

GOVERNMENT COLLEGE
DHARAMSHALA
KANGRA, HIMACHAL PRADESH



राजकीय महाविद्यालय, धर्मशाला

HANDBOOK OF INFORMATION 2026-27

BBA, BCA, PGDCA & B.Sc. BIOTECHNOLOGY

UTKARASHI MAHAVIDYALAYA, HIMACHAL PRADESH-176215

NAAC ACCREDITED GRADE 'B++' (2022)
Approved by AICTE
Established: 1926

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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 2026-2027, 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

The Department of Business Administration Government College Dharamshala has always endeavoured to provide quality education to students, fortifying them with skills and knowledge to compete with the best in the industry. It has kept abreast with the changes in the global business environment and evolved to meet these growing challenges. We aim at the all-round development of our students, equipping them with sound academic knowledge as well as providing them with adequate industry exposure to deal with the rapidly changing economic scenario. I am privileged to welcome you to a programme designed to empower future managers in the interconnected, ever evolving world of business.



The curriculum provides an understanding of the contemporary business issues and prepares students to function effectively in a culturally diverse environment. Beyond corporate proficiency, our shared vision is to nurture individuals actively contributing to a societal betterment. Our alumni are high achievers who have made their mark in any career that they have chosen. I invite you to embrace this transformative journey at BBA department Government College Dharamshala, where we collectively shape managers excelling in global business and contributing meaningfully to a brighter and sustainable future

Dr. Parvesh Gill
Coordinator,
Department of BBA

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 nineteen 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 thirteen 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

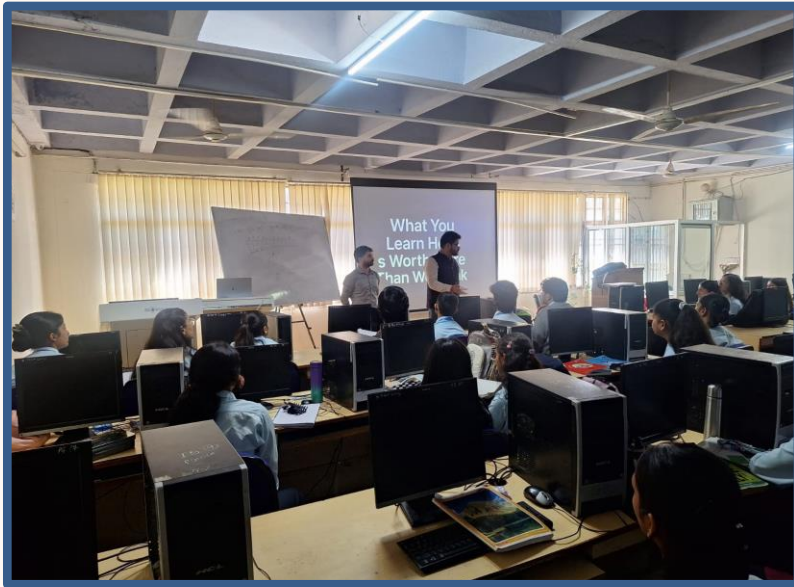
Department of BBA



Department of BCA



Department of PGDCA



Department of Biotechnology



CONTENTS

<i>“Ragging is a Cognizable Offence”</i>	1
<i>Government College Dharamshala - An Introduction</i>	2
<i>Bachelor of Computer Applications (BCA)</i>	3
Course:	3
Programme Outcomes of BCA	3
Eligibility Conditions:	4
Age Limit	5
Basis of Admission	5
Detailed Course Outline for BCA	6
Dress Code for BCA Students	10
<i>B.SC. in Biotechnology</i>	11
Details of Scheme	11
Practical	12
Classroom Attendance Incentive	12
Eligibility	13
Age Limit	14
Basis of Admission	14
Dress Code:	15
Faculty Profile	15
<i>Post Graduate Diploma in Computer Application (PGDCA)</i>	16
About the Course	16
Programme Outcomes (POs)	16
Programme Specific Outcomes (PSOs)	17
Course Duration and Seats	18

Eligibility for PGDCA	18
Age Limit for PGDCA	18
Basis of Admission for PGDCA	19
Basis of Admission Scheme-I (Subsidized Seats)	19
Basis of Admission Scheme-II (Non Subsidized Seats)	19
Scheme of Semester Examination	20
Upload/Submission of Application Form for PGDCA	21
Detailed Course Outline:	22
Faculty Profile	23
Dress Code for PGDCA	24
Bachelor of Business Administration (BBA)	25
Programme Objectives	25
Seats	26
Eligibility Conditions	26
Basis of Admission	27
Procedure for Selection	27
Age Limit	28
Dress Code	28
Faculty Profile	29
Eligibility for Promotion	29
Detailed Course Outline	30
Procedure for Admission to Non-Subsidized Seats	34
Reservation: (Common for BIOTECH, BBA, BCA, & PGDCA)	35
ANTI-DRUG Guidelines	36
Fee Structure (BBA, BCA, B.Sc. Bio-Tech & PGDCA)	37
Fine Structure (BBA, BCA, B.Sc. Bio-Tech & PGDCA)	38

Upload/Submission of Application Form (for BCA, BBA, Bio-Tech)	39
Code of Conduct and General Rules	40
Curbing Ragging in The Institute	41
Rules Related With Leave	42
House Examination and Lecture Attendance	42
Rules For Computer LAB	43
Name Struck Off and Re-Admission	43
Proctorial Committee	44
Anti-Ragging Committee	44
Disclaimer Regarding NEP	45
Important Dates for BBA, BCA, Biotechnology & PGDCA (2026-27)	46

“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 71375 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, Government 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.

Bachelor of Computer Applications (BCA)

Himachal Pradesh University Undergraduate Curriculum Framework

(As per National Education Policy-2020)

Course:

Apart from Department of Computer Science, HPU Shimla, Government 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 2026-27. The distribution of Seats is as under:

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

Programme Outcomes of BCA

1. **Computational Knowledge:** Acquire and apply knowledge of computing fundamentals.
2. **Problem Analysis:** Identify, interpret and analyze computing problems using fundamental principles of mathematics, computing sciences and relevant domain disciplines.
3. **Design /Development of solutions:** Design, develop (coding, testing and implementation) and evaluate software solutions for computing problems, to meet specific requirements with appropriate considerations for public health and safety, in addition to societal and cultural considerations.
4. **Modern Tool Usage:** Create, select and apply appropriate techniques, skills, resources and modern computing tools to

computational activities, with an understanding of limitations.

5. **Environment and Sustainability:** Understand and assess the impact of computing solutions in societal and environmental context, and demonstrate the knowledge and need of sustainable development.
6. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and develop operational software for enterprises satisfying economic, social and ethical constraints.
7. **Individual and Team Work:** Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary environments.
8. **Communication Efficacy:** Communicate effectively in diverse groups about computing activities, by being able to comprehend, document and present technical information in oral and written form.
9. **Project Management:** Demonstrate knowledge and understanding of computing and management principles and apply these to one's own work, as a member and leader in a team to manage projects and in multidisciplinary environments
10. **Lifelong Learning:** Recognize the need and have the ability to engage in independent learning, in the broadest context of technology transformation, for continual development as a computer professional.
11. **Innovation and Entrepreneurship:** Identify timely opportunity and using innovation to pursue that opportunity to create value and wealth for the betterment of the individual and society at large.

Eligibility Conditions:

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).

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.

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 2026-27 of Government College Dharamshala (H.P.)

Detailed Course Outline for BCA

HIMACHAL PRADESH UNIVERSITY

BCA Syllabus (NEP-2020) Effective from Academic Session 2025-2026

Semester I

Sr. No	Course Code	Course Type	Course Title	Contact Hrs/week				C	Semester End Marks	
				L	T	P	H		EE	IA
1	COMP-101	DSC-A1	Fundamentals of Computers and Office Productivity Tools	4	0	0	4	4	70	30
2	COMP-102	DSC-B1	Programming using C	4	0	0	4	4	70	30
3	COMP-103	MDC- 1	Accounting	3	0	0	3	3	50	25
4	COMP-151	SEC-1	Fundamentals of Computers and Office Productivity Tools - Lab	0	0	6	6	3	50	25
5	COMP-152	MC-1	Programming using C- Lab	0	0	8	8	4	70	30
6		AEC-1	To be chosen from corresponding Pool	-	-	-	-	2	35	15
TOTAL								20	345	155
Total = 500										

Semester II

Sr. No	Course Code	Course Type	Course Title	Contact Hrs/week				C	Semester End Marks	
				L	T	P	H		EE	IA
1	COMP -201	DSC-A2	Internet and Web Technologies	4	0	0	4	4	70	30
2	COMP-202	DSC-B2	Data Structures	4	0	0	4	4	70	30
3	COMP- 203	MDC- 2	To be chosen from Mathematics Pool	-	-	-	-	3	50	25
4	COMP -251	SEC-2	Internet and Web Technologies- Lab	0	0	6	6	3	50	25
5	COMP -252	MC-2	Data Structures - Lab	0	0	8	8	4	70	30
6		I/A/P/C- 1	As per HPU Guidelines	-	-	-	-	4	70	30
7		VAC-1	To be chosen from VAC Pool	-	-	-	-	2	35	15
TOTAL								2 4	415	185
									Total = 600	

BCA Syllabus Effective from 2014 onwards

Semester-III

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	

Semester-IV

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	

Semester-V

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		

Semester-VI

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

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, M. Phil, PhD	Maths Guest Faculty
7	Ms. Shivangi Thakur	MCA	Comp. App. 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.

B.SC. in Biotechnology

**Himachal Pradesh University Undergraduate Curriculum Framework
(As per National Education Policy-2020) (Three Year Course)**

Details of Scheme

The College will commence its undergraduate programme in Biotechnology in alignment with the guidelines set forth by Himachal Pradesh University, Shimla, under the National Education Policy (NEP) 2020. Accordingly, the Curriculum for the first and second semesters will be implemented, encompassing the following courses of study.

HIMACHAL PRADESH UNIVERSITY										
Curriculum and Credit Framework for B.Sc. Biotechnology program										
Course and academic level	Semester	Discipline Specific Courses-core (DSC) Credits-4	Discipline Specific Elective (DSC) Credits -4	Minor Courses (MC) Credits -4	Multidisciplinary Course (MDC) Credits-3	Skill Enhancement Courses (SEC) Credits-3	Ability Enhancement Courses (AEC) Credits-2	Internship/Apprenticeship/Project/Community Outreach (I/A/P/C) Credits - 4	Value Added Courses (VAC) Credits-2	Total Credits
100-199 Introduction / Foundational Level Course	I	DSC1A BBT-DSC-111 Biomolecules *DSC1B		**MC1	***MDC1 BBT MDC-111 Biotechnology for Human Welfare	SEC1 BBT SEC-111 Basics of Analytical Techniques	AEC 1 (to Be Offered by Department of English)			20
	II	DSC2A BBT DSC-121 Molecular Biology *DSC 2B		**MC2	***MDC 2 BBT MDC-121 Essential of Biotechnology Laboratory	SEC2 BBT SEC-121 Food Biotechnology		I/A/P/C-121	****VAC 1 (To be Provided by Department of Env. Science)	24
LEVEL 4.5	EXIT -1	Student on exit will be awarded Certificate in Biotechnology after securing 44 credits in Semester –I and semester –II								44

Note:

**DSC: Courses will be offered by Department of Microbiology*

***MC: All MC courses will be offered by Chemistry / Computer Department*

****MDC: These are the course to be selected from the pool offered by University for the Students of other departments*

*****VAC: Can be MOOCs/ online courses/ offline courses from the basket offered by the University*

Practical

Practical Component has been included in every core (DSC) and discipline 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:

Write up of Practical I:	5 marks
Write up of Practical II:	5 marks
Performance of any one of above practicals:	2 marks
Practical record/ notebook:	5 marks
Viva voce:	3 marks

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 marks
$\geq 80\%$ but $< 85\%$	2 marks
$\geq 85\%$ but $< 90\%$	3 marks
$\geq 90\%$ but $< 95\%$	4 marks
$\geq 95\%$ to 100%	5 marks

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.

Eligibility

The admission to B.Sc. 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.

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.

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

Scheme of Examination:

The B.Sc. Biotechnology 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 semester examination.

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**

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

colourful dresses. Girls must tie their hair with black pins and rubber bands. Sikh boys must wear light grey turban. The prescribed dress is as follows:-

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		M.Sc., M.Phil, 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	Ms. Shaveta Modgil	MSc M Phil	Bio-Tech	Guest Faculty
7	Dr Satpal Singh	MSc M Phil, PhD	Bio-Tech	Guest Faculty
8	Ms.Shivani Sharma	MSc M Phil	Bio-Tech	Guest Faculty

Note:

1. The candidates finally selected for B.Sc. in Biotechnology are abide by all the Rules, Guidelines and Directions as contained in the prospectus of the Government College Dharamshala for the Academic Session 2026-27.
2. The course Fee once deposited will not be refunded in any case.

Post Graduate Diploma in Computer Application (PGDCA)

PGDCA (CBCS) Course (1 year)- Two semesters Effective from 2025 onwards

About the Course

Government College, Dharamshala has started PGDCA from the academic session 2007-08. The Post Graduate Diploma in Computer Applications (PGDCA) is a dynamic program designed to provide students with a comprehensive understanding of computer applications. This one-year course bridges the gap between theoretical knowledge and practical expertise, empowering graduates with the necessary skills to excel in the ever-evolving technology sector. From software development to database management, and web designing to programming languages, the PGDCA equips learners with a broad spectrum of competencies, opening doors to a plethora of career opportunities in the IT industry.

Programme Outcomes (POs)

PO1	Foundational Knowledge in Computer Applications: Graduates will have a strong foundational knowledge in various aspects of computer applications including software, hardware, and their maintenance.
PO2	Programming Proficiency: Students will gain proficiency in various programming languages and software development tools, enabling them to develop applications effectively.
PO3	Database Management Skills: Graduates will acquire skills in database management systems, enabling them to design, implement, and manage databases for various applications.
PO4	Understanding of Operating Systems: Students will understand the working of different operating systems and will be able to efficiently use and manage them.

PO5	Network and Security Awareness: Graduates will have a basic understanding of networking concepts, security issues, and the implementation of secure networks and systems.
PO6	Web Development Skills: Students will learn web technologies and acquire the skills needed to design and develop web applications.
PO7	Problem-solving and Analytical Skills: The program will enhance students' problem-solving abilities and analytical thinking, enabling them to apply these skills in computing and IT-related challenges.
PO8	Preparedness for Industry or Further Studies: Graduates will be well-prepared to enter the workforce in the IT and computing industry or to pursue further studies in related fields.

Programme Specific Outcomes (PSOs)

PSO1	Technical Proficiency: Graduates will gain advanced knowledge and skills in programming, database management, software development, and web technologies, enabling them to design, develop, and implement complex computer applications efficiently.
PSO2	Analytical and Problem-Solving Skills: The course enhances analytical thinking and problem-solving capabilities, preparing students to tackle diverse challenges in computing and technology with innovative solutions.
PSO3	Adaptability to Technological Changes: The PGDCA course instills a foundation for lifelong learning, ensuring graduates are adaptable and can keep pace with the continuous advancements in computer science and technology.

Course Duration and Seats

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 for PGDCA

Provided that the candidate is a Graduate with minimum 50% marks (45% in a case of SC./ST.) in aggregate in Bachelor's Degree or equivalent from a University established by law in India shall be eligible to apply for the admission.

Or

A Bachelor's Degree or equivalent with a minimum of 48 credits in Major subject, 48 credits in two minor subjects, 9 credits in compulsory, 1 credit in GI & hobby with aggregate of 106 credits for the award of pass degree.

Age Limit for PGDCA

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 for PGDCA

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-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.

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 PGDCA programme. The candidate seeking admission under payment non-subsidized category must submit his/her consent.

Scheme of Semester Examination

English shall be the medium of instruction and examination. The pass marks in each course shall be 40% in each written paper and in the internal assessment separately, and 40% in viva-voce, project work and semester course and 50% in the aggregate subject to the conditions that aggregate shall be determined at the end of the examination. Other rules shall be as per the rules of the university.

(a) Theory Papers:

Each paper will be of 100 marks (75 marks for theory exam and 25 marks for internal assessment) and duration of each paper will be 3 hours. In respect of theory papers 25 marks in each paper shall be reserved for award of internal assessment based on such work as assignments/practical/periodical tests/quiz etc.

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

(b) Practical Examination:

Each paper will be of 100 marks (75 marks for practical exam and 25 marks shall be reserved for internal assessment) and duration of each paper will be 3 hours.

Practical exam will be conducted by the external examiner from the panel submitted by Chairman, Department of Computer Science, and Himachal Pradesh University and duly approved by the university authority/evaluation branch, Himachal Pradesh University, Shimla.

Medium of Instruction

English will be the medium of instruction as well as examination.

Upload/Submission of Application Form for PGDCA

The applicants apply for application form through online mode from <https://admission.gcdharamshala.in/> and attach the following documents:

1. Attested copies of the 10th and 12th 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/ Cultural / Single Girl Child, if applying under these categories.
5. Bonafide certificate (Mandatory only for Himachal Pradesh Girls)
6. Character Certificate (certificate issued within the last 6 months)
7. APAAR ID (Automated Permanent Academic Account Registry)
8. Aadhaar Card
9. Passport-size photographs (recent)
10. Signature (scanned copy)
11. Affidavit for gap (if there is a study gap)
12. Anti-Ragging Undertaking issued by National Anti-Ragging Monitoring Agency
13. Proof of Nationality in case of Foreign Nationals.
14. 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
 - d. 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).
 - e. 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.

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 & Paper Names

SEMESTER-I

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-101	Fundamentals of Programming Using C	4	75	25	100
DCS-102	Office Automation Tools	4	75	25	100
DCS-103	Computer Organization	4	75	25	100
DCS-104	Elective - 1	4	75	25	100
DCS-105	Practical-I (C Language)	3	75	25	100
DCS-106	Practical-II (Office Automation Tools)	3	75	25	100
Total		22			600

Elective-1	
Course Code	Paper
DCS-104 (i)	Operating System
DCS-104 (ii)	Software Engineering
DCS-104 (iii)	Multimedia Technology

SEMESTER –II

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-201	Data and File Structure	4	75	25	100
DCS-202	Web Technology and Designing	4	75	25	100
DCS-203	Database Management system	4	75	25	100
DCS-204	Elective - 2	4	75	25	100
DCS-205	Practical-III (Web Technology and Designing)	3	75	25	100
DCS-206	Practical-IV (DBMS)	3	75	25	100
Total		22			600

Elective-2	
Course Code	Paper
DCS-204 (i)	Data Communication and Networks
DCS-204 (ii)	Object Oriented Programming Using JAVA
DCS-204 (iii)	Artificial Intelligence

Total Credits: 22 + 22 = 44

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	B.Com. APGDIT, M Sc (IT)	Comp.App Guest Faculty

Dress Code for PGDCA

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

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

Bachelor of Business Administration (BBA)

Himachal Pradesh University Undergraduate Curriculum Framework (As per National Education Policy-2020) (Three- and Four-Year Course)

Programme Objectives:

- To provide students with a strong foundation in key business disciplines, including finance, marketing, management, and operations.
- To equip students with problem-solving, decision-making, and leadership skills to navigate complex business environments.
- To instill ethical business practices, social responsibility, and a global mindset to prepare students for diverse and international markets.
- To bridge theory and practice through hands-on learning, industry exposure, and the integration of modern business technologies.

Programme Outcomes:

This program aims to equip industries, banking sectors, insurance companies, financial institutions, transport agencies, retail businesses, warehousing, and other sectors with highly skilled professionals to meet evolving industry demands. Further, after completing the program, graduates will:

- Demonstrate a strong foundation in business principles and effectively apply them to real-world challenges.
- Analyze complex business issues, interpret data, and make strategic decisions to drive organizational success.
- Exhibit leadership, teamwork, and communication skills to collaborate effectively and manage business operations.
- Uphold ethical standards, corporate social responsibility, and adaptability to thrive in diverse and global business environments.
- Utilize digital tools, data analytics, and emerging technologies to enhance business efficiency and competitiveness.

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.

Category	Seats
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

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

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.

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. Parvesh Gill	M Com, M.Phil., PhD.	Coordinator	Assistant Professor
Faculty Members			
1	Dr Sneh Lata	M Com, PhD.	Commerce Assistant Professor
2	Dr Anjana Devi	M Com, PhD.	Commerce Assistant Professor
3	Dr. Harsh Deepika	M Com, PhD.	Commerce Assistant Professor
4	Ms Meenakshi Saroch	M Com, M.Phil.	BBA Guest Faculty
5	Ms Sujata	MBA, M Com	BBA Guest Faculty
6	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

HIMACHAL PRADESH UNIVERSITY

BBA Syllabus (NEP-2020) Effective from Academic Session 2025-2026

Semester-I								
Sr. No.	Course Code	Title of Courses	Course Type	Teaching Hours per Week	SEE	CIE	Total Marks	Credits
				(L + T + P)				
1	BBA 101	Business Organisation & Management	DSC -1	4+0+0	70	30	100	4
2	BBA 102	Statistics for Business Decisions	DSC- II	4+0+0	70	30	100	4
3	BBA 103	Managerial Economics	MC -1	4+0+0	70	30	100	4
4	BBA 104	Business Environment	MDC-1	3+0+0	50	25	75	3
5	BBA 105	Personality Development & Communication Skills	SEC-1	3+0+0	50	25	75	3
6		To be chosen from the basket of language provided by the university	AEC-1	2+0+0	35	15	50	2
Sub-Total (A)					345	155	500	20

Semester-II								
Sr No.	Course Code	Title of Courses	Course Type	Teaching Hours per Week	SEE	CIE	Total Marks	Credits
				(L + T + P)				
7	BBA 201	Business Accounting	DSC -III	4+0+0	70	30	100	4
8	BBA 202	Macroeconomics	DSC- IV	4+0+0	70	30	100	4
9	BBA 203	Entrepreneurship Development	MC -II	4+0+0	70	30	100	4
10	BBA 204	Ethics & Corporate Social Responsibility	MDC-II	3+0+0	50	25	75	3
11	BBA 205	IT Tools in Business	SEC-II	3+0+0	50	25	75	3
12		Environment related course (as offered by the University)	VAC-I	2+0+0	35	15	50	2
13		Internship	I/A/P/C	As per guidelines of the University				4
Sub-Total (B)								24

BBA Syllabus Effective from Academic Session 2014 onwards

SEMESTER III							
Course Structure			Credits	Marks			
Course No.	Semester-III			CCA	ESE	Total	
301	Macroeconomics	Core Course	6(L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 Max. 45 (Min)	
302	Principles 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							
Course Structure			Credits	Marks			
Course No.	Semester			CCA	ESE	Total	
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)	Theory 50 (Max)	Practical 20 (Max)	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 Finance) Investment Banking & Financial Services OR (DSE-II Marketing) Consumer Behaviour OR (DSE-III Human Resource) HRD : Systems and Strategies Or (DSE-IV Management of Global Business) International Trade : Policies and Strategies	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)
504	(DSE-I Finance) Investment Analysis & Portfolio Management OR (DSE-II Marketing) Retail Management OR (DSE-III Human Resource) Training and Management Development OR (DSE-IV Management of Global Business) Global Business Environment	DSE	6 (L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45(Min)

SEMESTER VI

Course Structure			Credits	Marks		
Course No.	Semester			CCA	ESE	Total
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-IV Management of Global Business) Multinational Business Finance	DSE	6 (L5+T1)	30 (Max) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45(Min)
604	(DSE-I Finance) Project Report or (DSE-II Marketing)or Project Report or (DSE-III Human Resource) Project Report or (DSE-IV Management of Global Business) Project Report	DSE	6			100 (Max) 45(Min) (External Evaluation)

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 numbers of applications are more than the sanctioned number of seats.

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.

ANTI-DRUG Guidelines

All newly admitted students are hereby informed that the use, possession, or distribution of drugs and any intoxicating substances is strictly prohibited within the college premises as well as during any college-related activities.

The college is committed to maintaining a safe, healthy, and drug-free environment for all students. In this regard, students must adhere to the following guidelines:

1. **Zero Tolerance Policy:** Any student found involved in drug-related activities will face strict disciplinary action, including suspension or expulsion as per rules.
2. **Awareness & Responsibility:** Students are expected to actively participate in anti-drug awareness programs and promote a healthy lifestyle.
3. **Legal Consequences:** Drug-related offences are punishable under law, and the college may report such cases to the concerned authorities.
4. **Reporting Mechanism:** Students are encouraged to report any such activities confidentially to the college authorities.

The cooperation of all students is essential to create a drug-free campus and a positive academic environment.

Fee Structure (BBA, BCA, B.Sc. Bio-Tech & PGDCA)

	BBA		BCA		Bio Tech		PGDCA	
	Sem	Sem	Sem	Sem	Sem	Sem	Sem	Sem
	1,3,5	2,4,6	1,3,5	2,4,6	1,3,5	2,4,6	1	2
Subsidised Seat	10525	9781	11025	10281	14525	13781	15025	8281
Non-Subsidised Seat	14525	13781	15025	14281	Nil		20025	12281

- One time Security Deposit (Refundable): (BBA, BCA, Bio-Tech & PGDCA 1st Semester) Rs.1000
- Examination Fee paid by student at the time of filling Examination Form.

Fine Structure (BBA, BCA, B.Sc. Bio-Tech & PGDCA)

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
10	Special Seminar Fine	100

Upload/Submission of Application Form (for BCA, BBA, Bio-Tech)

The applicants apply for application form through online mode from <https://admission.gcdharamshala.in/> and attach the following documents:

1. Attested copies of the 10th and 12th Certificate or its equivalent examination.
2. Proof of Date of Birth (if not given in the Matriculation Certificate).
3. Attested copies of SC / ST / Person with Disabilities / Sports certificates/ Cultural, if applying under these categories.
4. Bonafide certificate (Mandatory only for Himachal Pradesh Girls)
5. Character Certificate (certificate issued within the last 6 months)
6. Aadhaar Card
7. APAAR ID (Automated Permanent Academic Account Registry)
8. Passport-size photographs (recent)
9. Signature (scanned copy)
10. Affidavit for gap (if there is a study gap)
11. Anti-Ragging Undertaking issued by National Anti-Ragging Monitoring Agency
12. Proof of Nationality in case of Foreign Nationals.
13. 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
 - iv. 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).
 - v. 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.

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 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. Parvesh Gill	Coordinator (BBA)	70188-49261
2	Dr. Balraj Bandral	Coordinator (PGDCA)	9418186958
3.	Dr. Ranjeet Thakur	Coordinator (BCA)	9418017600
4.	Dr. Anjna Kharwal	Cordinator (B.Sc. BioTech)	90153-40276

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

Disclaimer Regarding NEP

The directorate of Higher Education, Government of Himachal Pradesh issued in its letter no. EDN-H(8)-Misc.-L/(NEP-2020) dated 26.02.2020, regarding implementation of National Education Policy (NEP-2020) across all the colleges in the state. Since then, all the stakeholders across the state were preparing the policy documents for effective implementation of NEP-2020 from the academic session 2022-23. Therefore, it is pertinent to mention here that all the content mentioned in this prospectus-cum-handbook of information related to admission, syllabus, examination and scheme for CBCS etc. will be governed by the rules and regulation of NEP-2020 in the state (if implemented).

Important Dates for BBA, BCA, Biotechnology & PGDCA (2026-27)

		BBA	BCA	Bio-Tech	PGDCA
1	Last Date of Receipt of Application	08-06-2026	08-06-2026	09-06-2026	22-07-2026
2	Date of Entrance Examination	11-06-2026 (11 AM to 12:30 PM)	11-06-2026 (2 PM to 3:30 PM)	Date of test if required will be notified later on website.	
3	Display of Entrance Examination Result	13-06-2026	13-06-2026		
4	(a) Group Discussion & Interview / Counselling	15-06-2026 (Group Discussion & Interview)	15-06-2026 (1st Counselling)	15-06-2026 (1st Counselling)	23-07-2026 (1st Counselling)
	(b) Group Discussion & Interview/ Counselling	16-06-2026 (Group Discussion & Interview)	16-06-2026 (2nd Counselling)	16-06-2026 (2nd Counselling)	24-07-2026 (2nd Counselling)
	(c) Group Discussion & Interview/ Counselling	N.A.	18-06-2026 (3rd Counselling)	N.A.	N.A.
5	(a) Display of First Merit List (Subsidised Seats)	19-06-2026	19-06-2026	19-06-2026	25-07-2026
	(b) Fee Deposit	20-06-2026 & 21-06-2026	20-06-2026 & 21-06-2026	20-06-2026 to 21-06-2026	26-07-2026 & 27-07-2026
6	(a) Second Merit List (If seats remains vacant)	22-06-2026	22-06-2026	22-06-2026	28-07-2026
	(b) Fee Deposit	23-06-2026	23-06-2026	22-06-2026	29-07-2026 & 30-08-2026
7	(a) Date for receiving the application for (Non-subsided seat)	19-06-2026 to 23-06-2026	19-06-2026 to 23-06-2026	N.A.	27-07-2026 to 30-07-2026
	(b) Verification of Non-subsided Applications	24-06-2026	NA	NA	NA
	(c) Display of Merit List (Non-Subsidized seat)	24-06-2026	24-06-2026	N.A.	31-08-2026
	(d) Fee Deposit (Non-Subsidized seat)	25-06-2026 & 26-06-2026	25-06-2026 & 26-06-2026	N.A.	01-08-2026 & 02-08-2026
8	Commencement of Classes	Will be notified later on website			
Note:-Entrance Examination B.Sc. Biotech and PGDCA will be conducted if the number of applicants more than thrice of the number of seats otherwise merit will be based on 10+2 and Graduation Marks respectively.					