



# **GOVERNMENT COLLEGE DHARAMSHALA**

## **Handbook of Information 2024-25**

**BBA, BCA, PGDCA &  
B.Sc. Biotechnology**

**Utkarash Mahavidyalaya**

**Himachal Pradesh-176215**

**NAAC ACCREDITED GRADE 'B++' (2022)**

**Apporovrd by AICTE**

**Established : 1926**

**Ph. 01892-225394, 224894 | Fax :224894**

**www.gcdharamshala.in | email: gdcscfc123@gmail.com**



# *Message - from the Director's Desk*

## **Dear students**

I welcome you in Government College Dharamshala, a centre of excellence in the locality. The Institution has created a name by maintaining a high standard of discipline and performance.

The aim of our institute is to produce outstanding students who will prove their professional competence in their respective discipline. The Institute also lays special emphasis on soft skills, human values and ethics apart from professional and academic excellence.

Every academic year we embark on a journey in pursuit of academic excellence, creative brilliance and all round development of our students. We are a proud team of supportive management, dedicated faculty and curious young learners who together have earned reputation as one of the most trusted institution by the society and parents.

As the curtain rises for academic year 2024-2025, we are ready with plethora of activities to let our students explore, make decisions and get huge success in the future.

**MY BEST WISHES**



**Prof. Rakesh Pathania**  
Principal cum Director

**With Warm Wishes!**

# Message from BBA Coordinator

## Greetings

Every student is unique and they learn in their unique style. Growing minds have infinite capacity to understand and grasp various skills. It is a great pleasure to welcome you to 'School of Business Management 'Department of BBA, Government PG College Dharamshala to continue your higher Education.

Our Vision is to emerge as a powerful business school and we have been striving constantly towards achieving it. The Institute academically conducive campus gives students the opportunity to learn the **Best-In-Class** management practices through not only classroom training, but also through executive education consultancy by various industry experts who grace our campus for Management conclave & Leadership summit''. The specialized management education along with the learning modules broader their knowledge & develops their professional skills.

Our utmost efforts are to make sure that our students get the environment effectively supported with a cover of care, Opportunities and challenges to bloom to their best and fullest.

**Hard-work, Persistence and learning is our utmost expectation.**

**“we can't Negotiate with that .”**



**Dr. Madan Guleria**  
Coordinator,  
Department of BBA

With Warm Wishes...!!!

## *Message from PGDCA Coordinator*

Dear Students

Education is a lifelong process that broadens our horizons and deepens our insight. Education is made up of two components – one academic which helps us to gain knowledge, acquire degrees, employment and second moral values which impel us to be a better human being. In the age of globalization both are equally important for your materialistic and spiritual development and growth. A balance is must.



During Learning process at every step, with every experience we develop gradually and progress. We must not forget that there is no shortcut to success. In fact key to success is hard work and commitment. Our dedicated endeavors and complete concentration is whatever we do alone help to achieve our goals. This can be acquired through self effort, initiative, determination and perseverance. Student must strive to attain crystal clear vision and eternal wisdom for their personal upliftment and nation building. Thus they must lead exemplary life.

Fast growing information technology and communication system have been critical component of every company's strategic plan. Companies which want to seize advantage of the new information technologies and communication system require expert professionals, who can apply computer science principles to solve problems produced by the interface between business and technology.

We are offering PGDCA course for the last ten years.

With Warm Wishes...!!!

**Dr. Balraj Bandral**  
**Coordinator,**  
**Department of PGDCA**

## *Message from BCA Coordinator*

India's New Education Policy envisages distinctly and strongly hued applied and research fields of Higher Education with impetus on skill enhancement. Students who are opting for a specialized course like BCA will have advantages of an early bird. So, capitalize on this opportunity by hard work, diligence and exposure about the latest and hot fields.

BCA course offered by the Department of Computer Applications of Government College Dharamshala, an institute of eminence and illustrious alumni, will further your academic endeavors with experienced and motivated faculty, well equipped labs with support infrastructure and able administration. Try to catch up with the latest trends in the field like artificial intelligence, data science, quantum computing and many more. Also, get maximum certifications in the relevant field from various agencies which will endear you to a very good Curriculum Vitae.

Wish you all the success.



**Dr. Ranjeet Thakur**  
**Coordinator,**  
**Department of BCA**

With Warm Wishes...!!!



## *Message from B.Sc. Biotechnology Coordinator*

The Bio-Technology program aims to provide the students with world class technical education which opens up innumerable opportunities to them in future in the field of health, medicine, industry, science and technology, agriculture, genetics, food production, immunology etc.

The college provides a stimulating and productive environment for Bio-Technology education and research. It provides a healthy academic atmosphere for the students to achieve their goals along with a developed personality. The visit of the students to different institutions like Forensic Science, IHBT, CSIR etc. widens their horizon and interest in their field.

Within a span of ten years, the department has scaled new heights, grown impressively and has gained wide-spread recognition amongst academic circles and has well qualified faculty. It has well-equipped computer labs with internet facilities, research facilities, library with latest text, Reference books and journals make it a perfect place to build ones future and career. The department is committed to produce students who excel in this field.



With Warm Wishes...!!!

**Dr. Anjna Kharwal**  
**Coordinator,**  
**Dept. of Bio-Technology**



# Department of BBA





# Department of BCA





# Department of PGDCA





# Department of Biotechnology





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## **“Ragging is a Cognizable Offence”**

**... No act of Ragging would be tolerated.**

**... Any act of Ragging would not go unnoticed and unpunished...**

“The Apex Court has defined ‘**ragging**’ as an disorderly conduct whether by words spoken or written or by an act having an effect teasing, treating or handling with rudeness any other student, including in rowdy or indisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof, in a fresher or junior student; **or** asking the student to do any act of perform something which such student will not do in the ordinary course; or which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.



## *Government College Dharamshala - An Introduction*

Sharing its boundary with International Cricket Stadium, having a clear view of majestic Dhauladhar 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, Bengaluru (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, BCA and B.Sc. Biotechnology were also introduced in 1997, 2007, 2010 and 2013 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 Biotechnology, 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 counseling lectures for students to make them aware of the vistas open to them in this modern competitive world. The college has Six modern Computer Labs with more than 400 computers and students have the privilege to avail internet facility with broad-band/lease line 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 60 boys and 110 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:

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 Person with Disabilities 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 roster of H.P. University showing reservations of various categories for admissions shall be followed.**



# ***Bachelor of Computer Applications (BCA)***

## **Course, Eligibility and Age Limit**

### **Course:**

Apart from Dept. of Computer Science, HPU Shimla, Govt. 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 2024-25. The distribution of Seats is as under:

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

### **Eligibility Conditions:**

- I. 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).
- II. 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).

### **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.

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

## **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, General knowledge, 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 10+2 examination

### **Scheme-II (Non Subsidized Seats)**

After filling seats in subsidized category, top 20 candidates in the merit list will be admitted next in BCA programme. The candidate seeking admission under payment non-subsidized category must submit his/her consent.

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 Indian Embassy/High Commission in the country where NRI is residing.
- C. Certificate of sponsorship from NRI in the case of a sponsored candidate, along with proof of NRI status of the sponsor 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 sponsor issued by the Income Tax Department.
- E. Two self addressed envelopes 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.



## Fee Structure

BCA Subsidised Fee Structure			BCA Non-Subsidised Fee Structure		
Fee / Fund Head	BCA		Fee / Fund Head	BCA	
	Sem-1	Sem-2		Sem-1	Sem-2
Admission Fee	25		Admission Fee	25	
Tuition Fee	300	300	Tuition Fee	300	300
Amalgamated Fund	1000		Amalgamated Fund	1000	
Guest Faculty Fee	4000	4000	Guest Faculty Fee	8000	7000
Miscellaneous Fund	1500		Miscellaneous Fund		2500
Laboratory / Development Fund	1000		Laboratory / Development Fund	2000	
Chemistry Fund			Chemistry Fund		
College-Society Corpus Fund	2500		College-Society Corpus Fund	3000	2000
PTA Fund	200	300	PTA Fund	200	300
HP Univ. Charges		281	HP Univ. Charges		281

- In case of real sibling PTA fund of student studying in higher class will be refunded on submission of application within 15 days of admission.
- University development fee under head HP University Charges will be Rs. 150 less for IRDP/BPL students (Certificate required)
- One time Security Deposit (Refundable): 1000
- University Registration and Annual Examination charges applicable as per HPU Shimla

## Fine Structure

SN	Fine	Rs.
1	Absence fine for a period	10
2	Absence fine for a practical	10
3	Absence fine for House Exam	100
4	Absence Fine for Tutorial Classes	10
5	Absence fine for Class Tests	10
6	Fine for delay in returning library book(s) (per day per book)	2
7	Fine for not wearing Dress while in college	100

8	Mobile Phone fine in the Deptt./ Lab / Class Room	500
9	Without Identity Card	10

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 2024-25 of Govt. College Dharamshala (H.P.)**

## Upload/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

1. 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.
2. Proof of the Date of Birth (if not given in the Matriculation Certificate, Attested Photocopies of supporting documents).

## Reservation of Seats

As mentioned in Page No. 5



## Detailed Course Outline for BCA

### HIMACHAL PRADESH UNIVERSITY

#### Bachelor of Computer Applications (BCA) Effective from 2014 onwards

<b>BCA First Year (1st Semester)</b>						
<b>Paper Code</b>	<b>Paper Title Credit</b>	<b>Credit</b>	<b>University Examination</b>	<b>Internal Assessment</b>	<b>Max. Marks</b>	<b>Exam Duration Hours</b>
BCA0101	Mathematics-I 4	4	50	50	100	3
BCA0102	Applied English 4	4	50	50	100	3
BCA0103	Computer Fundamentals 4	4	50	50	100	3
BCA0104	C Programming 4	4	50	50	100	3
BCA0105	Office Automation Tools 4	4	50	50	100	3
BCA0104(P)	C Programming Lab-I 3	3	25	25	50	3
BCA0105(P)	Office Automation Tools Lab-II 3	3	25	25	50	3
	<b>Total</b>				<b>600</b>	
<b>BCA First Year (2nd Semester)</b>						
<b>Paper Code</b>	<b>Paper Title Credit</b>	<b>Credit</b>	<b>University Examination</b>	<b>Internal Assessment</b>	<b>Max. Marks</b>	<b>Exam Duration Hours</b>
BCA0201	Mathematics-II 4	4	50	50	100	3
BCA0202	Communicative English 4	4	50	50	100	3
BCA0203	Digital Electronics 4	4	50	50	100	3
BCA0204	Data Structures 4	4	50	50	100	3
BCA0205	Data Base Management System 4	4	50	50	100	3
BCA0204(P)	Data Structures Lab-III 3	3	25	25	50	3
BCA0205(P)	Data Base Management System Lab-IV 3	3	25	25	50	3
	<b>Total</b>				<b>600</b>	

**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
		<b>Total</b>			<b>600</b>	

**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
		<b>Total</b>			<b>600</b>	



<b>BCA Third Year (5th Semester)</b>						
<b>Paper Code</b>	<b>Paper Title</b>	<b>Credit</b>	<b>University Examination</b>	<b>Internal Assessment</b>	<b>Max. Marks</b>	<b>Exam Duration Hours</b>
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
	<b>Total</b>			<b>600</b>		
<b>BCA Third Year (6th Semester)</b>						
<b>Paper Code</b>	<b>Paper Title</b>	<b>Credit</b>	<b>University Examination</b>	<b>Internal Assessment</b>	<b>Max. Marks</b>	<b>Exam Duration Hours</b>
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
	<b>Total</b>			<b>600</b>		

### **Faculty Profile**

Dr. Ranjit Singh	MSc. PhD	Coordinator	Assistant Professor
Faculty members			
1 Dr. Sanjeev Kumar	MA, PhD	Maths	Assistant Professor
2 Dr. Arti Chandel	MA, PhD	English	Assistant Professor
3 Sh. Govind Singh	M Sc (Physics)	Physics	Assistant Professor
4 Mr. Ritesh Thakur	MCA	Comp. App.	Guest Faculty

5	Mr. Nishant Dhiman	BTech, MTech (CSE)	Comp. App.	Guest Faculty
6	Dr. Shweta Gupta	PGDCA, MSc, Mphil, PhD	Maths	Guest Faculty

### **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 Upload/Submission of Application: 03/06/2024

Date of Entrance Examination: 05/06/2024

Time of Exam: 02:00 PM to 03:30 PM



# ***B.SC. (Hon's) in Biotechnology***

## **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 the course. 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 will include midterm examination of 15 marks, assessment work of 10 Marks 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. two courses in 1<sup>st</sup> year and remaining two courses in 2<sup>nd</sup> 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  $4 \times 6 = 24$  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 (20 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>2 marks</b> |
| <b>Practical record/ notebook:</b>                 | <b>5 marks</b> |
| <b>Viva voce:</b>                                  | <b>3 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:
- |                             |                |
|-----------------------------|----------------|
| <b>&gt;=75% but &lt;80%</b> | <b>1 marks</b> |
| <b>&gt;=80% but &lt;85%</b> | <b>2 marks</b> |
| <b>&gt;=85 but &lt;90%</b>  | <b>3 marks</b> |
| <b>&gt;=90% but &lt;95%</b> | <b>4 marks</b> |
| <b>&gt;=95% to 100%</b>     | <b>5 marks</b> |
- 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 fail 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 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.

**5. Basis of Admission:**

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

**Weightage:**

10 <sup>th</sup>	-	20 marks
10+2	-	30 marks
Entrance	-	50 marks

**Scheme of Examination:**

The B.Sc. Biotechnology 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 from a part of internal assessment for annual examination



## Fee Structure for Subsidized Seats

<b>Biotechnology Subsidised Fee Structure</b>		
<b>Fee / Fund Head</b>	<b>1st Year</b>	
	<b>Ins. I</b>	<b>Ins. II</b>
Admission Fee	25	
Tuition Fee (not applicable for Himachali Bonafide Girls)	300	300
Amalgamated Fund	1000	
Guest Faculty Fee	8000	8000
Miscellaneous Fund	1000	1000
Laboratory / Development Fund	1000	1000
Chemistry Fund	1000	
College-Society Corpus Fund	2500	
PTA Fund	200	300
HP Univ. Charges		281

- In case of real sibling PTA fund of student studying in higher class will be refunded on submission of application within 15 days of admission.
- University development fee under head HP University Charges will be Rs. 150 less for IRDP/BPL students (Certificate required)
- One time Security Deposit (Refundable): 1000
- University Registration and Annual Examination charges applicable as per HPU Shimla

## Fine, Vacation, Dress Code

### Fine:

1. Absence fine per period Rs. 10.00
2. Absence fine class 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. 10.00
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. Biotechnology Advisory Board has passed a dress code for the students of B.Sc. Biotechnology. 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 Biotechnology. Girls must tie their hair with black pins and rubber bands. Sikh boys must wear light grey turban. The prescribed dress is as follows:-

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

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

### Faculty Profile

Dr. Anjana Kharwal	PhD	Coordinator	Associate Professor
Faculty members			
1 Dr. Poonam Dhiman	MSc, PhD	Chemistry	Assistant Professor
2 Smt. Jyoti Bala	MSc, M.Phil	Zoology	Assistant Professor
3 Dr. Shelly Parul Bhadwal	MA, PhD	English	Assistant Professor
4 Smt. Sonam	MSc, PhD	Botany	Assistant Professor

5	Dr. Deepika Thakur	MSc, PhD	EVS	Assistant Professor
6	Smt. Bhuvneshwari	MSc	Chemistry	Assistant Professor
7	Ms. Shaveta Modgil	MSc M Phil	Bio-Tech	Guest Faculty
8	Dr Satpal Singh	MSc M Phil, PhD	Bio-Tech	Guest Faculty
9	Ms. Shivani Sharma	MSc M Phil	Bio-Tech	Guest Faculty

### **Upload/Submission of Application Form**

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

Director-cum-Principal

B.Sc. with Hon's in Biotechnology

Govt. College Dharamshala (HP) 176215

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 Person with Disabilities certificate.
5. Character certificate in original.

#### **Documents to be Uploaded/Attached:**

Check list of documents to be uploaded/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.

**Important**

1. **The candidates finally selected for B.Sc. Hon's in Biotechnology are abide by all the Rules, Guidelines and Directions as contained in the prospectus of the Govt. College Dharamshala for the Academic Session 2024-25.**
2. **The course Fee once deposited will not be refunded in any case.**

**Late Date of Upload/Submission of Application: 10/06/2024**

# ***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:

Category		Number of Seats in PGDCA
Scheme-I	Subsidized Seats	30 (+ 1 supernumerary Single Girl Child)
Scheme-II	Non Subsidized 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 Person with Disabilities candidates relaxation in age will be allowed as applicable under rules.

## **Basis of Admission Scheme-I (Subsidized Seats)**

The admission to PGDCA course will be on the basis of merit drawn in entrance examination conducted in the college. There will be only one paper of 70 marks comprising question from subject of Mathematics & Numeric Ability, English & General Awareness having weightage of 30, 20 & 20 marks respectively.

Note:

1. Rechecking/Re-Evaluation of answer sheets of entrance examination shall not be allowed.
2. **Entrance examination will be conducted if the number of applications is more than thrice of number of seats otherwise merit will be conducted on Graduation Marks.**

## **Basis of Admission Scheme-II (Non Subsidized Seats)**

After filling seats in subsidized category, top 10 candidates in the merit list will be admitted next in PGCA programme. The candidate seeking admission under payment non-subsidized category must submit his/her consent.

## Fee Structure

PGDCA Subsidised Fee Structure			PGDCA Non-Subsidised Fee Structure		
Fee / Fund Head	Sem - I	Sem - II	Fee / Fund Head	Sem - I	Sem - II
Admission Fee	25		Admission Fee	25	
Tuition Fee (not applicable for Himachali Bonafide Girls)	300	300	Tuition Fee (not applicable for Himachali Bonafide Girls)	300	300
Amalgamated Fund	1000		Amalgamated Fund	1000	
Guest Faculty Fee	10000	5000	Guest Faculty Fee	15000	5000
Miscellaneous Fund	100		Miscellaneous Fund	2000	
Laboratory / Development Fund	100		Laboratory / Development Fund	1000	
Chemistry Fund			Chemistry Fund		
College-Society Corpus Fund	500		College-Society Corpus Fund	3000	2000
PTA Fund	200	300	PTA Fund	200	300
HP Univ. Charges		281	HP Univ. Charges		281

- In case of real sibling PTA fund of student studying in higher class will be refunded on submission of application within 15 days of admission.
- University development fee under head HP University Charges will be Rs. 150 less for IRDP/BPL students (Certificate required)
- One time Security Deposit (Refundable): 1000
- University Registration and Annual Examination charges applicable as per HPU Shimla



## **Fine Structure**

<b>SN</b>	<b>Fine</b>	<b>Rs.</b>
1	Absence fine for a period	10
2	Absence fine for a practical	10
3	Absence fine for House Exam	100
4	Absence fine for class Test	10
5	Fine for delay in returning library book(s) (per day per book)	2
6	Fine for not wearing Dress while in college	100
7	Mobile Phone fine in the Deptt./ Lab / Class Room	500
8	Without Identity Card	10

### **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 2024-25 of Government College Dharamshala (H.P.)
3. Examination Fee paid by student at the time of filling Examination Form.
4. If name of a student is struck off, 1st readmission fee is Rs. 100/- and if name of student is struck off for 2nd time, then readmission fee is Rs. 200/-.

## **Upload/Submission of Application Form**

The application form duly filled and accompanying the following documents should be online 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 / Person with Disabilities / Sports certificates if applying under these categories.
5. Proof of Nationality in case of Foreign Nationals.
6. Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proof :-
  - a. Copy of 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 in the country where NRI is residing
7. 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).
8. 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 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**

Dr. Balraj Singh	PhD	Coordinator	Associate Professor
Faculty members			
1 Sh. Radhey Shyam	M Tech (IT)	Comp.App	Assistant Professor
2 Mr. Sandeep Kumar	APGDIT, M Sc (IT)	Comp.App	Guest Faculty

## **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 Upload/Submission of Application: 24/07/2024**



# ***Bachelor of Business Administration (BBA)***

(Date of test will be notified later on)

## **Seats**

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 : Subsidized candidates : 40 seats, NRI/NRI sponsored candidates / foreign candidates/ Non-subsidized : 20 seats.

<b>Category</b>	<b>Seats</b>
Subsidized	40
Non-Subsidized	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 that is 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:**

30 marks (15 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** : 50 marks (Comprising of four parts Gen. English, Gen. Mathematics, General Awareness and Management aptitude. 25 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:**

Separate merit lists shall be prepared for subsidized and for non-subsidized category.

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 Person with Disabilities 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.

**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, violators will be fined Rs. 100 per day.**

## Faculty Profile

Dr. Madan Guleria	M Com, PhD.	Coordinator	Associate Professor
Faculty members			
1 Dr Parvesh Gill	M Com, PhD.	Commerce	Assistant Professor
2 Dr Sneh Lata	M Com, PhD.	Commerce	Assistant Professor
3 Ms Meenakshi Saroch	M Com, M.Phil.	BBA	Guest Faculty
4 Ms Sujata	MBA, M Com	BBA	Guest Faculty
5 Mr Dheeraj Katoch	MBA	BBA	Guest Faculty

## 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.**

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



## 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)

<b>SEMESTER I</b>						
<b>Course Structure</b>			<b>Credits</b>	<b>Marks</b>		
<b>Course No.</b>	<b>Semester 1</b>			<b>CCA</b>	<b>ESE</b>	<b>Total</b>
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 .)
<b>SEMESTER II</b>						
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 .)

<b>SEMESTER III</b>							
<b>Course Structure</b>			<b>Credits</b>	<b>Marks</b>			
<b>Course No.</b>	<b>Semester</b>			<b>CCA</b>	<b>ESE</b>	<b>Total</b>	
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 )	<b>Theory</b> 50 (Max) 23 (Min )	<b>Practical</b> 20 (Max) 9 (Min )	<b>100</b> (Max) 45(Min )
<b>SEMESTER IV</b>							
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 )	<b>Theory</b> 50 (Max) 23 (Min )	<b>Practical</b> 20 (Max) 9 (Min )	<b>100</b> (Max) 45(Min )
						In tern al	

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 Finance) Investment Banking & Financial Services <b>OR</b>	DSE Note : Students can opt any one of the specialization in Vth Semester and the same will continue in the VIth Semester	6 (L5+T1)	30 (Max) 13 (Min )	70 (Max) 32 (Min )	100 (Max) 45(Min )
	(DSE-II Marketing) Consumer Behaviour <b>OR</b>					
	(DSE-III Human Resource) HRD : Systems and Strategies <b>OR</b>					
	(DSE-IV Management of Global Business) International Trade : Policies and Strategies					
504	(DSE-I Finance) Investment Analysis & Portfolio Management <b>OR</b>	DSE	6 (L5+T1)	30 (Max) 13 (Min )	70 (Max) 32 (Min )	100 (Max) 45(Min )
	(DSE-II Marketing) Retail Management <b>OR</b>					

Course Structure			Credits	Marks		
Course No.	Semester			CCA	ESE	Total
	(DSE-III Human Resource) Train in g an d Management Development <b>OR</b> (DSE-IV Management of <b>Global Business</b> ) Global Business Environ men t					
<b>SEMESTER VI</b>						
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 <b>OR</b> (DSE-II Marketing) Distribution & Supply Chain Management <b>OR</b> (DSE-III Human Resource) Performance and Compensation Management <b>OR</b>	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	6			100 (Max) 45(Min ) (External Evaluation )
	(DSE-II Marketing) Project Report OR					
	(DSE-III Human Resource) Project Report OR					
	(DSE-IV Management of Global Business) Project Report					

## Fee Structure

BBA Subsidised Fee Structure			BBA Non-Subsidised Fee Structure		
Fee / Fund Head	Sem-1	Sem-2	Fee / Fund Head	Sem-1	Sem-2
Admission Fee	25		Admission Fee	25	
Tuition Fee (not applicable for Himachali Bonafide Girls)	300	300	Tuition Fee (not applicable for Himachali Bonafide Girls)	300	300
Amalgamated Fund	1000		Amalgamated Fund	1000	
Guest Faculty Fee	4000	4000	Guest Faculty Fee	8000	7000
Miscellaneous Fund	1500		Miscellaneous Fund	2500	
Laboratory / Development Fund	100		Laboratory / Development Fund	100	
Chemistry Fund			Chemistry Fund		
College-Society Corpus Fund	2500		College-Society Corpus Fund	3000	2000
PTA Fund	200	300	PTA Fund	200	300
HP Univ. Charges		281	HP Univ. Charges		281

- In case of real sibling PTA fund of student studying in higher class will be refunded on submission of application within 15 days of admission.
- University development fee under head HP University Charges will be Rs. 150 less for IRDP/BPL students (Certificate required)
- One time Security Deposit (Refundable): 1000
- University Registration and Annual Examination charges applicable as per HPU Shimla

## **Fine Structure**

<b>FINE</b>	
a) Absence fine for a practical	10
b) Absence fine for a period	10
c) Absence fine for seminar	50
d) Absence fine for House Exam (per paper)	100
e) Absence fine for Lab	50
f) Absence fine for Tutorial Classes	10
g) Absence fine for Class Tests	50
h) Fine for delay in returning library book(s) (per day per book)	2
i) Fine for not wearing complete uniform while in college	100
j) Mobile Fine	500
k) Special Seminar Fine	100

### **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 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 Upload/Attached With Application Form & To BeChecked 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 Person with Disabilities 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.
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## ***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.
18. Library/Lab security will be forfeited after two years of completion of normal period of degree/diploma and the amount will be transferred to forfeited fund which can be used for development of library/lab.

## ***Curbing Ragging in The Institute***

Ragging in institute is strictly banned according to the judgment 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.

**Note:**

**Parents are requested to be present with their wards at the time of counseling**

**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. Madan Guleria  | Coordinator (BBA)          | 9418156085 |
| 2. Dr. Balraj Bandral | Coordinator (PGDCA)        | 9418186958 |
| 3. Dr. Ranjeet Thakur | Coordinator (BCA)          | 9418017600 |
| 4. Dr. Anjna Kharwal  | Coordinator (B.Sc BioTech) | 9015340276 |

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





# **GOVERNMENT COLLEGE DHARAMSHALA**

**Himachal Pradesh-176215**

**Established : 1926**

**Ph. 01892-224894, 225394, 98829-06696 | Fax :224894**

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