applicable for category of their candidature.

A.   Proof of Nationality in case of Foreign Nationals.

B.   Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proof.

     (i)   Copy of Non resident card/Employment card issued by the employer

     (ii)   Photocopy of the immigration card/employment VISA entry on the passport alongwith details of the passport.

     (iii)   Certificate issued by the IndianEmbassy/High Commission in the country where NRI is residing.

C.   Certificate of sponsorship from NRI in the case of a sponsored candidate, alongwith proof of NRI status of the sponsorer required under para (B).

D.   Photocopy of the latest assessment order of the Income-tax authorities in India and the Permanent Account Number (PAN) of the sponsorer issued by the Income Tax Department.

E.   Two self addressed envelops of size 28×13 cm bearing stamps for Rs. 6 or in the case of Foreign addressee stamps of required amount should be affixed by the applicant.

Scheme-I
FEE STRUCTURE FOR SUBSIDIZED SEATS

BCA

		Rs.
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	Security Deposit (Refundable)	1000-00
25	Guest Faculty Fee	5000-00
26	Computer Fee	5000-00

Consolidated Fee Structure Semester wise for session 2022-25

Fees for Boys :

(i) 1st Sem.   5951+500(UDF)+250(PTA)+ 1000 (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(UDF)+250(PTA)+ 1000 (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. 100/- subject to submission of proof.

SCHEME -II
FEE FOR NON-SUBSIDISED CATEGORY

Candidates granted admission under self-financing scheme shall be required to pay annual consolidated fee of US$ 600/-(Six Hundred US$ or equivalent in Indian Rupees) in case of Foreign Nationals or NRI's and Rs. 25,000/- (Rupees twenty five thousand only) in case of NRI Sponsored/payment categories candidates. These dues have to be deposited at the time of admission in the First, Second and Third Year of BCA course. It will not cover Boarding, Lodging, Medical, Travel and other expenses.

FINE STRUCTURE

		Rs.
a)	Absence fine for a period	10.00
b)	Absence fine for a practical	10.00
c)	Absence fine for House Exam	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 in college	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 faculty of BCA will be governed by the rules & regulations contained in the Prospectus 2021-22 of Govt. P.G. College Dharamshala (H.P.)

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SUBMISSION OF APPLICATION FORM

Application form duly filled in and accompanying the following documents should be submitted to Director -cum-Principal,

Govt. Post Graduate College, Dharamshala, Distt. Kangra – H.P. 176215

A   (i)   Attested copies of the certificates of Matriculation or its equivalent examination and Plus Two (10+2) or its equivalent examination with the conversion formula of grade into percentage wherever applicable with relevant testimonials.

(ii)   Proof of the Date of Birth (if not given in the Matriculation Certificate, Attested Photocopies of supporting documents).

(iii)   In case of NRI's / NRI Sponsored / Foreign Nationals, all the documents as mentioned in Page No. 6

RESERVATION OF SEATS

As mentioned in Page No. 5

TOUR

There will be compulsory Educational / Industrial visit of 10-12 days in the BCA IVth Sem during winter vacations and there will be compulsory Industrial Tour of 2-4 days in the BCA V[th] Sem. in working days.

HIMACHAL PRADESH UNIVERSITY
Bachelor of Computer Applications (BCA)
Effective from 2014 onwards

BCA First Year (1st Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	50	50	100	3
BCA0102	Applied English	4	50	50	100	3
BCA0103	Computer Fundamentals	4	50	50	100	3
BCA0104	C Programming	4	50	50	100	3
BCA0105	Office Automation Tools	4	50	50	100	3
BCA0104(P)	C Programming Lab-I	3	25	25	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	25	25	50	3
			Total		600	

BCA First Year (2nd Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	50	50	100	3
BCA0202	Communicative English	4	50	50	100	3
BCA0203	Digital Electronics	4	50	50	100	3
BCA0204	Data Structures	4	50	50	100	3
BCA0205	Data Base Management System	4	50	50	100	3
BCA0204(P)	Data Structures Lab-III	3	25	25	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	25	25	50	3
			Total		600	

BCA Second Year (3rd Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	50	50	100	3
BCA0302	Business Practice and Management	4	50	50	100	3
BCA0303	Computer Organization	4	50	50	100	3
BCA0304	Object Oriented Programming with C++	4	50	50	100	3
BCA0305	Desktop Publishing and Designing	4	50	50	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	25	25	50	3
BCA0305(P)	Desktop Publishing and Designing Lab-VI	3	25	25	50	3
			Total		600	

BCA Second Year (4th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0401	Personal Management	4	50	50	100	3
BCA0402	Accounting	4	50	50	100	3
BCA0403	System Analysis and Design	4	50	50	100	3
BCA0404	Internet Technology and Web Page Design	4	50	50	100	3
BCA0405	Programming in Visual Basic	4	50	50	100	3
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	25	25	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	25	25	50	3
			Total		600	

BCA Third Year (5th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	50	50	100	3
BCA0502	e-Commerce	4	50	50	100	3
BCA0503	Management Information System	4	50	50	100	3
BCA0504	ASP.net Technologies	4	50	50	100	3
BCA0505	Computer Oriented Statistical Methods	4	50	50	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	25	25	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	25	25	50	3
	Total				600	

BCA Third Year (6th Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	50	50	100	3
BCA0602	Numerical Methods	4	50	50	100	3
BCA0603	Multimedia Technology	4	50	50	100	3
BCA0604	Computer Graphics	4	50	50	100	3
BCA0605	Software Engineering	4	50	50	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	25	25	50	3
BCA0605(P)	Major Project	3	25	25	50	3
	Total				600	

FACULTY PROFILE

DEPARTMENT OF BCA

Mr. Ritesh Thakur	Assistant Professor	94592-59799
Mr. Nishant Dhiman	Assistant Professor	98167-49069
Mrs. Shweta Gupta	Assistant Professor	

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.

Note :

Last Date of Submission of Application	:	18-07-2022
Date of Entrance Examination	:	20-07-2022
Time of Exam	:	2.00 pm to 3:30 pm

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 +4 GE) 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 X 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 [20 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 X 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 X 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. two courses per year from 1st to 2nd year 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 X 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 X 4 = 16 credits could be accumulated under these courses during the Honours degree program i.e. 4 X 2 = 8 credits for AECC, and 4 X 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:

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

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:

$\geq$75% but <80%   1 mark
$\geq$80% but <85%   2 marks
$\geq$85 but <90%   3 marks
$\geq$90% but <95%   4 marks
$\geq$ 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 consider 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 authenticated.

4. Age Limit :

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 authenticated.

5. BASIS OF ADMISSION:

1. Admission will be based on the merit / or the entrance test to be conducted by HP University or any other mode as to be decided by the University from time to time.
2. The tuition fee and other monthly / annual charges will be as per University rules.
3. Paper for entrance test will be of 50 marks comprising of multiple choice questions from Physics, Chemistry, Maths, Biology & Biochemistry.

Weightage :

10th	-	20 marks
10+2	-	30 marks
Entrance Test	-	50 marks

Detailed course outline for B.Sc. with Hon's in Biotechnology

The detailed course outline for the students referred above as prescribed by affiliating University which is subject to change by Board of studies which is approved by academic council and the executive council of the University.

SCHEME
OF
EXAMINATION
&
COURSE FEES

Scheme of Examination :

The B.Sc. Bio-Technology Hon's is three year Degree Programme. 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 2022-23

FEE STRUCTURE FOR SUBSIDIZED SEATS

SN	Fee Head	1st Year		2nd Year		3rd Year	
		1st Ins	2nd Ins	1st Ins	2nd Ins	1st Ins	2nd Ins
1	Admission Fee	25	---	25	0	25	0
2	Tuition Fee	300	300	300	300	300	300
3	PTA	250	---	250	0	250	0
4	UDF	250	---	0	0	0	0
5	Security Deposit Refundable	1000	---	0	0	0	0
6	Continuation Fee	10	---	10	0	10	0
7	Sports Fee	15	---	15	0	15	0
8	Sports Fund	120	120	120	120	120	120
9	Medical Fee	6	---	6	0	6	0
10	Holiday Home Fee	1	---	1	0	1	0
11	Student Aid Fund	10	---	10	0	10	0
12	Youth Welfare Fund	15	---	15	0	15	0
13	Identity Card	10	---	10	0	10	0
14	Magazine	50	---	50	0	50	0
15	Culture Activities Fund	20	---	20	0	20	0
16	Garden Fund	10	---	10	0	10	0
17	Building Fund	60	60	60	60	60	60

18	Book Replacement Fund	25	---	25	0	25	0
19	Furniture Fund	10	---	10	0	10	0
20	House Examination Fee	150	---	150	0	150	0
21	Amalgamated Fund	150	150	150	150	150	150
22	Miscellaneous Fund including NCC and NSS	20	---	20	0	20	0
23	Rover Rangers Fund	30	---	30	0	30	0
24	Campus Development Fund	10	---	10	0	10	0
25	Subject Society Fund	5	---	5	0	5	0
26	Library Fee	100	100	100	100	100	100
27	Guest Faculty Fee	5000	5000	5000	5000	5000	5000
28	Practical Fee	7800	7800	7800	7800	7800	7800
29	Counselling Fee	500	---	0	0	0	0
30	Academic Field Trip Fee	---	3000	---	---	---	---
	TOTAL	**15952**	**16530**	**14202**	**13530**	**14202**	**13530**

Note :

(1)   For BPL Students University Development Fee is Rs. 100/- 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, VACATION, DRESS CODE

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 per day
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 without uniform. 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 :-

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

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

Faculty Profile :

Ms. Shaveta Modgil	Assistant Professor	97364-96644
Mr. Satpal Singh	Assistant Professor	70097-90703

Lab Staff :
1.   Mrs. Shailla   Lab. Assistant

Submission of Application Form :

The application form duly filled in and accompanying the following documents should be submitted to :

Director-cum-Principal
B.Sc. with Hon's in Bio-Technology
Govt. P.G. College, Dharamshala (H.P.) Pin-176215

FACULTY PROFILE

SUBMISSION OF APPLICATION FORM

1. Attested copies of matriculation exam and plus two exams.
2. Attested copies of SC/ST certificate issued by appropriate authority.
3. Copy of bonafide certificate.
4. Attested copy of physically handicapped certificate.
5. Character certificate in original.

Documents to be Attached :

Check list of documents to be attached :

1. Attested copies of the certificates of matriculation or its equivalent examination, plus two or its equivalent examination and qualifying examination with the conversion formula of grades %age whichever is applicable with relevant testimonials.
2. Proof of date of birth (if not given in matriculation certificate)
3. In case of NRI/NRI sponsored Candidate and the foreign nationals following additional documents are required.

    i. Proof of nationality in case of foreign nationals.

    ii. Sponsorship documents in case of NRI sponsored candidates.

    iii. Proof of their status in case of NRI. For this purpose either of following shall be considered as a proper proof.

    a) Copy of the non-resident card/ employment card issued by the employer.

    b) Photocopy of the immigration card / employment visa, entry on the passport along with details of the passport.

    c) Certificate issued by the Indian embassy/ high commission.

    d) Photocopy of the latest assessment order of income tax authority either in India or the country of employment filled in the status of NRI.

    e) Certificate of sponsorship from an NRI in case of a sponsored candidate, alongwith proof of NRI status of the sponsor as required as above.

4. The self addressed envelopes of size 28×13 cms. bearing stamps for Rs. 6/- and in case of foreign addressee stamps of required amount should be affixed by the applicant.
5. Category certificate attested copies.

DOCUMENTS TO BE ATTACHED

(18)

IMPORTANT

1. The candidates finally selected for B.Sc. Hon's in Bio-technology are abide by all the Rules, Guidelines and Directions as contained in the Prospectus. of the Govt. P.G. College Dharamshala for the Academic Session 2022-23.

2. The course Fee once deposited will not be refunded in any case.

3. Rs. 250/- (Rupees Two Hundred and Fifty Only) will be charged in addition to course fees as PTA contribution.

Note :

Last date of Submission of Application	:	18-07-2022
Date of Entrance Examination	:	21-07-2022
Time of Exam	:	11:00 am to 12:30 pm

PGDCA

AGE LIMIT, BASIS OF ADMISSION AND FEE STRUCTURE

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

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:

Category		Number of Seats in PGDCA
Scheme-I	Subsidised Seats	30 (+ 1 supernumerary Single Girl Child)
Scheme-II	Non Subsidised Seats	10
Total (Scheme-I + Scheme-II)		40 (+1 Single Girl Child)

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 1st 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 (Subsidised Seats)
There shall be **no entrance examination for** candidates seeking admission to PGDCA course this session due to COVID 19. . Therefore the Selection process comprises on the basis of Graduation Marks.

Basis of Admission Scheme-II (Non Subsidised Seats)
After filling seats in subsidized category, top 10 candidates in the merit list will be admitted next in PGDCA programme. The candidate seeking admission under payment non-subsidised category must submit his/her consent.

FEE STRUCTURE

Fee Structure for Scheme-I (Subsidized Seats)

Candidates granted admission under Subsidised 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	250	
26.	R.R. Fund	60	
27.	PTA	250	
	Total (Boys and Non HP Girls)	**8235**	**6430**
	Total (for Bonafide HP Girls)	**7935**	**6130**

Note :

1) For BPL students University Development Fee is Rs. 100/- subject to production of Proof.

2) If name of a student is struck off, 1st readmission fee is Rs. 200/- and if name of student is struck off for 2nd time, then readmission fee is Rs. 300/-.

3) Examination fee / Registration fee paid by student at the time of filling Examination Form / Registration.

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 :	1st Sem	2nd Sem
Admission Fee	12500	12500
University Development Fee	250	
PTA Fund	250	
Total	**13000**	**12500**

FINE

SUBMISSION OF APPLICATION FORM

Fine Structure

S.No.		Rs.
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 2022-23 of Government P.G. College Dharamshala (H.P.)
3. Examination Fee paid by student at the time of filling Examination Form.

Submission of Application Form

The application form duly filled and accompanying the following documents should be submitted to:

Director-cum-Principal,
Govt. P.G. College, Dharamshala,
District Kangra (H.P.) – 176215

1. Attested copies of the Matriculation Certificate or its equivalent examination.
2. Proof of Date of Birth (if not given in the Matriculation Certificate).
3. Attested copies of TDC-I, II and III or its equivalent examination from a recognized university.
4. Attested copies of SC / ST / Physically Handicapped / Sports certificates if applying under under these categories.
5. Two self addressed envelopes. of size 28 x 13 cms bearing stamps of Rs.6/- or in case of Foreign Nationals / NRI's, the Foreign Addressee, stamps or required amount should be affixed by the applicant. In case of NRI's / NRI sponsored / Foreign Nationals shall be required to submit along with the application form, any one of the following documents as may be applicable for category of their candidature.

1. Proof of Nationality in case of Foreign Nationals.
2. Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proof :-
   (i) Copy of Non Resident Card / Employment Card issued by the employer
   (ii) Photocopy of the Immigration Card / Employment VISA entry on the passport along with details of the passport
   (iii) Certificate issued by the Indian Embassy/ High Commission in the country where NRI is residing
3. Certificate of sponsorship from NRI in the case of a sponsored candidate along with proof of NRI status of the sponsorer required under Para (2).
4. Photocopy of the latest assessment order of the Income-tax authorities in India and the Permanent Account Number (PAN) of the sponsorer issued by the Income-Tax Department.

DRESS CODE

The PGDCA Advisory Board under the guidance of Principal, Prof. Sunil K. Mehta has passed a dress code for PGDCA Course for the first time during the session 2017-18. 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 :

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

FACULTY PROFILE

DEPARTMENT OF PGDCA

Mr. Sandeep K. Rana	Assistant Professor	94182-46482
Sh. Karnail	LA	98163-49856

DETAILED COURSE OUTLINE

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.

Course Code Title

Semester-I

DCS 101 Fundamentals of Programming Using C

DCS 102 PC Software

DCS 103 Operating System

DCS 104 Computer Organization and Architecture

DCS 105 Practical-I (C Language)

DCS 106 Practical-II (PC Software)

Semester-II

DCS 201 Data and File Structure

DCS 202 System Analysis and Design

DCS 203 Object Oriented Programming and C++

DCS 204 Data Base Management System

DCS 205 Practical-III (DFS using C++)

DCS 206 Practical-IV (DBMS)

DCS 207 Project Work

Last date of receipt of application : 30-07-2022 (Date of test will be notified later on)

BACHELOR OF
BUSINESS ADMINISTRATION
(BBA)

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 University College of business studies with the objectives of training and meeting man power requirements for junior management positions.

On the same pattern we are offering the programme at your door step.

The duration of BBA is three years 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, distributes as under : Subsidised candidates : 40 seats, NRI/NRI sponsored candidates / foreign candidates/ Non-subsidised : 20 seats.

Category	Seats
Subsidised	40
Non-Subsidised	20
Total Seats	60

ELIGIBILITY CONDITIONS :

Plus two examination under 10+2 system or examination equivalent there of 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 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:

There shall be an admission test for candidates seeking admission to BBA course. Admission to BBA comprises of four stages i.e. application rating, written test (consisting of General English, General Mathematics, General Knowledge and General Management), Group Discussion and Interview. The weightage assigned in computing merit is as follows :

1. **APPLICATION RATING :**
   20 marks (10 marks each for matric and plus two examination level on the basis of percentage scored in the examination while computing merit a candidate having commerce or mathematics as a subject at plus two level will be given additional weightage of ten percent of

aggregate marks obtained by him/her in plus two examination :

2. **Written Test** : 60 marks (Comprising of four parts Gen. English, Gen. Mathematics, General Awareness and Management aptitude. 30 questions each.)
3. **Group Discussion** : 10 marks
4. **Interview** : 10 marks

The written test is an instrument for screening the candidates for group discussion & interview. Normally, three candidates for each seat will be called on the basis of written test for further selection.

PROCEDURE FOR SELECTION :

1. Separate merit lists shall be prepared for subsidised and for non-subsidised category.
2. The college reserves the right to fill any vacant seat(s) in the self financing category on the bases of academic performance of the candidates in the past examinations. If insufficient number of students do not qualify for the admission on the basis of competitive examination, merit will be computed on the basis of matric and 10+2 or equivalent examination having equal weightage, where as candidates having Commerce or Mathematics as a subject at +2 level will be given additional weightage of 10% of aggregate marks obtained by him / her in 10+2 or equivalent examination. Only eligible candidates depending upon the number of vacant seats shall be admitted to the programme either Bonafide Himachali or student in HP.

RESERVATION AND AGE LIMIT

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 roaster of H.P. University showing reservations of various categories for admissions shall be followed.

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 . . . *A step towards a professional look and personality development.*

A formal dress implies cultivation of special attitude and also adds to personality development.

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, <u>violators will be fined Rs. 100 per day</u>.

FACULTY PROFILE, BBA

1. Mrs. Meenakshi Saroch, Asstt. Prof., BBA (80917-47075)
2. Ms. Sujata Kaundal, Asstt. Prof., BBA (82196-56950)
3. Mr. Dheeraj Katoch, Asstt. Prof., BBA (70184-00596)

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 start of the class.

3. No student shall be loitering near the classes once the classes are in progress.

4. Regular attendance in the class including guest lecturers is compulsory.

5. Use of mobile phone is strictly prohibited in the college premises. A student using mobile phones in class room / lab will be fined Rs. 500/- and no exemption will be given in any case.

6. Every student will submit assignments, project etc. as per periodic directions.

7. Misbehaviour, 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 six days. Candidates can get re-admission after satisfying the Principal.

10. No student is permitted to undertake any part time / whole time job during the course 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 making 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 cost.

13. Food, breweries 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.

17. The boys are directed to have their beard properly trimmed and the girls are also directed to keep their hair in proper order.

ELIGIBILITY FOR PROMOTION

The pass marks in each subject shall be **45% (32 theory +13 Internal assessment)** while appearing in the examination within two available chances. The candidates placed in compartment may be exempted from appearing in paper(s) in which he/she has already obtained required pass marks.

The aggregate marks obtained by the candidate in B.B.A. examination shall be the sum total of the marks obtained by him/her in which he/she has passed.

The successful candidates shall be classified in three Divisions as under :-

(i) First Division : 60% or more of the aggregate marks.

(ii) Second Division : 50% or more but less than 60% of the aggregate marks.

(iii) Third Division : less than 50% of the aggregate marks.

A candidate obtaining pass marks in any course shall not be required to re-appear in that course again. However, **the candidate shall be required to complete his/her B.B.A. degree within a maximum period of five years.**

CURBING RAGGING IN THE INSTITUTE

Ragging in institute is strictly banned according to the judgement and directions of the 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 / guardians of applicant.

2. Anti Ragging committee has been constituted in the college.

3. Whenever a ragging incident is brought to the notice of 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 punishable 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.

RULES RELATED WITH LEAVE

a) General Leave Rules

   i) Student can proceed on leave with prior permission. For this, they should fill in the leave forms to be supplied to the students (@ Rs. 5/- per booklet).

   ii) A maximum of 5 days leave is allowed in a semester. A tutor can recommend leave upto 3 days; for longer duration i.e. up to 5 days, a student must get the application signed by the Coordinator of the programme.

   iii) Leave during House Examination / Class Tests should be avoided, if unavoidable will be sanctioned only by the Principal on the recommendation of the Coordinator.

   iv) Leave for sickness must be accompanied by a medical certificate.

b) Duty Leave Rules

   Participation by the students in sports/ cultural / NSS / NCC / Co-curricular activities, Inter College / University Competitions shall be considered as duty leave for the period of respective competition. Duty Leave, however, shall only be allowed if recommended by the concerned activity in charge.

HOUSE EXAMINATION AND LECTURE ATTENDANCE

All the students have to appear in the House Examination which will be conducted in each semester before university examinations. House Examination is a very useful exercise as the students come to know about their short comings. Moreover, House Examination is a rehearsal for the University Examination. Every student has to appear in the House Examination and secure at least 20% marks in each subject or 25% marks in aggregate failing which he/ she will be debarred from appearing in university examination. Moreover a student who fails to show satisfactory result in House Examination shall forfeit his / her claims to fee concession or other financial assistance. The students are required to be punctual and regular in their classes. According to the University rules every student must attend 75% lectures both in theory and practical separately. The Principal can condone the participated days in every course including practical in respect of students who have to miss classes on account of their participation in NCC/ NSS/ Sports Cultural / Academic / Co-Curricular activities.

RULES FOR COMPUTER LAB

1) Lab computers are for academic and research use. Personal e-mailing, chatting and games are not permitted.
2) Setting of the computers should not be changed.
3) No personal CDs, Pen Drives and Memory Cards are allowed in computer lab.
4) Internet facility can be availed with the prior permission of a teacher.
5) Accessing prohibited sites may invite penalty or suspension from Lab/ College.

NAME STRUCK OFF AND RE-ADMISSION

In case the name of a candidate is struck off, the re-admission is permissible within 1st seven days with first re-admission fee of Rs. 100/- on a prescribed performa. If the candidate fails to seek re-admission within first seven days then he/she should seek re-admission upto 12 days, on payment of Rs. 200 as second re-admission fee on the personal presence of parent / guardian. After 12 days from the date of his / her name is struck off, there shall be no re-admission in any case.

If the name of the student is struck off again then 2nd re-admission fee is Rs. 200/- and if the name of the student is struck off 3rd time, there is no provision for readmission in that case.

DETAILED COURSE OUTLINE

Choice Based Credit System (CBCS) Syllabi for
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) UNIVERSITY COLLEGE OF BUSINESS STUDIES
Himachal Pradesh University, Shimla
Three-years (6-Semester)

SEMESTER I						
Course Structure			**Credits**	**Marks**		
Course No.	Semester 1			CCA	ESE	Total
101	Environmental Science	Ability Enhancement Compulsory (AECC)-1	Common with B.A./ B.Sc./ B.Com. **(To be decided by the University)**			
102	Fundamental of Management& Organizational Behaviour	Core Course C-1	6 (L5+T1)	30 (Max) 13 (Min.)	70 (Max) 32 (Min.)	100 (Max) 45 (Min.)
103	Statistics of Business Decision s	Core Course C-2	6 (L5+T1)	30 (Max) 13 (Min.)	70 (Max) 32 (Min.)	100 (Max) 45 (Min.)
104	Entrepreneurship Development	Generic Elective (GE)- 1	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)-2	Common with B.A./ B.Sc./ B.Com. **(To be decided by the University)**			
202	Managerial Economics	Core Course C-1	6 (L5+T1)	30 (Max) 13 (Min.)	70 (Max) 32 (Min.)	100 (Max) 45 (Min.)
203	Business Accounting	Core Course C-2	6 (L5+T1)	30 (Max) 13 (Min.)	70 (Max) 32 (Min.)	100 (Max) 45 (Min.)
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)-2	6 (L4+T2)	30 (Max) 13 (Min.)	70 (Max) 32 (Min.)	100 (Max) 45 (Min.)

SEMESTER III							
Course Structure			**Credits**	**Marks**			
Course No.	Semester			CCA	ESE	Total	
301	Macroeconomics	Core Course	6(L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 Max. 45 (Min)	
302	Principles of 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)	**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 Planning	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	6 (L4+P2)	30 (Max) 13 (Min)	**Theory** 50 (Max) 23 (Min)	**Practical** 20 (Max) 9 (Min) In tern al	**100** (Max) 45(Min)

	SEMESTER V						
Course Structure				**Credits**	**Marks**		
Course No.	Semester				CCA	ESE	Total
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 Fin an ce)** Investment Banking & Financial Services **OR**	DSE Note : Students can opt an y on e of the specialization in Vth Semester an d the same will con tin ue in the VIth Semester		6 (L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Consumer Behaviour **OR**						
	(DSE-III Human Resource) HRD : Systems an d Strategies **OR**						
	(DSE-IV Management of Global Business) International Trade : Policies an d Strategies						
504	**(DSE-I Finance)** Investment Analysis & Portfolio Management **OR**	DSE		6 (L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Retail Management **OR**						

Course Structure			Credits	Marks		
Course No.	**Semester**			CCA	ESE	Total
	(DSE-III Human Resource) Training and Management Development OR					
	(DSE-IV Management of Global Business) Global Business Environment					
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-II Marketing) Distribution & Supply Chain Management OR (DSE-III Human Resource) Performance and Compensation Management OR	DSE	6 (L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45(Min)

Course Structure			Credits	Marks		
Course No.	Semester			CCA	ESE	Total
	(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) (Extern al Evaluation)

Note :

        Last Date of Submission of Application   :   18-07-2022
        Date of Entrance Examination   :   20-07-2022
        Time of Exam   :   11.00 am to 12:30 pm

FOR SUBSIDISED CANDIDATES

A	At the time of Admission	In Rs.
1.	Admission Fee	25.00
2.	Security deposits (Refundable) One time charge	1000.00
B.	**Annual Charges**	
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 *	250.00
21.	Miscellaneous	19.00
C.	**Semester Charges**	
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

1st Semester	Boys	6330.00
	Girls	6030.00
2nd, 4th and 6th Semester	Boys	3870.00
(Per semester)	Girls	3570.00
3rd & 5th Sem.	Boys	5555.00
(per Semester)	Girls	5255.00

Fee for Non-Subsidized Seats

Fee for 1st Semester	**11750.00**
Fee for 2nd, 4th and 6th Sem. (Per Semester)	**10000.00**
Fee for 3rd & 5th Sem. (per Semester)	**10750.00**

Note : **(1) For BPL Students University Development Fee is Rs. 100/- 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 Classes	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

PROCEDURE FOR ADMISSION TO NON-SUBSIDIZED SEATS

Admission criteria for non-subsidized seats will be on the basis of application rating written test, GD and Interview if number of applications are more than the sanctioned number of seats.

Application form duly filled in along with the following documents has to be submitted to the Director-cum-Principal, Government Post-graduate College Dharamshala - 176215, Himachal Pradesh (INDIA)

1. Attested copies of the certificates of Matric, Plus two with the conversion formula of grades in percentage where ever applicable with relevant testimonials.
2. Proof of date of birth.

NOTE : Fees once deposited shall not be returned.

DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM & TO BE CHECKED READY BEFORE SUBMISSION / READY REFERENCE

1. **Online Application Form**

2. **Parents Teachers Association Membership Form.**

3. **Anti-Ragging Affidavit & Pledge.**

4. **ATTESTED copies of certificates.**
   i)   Matriculation / Hr. Sec. Part I & the proof of date of birth.
   ii)   Plus Two (10+2) / Intermediate
   iii) Certificate of Schedule Caste / Schedule Tribe / IRDP
   iv)   Certificate of Physically Handicapped Candidate.
   v)   Bonafide Himachali.
   vi)   Gap Certificate

5. **For NRI / NRI sponsored / Foreign Candidate.**
   i)   Proof of their nationality in case of Foreign Nationals.
   ii)   Proof of their status in case of NRI's.
   iii) Proof of NRI status of the sponsor. Along with the sponsorship letter / certificate from the sponsor.

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. Misbehaviour, 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, breweries 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 judgment 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 occured in the past then he /she may be expelled from the institution.

Note : **In case of an emergency, the student(s) may contact on Tel. No. 01892-224894, 01892-225394, 01892-222215 and contact any member of the Protocol-cum-Anti-Ragging cum Discipline Committee.**

RULES RELATED TO LEAVE

a.   **General Leave Rules**

i)   Student can proceed on leave with prior permission. For this, they should fill in the leave forms to be supplied to the students (@ Rs. 5/- per booklet).

ii)   A tutor can recommend leave upto 3 days; for longer duration i.e. up to 5 days, a student must get the application signed by the Senior Tutor. In case Sr. Tutor is on leave the application may be got signed by the Tutor-in-Chief.

iii)   Leave during House Examination / Class Test will be sanctioned only by the Principal on the recommendation of the Senior Tutor.

iv)   Leave for sickness must be accompanied by a medical certificate.

b.   **Duty Leave Rules**

i.   Participation by the students in Sports / Cultural / NSS/ NCC / Co-Curricular activities, Inter College/ University Competitions shall be considered as duty leave for the period of respective competition. Duty Leave, however, shall only be allowed if recommended by the concerned activity In charge.

c.   The name of a student will be struck off from the rolls of the college if he/she remains absent without leave continuously for five days in any class / subject (Theory or Practical)

In case the name of a candidate is struck off, the re-admission in permissible within 1st five days with first re-admission fee of Rs. 200/- on a prescribed performa. If the candidate fails to seek re-admission within first five days then he/she should seek re-admission upto 8 days, on payment of Rs. 300 as second readmission fee on the personal presence of parent / guardian. After 8 days from the date of his / her name is struck off, there shall be no re-admission in any case.

HOUSE EXAMINATION AND LECTURE ATTENDANCE

All the students have to appear in the House Examination which will be conducted in the first week of December. House Examination is a very useful exercise as the students come to learn about their shortcomings. Moreover, House Examination is a rehearsal for the University Examinations. Every student has to appear in the House Examination and secure at least 20% marks in each subject or 25% marks in aggregate failing which he/she will be debarred from appearing in University Examination. Moreover a student who fails to show satisfactory result in House Examination shall forfeit his / her claims to fee concession or other financial assistance. The students are required to be punctual and regular in their classes. According to the University rules every student must attend 75% lectures both in theory & practical

separately. The Principal can condone the actual participated days in every course including practical in respect of students who have to miss classes on account of their participation in NCC / NSS / Sports / Cultural / Academic / Co-Curricular activities.

Rules for Computer Lab:-

1.	Lab computers are for academic and research use. Personal e-mailing, chat and games are not permitted.

2.	Setting on the computers should not be changed.

3.	Pen drive / mobile and other external storage media can not be installed without the permission of LA or Class Teacher. Otherwise a fine of Rs. 500/- will be charged and device will be captured.

4.	Accessing prohibited sites may invite penalty or suspension from the Lab/College.

**Note : 1.	Parents are requested to be present with their wards at the time of counselling.**

**2.	Parents are requested to check performance of their wards in the last Saturday of every month in the respective departments.**

PROCTORIAL COMMITTEE

1. Hostel Warden (Both the Girls Hostels)
2. Boys Hostel Warden
3. Librarian of the College Library
4. College Office Superintendent
5. Two Meritorious Students of the College - to be nominated after the declaration of the final results.

The Proctorial Committee shall keep a continuous watch and vigil over Ragging. The Committee shall promptly deal with incident of Ragging brought to its notice and summarily punish the Guilty either by itself or by putting forth its findings / recommendations / suggestions to the Principal.

ANTI-RAGGING COMMITTEE

1. Dr. Arvind Kumar	Coordinator (BBA)	9418044951
2. Prof. Rajnish Dewan	Coordinator (PGDCA)	9418312900
3. Dr. Raghubir Barsola	Coordinator (BCA)	9418096880
4. Dr. Ranjeet Thakur	Coordinator (B.Sc BioTech)	9418017600
5. Prof. Meenakshi Saroch	BBA	8091747075

RAGGING IS A PUNISHABLE OFFENCE. RAGGING OF ALL KIND IS STRICTLY BANNED IN THE COLLEGE CAMPUS. ANYBODY CAUGHT INDULGING IN THIS EVIL EXERCISE SHALL FACE PENALTY UNDER THE LAW. ACT OF RAGGING SHOULD BE REPORTED TO THE COLLEGE AUTHORITIES / TO THE MEMBERS OF ANTI RAGGING COMMITTEE

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION & TO BE CHECKED BEFORE SUBMISSION

1. **Application Form**

2. **Four Cards i.e. Students Record Card, Library Registration Card, Admit Card & Acknowledgement Card.**

3. **Attested copies of certificates :**
   (a) Matriculation / Higher Secondary Part I (Proof of the Date of Birth)
   (b) Plus Two (10+2) / Intermediate
   (c) B.A., B.Com., B.Sc. or any equivalent Degree (For PGDCA)
   (d) Character Certificate

4. **Certificate in Original from the appropriate authority :**
   (a) Certificate of SC/ST/Antyodaya/ IRDP/WF (i.e. Ward of Freedom Fighter)
   (b) Certificate of Physically Handicapped
   (c) Relevant documents for the Claim of Sports & Cultural Quota
   (d) Bonafide Himachali

5. **For NRIs/NRI Sponsored / Foreign Nationals :**
   (a) Proof of their Nationality in case of Foreign Nationals
   (b) Proof of their status in Case of NRIs
   (c) Proof of NRI status of the Sponsored alongwith the sponsorship letter / certificate from the sponsor

Price :
For Indian Students
Rs. 500/- At Counter
Rs. 550/- By Post in India.

or

US $ 20 or
Rs. 1200/- For Foreign Candidates on Counter.

or

US $ 20 or
Rs. 1200/- Plus Postage to their Respective Country.