GOVT. DEGREE COLLEGE, NAGROTA BAGWAN, DISTRICT KANGRA, H.P.-176047
(NAAC ACCREDITED GRADE 'B' COLLEGE)

(UGC 2(f) & 12(b) recognised)

DEPARTMENT OF BBA & BCA

(NAGROTA EDUCATIONAL SOCIETY FOR PROFESSIONAL ADVANCEMENT)

PROSPECTUS-CUM-HANDBOOK OF INFORMATION 2023-24

Admission Schedule for the Session 2023-24

- ❖ **Start of online registration- 5th June 2023**   [**http://gdcnb.org/**](http://gdcnb.org/)

- ❖ **Last date of Registration -28th June 2023**

- ❖ **Display of Eligible Candidates list-29th June 2023**

- ❖ **Tentative Dates for <u>Entrance Test@</u> –**

  - - **30th June 2023(BCA) Morning (11:00AM to 12:30PM)**

  - - **30th June 2023(BBA) Evening (1:00 PM to 2:30PM)**

- ❖ **Display of first merit list- 03rd July 2023.**

- ❖ **Counselling cum Document verification- 04th July 2023**

- ❖ **Fee Deposition unto- 6th July 2023**

- ❖ **Second Merit List -7th July 2023**

- ❖ **Counselling cum Document verification- 08th July 2023**

- ❖ **Regular classes will be commencing from- 10th July 2023.**

Note:-

- ➢ **<u>Entrance Test@</u>-A Pre-Test will be conducted If the number of applications exceeds the limit of seats.**

The test paper will be based on the following pattern-

- • BCA candidates- Computer Knowledge, Basic Mathematics, English Language & Comprehension, General Intelligence & Reasoning, and General Awareness.
  (See Page-20 for Syllabus)

- • BBA candidates- General Intelligence & Reasoning, General Awareness, English Language & Comprehension, Basic Mathematics.
  (See Page-21 for Syllabus)

Our Toppers……………

1ˢᵗ Anmol (BBA 3ʳᵈ 2023) (HPU) SGPA(8.70)

2ⁿᵈ Ayush(BBA 3ʳᵈ 2023) (HPU) SGPA(8.00)

3ʳᵈ Shweta (BBA 3ʳᵈ 2023) (HPU) SGPA(7.60)

1ˢᵗ Sargam (BCA 3ʳᵈ 2023) (HPU) SGPA(8.63)

2ⁿᵈ Anamika (BCA 3ʳᵈ 2023) (HPU) SGPA(8.17)

3ʳᵈ Shikha (BCA 3ʳᵈ 2023) (HPU) SGPA(8.17)

Note: The applicants are advised to visit the college website regularly for the latest information.

Website: http://gdcnb.org/
Admission helpline numbers:
7876609501, 9625332324, 9817074182, 9816295616

ACTIVITIES OF BBA (Session 2022-23)

ACTIVITIES OF BCA (Session 2022-23)

From the Principal's Desk…

Dear Students,

Higher education is a significant stepping stone towards realizing one's aspirations. It opens the doors of more specialized knowledge and a wider spectrum of careers and allows the learners to choose their life mission. We, at Govt. College, Nagrota Bagwan, offers broad curriculum and a range of opportunities for all our students to achieve excellence in academic, creative, social, cultural, sporting, and community endeavors. With the motto "Asato Ma Sadgamaya, Tamso Ma Jyotirgamaya", our college inspires both students and teachers to attain true, universal and constructive knowledge in the world.

With professionally competent faculty members, spacious library, extensive campus, well equipped computer labs, sports facility and a host of extracurricular activities, we are committed to work for the overall development of the students by channelizing their energy. The College strives to impart holistic education and believes in the overall development of our dear students. The college provides a liberal, lively and competitive environment enabling the students to craft their success.

Students, we believe, are our most valued assets. A dedicated team of our teachers monitor and mentor young students to help them imbibe attributes, skills and capabilities to achieve their cherished goals. I am positive that in times to come, we will make steady progress in this rewarding journey of teaching and learning. I welcome the students to commence their journey with dreams and passion. I hope that with a clear focus, tenacity and receptivity to growth and learning, our students will excel in creating an empowered nation.

Jai Hind!

Dr. Ashok Kumar Chaudhary

Principal

Coordinator's Message

Department of Business Administration

Dear Students,

Science and civilisation have made rapid strides especially in recent times and as a result, the world has gone a transformation. But behind all the progress of mankind is the human factor, the human capital – the skills, education and experience which are invaluable and irreplaceable. Several studies into economic growth in advanced countries have confirmed the importance of investment in human capital.

A country's physical capital is of course important ----- natural resources, minerals, dams, forests and industrial establishment. But about three fourths of the income even of advanced countries comes from human skills and the ability of the people, not from land, property rights and other permanent assets. Man exploits these assets through his capacity to create wealth and it is the capacity that makes all the difference between a rich, prosperous and progressive country and a poor and backward one.

India is rich and yet it is poor. It is rich in natural resources, mineral wealth, varied assets, rivers, forests, etc. It has a massive population also. There are lakhs of skilled workers too, but they constitute a small minority. There is no dearth of human capital in this country. As a result of the inadequate utilization of human resources, there is unemployment, illiteracy, malnutrition and poverty. Therefore, the human factor needs to be closely studied in relation to India. Mere numbers contribute very little to real human capital. It is education and training that count. Similarly, expenditure on education and training and improvement of health and research needs to be increased.

It is not only the inadequacy of attention and expenditure on developing human capital that needs to be remedied but it is the all-round development of the human personality, through sustained and concerted efforts that can help ensure the country's salvation. Mahatma Gandhi has said: "There are no two opinions about the fact that intellect rather than riches will lead. Character will count at the crucial time.

In its endeavour to achieve the said goals this institution is committed to impart quality education to its students so that they may contribute effectively in the national growth.

I welcome you in the portals of this institution.

Dr. Madan Guleria
(Coordinator –Department of Business Administration)

Coordinator's Message

Department of Computer Application

Dear Students,

Welcome to Bachelor of Computer Applications, BCA at Government College Nagrota Bagwan. Evidently, high levels of knowledge and skills in computer technology are what young professionals need in order to cope with rapid & huge changes globally in digital technology in this excessively competitive age. There is no doubt that BCA students, who are empowered as they study to be launched into great careers, get fully prepared to enter core fields of computers & their applications alongside any related field of research.

We, at Government College Nagrota Bagwan, prepare our young scholars about all recent trends of Computers and their applications through this regular course with its extra professional inputs, seminar preparation, and commissioning of both minor & major projects for the accomplishment of quality education. Our regular program is enriched through guest lectures by experts and other professional or business interactions helping our graduates to be updated about key advancements in this sector. They are groomed to take on the challenges of this exciting & promising career scope.

Moreover, the facilities and academic environment at Government College Nagrota Bagwan are the right mixes for top scholastic accomplishments. We have a well-equipped laboratory with the latest configuration of computers and a state-of-the-art hardware lab is also under consideration, focusing on digital logic and software applications. Also, our library has a sufficient number of books to encourage, and nurture, deeper learning in computers and their applications. We promise you that you will not only acquire knowledge but also make relationships and memories that you will cherish for a lifetime.

For all these reasons, BCA, that too at Government College Nagrota Bagwan, is an excellent choice for budding professionals like you. Welcome again!

Sincerely

Dr. Manish Sharma
(Coordinator- Department of Computer Application)

About Govt. College Nagrota Bagwan

Government College, Nagrota Bagwan is a NAAC accredited grade 'B' and UGC 2(f) & 12(b) recognized college, situated in foothills of the snow-capped Dhauladhar mountain range and was established in 2006 to cater to the educational needs of the students of the hill state. It has a sprawling campus and a well-designed building spread over approximately 100 kanals area. It is affiliated with Himachal Pradesh University, Shimla, and Sardar Patel University Mandi, offers courses in Humanities, Basic Sciences,, Commerce, BBA and BCA at the undergraduate level and in English, Commerce and Mathematics at the postgraduate level.

The primary objective of the institution is to enable the students to cope with the demands of the contemporary global scenario through effective transaction of the curricular and co-curricular aspects. Academic excellence through the use of the state-of-the art educational techniques, personality development and social orientation of the students are the primary focus areas of the institution. Government College, Nagrota Bagwan therefore strives to inculcate a strong foundation of ethical principles in the students and make them academically excellent by acquiring global competencies with the help of technology. We also ensure all-round development of their personality so that they evolve into mentally and physically mature individuals who are ready to face the vicissitudes of life with optimism, courage, and confidence.

The college has been continuously growing under the efforts of an enthusiastic and hardworking team of 28 faculty members. The total strength of students in Humanities, Commerce, Science, and M.A/M.Com/M.Sc. (English, Commerce & Mathematics) is currently 2954. The college possesses adequate infrastructure in terms of classrooms, library, science and computer laboratories, music rooms and a big playground for sports activities. The college commits itself to fulfill true mission of harnessing education for the uplift of the socially and economically challenged sections of society.

VISION AND MISSION OF THE COLLEGE

We envision ourselves as one of the leading institutes of higher learning that imparts quality and value-based education to students of the hill state. We aim to nurture an atmosphere of intellectual vigour and moral rectitude in which the youth of the region may find their fulfilment, achieve success and contribute constructively towards the development of nation. Our constant endeavour is to provide a safe, secure and conducive learning environment to the underprivileged students from rural and semi urban areas, particularly girls who aspire for higher education. We strive to educate young minds to be competent, committed and compassionate citizens who respond thoughtfully and responsibly to the challenges of ever-changing world.

The college is committed to provide holistic education that brings transformation of body, mind and spirit. We strive for academic excellence but also focus on engaging our students in co-curricular activities for all round development of the personality. We are dedicated to the cause of empowerment of rural youth and constantly encourage enrolments by providing them with best of infrastructure, learning resources and financial assistance, as and when required. We facilitate ethical higher learning while nurturing a sense of social responsibility, gender sensitivity, environment sustainability and an optimistic outlook towards life.

NESPA- The Society for Self-Financed Courses
(Under Govt. College Nagrota Bagwan)

The courses of BBA/BCA run under the society NESPA and the primary objectives of the "Nagrota Educational Society for Professional Advancement" (NESPA), under Govt. College Nagrota Bagwan is to establish, manage, operate, maintain and control the imparting of Education in vocational, professional, Add-on courses, online courses and its related areas in the college with in aim to develop skilled / professional work force in these areas. So that pupils of rural area can also empower them with the skills of modern world. The entire requisite infrastructure for these courses in the college is established, managed and run by the society on a self-sustain revenue model. "Nagrota Educational society for professional Advancement" (NESPA) is a college-level body that works under Govt. College Nagrota Bagwan and the overall control of the department of Higher Education of the Govt. of Himachal Pradesh Government. This society is a legal entity and registered under **the society act 2006 on 23rd day of June 2021.**

The Aims and Objectives of the Society

- To meet educational demand the population, especially rural population, support professional and career development of individuals by introducing professional courses, Vocational, Add-on and online courses with different fee structure on self-financing basis in the college.
- To enhance the vocational and professional skills among the students, as per the present scenario who join the courses.

- To increase the employability of the youth by introducing innovative and industry based and other skill development courses.
- To prescribe the rules and regulations for the admission of students for various courses with the approval of H.P. Govt. / H.P. University.
- To fix and demand such fees and charges as may be laid down in the bye- laws made under the rule of society.
- To impart, undertake, organize and or assist in organization of short term courses , training, workshops, seminars, conferences, lectures and similar courses in ICT, Business Skills, Languages, Humanities, Pure and Applies Sciences, Research methodology etc. in the college and in other places and its extension centres in order to meet the demand of the Industries, Business and   Society.
- To establish and maintain laboratories, libraries, placement cells and consultancy and other government services.
- To collaborate with other institutions, associations, societies and universities in and outside the State / Country to achieve similar objectives.
- To meet the expenses of the society including expenses incurred in exercise of the powers and discharge of functions.
- To establish and maintain superannuating schemes for the benefit of the employees of the Society.
- To prepare and maintain accounts and other relevant records and to prepare annual statements of accounts in such forms as may be prescribed by the State Government.
- To create incentives for better performance.
- To reduce the financial burden of the State Government.
- To generate employment in the teaching and non-teaching sector.
- To promote the interaction between industry and students.
- Dissemination of professional knowledge, cultural education along with promotion of extra co-curricular and sports activities.
- To maintain the quality of teaching in the institution/ college.
- To erect building for the purpose of teaching, seminars, laboratory or any other academic purpose.
- To employ or engage teaching, administrative, academic, technical, ministerial and other supporting staff in accordance with the rules and bye-laws of the society.
- To adopt all publicity measure such as campaigning through media like TV, Radio, Newspaper, Banner, Posters etc. for creating awareness about the programmes for the benefits of the students.
- To render constructive assistance in running and management of the college for the overall development of taught and institution.
- To arrange social functions, seminars, lectures, workshops, personality development camps, on-campus recruitment drives etc.
- To receive donations/grants and acquire/purchase any moveable or immovable property from any govt. / semi govt. organizations or individuals in the name of society for furtherance of its objectives.
- To work for the upliftment of the weaker students by providing Remedial Classes.
- Any other activity in consonance with the aims and objectives of the society.

SELF-FINANCED COURSES

With the intent of developing entrepreneurial skills among the youth of the region as well as to cope with the growing demand of computer professionals at all levels, Govt. College, Nagrota Bagwan introduced undergraduate courses in Business Administration and Computer Application. These self-financing courses are under the control of the college-level Nagrota Educational Society for Professional Advancement (NESPA). The institute well-equipped classrooms and computer labs for the smooth functioning of these courses. Moreover, the college well-qualified and experienced staff to guide.

DEPARTMENT OF BUSINESS ADMINISTRATION

The department provides a three-year degree program, split over six semesters. The course is specially designed to meet the challenges of the rapidly changing business environment in the globalized world of today. The total numbers of seats in BBA are 60.

DEPARTMENT OF COMPUTER SCIENCE

The department provides a three-year degree program, split over six semesters. The course aims to acquaint and equip the students with the latest knowledge regarding programming and coding, thus preparing them for the highly competitive professional world. The total numbers of seats in BCA are 60.

AFFILIATION DETAILS

The courses are affiliated with HP University Shimla and SP University Mandi as per the details:

University Name	BBA	BCA
HPU Shimla	Semester 5 (60 seats)	Semester 5 (60 seats)
SPU Mandi	Semester 3 (60 seats)	Semester 3 (60 seats)
SPU Mandi	Semester 1 (60 seats)	Semester 1 (60 seats)

TENTATIVE ACTIVITIES & ACADEMIC CALENDAR

BBA/BCA

JUNE

- International Yoga day - 21st June 2023

JULY

- Induction & Orientation (1st Sem) - 3rd Week July 2023
- Regular Classes - 14th July 2023
- International Youth Day

AUGUST

- Fresher's party - 12th Aug 2023
- Independence Day - 15th Aug 2023

SEPTEMBER

- Teacher's Day - 5th Sept 2023
- Workshop/Industrial Visit-BBA/BCA(III) 3rd week of Sept
- Corporate Day – (Ad-Mad Show, Quiz), - (Logo Making) - 24th Sept 2023
- Workshop on Recent Trends in Business -Last Week of Sept.

OCTOBER

- Parents-Teacher meeting-Ist week of October.
- Swacch Bharat Abhiyan- 2nd October 2023
- Collage Making compition-2nd week of Oct
- Recycle & Reuse Activity-2nd week of Oct.

NOVEMBER

- Mid-Term Exams BBA/BCA- 2nd Week of Nov 2023

DECEMBER

- World AIDS Day - 01st Dec 2023
- Final Exam BBA/ BCA - 2nd Week of Dec 2023

FEBRUARY

- Workshop on Career counselling – BBA/BCA(VI)-2nd Week of February 2024
- Student Seminar/Presentations (BBA)-- 4th Week of Feb 2024

MARCH

- Educational Trip BBA/BCA -1st week of Mar 2024
- International Women's Day/08th Mar 2024
- Water Day – Painting Competition (Environmental Club) - 22nd March 2024

APRIL

- Mid Term Exams BBA/BCA - 2nd Week of Apr 2024
- Parents-Teacher meeting-Ist week of October.

MAY

- Final Exams BBA/ BCA - 2nd Week of May 2024
- Farewell - 3rd Week of May 2024

PARENT TEACHER ASSOCIATION (PTA)

PTA stands for Parent Teacher Association, a college-based organization with a mission to make the College a better place for students to learn. PTA plays a very vital role in the development and smooth functioning of the institution. There is a Parent Teacher Association that plans and undertakes developmental work in the college. The association is run by the Executive Committee which takes all decisions. The 50 parents/ guardians of the students contribute towards PTA fund at the time of admission.

PTA Members (2022-23)

1.Ms. Reeta Sharma (President)

2.Mr. Navneet Kumar (Sr. Vice President)

3.Ms. Madhu (Vice President)

4.Mr. Sanjeev Dhiman (Joint Secretary)

5.Ms. Darshna (Member)

6.Dr. Manjeet Singh (Auditor)

7.Dr. Manish Sharma (Member)

8.Dr. Kundan Sharma (Member)

9.Prof. Nipunika Rana (Member)

10.Sh. Deepraj (Member)

11.Dr. Rajeev kumar (Secretary)

12.Prof. Sunita Devi(Member)

13.Smt.Suman Acharya(Member)

Faculty Information of Self–Finance Course

The BBA and BCA Department of Govt College Nagrota Bagwan has a highly qualified and Experienced Faculty. Their efforts are complemented by the strong support and patronage of the industry. Apart from being friends, philosophers, and guides to students in their quest for excellence, faculty members contribute regularly to the growing field of management research through their articles and research papers. The environment of the Department offers the students a sense of values and mindset, while the daily intellectual stimulation spurs them to excel.

Faculty of BBA

Dr. Madan Guleria,
(Coordinator-BBA)
M.Com, MBA, M.Phil,
UGC-NET/JRF Ph.D.

Mr. Raman Kumar
M.Com. UGC-NET

Ms. Jyoti Singh Parihar
MBA, UGC-NET

Mr. Vikas Chauhan
MBA,UGC-NET

Ms. Ashu Sanan
MBA (Guest Faculty)

Faculty of BCA

Dr. Manish Sharma
Coordinator BCA
M.Sc. M. Tech Ph.D.

Dr. Shelly Parul Bhadwal
MPhil, Ph.D., NET, SLET

Mr. Rahul Kumar
MCA, NET

Ms. Ayasha Kapoor
MCA(GOLD Medalist)
NET, SET

Mr. Kuldeep Singh
(Guest Faculty)
M.sc (Maths), B.Ed.

COMMITTEES/ADMINISTRATIVE ASSIGNMENTS (2023-24)

For the better and efficient functioning of the College, following committees are constituted so that the students can get enough time and opportunities to get the assistance well in time. The latest information related to the constitution of committees is also uploaded in the college website. Students can contact the concerned committee Convener/Members as per the requirement.

ADMINISTRATIVE COMMITTEES FOR THE SESSION: 2023-24

1.Discipline and Anti-Ragging Committee:		
S.No.	**Name**	**Duty assigned**
I.	Dr.Madan Guleria	Convener
II	Dr.Manish Sharma	Co-Convener
III	Ms.Jyoti singh Parihar	Member
IV	Mr. Raman Kumar	Member
V	Ms. Ayesha Kapoor	Member
VI	Mr. Rahul Kumar	Member
VII	Mr.Vikas Chauhan	Member
2. Career Guidance, Training and Placement Cell:		
I	Dr.Madan Guleria	Convener
II	Dr. Manish Sharma	Co-Convener
III	Dr. Shelly Parul Bhadwal	Member
IV	Mr.Raman Kumar	Member
V	Mr. Rahul Kumar	Member
VI	Ms.Jyoti singh Parihar	Member
VII	Ms.Ayasha Kapoor	Member
3. Leave Committee and Bus Pass Approval Committee:		
I	Ms.Jyoti singh Parihar	Member
II	Mr.Rahul Kumar	Member
III	Ms.Ayasha Kapoor	Member
IV	Mr.Vikas Chauhan	Member
V	Mr. Sunny Kumar	(Record-Keeping)BCA
VI	Mr. Rishi Kumar	(Record-Keeping)BBA

4. Women Grievances and Redressal cell:

S.No.	Name	Duty assigned
I	Dr. Shelly Parul Bhadwal	Convener
II	Ms.Jyoti singh Parihar	Member
III	Ms.Ayasha Kapoor	Member

5. Educational Tour/Industrial Visit Committee:

I	Ms.Jyoti singh Parihar	Member
II	Mr.Raman Kumar	Member
III	Ms.Ayasha Kapoor	Member
IV	Mr.Rahul Kumar	Member

6. University Affairs (HPU & SPU) :

I	Mr. Raman Kumar	For BBA
II	Mr. Rahul Kumar	For BCA

7.Cultural Activities club:

I	Dr. Shelly Parul Bhadwal	Convener
II	Ms.Jyoti singh Parihar	Member
III	Ms.Ayasha Kapoor	Member
IV	Mr. Raman Kumar	Member
V	Mr.Vikas Chauhan	Member

8. Sports & Fitness Club:

I	Mr. Rahul Kumar	Member
II	Mr.Vikas Chauhan	Member
III	Ms.Ayasha Kapoor	Member

9. Scholarship Committee:

I	Mr.Raman Kumar	Member (For BBA)
II	Mr. Rahul Kumar	Member (For BCA)
III	Ms.Jyoti singh Parihar	Member (For BBA)
IV	Ms.Ayasha Kapoor	Member (For BCA)

GENERAL ADMISSION RULES FOR SELF-FINANCED COURSES

- **Rules Regarding Seats, Eligibility Conditions, and Basis of Admission**

Seats

The total numbers of seats in the BBA and BCA course are 60, distributes as under:

Category	Seats
Subsidized	60
Total Seats	**60**

Eligibility Criteria

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

Or

Any examination of a 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 the recommendation of the Association of Indian Universities AIU House, 16 Kalka Marg, New Delhi 110 002 with 45% marks. (40% marks in case of Scheduled Caste / Scheduled Tribe).

Basis of Admission

The student must fill out the Registration form **http://gdcnb.org/** to get admission. The selection process will be on a Merit basis of marks obtained by candidates in the 12th Board Examination.

In case the number of applications exceeds the limit of seats, **Pre-test will be conducted.**

The test paper will be based on the following pattern-

For BCA candidates-Computers Knowledge, Basic Mathematics, English Language & Comprehension, General Intelligence & Reasoning, General Awareness.

Pre-Test Syllabus (BCA)

Total Questions-100   Max. Marks-100   Time:90 Minutes

1. **Computers Knowledge:** Introduction to Computers, Computer System Uses of Computers, Introduction to Internet, Internet Applications, Operating System MS-Word Basics, MS-Excel Basics, MS PowerPoint, MS Access, Microsoft Outlook, Latest Trends in IT, Computer Administration, Computer Networking.

2. **Basic Mathematics:** Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work, Basic algebra, Bar diagram & Pie chart, Triangles, Circles, Quadrilaterals, Regular Polygons, Circles, Right Prism, Right Circular Cone, Right Circular Cylinder, Spheres, Hemispheres, Rectangular Parallelepiped.

3. **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and correct usage, etc. his/her writing ability, would also be tested.

4. **General Awareness:** Questions will be designed to test knowledge of current events and of such matters of everyday observation and experience. The test will include questions relating to India and H.P., especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Basic Sciences.

5. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal types. The test will include questions on analogies, similarities, and differences, problem-solving, analysis, judgment, decision-making, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc.

For BBA candidates- General Intelligence & Reasoning, General Awareness, English Language & Comprehension, Basic Mathematics.

Pre-Test Syllabus (BBA)

Total Questions-100   Max. Marks-100   Time:90 Minutes

1) **General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities, and differences, problem-solving, analysis, judgment, decision-making, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series, etc.

2) **General Awareness**: Questions will be designed to test knowledge of current events and of such matters of everyday observation and experience. The test will include questions relating to India and H.P., especially pertaining to Sports, History, Culture, Geography, Economics, General Politics including Indian Constitution, and Basic Sciences.

3) **English Language & Comprehension**: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and correct usage, etc. his/her writing ability, would also be tested.

4) **Basic Mathematics**: Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work.

Age Limit

Except for NRI/NRI sponsored candidates and foreign candidates, the maximum age limit for admission to BBA/BCA program is 22 years as on the **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 of the maximum period of three months for reason to be recorded in writing.

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 Government from time to time.

b) The remaining 77.5% seats shall be filled as under:-

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

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

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

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

   c)   3% of the seats shall be reserved for physically handicapped candidates.
   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 roaster of H.P. University showing reservations of various categories for admissions shall be followed.

120 points Reservation roaster in various courses in the Educational Institutions

UR=Un reserved, SC= Scheduled Caste, ST= Scheduled Tribe, EWS= Economically Weaker Sections, SP= Sports , CUL= Cultural

120 points roaster: -

Sr. No. of Seat(s)	Category for which the seat(s) remarked	Sr. No. of Seat(s)	Category for which the seat(s) remarked
1	EWS	61	CUL
2	UR	62	PC
3	UR	63	UR
4	UR	64	EWS
5	UR	65	SC
6	UR	66	UR
7	SC	67	ST
8	UR	68	UR
9	UR	69	UR
10	UR	70	UR
11	EWS	71	UR
12	SC	72	SC
13	ST	73	UR
14	UR	74	UR
15	UR	75	EWS
16	UR	76	UR
17	UR	77	UR
18	SC	78	SC
19	SP	79	SP
20	CUL	80	ST
21	PC	81	CUL
22	EWS	82	PC
23	UR	83	UR
24	UR	84	UR
25	UR	85	SC
26	SC	86	UR
27	ST	87	UR
28	UR	88	EWS
29	UR	89	UR
30	UR	90	UR
31	UR	91	SC
32	EWS	92	UR
33	SC	93	ST
34	UR	94	UR
35	UR	95	UR
36	UR	96	EWS
37	UR	97	SC
38	CUL	98	CUL
39	SC	99	SP

40	SP	100	PC
41	ST	101	UR
42	PC	102	UR
43	EWS	103	UR
44	UR	104	UR
45	UR	105	EWS
46	SC	106	SC
47	UR	107	ST
48	UR	108	UR
49	UR	109	UR
50	UR	110	UR
51	UR	111	UR
52	SC	112	UR
53	ST	113	SC
54	EWS	114	UR
55	UR	115	EWS
56	UR	116	PC
57	UR	117	SP
58	UR	118	CUL
59	SC	119	SC
60	SP	120	ST

Checklist for admission to BBA/ BCA 1st Semester

1. Admission Form duly filled

2. Acknowledgment Card duly filled

3. ID card duly filled

4. Matric Certificate (2 copies)

5. +2 Certificate (2 copies)

6. Original Migration certificate if the student has passed XII from a Board other than H.P. Board of School Education, Dharamshala

7. 1 passport size & 1 stamp size photograph of student

8. Original Character Certificate issued by the school

9. If +2, is passed as a private candidate, Character Certificate obtained from a Gazetted Officer / Panchayat Pradhan / Municipal Councillor will be valid. It should not be more than 6 months old.

10. For obtaining category benefit, SC/ST/OBC/Physically Disabled certificate from a competent authority must be enclosed at the time of admission.

11. Affidavit/ Undertaking for gap year

12. Bonafide Himachal Certificate (for girl students only)

13. Copy of Aadhar Card

Checklist for Admission to BBA/BCA 2nd, 3rd, 4th, 5th, and 6th Semester

1. Admission Form duly filled

2. Acknowledgement card duly filled

3. ID card duly filled

4. Matric Certificate (1 copy)

5. +2 Certificate (1 copy)

6. 1 passport size & 1 stamp size photograph of the student

7. Bonafide Himachal Certificate (for girl students only)

8. Copy of Aadhar Card

9. Photocopy of Admit card of previous semester with no dues certificate countersigned by the principal.

10. Photocopy of university registration card.

Dress Code

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

Dress Code for BBA

1) Sky Blue Shirt with Formal Black Trousers, Maroon Tie, and Formal Black Leather Shoes with Laces for Boys and Black Leather Shoes with Strip/ Black formal Bellies for Girls, Black Socks, and Black Leather Belt.

2) Steel Grey Sweater and Steel Grey Blazer Coat Shall be the dress code during the winter or both, Boys and Girls during the winter season.

3) Boys are advised to be clean-shaven (not applicable on Sikh students) and Girls should keep their hairs in proper order.

Dress Code for BCA

1) White Plain Shirt and Black Formal Trousers, Black Tie, Formal Black Leather Shoes with Laces for Boys and Black Leather Shoes with Strip/ Black formal Bellies for Girls, Black Socks and Black Leather Belt.

2) Black Sweater and Navy Blue Blazer Coat shall be the dress Code during the winters for both Boys and Girls during winter season.

3) Boys are advised to be clean shaved (not applicable on Sikh students) and Girls should keep their hairs in proper order.

Note: Dress code is compulsory and strictly to be followed by the students. violators will be fined Rs.100 per day.

Facilities:

The Library

Govt. Degree College Nagrota Bagwan has a well-equipped air-conditioned Library situated on the top floor of the college building with separate reading area. College Library offers a calm environment for study and reading away from hustle and bustle of the college. Keeping in view the need of modern education system an e-resource centre is also created with computers and a broadband facility. From the **Session 2023-24** onwards all students will be registered under the **National Digital Library of India (NDLI)** to keep them up to date nationally and globally. The library has 6200 books on different subjects to fulfill the need of its users. To nurture the interest among students in current affairs and general knowledge the library has subscribed to 12 newspapers, 15 Magazines, 06 Journals. The library is computerized and it has SOUL software for easy management of its resources

Library Rules:
- A student must bring his/her library card to get the books issued in his/her name.
- Only two books are issued to a student at a time for a period of 14 days.
- Reference Books/ D Dictionaries/ Newspapers/ Periodicals will not be issued
- If the issued books are not returned by due date, fine at the rate of Rs.1 per book per day will be charged.
- In case of loss or damage of any issued book, it will either be replaced or its payment of present cost will be accepted with permission of Principal.
- Library Card is an important document student must carry every day. In case of loss of Card, an application to the Principal along with payment of Rs 50/-duplicate library-Card will be issued.
- Library Card should be collected from the Librarian as per schedule notified by the librarian.

Computer Labs

Keeping in view the growing importance of computers in professional courses, the college has established two well-equipped computer labs to keep the students abreast with the latest computer knowledge. The computers are Intel machines powered by the latest configuration. Our computer facility offers a wide range of software to cater to various academic needs. You'll have access to the latest Microsoft products, including Microsoft Office Suite, which includes Word, Excel, PowerPoint, and more. For those interested in software development and enterprise solutions, we provide the industry-standard Red Hat Enterprise Edition. The Labs have connectivity with access to the internet. The main computer lab has 40 computers in networking and there is an additional computer lab for students which has 25 computers with internet facility and networking. At the central computer facility, we strive to create an environment that fosters creativity, collaboration, and innovation.

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.

Language lab

The College is equipped with a modern language lab comprising 16 computer systems, each equipped with a headset and microphone. This cutting-edge facility offers a conducive environment for students to enhance their English language proficiency through interactive and immersive learning experiences. To facilitate continuous improvement, we conduct practice sessions on communication skills every week. These sessions are designed to hone various aspects of language proficiency, including pronunciation, vocabulary, grammar, and spoken fluency. Through engaging activities and exercises, students are encouraged to actively participate and apply what they learn in real-life scenarios.

Conference Hall

The Conference Hall has a capacity of 150. Since its inception in October 2016, it has been a venue for a large number of academic workshops, seminars and conferences. The hall is Wi-Fi enabled with digital projection and best audio facility. The college host inter-college, intra-college and departmental activities in this hall. It has been a big asset for the college.

Seminar Hall

The Seminar Hall of the college is the place for multifarious activities throughout the year. The activities in the seminar room range from curricular and co-curricular seminars, lectures, debates, discussions, and workshops to development of Student Centre activities. It serves as a perfect venue for hosting departmental farewell and freshers' programs. It is Wi-Fi enabled, with a seating capacity of 100 people.

CCTV Surveillance

Closed-Circuit Television Units, 50 approx. in number, are strategically installed in the college premises to maintain proper discipline. It is also useful for safety concerns of students.

Canteen

The College canteen offers a varied menu at subsidized rates. The College Canteen provides healthy and nutritious food for students. A range of cuisines are freshly and hygienically prepared and made available for breakfast and lunch. Apart from cooked choices, students can buy branded packed snacks too.

Facilities

Digital Library

Library

Computer Lab-I

Computer Lab-II

Language Lab

Language Lab

Facilities

Conference Hall

Conference Hall

Gymnasium

Play Ground

Seminar Hall

College Canteen

Gymnasium

The college has a state-of-the-art gym complete with the latest fitness equipment and machinery including treadmills, cross-body trainers, exercise bikes, weight trainers, etc. Promoting a healthy and active lifestyle caters to the students and staff who wish to avail the facility.

Playground

The College campus is beautified with greeneries all around. The well developed playground provides the students with an opportunity to learn and relax. The vast playground is used for playing outdoor games like Cricket, Football, Volleyball, Basketball, Lawn Tennis, Badminton, Kho-Kho, Kabaddi, Tug of War etc., and is also used for organizing various events.

Fee structure for BCA & BBA

TOTAL FEE PER SEMESTER		
SEMESTER	BCA	BBA (Subsidized)
1st	8315	6315
2nd	4620	3620
3rd	7290	5210
4th	4620	3620
5th	7290	5210
6th	4620	3620

- ➢ For girls, H.P. bonafide students, tuition fee of Rs. 300/-per semester is waived off.
- ➢ For BPL students, university development fee is Rs. 100/- instead of Rs. 250/- subject to the production of BPL certificate.
- ➢ Both the above points are applicable for the subsidized fee category only
- ➢ University Registration of Rs. 200 (for HP board students) and Rs.400 (for other board) will be charged at the time of registration.

Fee Structure /BCA

Fee Head	Amount
Admission Fee	25
Security Deposits (Refundable)	1000
HPU Continuation Fee	10
HPU Sports Fee	15
Medical Fund	6
HPU Holiday Home	2
Student Aid Fund	10
HPU Youth Welfare	15
Identity Card	10
Magazine Fund	50
Culture Activities Fund	20
Garden Fund	10
Building Fund	120
NCC/NSS Fund	10
Amalgamated Fund	300
Society Club Fund	5
Book Replacement Fund	25
Rovers & Rangers Fund	60
Sports Fund	240
PTA Fund	400
Red Cross fund	40
House Examination Fee	40
Campus Beautification & Dev. Fund	13
HPU Development Fund (Rs. 100 for IRDP)	250
Miscellaneous	19
Tuition Fee [Boys and Non-HP Bonafide Girls]	300
Study material Fee	570
Library Security (Refundable)	100
Guest Faculty Fee	2250
HPU Comp & Internet	2400
TOTAL	8315

Fee Structure/BBA

Fee Head	Amount
Admission Fee	25
Security Deposits (Refundable)	1000
HPU Continuation Fee	10
HPU Sports Fee	15
Medical Fund	6
HPU Holiday Home	2
Student Aid Fund	10
HPU Youth Welfare	15
Identity Card	10
Magazine Fund	50
Culture Activities Fund	20
Garden Fund	10
Building Fund	120
NCC/NSS Fund	10
Amalgamated Fund	300
Society Club Fund	5
Book Replacement Fund	25
Rovers & Rangers Fund	60
Sports Fund	240
PTA Fund	400
Red Cross fund	40
House Examination Fee	40
Campus Beautification & Dev. Fund	13
HPU Development Fund (Rs. 100 for IRDP)	250
Miscellaneous	19
Tuition Fee [Boys and Non-HP Bonafide Girls]	300
Study material Fee	570
Library Security (Refundable)	100
Guest Faculty Fee	2250
HPU Comp & Internet	400
TOTAL	6315

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 phone in classroom/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. Misbehavior,Persistence disobedience, habitual late coming, consumption of drug or liquor in the institute, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.

8. Each student is expected to observe the college dress code strictly.

9. Each student is expected to be present regularly in the college. Name will be struck-off if a candidate absentees himself continuously for 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/classrooms.

14. Students are not allowed to leave the college campus during teaching hours without prior permission.

15. Parents will be intimated about the progress of their ward periodically through report card and personal feedback.

16. Every student must always carry with him/her duly completed identity card.

Curbing Ragging in the Institute

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

1. Every candidate seeking admission will give an 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. A similar undertaking will be obtained from the parents / guardians of applicant. (Fill Annexure-I and II)

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.

Leave Rules

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 up to 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 the respective competition. Duty Leave, however, shall only be allowed if recommended by the concerned activity in charge.

Attendance (Lecture, Guest Lecture, Seminars & Practical's)

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 Fees/ Funds/ Fines

1. a) Every student must pay his/her dues on the dates notified from time to time. A student will have to pay the First Installment of dues at the time of admission for 1st semester and for the rest of the semesters, the fee should be paid before the beginning of the respective semester.

a) Failure to pay dues on the due date will entail a fine of Re. 1/-per day.

b) In case of non-payment of dues, the name of the student will be struck off from the rolls at the end of that month.

c) Registration fee will not be charged to student migrating from another college if he is already registered with H.P. University. Other dues will have to be paid from the month of joining this institution provided the student has not paid the dues in the college from which he has migrated.

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

3. At the end of the semester fine of Rs.5 per lecture and Rs.20 per a day will be charges on 100% of attendance.

4. Every student will have to procure No Dues Certificate from the Library, NCC, NSS, Sports, Hostel, College Canteen, Fee Clerk, etc. if he wants to leave the college.

5.. The Principal can expel a student from the college if he/she is found guilty of misconduct.

6. The security deposit will lapse if a student does not apply for a refund of security within one year of leaving the college.

Re-Admission

1.In case the name of a student 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 student fails to seek re-admission within first seven days then he/she should seek re-admission within 12days, 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 condition.

2.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 re-admission in that case.

Eligibility for Promotion

A candidate should have passed at least 50% papers of 1st year i.e.1st and 2nd Semester to get admission to 3rd Semester of 2nd year and passing 50% papers of 1st and 2nd year shall determine the eligibility for admission to 5th semester of 3rd year (the amendment is applicable w.e.f. academic session1996-97).The pass marks in each subject shall be 40% 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 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:-

- First Division: 60% or more of the aggregate marks.
- Second Division: 50% or more but less than 60% of the aggregate marks.
- 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./B.C.A. degree within a maximum period of five years.**

SCHEME OF EXAMINATION

- The pass percentage in each subject will be 40%.
- **Continuous Comprehensive Assessment (CCA)**: 30% of the final grade that a student gets in a course; and
- **End-Semester Examination (ESE)**accounting for the remaining 70% of the final grade that the student gets in a course.

Note:

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

Theory Papers:

(i) Each paper will be of 100 marks (70 marks for End Semester Examination and 30 marks for Continuous Comprehensive Assessment) and duration of each paper will be 3 hours.

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

Mid-Term (Minor) Test

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

Seminar/Assignment/Term Paper

The remaining 10 marks of the CCA will be awarded on the basis of seminar/assignment/term paper etc. that the course teacher might give to the students.

End-Semester Examination (ESE)

The remaining 70% of the final grade of the student in a course will be on the basis of an end semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

Note:

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

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

3. Permission to sit in the examination will be permitted by college Principal/Director on the production of a valid certificate/document from the competent authority. The college will send the name of the student to the Registration and Migration Cell for information.

Practical Examination (Max. Marks: 50)

CCA (Continuous Comprehensive Assessment): 35

ESE (End Semester Examination): **15**

Duration: 3 hours.

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

Project Work (Max. Marks: 50)

CCA (Continuous Comprehensive Assessment): 35

ESE (End Semester Examination): 15

In the 6th semester the student has to develop one project, which will be evaluated by the external examiner from the panel submitted to The Chairman, Computer Science Department, Himachal Pradesh University, and duly approved by the university authority/evaluation branch, Himachal Pradesh University, Shimla on the following basis:

1. Project Report   10 Marks (To be evaluated externally)
2. Seminar   15 Marks (To be evaluated internally)
3. Viva Voce   25 Marks (To be evaluated externally)

COURSE OUTLINE (BBA)

FIRST SEMESTER

1. Environmental Science &Portfolio Management
2. Fundamental of Management & Organizational Behaviour Retail Management
3. Statistics of Business Decisions
4. Entrepreneurship Development

SECOND SEMESTER

1. Business Communication 2. Managerial Economics Global Business Environment
3. Business Accounting
4. Ethics & Corporate Social Responsibility

THIRD SEMESTER

1. Business Policy & Strategy
1. Macroeconomics 2. Financial Institutions & Markets
2. Principles of Marketing 3. (DSE-I Finance) Project Appraisal &
3. Management Accounting Analysis
4. India's Diversity & Business OR
5. Personality Development & Communication Skills

FOURTH SEMESTER

1. Business Research
2. Human Resource Management
3. Financial Management Managements
4. Tax Planning
5. IT Tools in Business

FIFTH SEMESTER

1. Quantitative Techniques for Management
2. Legal Aspects of Business Investment Analysis

3. (DSE-I Finance) Investment Banking & Financial Services/ (DSE-II Marketing) Consumer Behaviours/(DSE-III Human Resource) HRD: Systems& Strategies/ (DSE-III Human Resource)Training &Management Developments(DSE-IV Management of Global Business) International Trade: Policies & Strategies

4. (DSE-I Finance) Investment Analysis & Portfolio Management/ (DSE-II Marketing) Retail Management/ (DSE-III Human Resource) Training &Management Developments/ (DSE-IV Management of Global Business) Global Business Environment

SIXTH SEMESTER

1. Business Policy & Strategy
2. Financial Institutions & Markets
3. (DSE-I Finance) Project Appraisal & Analysis / (DSE-II Marketing) Distribution & Supply Chain Management / (DSE-III Human Resource) Performance and Compensation Management / (DSE-IV Management of Global Business) Multinational Business Finance
4. (DSE-I Finance) Project Report/
(DSE-II Marketing) Project Report /
(DSE-III Human Resource) Project Report/
(DSE-IV Management of Global Business) **Project Report** Note: - 1. Students can opt for any one of the specializations (DCF-I,II, III,IV) in V Semester and same will continue in VI Semester

COURSE OUTLINE (BCA)

The detailed course outline for BCA program is given below which is subject to any change by the Board of Studies approved by Academic Council & Executive Council of Himachal Pradesh University, Shimla

First semester

1. Mathematics-I
2. Applied English
3. Computer Fundamentals
4. C Programming
5. Office Automation Tools
6. C Programming Lab-I
7. Office Automation Tools Lab-II

Second Semester

1. Mathematics-II
2. Communicative English Fifth Semester
3. Digital Electronics
4. Data Structures
5. Data Base Management System
6. Data Structures Lab-III
7. Data Base Management System Lab-IV

Third Semester

1. Mathematics III
2. Business Practices and Management
3. Computer Organization
4. Object Oriented Programming with C++
5. Desktop Publishing and Designing
6. Object Oriented Programming with C++ Lab-V
7. Desktop Publishing and Designing Lab-VI

Fourth Semester

1. Personnel Management
2. Accounting
3. System Analysis and Design
4. Internet Technology & Web Page Design
5. Programming in Visual Basic
6. Internet Technology & Web Page Design Lab VII
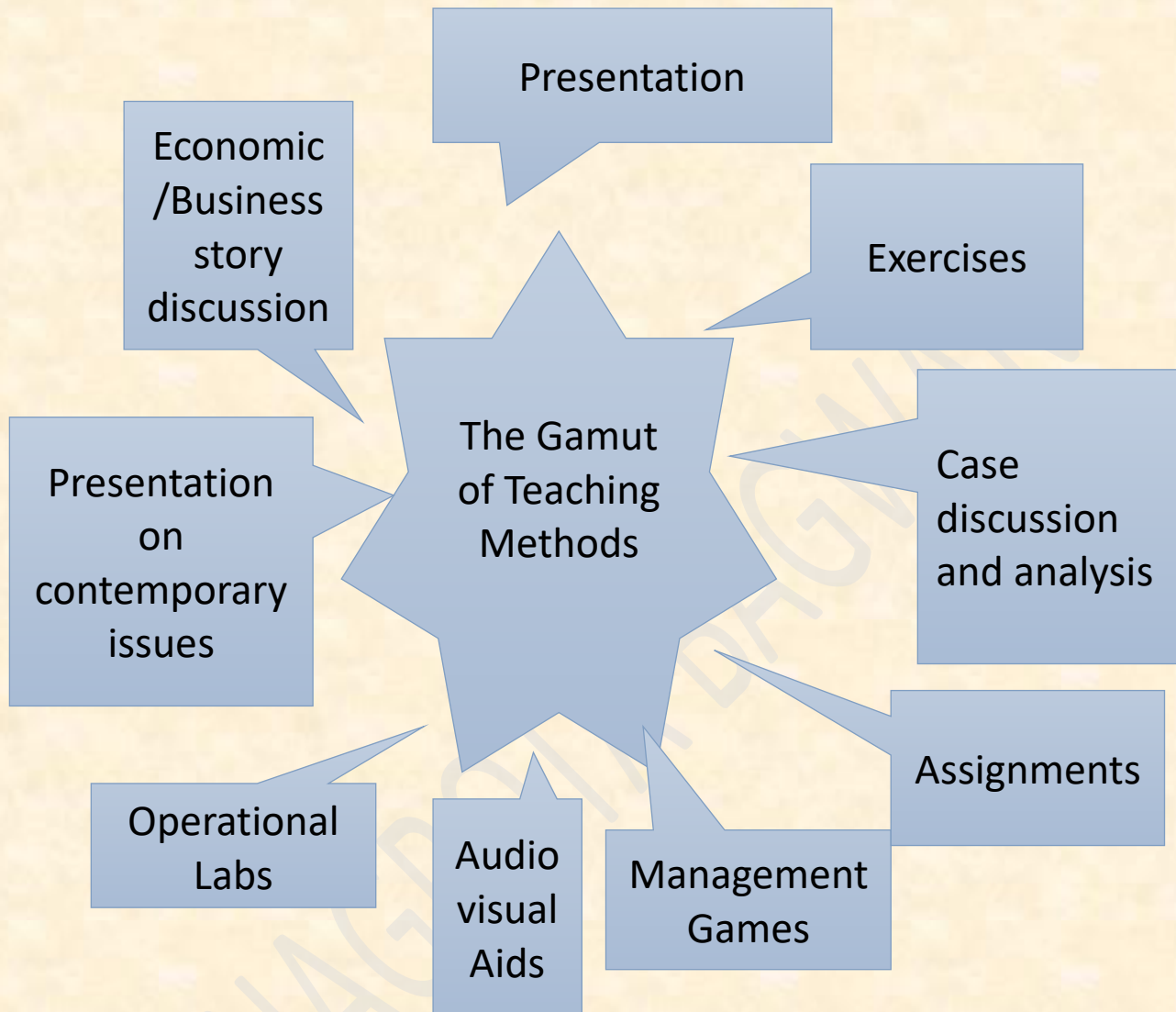7. Programming in Visual Basic Lab-VIII

Fifth Semester

1. Operating System
2. E-Commerce
3. Management Information System
4. ASP.net Technologies
5. Computer-Oriented Statistical Methods
6. ASP.net Technologies Lab-IX
7. Computer-Oriented Statistical Methods Lab-X

Sixth Semester

1. Computer Networks
2. Numerical Methods
3. Multimedia Technology
4. Computer Graphics
5. Software Engineering
6. Computer Graphics Lab-XI
7. MajorProject

We conduct various student Development Programs For 360 degree Development of Students,

Presentation

Economic /Business story discussion

Exercises

Presentation on contemporary issues

The Gamut of Teaching Methods

Case discussion and analysis

Operational Labs

Audio visual Aids

Management Games

Assignments

We Provide:

- State-of-the-Art Library, Computer laboratories, Smart Classrooms
- Wi-Fi Enabled Campus
- Student –Teacher Mentorship
- Personality Development Programs
- Study Tour/Field Trips
- State-of-the-Arts Multimedia Centre, Seminar Hall
- Guest Lectures
- Skill enhancement
- Robust Feedback System

DONT "RAG"
ALSO
DONT BE A MUTE WITNESS TO "RAGGING"

What is " Ragging "?

- Mental /Physical/Sexual abuse
- Verbal abuse
- Indecent behaviour
- Criminal Intimidation/Wrongful restraint
- Undermining human dignity
- Financial exploitation/Extortion
- Use of Force

Each of the above is a criminal offense

A student Indulging in ragging can be

- Expelled from the institution
- Banned from the mess /hostel
- His/her scholarship can be withdrawn
- Debarred from examinations
- Denied admission to any Institution
- Prosecuted for criminal action
- Institutions have been asked to file FIR with the local police against those who RAG/ABET ragging

GO AHEAD, REPORT RAGGING

STOP **RAGGING**

RAGGING
- Creates hatred
- Crushes self-esteem
- Instigates Negative Attitude
- Leads to Mental & Physical Trauma
- Of course, leads to jail

SO SAY NO to RAGGING

AFFIDAVIT BY STUDENT (Anti-Ragging Form-I)

I,_____(full name of student with Institute Roll Number) s/o d/o Mr./Mrs./Ms._____, having been admitted to_____(name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood theprovisions contained in the said Regulations.

1)   I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2)   I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3)   I hereby solemnly aver and undertake that

a)   I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b)   I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4)   I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5)   I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

6)   Along with the above mentioned points I do hereby declare that

a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

b. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this_____day of_____month of_____year.

_____
Signature of deponent
Name:_____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ------------------------(place) on this the --------------(day) of -----------(month) , -----------------(year) .

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the ---------------(day) of----------------------- (month) , -------------(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

AFFIDAVIT BY PARENT/GUARDIAN(Anti-Ragging Form-II)

I, Mr./Mrs./Ms._____(full name of parent/guardian) father/mother/guardian of , (full name of student with University Roll Number) , having been admitted to_____(name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6) Along with the above mentioned points I do hereby declare that

a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.

b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this_____day of_____month of_____year.

_____
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is falseand nothing has been concealed or misstated therein.
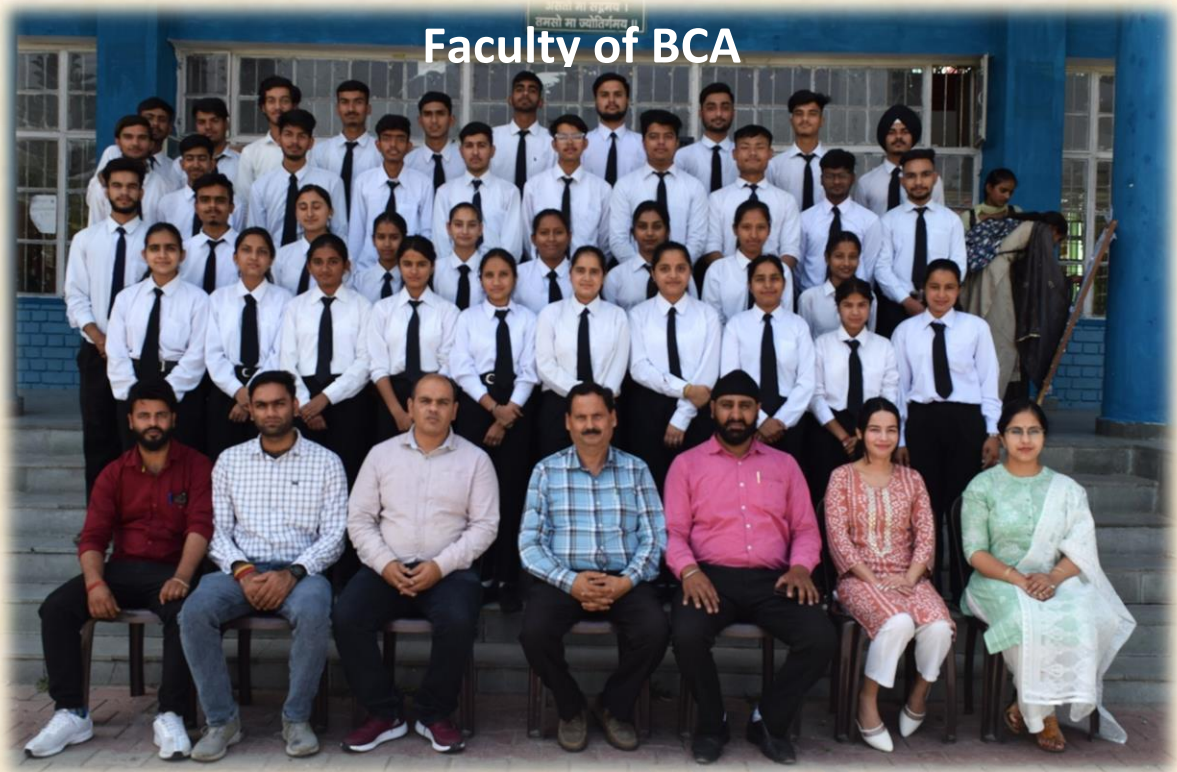
Verified at (place) on this the (day) of (month) , (year) .

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the_____(day) of_____(month) ,_____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Faculty of BCA

Faculty of BBA

Website: http://gdcnb.org/
Admission helpline numbers:
7876609501, 9625332324, 9817074182, 9816295616