



PROSPECTUS 2025-26

HANDBOOK OF INFORMATION BCA/BBA/PGDCA



स्वतंत्रता सेनानी पंडित सुशील रतन गवर्नमेंट डिग्री
कॉलेज ज्वालामुखी

Affiliated to Himachal Pradesh University Shimla (H.P.)

Phone no. 01970-222571

Admission link – gcjawalaji.edu.in

Email id – _jdcjawalaji@gmail.com

Website – gcjawalaji.edu.in

Address- P.O. Jawalamukhi, Distt. Kangra H.P. 176031

College building and its campus is always under electronics surveillance (CCTV Cameras)

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1. Know your Safety Signals

 STOP	 GIVE WAY	 STRAIGHT PROHIBITOR NO ENTRY	 PEDESTRIAN PROHIBITED	 HORN PROHIBITED
 NO PARKING	 NO STOPPING OR STANDING	 SPEED LIMITED	 RIGHT HAND CURVE	 LEFT HAND CURVE
 RIGHT HAIR PIN BEND	 LEFT HAIR PIN BEND	 NARROW ROAD AHEAD	 NARROW BRIDGE	 PEDESTRIAN CROSSING
 SCHOOL AHEAD	 ROUND ABOUT	 DANGEROUS DIP	 HUMP OR ROUGH	 BARRIER AHEAD

FREEDOM FIGHTER PANDIT SUSHEEL RATTAN

GOVERNMENT DEGREE COLLEGE JAWALAMUKHI

A Brief Profile

Govt. College Jawalaji initially came into being on 1st July 1999 as erstwhile privately managed institution known as 'Jawalaji Degree College', Jawalamukhi run under the auspices of 'Jawalaji' Shiksha Samiti and taken over by Government of Himachal Pradesh, Department of Higher Education on 8th June 2016. Up to 11-03 2025, it was named as Govt. College Jawalaji and then on 12 March 2025 it was renamed as Freedom Fighter Pandit Susheel Rattan Government Degree College Jawalamukhi. This institution duly granted 2(f) status by UGC, is a pioneer of higher education in this area of District Kangra and Jawalamukhi Assembly Constituency, in particular. This institution is affiliated with HPU Shimla (BA/BSC/BCOM/BBA/BCA 1st and 3rd year) and SPU Mandi (BA/BSC/BCOM/BBA/BCA 2nd year). The staff and students are making concerted efforts to make it an institute par excellence. The college is ever devoted to broadening its horizon of education and adding new courses. College has been declared as **Institute of Excellence** by Govt. of Himachal Pradesh Department of Education vide letter no. EDUC-B015/11/2023-EDU-C-Part-I dt. 14th March 2025.

The college is located in the pristine surroundings with the mighty Dhauladhar ranges in the background and in the blessings of 'Maa Jawalaji' across NH-303 at a distance of about 2 KM from the historical town of Jawalamukhi, district Kangra (H.P.). The college campus is spread over an area of more than 42 Kanal. It has a sprawling play ground which caters to all major outdoor games. The college provides facilities for indoor games and has a gymnasium with equipment for exercise and fitness training. The college has well equipped laboratories for all science and arts subjects. The college also has a central IT Lab, ICT Seminar Hall and computer lab with cutting edge technology software and hardware with Wi-Fi campus. The college library is a repository of valuable books of all varied subjects.

The college offers undergraduate course in Humanities, Sciences (Life Sciences and Physical Sciences) and Commerce. The BCA in self-finance mode is functioning in the college from 2018-19 sessions, BBA and PGDCA from 2019-20 session. The college stands for academic excellence, exemplary achievements in sports and cultural activities and thus also catering to the other needs of more than 1600 students, at present in these three streams. The institution has sanctioned faculty members with specialization in various fields. Apart from imparting knowledge and requisite skills, the teachers help the students to inculcate wisdom and uprightness of character. The college has one unit of National Service Scheme (NSS), RR Units, which inculcate social and moral value including leadership, sense of responsibilities and dignity of labour among the volunteers. In order to spread AIDS awareness among youth and society, college is running Red-Ribbon Club. Parents Teacher Association is an integral part of the institution, which not only act as a link between college administration and parents but also extend valuable guidance and financial resources of the college for the development of the institution. The college also have energy club.

OUR MOTO

'Sa Vidya Ya Vimuktaye' i.e. 'Knowledge is one that Liberates' truly inspires our students to become real life soldier, to defend and preserve our traditions.

OUR VISION

To build a holistic and vibrant learning environment, founded on value based academic principles, to inculcate mental and spiritual strength and clarity of thoughts in order to develop the character of students.

OUR MISSION

Being premier Institute of higher learning, clear road map is envisaged to awaken the latent potentials of the students. We endeavor to inculcate among them sense of responsibility, leadership and accountability, spirit of social service, communal harmony and discipline in order to make them conscious towards special and environmental issues; the qualities which unequivocally help in transforming them into awakened, responsible and accountable

Special Achievements (2024-25)

- In academic year 2025-25, college secured 40th position out of 141 colleges in the self-assessment report in the state. College had secured 796 marks out of 1100 in Tier-2 of 42 colleges, Jwalamukhi College was ranked 12th in the ranking.
- Postgraduate classes in Political Science, Mathematics, Commerce and English started in the college from the session 2025-25.
- Vanshika Goswami, 18-year-old boxer from the college has achieved significant achievement in the boxing field. She won the gold medal in the 80 kg weight category at the Under-19 World Boxing Championship held in Colorado, USA in November 2025.
- Dr. Susheel kumar Bassi, Principal of the college has Presented a PPT on TECHNOLOGICAL INTERVENTIONS IN EDUCATION "ADDRESSING FACULTY SHORTAGES IN KANAGRA DISTRICT WITH VIRTUAL CLASSROOMS: A SUCCESS STORY" in Principal conference organised by DHE Shimla on 30th Nov.-1st Dec. 2025.
- The college signed MoUs with JP University Waganghat, Laureate Pharmacy College Kathug, Government College Majhin and Shri Sai University Palampur in the session 24-25. By working together, institutions can improve their curriculum, expand research opportunities, and provide more robust career development pathways for students.
- 4 schools, Government High School Amb Salaitar, Government High School Rohara, Government Senior Secondary School Bharouli Kauhala, Government Senior Secondary School Jwalaji (Boys) were provided support for career placement, drug abuse, cyber crimes, education, cultural and sports activities and all-round development.
- National Service Scheme volunteer Neelakshi (24-25) participated in the mega camp organized at Maharaja Laxman Sen Mahavidyalaya Sundarnagar for North Zone.
- Four National Service Scheme volunteers Neelakshi, Rahul, Rajkumari and Nitin participated in the 10-day adventure camp organized at Pong Dam.
- National Service Scheme volunteers of the college Neelakshi and Aditya also participated in the Republic Day Selection Camp organized at Government College Shahpur. National Service Scheme volunteers Neelakshi, Ronika, Preeti, Neha participated in the One Nation One Election discussion at Central University Dharamshala in the Yuva Sansad District Level Competition from 20 March to 21 March.
- Last year in 2024-25, Himachal Pradesh University organized Inter College Kabaddi Men's Competition (from 2025 to 26 October 2025) in the college. In which 940 players from 77 colleges of the state participated.

- On 23rd October, Dr. Vishal Thakur, Professor, Department of Physical Education, officially accompanied the Kabaddi team of Himachal Pradesh University to Lovely University, Jalandhar.
- On 27th February, 2025, 'Career Counseling and Placement Cell' successfully organized a 'Placement Drive' in collaboration with 'Job Coach Organization'; Chandigarh. 18 students were selected for the second phase. The aim of this program was to provide opportunities to the students to connect with potential employers and enhance their career prospects.
- Nancy B.Sc., a third year student, topped the GAT-B mock test among 23 students of the college. The exam was conducted on 05th February.



RAGGING

FREE

CAMPUS

 **Say NO to**
Ragging

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

Principal's Message



Established in the year 1999, erstwhile privately managed Jawalaji Degree College Jawalamukhi run under the auspices of Jawalaji Shiksha Samiti and taken over by Government of Himachal Pradesh, Department of Higher Education on 8th June, 2016, is pioneer of higher education in this area of district Kangra and Jawalamukhi Assembly Constituency, in particular. The motto of the college "Sa Vidhya Ya Vimuktaye" i.e. 'Knowledge is one that Liberates' truly inspires our students to become real life soldiers to defend and preserve our traditions and territory through knowledge and wisdom.

It is a matter of great honour and immense pleasure to lead this college which stands for academic excellence, exemplary achievements in sports and cultural activities. This institute is catering to the need of more than 779 students at present in three streams i.e. Arts, Science and Commerce and self finance courses of BBA, BCA and PGDCA. Since the past two decades the institution has served the academic needs in higher education to the best of satisfaction which has borne fruits as distinguished personalities and leaders in different fields. Amiable environment of the institution and team of highly qualified and experienced faculty that strives to contribute actively to the needs and aspirations of the students of the college, have nurtured creativity, resilience and leadership qualities among the students for the development of versatile personality.

The highly committed non-teaching staff, supportive PTA and the concerted efforts of the faculty and principals of yester-years has played a pivot role in shaping this college as a leading institute of learning in this part of district Kangra and the college has progressed, not merely moved, during the past two decades.

It is an honor to say that the college created a 'state-of-the-art' 'Computer Lab and ICT Seminar Hall' for effective teaching in the college. A Career Guidance cell in the college channelizes the students towards right direction in their studies, goals and career ahead by organizing multiple seminars and sessions.

I look forward and welcome you all to be part of the family of Government College Jawalaji, Jawalamukhi, to the new academic session. I hope all of you will share the vision of the college and help to maintain an amicable environment, where students flourish and bring laurels to the institution and above all, to the nation and the time spent in the GC Jawalaji, would prove to be the most exhilarating years of life that create memorable moments and bonds lasting for a life time.

Jai Hind!

Dr. Susheel Kumar Bassi
Principal

Freedom Fighter Pandit Susheel Rattan
Government Degree College Jawalamukhi

FACULTY PROFILE

PRINCIPAL : **Dr. SUSHEEL KUMAR BASSI**

COMMERCE FACULTY

1. Dr. Anil Kumar, Assistant Professor
(M. Com, M.Phil., NET, Ph. D.)
2. Dr. Anupam Bahri, Assistant Professor
(M. Com, M. Phil, Ph. D., UGC NET & ICSSR Doctoral Fellowship)
3. Vacant: 01

SCIENCE FACULTY

1. **Department of Mathematics**
Dr. Poonam Sharma, Assistant Professor
(M. Sc., M. Phil. Ph.D.)
2. **Department of Zoology**
Dr. Anika Parmar, Assistant Professor
(M.Sc.(Hons.), M.Phil., Ph.D., SET, NET (Env.Sc.)
3. **Department of Physics**
Ms. Shivani Devi, Assistant Professor
(M.Sc., M. Phil.)
4. **Department of Botany**
Dr. Arti Sharma, Assistant Professor
(Assistant Professor, M.Sc., M. Phil., Ph.D.)
5. **Department of Chemistry**
Ms. Shabnam , Assistant Professor
(MSc, NET)

ARTS FACULTY

1. **Department of Hindi**
Dr. Meena Kumari, Assistant Professor
(M. A., Ph.D.)
2. **Department of History**
Dr. Sanjay Kumar, Assistant Professor
(M. A., M. Phil. Ph.D.)
3. **Department of Physical Education**
Dr. Vishal Thakur, Assistant Professor
(M.PEd.,M.Phil, Ph.D , SET)
4. **Department of Sanskrit**
Ms. Renu, Assistant Professor
(M. A., NET)
5. **Department of Political Science**
Ms. Hari Priya, Assistant Professor
(MA, M Phil, NET, SLET)

6. Department of Music

Ms. Heena Sharma, Assistant Professor
(M.A. NET)

7. Department of Economics

Mr. Praveen Prakash, Assistant Professor
(M. A., M Phil.)

MINISTERIAL STAFF

1. Sh Kuldeep Sharma (Superintendent Gr.I)
2. Senior Assistant: **vacant**
3. Clerk: **vacant**

LIBRARY

1. Mr.Rajesh Kumar, Assistant Librarian
(,M.Lib., M.Com)
2. Ms. Seema Kumari, Assistant Librarian
(B.Lib in Library & Information Science, M.A)
3. Ms. Nutan Kumari, Assistant Librarian
(Diploma in Library Sciences)

LABORATORY STAFF(LAB.ATTENDENT)

1. Mr. Sanjeev Kumar (M.Sc.,M.Phil., B.Ed.)
- 2.Mr. Puneet Kamal (MSc., B.Ed)
- 3.Mrs. Sumana Kumari (M.Sc., B.Ed)

CLASS-IV STAFF

1. Ms.Madhu Bala (Peon)
2. Mr.Vijay Kumar (Peon)
3. Mr.Surinder Kumar (Peon)
4. Ms.Nimmo Devi (Peon)
5. Sh Sunil Kumar

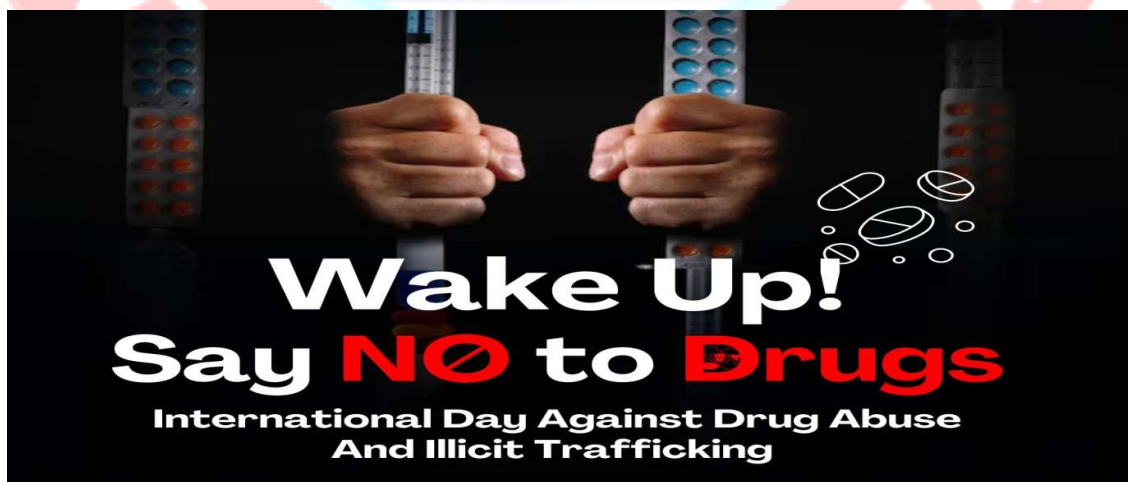
VACANT POSTS

TEACHING STAFF

Mathematics = 01
English = 03
Commerce = 01

CLASS-IV STAFF

Sweeper=01



ADMISSION COMMITTEES

ADMISSION TIME 10:00 AM TO 1:30 PM

Arts Stream (Room No. 124)

1. Dr. Meena (Convener)
2. Prof. Sanjay Kumar
3. Prof. Haripriya
4. Dr Vishal Thakur
5. Prof. Renu
6. Prof .Heena
7. Prof. Parveen Prakash

Science Stream (Room.No. 224)

1. Dr. Anika Parmar (Convenor)
2. Prof. Shivani Devi
3. Dr. Arti Sharma
4. Ms. Shabnam

Commerce Stream (Staff Room in Commerce block)

1. Dr. Anil Kumar (Convener)
2. Dr. Anupam Bahri

Final Admission Committee (Staff Room)

1. Dr. Poonam Sharma
2. Dr. Meena
3. Dr. Anil

“Keep the College Campus Clean”

**“Smoking, Drinking and Drugs are strictly
prohibited here”**

**“Say No to Plastic & Make College Campus free
from Polythene Bags.”**

“No! LITTERING and Let's CLEAN the

College.”

Annual Committees (Session 2025-26)

Chief Tutor	Dr. Poonam Sharma	Incharge Road Safety Club	Dr. Anupam Bahri
Sr. Tutor (Arts)	Dr. Meena	Incharge Rovers	Dr. Vishal Thakur
Sr. Tutor (Science)	Dr. Poonam Sharma	Incharge Rangers	Prof. Renu
Sr. Tutor (Commerce)	Dr. Anil Kumar	In charge Eco Club, Green energy, medicinal plants and Environment awareness	Dr. Arti Sharma
Incharge Diaster Management	Dr. Anupam Bahri	Incharge Red Cross Club	Prof. Shavnam
Incharge Red Ribbon Club	Dr. Anika Parmar	Incharge Anti Drug Abuse Club	Prof. Shivani Devi
BBA Coordinator	Dr. Anupam Bahri	BCA Coordinator	Dr. Poonam Sharma
Bursar	Dr. Anil Kumar	Staff Secretary	Dr. Anupam Bahri
Anti Ragging Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Sanjay Kumar Prof. Shivani Devi Dr. Arti Sharma Prof. Renu Dr. Anil Kumar Dr. Meena kumari Dr. Vishal Thakur Prof. Hari Priya Prof. Shavnam Prof. Heena	Attestation Committee	Dr. Poonam Sharma (Science N.M.) Dr. Anika Parmar (Science Medical) Dr. Anil Kumar (Commerce) Dr. Meena Kumari (Arts) Prof. Sanjay Kumar (Arts) Dr. Poonam Sharma and Dr. Anupam Bahri (BCA, BBA and PGDCA)
Bus Pass Attestation Committee	Prof. Shivani (Non-Medical) Dr. Arti Sharma(Medical) Dr. Vishal Thakur (Arts) Prof Renu (Arts) Dr. Anil Kumar (Commerce) Dr Anupam (BBA & BCA/PGDCA)	Leave Sanctioning Authority (Up to 6 days)	All the teachers are authorized to sanction leave of their respective students.
Women Grievances Redressal Cell	Dr. Poonam Sharma Dr. Anika Parmar Prof. Shivani Devi Dr. Arti Sharma Prof. Renu	Identity Card Attestation I-Cards complete in all respects will be issued by the librarian	1) Sh. Rajesh 2) Ms. Seema 3) Ms. Nutan

	Dr. Meena kumari Prof. Hari Priya Prof. Shavnam Prof. Heena Sharma	after verifying from the library registration card .	
Student Grievance Redressal Committee (SGRC)	Dr. Poonam Sharma Dr. Arti Sharma Dr. Anupam Bahri Dr. Anika Parmar Prof. Sanjay Kumar Dr. Anil Kumar Prof. Shabnam Prof. Hari Priya	Career Counseling & Placement Cell	Dr. Poonam Sharma Dr. Anupam Bahri Dr. Meena Kumari Prof. Shivani Prof. Sanjay Prof. Hari Priya Prof. Renu Prof. Shabnam Dr Vishal Thakur
Scholarship Committee	Dr. Poonam Sharma (Nodal Officer) Dr. Anil Kumar Prof. Shivani Devi Dr. Arti Sharma Prof. Hari Priya Dr. Meena Kumari Prof. Shabnam Prof. Renu	Internal Complaint Committee (ICC)	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anil Kumar Dr. Anupam Bahri Prof. Meena Prof. Sanjay Kumar Dr Vishal Thakur
Book Bank Committee	Sh.Rajesh Kumar Ms. Seema Ms. Nutan Dr. Anupam Dr. Meena Kumari Prof. Shabnam Prof. Heena Sharma Prof. Renu	Advisory Committee	Dr. Poonam Sharma Dr. Meena Kumari Dr. Anika Parmar Dr. Shivani Devi Dr. Arti Sharma Dr. Anil Kumar Dr. Anupam Bahri Prof. Sanjay Kumar
Student Welfare/ Fee Concession Committee	Dr. Poonam Sharma Dr. Meena Kumari Dr. Anika Parmar Dr. Anil Kumar Prof. Sanjay Kumar	CSCA Advisory Committee	Dr. Poonam Sharma Dr. Meena Kumari Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Dr. Anika Parmar Prof. Sanjay Kumar Dr. Anupam Bahri Sh. Kuldeep Sharma
Campus Beautification & Development Committee	Dr. Arti Sharma Prof. Shivani Devi Dr. Anupam Bahri Dr. Anika Parmar Dr Vishal Thakur Prof. Heena Prof. Renu Prof. Shabnam Mrs. Suman Mr. Rajesh Kumar Ms. Seema Ms. Nutan	IQAC (Internal Quality Assurance Cell)	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Hari Priya Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Prof. Sanjay Kumar Dr. Meena Prof. Shabnam Prof. Heena Prof. Renu DR. Vishal Thakur
House Examination Committee	Dr. Anupam Bahri (Incharge) Prof. Shivani Devi	Disaster Management	Prof. Hari Priya (Nodal officer) Prof. Shivani Devi

	Dr. Arti Sharma Prof. Heena Sh. Rajesh Sh. Puneet Ms. Suman		Dr. Arti Sharma Dr. Meena Kumari Prof. Heena Sharma Prof. Shavnam Prof. Praveen Prakash
NAAC Liaison Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Hari Priya Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Prof. Sanjay Kumar Dr. Meena Prof. Shabnam Prof. Heena Prof. Renu DR. Vishal Thakur	Library Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Hari Priya Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Prof. Sanjay Kumar Dr. Meena Prof. Shabnam Prof. Heena Prof. Renu DR. Vishal Thakur Mr. Rajesh Kumar Ms Seema Ms. Nutan
Time Table Committee	Dr. Poonam Sharma (Science) Dr. Anupam (Commerce) Dr. Anika Parmar (Medical) Dr. Meena Kumari (Arts) Prof. Sanjay Kumar (Self finance)	UGC Affairs Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Hari Priya Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Prof. Sanjay Kumar Dr. Meena Prof. Shabnam Prof. Heena Prof. Renu DR. Vishal Thakur
Repair & Maintenance Committee	Dr. Anupam Bahri Prof. Shivani Devi Dr. Anika Parmar Dr. Arti Sharma Dr Vishal Thakur Prof. Hari Priya Sh. Kuldeep Sharma Prof. Shabnam Prof. Heena Prof. Renu Ms. Suman Sh. Sanjeev Sh. Rajesh Sh. Puneet Kamal Mr. Rajesh Kumar Ms Seema Ms. Nutan	College Property	Dr. Meena Prof. Sanjay Kumar Dr. Anupam Bahri Prof. Heena Dr Vishal Thakur Dr. Anil Kumar Mr. Rajesh Kumar Ms Seema Ms. Nutan Prof. Shabnam Ms. Suman Ms. Puneet Sh. Kuldeep Sharma Sh. Sanjeev
Discipline Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Hari Priya	College Website Maintenance Committee	Dr. Poonam Sharma Dr. Anika Parmar Dr. Arti Sharma Prof. Shivani Devi

	Prof. Shivani Devi Dr. Anil Kumar Dr. Arti Sharma Prof. Sanjay Kumar Dr. Meena Prof. Shabnam Prof. Heena Prof. Renu DR. Vishal Thakur		Dr. Meena Prof Shivani Dr. Anupam Bahri Dr. Anil Kumar Prof. Hari Priya Sh. Kuldeep Sharma Sh. Sanjeev
Anti Drug Abuse Committee Committee for Preventing Drug Abuse/ for online submission of Anti Drug undertaking / Affidavit by the students	Prof. Shivani Devi (Nodal Officer) Prof. Haripriya Dr. Meena Prof. Renu Prof. Shabnam (Assistant Nodal Officer) Dr. Vishal Thakur	Sanitary / Cleanliness Committee	Dr Meena kumari Prof Shivani Dr. Arti Sharma Dr. Anika Parmar Dr. Vishal Thakur Prof. Heena Prof. Shabnam Prof. Renu Mr. Rajesh Kumar Sh. Puneet Kamal Ms. Seema Ms. Nutan Sh. Sanjeev Ms. Suman
Local Purchase / GEM Purchase Committee	Dr. Poonam Sharma Prof. Anupam Bahri Dr. Meena Kumari Dr. Vishal Thakur Sh. Kuldeep Sharma Mr. Rajesh Kumar Sh. Puneet Kamal Sh. Sanjeev kumar Ms. Suman	E-Learning Monitoring Cell	Prof Shivani Dr. Anupam Bahri Dr. Anil Kumar Dr. Anika Parmar Dr. Arti Sharma Prof. Hari Priya Prof. Renu Dr. Vishal Thakur Dr. Meena
Physical Support Service Cell (PSSC)	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Heena Dr. Anil Kumar Dr. Meena Dr. Vishal Thakur	Gender Sensitization Committee	Prof. Poonam Sharma Dr. Arti Sharma Prof. Shivani Devi Prof. Heena Prof. Hari Priya Prof. Renu Dr. Meena Prof. Shabnam Dr. Anika Partmar Ms. Seema Ms. Sumna
Coordinator Cultural / Co-curricular /Extra-curricular Assignments	Prof. Poonam Sharma Prof. Anupam Bahri Prof. Shivani Devi Dr. Vishal Thakur Ptof. Meena Prof. Heena Prof. Hari Priya Prof Renu	Science / Culture awareness committee for adopted schools	Prof. Shabnam (Nodal Officer for science awareness) Prof. Heena (Nodal Officer for culture awareness)
Debate & Elocution	Prof. Hari Priya	Poster Making	Dr. Anupam Bahri
Quiz	Prof. Shivani Devi	Collage Making	Dr. Anika Parmar
On the Spot Painting	Prof. Shabnam	Clay Modelling	Dr. Meena
Rangoli	Prof. Renu	Cartooning	Dr. Heena Sharma
Group Song, Folk Song, Classical (V&I) & Light vocal			
Folk Dance / Classical	Dr. Meena	Drama, One Act	Dr. Meena

Dance	Dr. Anika Parmar Dr. Arti Sharma Prof. Shivani Devi Prof. Hari Priya Prof. Heena Prof Renu Ms. Seema Ms. Nutan Ms. Suman	Play, Skit & Mime	Dr. Anika Parmar Dr. Arti Sharma Prof. Shivani Devi Dr. Anupam Bahri Dr. Vishal Thakur Prof. Hari Priya Prof. Shabnam Prof. Heena Prof Renu Ms. Seema Ms. Nutan Ms. Suman
Magazine (Editorial Board)			
Chief Editor	Dr Poonam Sharma	Editor (Commerce Section & Planning Forum)	Dr. Anupam Bahri
Editor (English Section)	Prof. Hari Priya	Editor (Sanskrit Section)	Prof. Renu
Editor (Hindi Section)	Dr.Meena Kumari	Editor (Pahari Section)	Prof. Sanjay Kumar
Editor (Science Section)	Prof. Shivani Devi	College Land Committee	Prof . Poonam Sharma Prof Sanjay Kumar Dr. Arti Sharma Dr. Anil Kumar Dr. Anupam Bahri Dr Vishal Thakur Sh. Kuldeep Kum Sh. Rajesh Sh. Puneet Sh. Sanjeev
Red Ribbon Club	Dr. Anika Parmar(Nodal Officer) Dr. Meena Dr. Anupam Bahri Prof Shabnam Prof. Heena Ms. Suman	N.S.S. Committee	Dr. Sanjay Kumar (Programmer Officer) Dr. Meena Kumari (Programmer Officer) Dr. Anika Parmar Prof. Hari Priya Dr.Anupam Bahri Prof. Shivani Devi Sh. Puneet Sh. Sanjeev Sh. Rajesh Ms. Suman
Name of the Game	President	Name of the Game	President
Athletics Taikwando (Boys)	Dr Vishal Thakur	Boxing Kho-Kho (Boys)	Dr. Vishal Thakur
Athletics Taikwando (Girls)	Prof. Hari Priya Prof . Shivani Devi	Boxing Kho-Kho (Girls)	Dr. Arti Sharma Prof. Shabnam Prof. Hari Priya
Badminton Kabaddi (Boys)	Dr. Vishal Thakur Dr. Anil Kumar	Cricket & Taekwondo (Boys)	Dr. Anupam Bahri Dr. Anil Kumar
Badminton Kabaddi (Girls)	Prof. Renu Pro. Heena Dr. Poonam Sharma	Weight Lifting (Boys)	Dr. Vishal Thakur
Chess	Prof. Sanjay	Taekwondo &	Prof. Shivani Devi

	Prof. Shabnam	Weight Lifting (Girls)	Dr. Meena
Furniture Repairs Committee Dr. Arti Sharma Prof. Shivani Devi Prof. Shabnam Dr. Anupam Bahri Dr. Vishal Thakur Sh. Kuldeep Kumar Sh. Rajesh Sh. Puneet Ms. Suman Ms. Seema Ms. Nutan Sh. Sanjeev		Girls Common Room Supervision And Maintenance and First Aid and Medical assistance committee	Prof. Shivani Devi Dr. Anika Parmar Dr. Arti Sharma Dr. Meena Kumari Dr. Vishal Prof. Renu Prof. Heena Ms. Shabnam Ms. Suman Ms. Seema Ms. Nutan Ms. Madhu Ms. Neemo
NSS OFFICER	Prof. Sanjay Kumar Dr. Meena Kumari	Nodal Officer, AISHE	Dr. Poonam Sharma
Hygiene (Water & Sanitation) Committee	Dr. Meena Kumari Dr. Anil Kumar Prof. Sanjay Kumar Prof. Shaivani Prof. Anika Parmar Prof. Shabnam Sh. Rajesh Sh. Puneet Ms. Nutan Sh. Sanjeev Ms. Seema	Swachh Bharat Summer internship	Prof. Hari Priya (Nodal officer) Prof. Shivani Devi Dr. Arti Sharma Prof. Shabnam Prof. Heena Sharma Dr. Anupam Bahri Sh. Rajesh Sh. Punnet
RTI Committee	Dr. Susheel kumar Bassi (Principal) PIO Sh. Kuldeep Sharma (Supdt Grade 1) APIO Dr. Poonam Sharma (Member) Appellant Authority, Director of Higher Education	SELF-FINANCE COURSES ADVISORY COMMITTEE	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Sanjay Kumar Sh. Kuldeep Sharma Mr. Sanjeev Kumar
Canteen committee	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Sanjay Kumar Dr. Vishal Thakur Dr. Anika Parmar Dr. Arti Sharma Prof. Shivani Devi Sh. Kuldeep Sharma Mr. Sanjeev Kumar Ms. Puneet	Press and photography committee	Dr. Meena Sharma Dr. Anupam Bahri Prof. Heena Sharma Dr. Vishal Thakur Prof. Renu Prof. Shabnam
Road Safety Club	Prof. Anupam Bahri (Nodal Officer)	Sports Advisory Council	Dr. Vishal Thakur Dr. Poonam Sharma

	Prof. Heena (Assistant Nodal officer) Dr. Meena Kumari Prof. Anika Parmar Dr. Anil Kumar Prof. Heena Prof. Shabnam Sh. Kuldeep Kumar Shama Sh. Rajesh		Dr. Anupam Bahri Dr. Anika Parmar Prof. Sanjay Kumar Dr. Meena Kumari
Tent and shamiana committee	Dr. Anil Kumar Prof. Sanjay Dr. Anupam Bahri Dr. Poonam Sharma Prof. Shivani Dr. Arti Sharma Prof. Heena Sharma Sh. Rajesh Kumar Sh. Sanjeev Kumar Sh. Puneet Kamal Smt. Sumna Devi	Prospectus Committee:	Dr. Poonam Sharma Dr. Anil Kumar Dr. Anupam Bahri Dr. Meena Kumari Dr. Anika Parmar Dr. Arti Sharma Prof. Shivani Devi Prof. Sanjay Kumar Prof. Renu
		Identity Card Signing Committee:	Concerned major subject teacher
New Initiative Committee:	Dr. Poonam Dr. Anil Kumar Dr. Anika Parmar Dr. Anupam Bahri Prof. Sanjay Kumar Prof. Shivani Devi Dr. Arti Sharma Prof. Renu Dr. Anil Kumar Dr. Meena Kumari Dr. Vishal Thakur Prof. Hari Priya Prof. Praveen Prakash	Research, Development & Innovation Committee:	Dr. Poonam Dr. Anil Kumar Dr. Anika Parmar Dr. Anupam Bahri Prof. Shivani Devi Dr. Arti Sharma Dr. Meena Kumari Dr. Vishal Thakur Prof. Hari Priya Prof. Praveen Prakash
Cyber Security Awareness Committee:	Dr. Anupam Bahri Dr. Anil Kumar Prof. Shivani Devi Dr. Arti Sharma Dr. Anika Parmar Dr. Meena Kumari Dr. Vishal Thakur	Language Lab. Committee	Dr. Poonam Sharma Dr. Meena Kumari (Hindi) Prof. Hari Priya (English) Prof. Renu (Sanskrit)

Uttkrisht Mahavidyalaya Scheme Committee:	Dr. Poonam Sharma Dr. Anil Kumar Dr. Anika Parmar Prof. Shivani Devi Dr. Anupam Bahri Dr. Arti Sharma Prof. Sanjay Kumar Prof. Shivani Devi Dr. Meena kumari	Incharges : Smart Class Rooms	Dr. Anil Kumar Dr. Poonam sharma Prof. Shivani Devi Dr. Anika Parmar Dr. Meena Kumari Prof. Praveen Prakash
Press & Publicity Committee:	Dr. Meena kumari Prof. Hari Priya Prof. Sanjay Kumar Dr. Anupam Bahri Prof. Heena Sharma Prof. Praveen Prakash	Special Initiative Committee (Energy conservation, solid waste, Rain water harvesting, plastic free campus, blood donation)	Dr. Arti Sharma Prof. Shivani Devi Dr. Anika Parmar Dr. Meena kumari Dr. Anil Kumar Prof. Sanjay Kumar
Adoption of village/Educational institution committee	Dr. Anil Kumar Dr. Anupam Bahri Dr. Poonam sharma Prof. Sanjay Kumar Dr. Anupam Bahri Prof. Shivani Devi Dr. Arti Sharma Dr. Meena kumari Dr. Vishal Thakur Prof. Hari Priya Prof. Shabnam Prof. Renu Prof. Heena sharma	MOOCS and Other Online Courses Committee (SWAYAM, NPTEL, AMRITA etc.):	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Shivani Devi Dr. Arti Sharma Prof. Renu Dr. Anil Kumar Dr. Meena kumari Dr. Vishal Thakur Prof. Hari Priya Prof. Praveen Prakash
Internship / Apprenticeship and Industry – Institute Linkage Committee:	Dr. Poonam Sharma Dr. Anika Parmar Dr. Anupam Bahri Prof. Sanjay Kumar Dr. Anil Kumar Prof. Shivani Devi Dr. Arti Sharma Dr. Meena kumari Prof. Praveen Prakash	Skill Development & Incubation Centre	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Shivani Devi Dr. Vishal Thakur Prof. Hari Priya Prof. Heena Sharma
Committee for online submission of Anti Ragging undertaking / Affidavit by the students	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Sanjay Kumar Dr. Anil Kumar Dr. Anika Parmar	Library up gradation committee	Prof. Shivani Devi(Nodal Officer) Dr. Meena Prof. Haripriya Prof. Renu Prof. Shabnam Dr. Vishal Thakur Mr. Rajesh Kumar Ms. Seema Ms. Nutan
Liaison committee for MOU signed institutions	Dr. Poonam Sharma Dr. Anupam Bahri Prof. Sanjay Kumar		

	Dr. Anil Kumar Dr. Anika Parmar Dr. Meena Prof. Haripriya Prof. Shabnam		
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The senior most members of the committee will be the convener of the committee. All the committee will submit their proposed plan for the month of August and September. All conveners of the committee will submit their proposed plan till 16th Aug. 2025.

Principal



ADMISSION COUNSELING CUM GUIDANCE COMMITTEE

For Self Finance (Old Library)

- i. Dr. Poonam Sharma – 8219220525
- ii. Dr Anupam Bahri – 9817074835
- iii. Prof. Sanjay – 9218100041



PROCEDURE FOR ONLINE ADMISSION FOR THE SESSION 2025-2026

Candidates/Parents/Guardians must read all instructions given in the prospectus carefully and check the college website <https://gcjawalaji.edu.in> from time to time as the admission process will be online and submit the application form after completing in all respects through an online mode only. Kindly refer to the following link for the admission: -

<http://admission.gcjawalaji.edu.in>

1. Candidate must save the “Username and Password” generated during registration process with

The screenshot displays the admission portal interface. At the top, it says "New Candidate Register Here" with buttons for "Under Graduate" and "Post Graduate". Below this is a section titled "Important Links" with six boxes: "Professional Course Prospectus 2024-25", "BA,BSC,B.COM Prospectus 2024-25", "Shortlist & Apply", "Admission Helplines", "Fee Structures", and "Application Deadlines". The bottom section is titled "Candidate / Student Login" and contains fields for "Your Username / ID", "Password", and a "Security Pin" (displayed as 2591). There is a "LOGIN" button, a "Forgot Password?" link, and a "Terms & Conditions" link.

them and complete the admission process by filling the online application form using their own username and password from “Login to Apply” button.

2. Candidate needs to fill the online admission form using his/her own

- credentials, after that only his/her candidature will be considered for admission.
3. Registration alone does not make any candidate eligible for admission. **At the time of registration, Rs. 80/- will be charged for college admission registration on college online admission portal (for 1st-year students only).** After registration, the students have to submit duly filled online application form with all required documents.
 4. **Photostat Copies: - Photostat copies of documents are not accepted. If admission committee finds any uploaded Photostat copy at the time of form verification, then the admission form will be rejected, and the candidate will have to rectify the rejected form from his / her account, and resubmit it within stipulated time.**
 5. At the time of form verification, the admission committee holds all the rights to reject any of the uploaded documents, if documents are not uploaded in the prescribed format mentioned in the instructions provided then the student will be communicated by the committee through “SMS and E-mail” on their registered mobile number and email address to do the needful changes.
 6. Candidate then needs to make the corrections **by logging in his/her account using his/her username and password and resubmit the form and wait for the final approval which will be intimated through SMS and Email.**
 7. After the final approval from the admission committees, the date will be informed by the respective admission committees through SMS and Email on their registered mobile number. A link for the payment will be sent on the registered e-mail and mobile number through a SMS.
 8. Candidate needs to pay the fee online to complete the admission process **by logging into the account using his/her own username and password.**

In case of any query related to online admission, candidate can contact any of the following:

Office Staff:

- i. Kuldeep Sharma (Superintendent Gr. I)
- ii. Sh. Sanjeev Kumar: - 94185-77510

Teaching staff :

For commerce faculty

- i. Dr Anupam Bahri – 9817074835

For Science Faculty

- i. Dr. Poonam Sharma – 8219220525
- ii. Prof. Shivani Devi – 9816778717

For Arts Faculty

- i. Dr. Meena Kumari – 9816270668
- ii. Dr. Vishal Thakur – 9805552072

For Self-Finance Faculty

- i. Ms. Sonali Rana (BCA/PGDCA)-
7018061284
- ii. Ms. Shweta Sood (BCA/PGDCA) –
9816515579
- iii. Ms. Sakshi Sharma(BBA)-
7018745659

General Admission Rules

1. Admission will be made on the recommendation of admission committee.
2. Admission will be strictly on fulfillment of eligibility conditions.
3. A student who has attained the age of 23years for boys & 25years for girls on 1st July, 2025 (Upper age limit is raised to 26 years for ST/SC candidates). The Vice-Chancellor shall have the power to permit age relaxation up to a maximum period of 6 months.
4. All admission will be provisional subject to the approval of V.C., HPU Shimla/ SPU Mandi.
5. All terms and conditions of the admission and fee structure can be changed or modified as per the directions of HPU Shimla/ SPU Mandi..
6. A candidate seeking Admission will be accompanied by his/her parents/guardian at the time of admission.
7. A student must produce original certificates at the time of admission.
8. A candidate having a gap of one or more years in the studies will have to submit an affidavit explaining the reasons.
9. Every student seeking admission in any class will be required to pay Rs.400/-to PTA Fund. Fees and funds once deposited will not be refunded.
10. Girl's students seeking admission in any class must bring an attested copy of H.P. Bonafide certificate to themselves of fee connection (Tuition Fee Only).
11. Students seeking exemption from the Tuition Fee for disability must attach an attested copy of 40% disability certificate.
12. The admission of the student who is seeking admission to TDC –II or TDC – III on the basis of educational qualifications acquired from the university other than HPU shall be regularized on the basis of equivalence of syllabiasan when decided by H.P. University Shimla.
13. Candidates coming from school of Education Board/University other than H.P. Board of School Education/ HPU Shimla must produce migration certificates in original. Only students who have passed in all subjects in 10+2 from NOS (with English) shall be admitted to BCA / BBA subject to the minimum eligibility conditions.
14. Minimum pass percentage for admission in different faculties is given as :

Class	Minimum percentage marks required in 12th
BCA 1st year	45% marks in aggregate including all the subject
BBA 1st year	45% marks in aggregate including all the subject
PGDCA 1st year	50% marks in aggregate including all the subject in BA /B.Sc /B.Com
As per the direction of hon'ble high court any candidate with compartment in +2 will not eligible for seeking admission in any of the undergraduate courses	

For Re-Admission students are advised to contact Dr. Poonam Sharma Assistant Prof. Mathematics.

Important:

All such students who are required to produce affidavits are advised to consult the admission committee about the contents/statement to be given in the affidavit so that inconvenience may be avoided. Submission of false affidavit is a legal offence.

Note:

- 1 Admissions in various major subjects will be on the basis of merit & other eligibility conditions keeping in view the HPU Roster for reservations.
- 2 Admission in Sports Quota will be done/ approved by Dr. Vishal Thakur & in Cultural Quota by Prof. Heena Sharma.

Refusal Admission

1. A candidate expelled by any college/University of found involved in any in disciplinary activities in the preceding year(s) will not be admitted in the college.
2. As there is no provision of compartment in the National University, New Delhi rules, therefore a candidate failing in any one or more than one subject out of five is not eligible for admission. Only passed candidates of NOS will be admitted if otherwise eligible.
3. If the student gets admission by furnishing incorrect information or by concealing the facts, his / her admission will be cancelled on detection of such fault by the college/University.
4. In spite of the eligibility for admission, the Principal can refuse admission if the conduct of the student as not been up to the mark during previous years.
5. The Principal reserves the right to reject or cancel the admission of any student without assigning any reason(s) or explanations if situation warrants so.

How to apply for Admission through Online Mode

All new applicant must register in the college website before they apply for admission. However old student could take admission after logging in with their IDs

1. Every candidate seeking admission to any class has to apply on the prescribed **link** available in the college prospectus. A valid mobile no. and Email ID, must belong to the candidate him/ herself and keep it active until the admission process is completed, as all communication will be sent through SMS /E- Mail.
2. The application form is to be filled up by the applicant through his /her own ID, carefully after reading all rules and eligibility conditions.
3. It is mandatory for all the applicants to bring his/her mother/father/guardian at the time of documents verification .
4. In case of any clarification or guidance, the applicant can approach admission committee of the college.
5. Certificates are to be attached in a sequence as prescribed in application form .
6. After applying the form, candidate must present in front of admission committee in the college for documents verification. (Room Nos. are mentioned along with admission committees).
7. Admission will be approved by the convener of admission committee.
8. Guardian means only blood relation.
He/she should not be a student of this college. No. student of this college should sign in the place of parent/guardian of any applicant otherwise none of the two will be admitted in the college.

Note: If the student does not deposit fees immediately after the final committee has cleared/signed the admission form, his/her admission will be deemed as cancelled.

Documents Required

The completed admission form along with the bio data card, undertaking and PTA form must be submitted along with the following documents:

1. Two passport size own photographs and two passport size photographs of his/her father/mother/guardian.
2. All certificates from metric examination onwards must be carried in original along with their photocopies (only for BCA/BBA –I and postgraduate classes).
3. H.P. Domicile certificate for girl students only.
4. 40% disability certificate and category certificate in case of students seeking any sort of concession/ age relaxation.
5. Photocopy of registration card.
6. Original character certificates from Head of the institutional last attended in case of a student seeking admission to the first year of any course.

In case if student who has discontinued his/her studies for one or more year the character certificate must be supplemented by another character certificate obtained from gazette class I officer or the Panchayat Pradhan of the village / illaka concerned.

7. A student seeking admission from board/university other than H.P .will have to produce photocopy of his/ her migration certificate, Affidavit, wherever applicable.

Note: The character certificate must not have been issued more than six months prior the date of admission.

Important :

- (1) Every student must have his/her own email ID.
- (2) Every student must mention his/ her own Bank Account No. and Aadhar No, parents and his /her own phone number in the admission form.
- (3) Parents must ensure the entry of their own Phone No. in the admission form in order to make convenient to send important messages through SMS.
- (4) Photocopy of Bank Account No. and Aadhar No. required.

Mandatory Undertaking

It is mandatory for the students and their parents/guardian to fill up the anti-ragging undertaking online on the following website after seeking admission in the college [www.aman](http://www.amanmovement.org) movement or www.antiragging.in after doing so students are directed to submit the copies of the print outs to their major subject teachers within 15th days from the date of admission.

1. DEPARTMENT OF MANAGEMENT STUDIES

Every year, after the completion of 12th exams in March many students are becoming busy choosing their career options and searching for various courses and their admission procedures. BBA is one of the courses that create new avenues for students after 12th. The aim of a BBA course is to inject basic management skills to students. The BBA degree imparts basic management and business skills to the students seeking a bright career in future. After taking admission to BBA course, a student can be a leader for tomorrow. The BBA course is structured in such a way so that it helps students learn basic management skills and effective communication skills as well. Bachelor's degree programs in business administration/business studies/management studies are called by various names by the different universities. Hence, you are likely to come across BBA, BBS, MBA courses, all of which are more or less the same thing.

What is BBA?

Bachelor of Business Administration (BBA) is a three-year fulltime course that is designed to give rise to future professionals, rather than mere 'degree holders'. This course keeps in mind the needs of the industry where the students would ultimately find employment, and, therefore, has a completely different approach to learning.

WHY is BBA better than any other conventional degree?

Answer lies in three points: -

A professional course: BBA goes beyond bookish knowledge. Instead, it sharpens students' managerial skill through organizing Management Fest, presentations, Ad-Mad, case studies, industry visits, guest lectures by professionals etc. that helps students to deal with real life situation better.

A Structured Syllabus: Maximum subjects taught in BBA course, be it areas of management like marketing, finance systems, human resource management etc. Theoretical concepts learnt in the classroom are supported by practical experience in the form of projects, presentations, industry visits and summer placements, thereby making the course a complete learning experience.

An edge over other undergraduate courses: The limited number of seats in the BBA means that only the best students get selected. They are then trained by some of the finest faculty members. Add to this, the guest lecturers delivered by industry experts, and you know that BBA graduates have a definite edge over others.

What after BBA?

The obvious choice after BBA in opting for post graduation---an MBA. Having a prior knowledge

of different aspects of management, BBA graduates often find it easier to crack MBA entrance exams, as compared to other graduates. After completing the BBA course students also have the option of joining MNC's as a management trainee/ executive trainee/sales specialist/ in any of the following sectors. Banking, Consultancy, Finance, IT Companies, Advertising Agencies etc. or carry their own company to next height of success for those students, who don't want to go for an MBA directly, there are abundant career opportunities after BBA. So go ahead.

Objectives of the Course

1. To prepare highly skilled professionals, with a strong conceptual and theoretical background in the field of management theory and its application.
2. To increase the level of self-confidence.
3. To develop the positive attitude.
4. To learn professional integrity.
5. To develop employability skills.
6. To develop leadership quality and spirit of team management.

2. BACHELOR OF BUSINESS ADMINISTRATION

2.1 Seats, Eligibility Condition, Age limit, Basis of Admission, Promotion and Reservation

The duration of BBA is three years, spread over six semesters. There shall be an examination at the end of each semester. The total number of seats in BBA course is proposed 40, distributed as under.

Category	Seats
Subsidized	30
Non-Subsidized	10
Total Seats	40

2.2 ELIGIBILITY CONDITION

Plus two Examinations with any stream under 10+2 system or other examination equivalent thereto of a Board/University established by law in India with at least 45% marks (40% in case of SC/ST Candidates).
Or

Any examination of a Board/University/College/School in a foreign country recognized as equivalent for the purpose of eligibility by the Vice-Chancellor/Equivalent Committee or on the recommendation of Association of Indian Universities. AIU House, 16 Kotla Marg, New Delhi.

(N0.-3-28/04 HPU (GEN) Vol. XIV)

2.3 AGE LIMIT

A student who has attained the age of 23 years for boys & 25 years for girls on 1st July, 2024 (Upper age limit is raised to 26 years for ST/SC candidates). The Vice-Chancellor shall have the power to permit age relaxation up to a maximum period of 6 months.

2.4 BASIS OF ADMISSION

2.4.1 Subsidized Seats:

Admission shall be made on the basis of merit list determined on the basis of marks obtained in Matriculation and +2 examinations. A candidate with Commerce or Mathematics at +2 levels will be given additional 10% of the percentage marks obtained in +2, while computing merit for Admission. 75% of seats shall be reserved for those who have passed their qualifying examinations from H.P. Board of School Education/H.P. University.

2.4.2 Non-Subsidized Seats:

Non-Subsidized Seats will be filled on the basis of First Come First Served.

This applies only to NRIs Payment Categories. In case of NRIs, this scheme admits students as per the merit in the past examinations passed by the candidate. Top 10 NRIs candidates shall be admitted to this programme.

Proof of status in the case of NRI

For this purpose, either of the following documents shall be considered as a proper proof:

Copy of the Non-resident card/Employment card issued by the employers.

Photocopy of the immigration card/employment VISA entry on the passport along with details of passport.

Certificate issued by Indian Embassy/high commission in the country where NRI residing.

Photocopy of the latest assessment order of income Tax Authorities either in India or the country of Employment filled in the status of NRI.

In case of non-availability of NRIs, the seats under non-subsidized category will be filled on First Come First Served.

2.4.3 To Resolve A Tie:

In case of tie, the candidate having higher aggregate marks in the qualifying examination shall be admitted first.

If the tie is still not resolved the candidate younger in age will be admitted first.

2.4.4 RESERVATION OF SEATS

Reservation Roster 200-Point as approved by the State Government will be applicable.

Total management seats will be 10% of these seats for Himachali Bonafide candidates i.e. 10% of 42 seats in case of 50 seats and 10% of 85 seats in case of 100 seats allotted to the Colleges as per Orders of the

Hon'ble High Court of H.P. vide CWP No.4500 of 2009 dated July 29, 2010. The management seats will be filled up by the management of Institute on the basis of merit of the Entrance Test through its own counseling in a transparent manner. There shall be no reservation, whatsoever, in respect of the prescribed management quota seats. The basic eligibility criteria shall remain the same as in case of other students.

Syllabus of BBA with subject code

CBCS BACHELOR IN BUSINESS ADMINISTRATION

(Template)-144 credits

Three Years (6-Semesters)

(BBA –I & II Semester effective from 2016-17 (**already approved by Academic Council**), BBA-III& IV Semester effective from 2017-18 and BBA V & VI Semester effective from 2018-19)

Semester I

Course Structure			Credits	Marks		
Course No.				CCA	ESE	Total
101	Environmental Science	Ability Enhancement Compulsory (AECC)-I	Common with B.A./B.Sc./B.Com.			
102	Fundamental of Management & Organizational Behaviour	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
103	Statistics of Business Decisions	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-I	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

Semester-II

201	Business Communication (Language: English/ MIL)	Ability Enhancement Compulsory (AECC)-II	Common with B.Com. Hon's			
202	Managerial Economics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
203	Business Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)- II	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

ANNEXURE-I

CBCS Bachelor in Business Administration

Syllabus for III & IV Semester effective from session 2017-18 & for V and VI

Semester effective from Session 2018-19 onwards

Semester III

Course Structure			Credits	Marks		
Course No.				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.) Internal 100 (Max) 45(Min)

Semester IV

401	Business Research	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
402	Human Resource Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
403	Financial Management	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 Course-II	6 (L4 +P2)	30 (Max.) 13 (Min)	Theory 50(Max.) 23(Min)	Practical 20(Max.) 9(Min.) Internal 100 (Max) 45(Min)

Semester V

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	DSE Note: Students can opt any one	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	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	of the specialization in Vth Semester and the same will continue in the VIth Semester.				
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						
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	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	(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					
604	(DSE-I Finance) Project Report OR	DSE	6			100 (Max) 45(Min) (External Evaluation)
	(DSE-II Marketing) Project Report OR					
	(DSE-III Human Resource) Project Report OR					
	(DSE-IV Management of Global Business) Project Report					

1. Department of Computer Science

BACHELOR OF COMPUTER APPLICATION (BCA)

Bachelor of Computer Application (BCA) scheme of examinations:-

- a) The Duration of BCA shall be three years split over six semesters.
- b) There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Examinations.
- c) The courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from time to time. Other rules will be similar to those for the corresponding examinations in the University.
- d) Pass percentage of marks: The pass marks in each paper shall be 40%.
- e) A candidate should have passed at least 50% marks of 1st year i.e. 1st and 2nd semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 1st and 2nd year shall determine the eligibility for admission to 5th semester of 3rd year.
- f) 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 BCA Degree within a maximum of five years.
- g) The successful candidates shall be classified in three divisions as under:-
 - i) **First Division:** Those who obtain 60% or more of the aggregate marks.
 - ii) **Second Division:** Those who obtain 50% or more but less than 60% of the aggregate marks.
 - iii) **Third Division:** Those who obtain less than 50% of the aggregate marks.

ELIGIBILITY

Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-5 with 40% Marks (35% marks for SC/ST category) shall be eligible.

Maximum age limit for admission to BCA course is 21 years for general category and 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.

Category	Seats
Subsidized	50
Non-Subsidized	10
Total Seats	60

BASIS OF ADMISSION

Mode of Selection

The admission to BCA course will be made on the basis of merit of the qualification. As per HP University rules 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in HP irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of HPU shall be applicable. BCA is three years Degree course based on Semester of Examination.

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 pass in 50% papers of 1st and 2nd year shall determine the eligibility for admission to 5th Semester of 3rd year.

The pass marks in each subject shall be 40% while appearing in the examination within two available chances.

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.

The candidate shall be required to complete his/her BCA degree within a maximum period of five years.

HOUSE EXAMINATION & LECTURE ATTENDANCE

Every student has to appear in the House Examination and secure at least 20% marks in each subject or 25% marks in aggregate. Every student must attend 75% lectures both in theory or practical separately.

HIMACHAL PRADESH UNIVERSITY
BACHELOR OF COMPUTER APPLICATIONS (BCA)
Effective from 2012 onwards

First Year (1st Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	70	30	100	3
BCA0102	Applied English	4	70	30	100	3
BCA0103	Computer Fundamentals	4	70	30	100	3
BCA0104	C Programming	4	70	30	100	3
BCA0105	Office Automation Tools	4	70	30	100	3
BCA0104(P)	C Programming Lab-I	3	35	15	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	35	15	50	3
Total					600	

First Year (2nd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204(P)	Data Structures Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3
Total					600	

Second Year (3rd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practices and Management	4	70	30	100	3
BCA0303	Computer Organization	4	70	30	100	3
BCA0304	Object Oriented Programming with C++	4	70	30	100	3
BCA0305	Desktop Publishing and Designing	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	35	15	50	3
BCA0305(P)	Desktop Publishing and Designing Lab-VI	3	35	15	50	3
Total					600	

Second Year (4th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0401	Personnel Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis and Design	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	35	15	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50	3
Total					600	

Third Year (5th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
Total					600	

Third Year (6th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA0606	Major Project	3	35	15	50	
Total					600	

REFUNDABLE LIBRARY SECURITY

An amount of Rs. 1000/- will be refundable after completion of course.

EXAMINATION FEE

Examination Fee will be charged as per University rules.

RESERVATION OF SEATS FOR BBA & BCA

Admission to the courses shall be subject to the following conditions:

- a) 15% and 7.5% seats shall be reserved for SC and ST 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 H.P. or any other school board e.g. CBSE or ICSE etc.
- b) The remaining seats shall be filled as under:
 - i) 25% of the remaining seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination.
 - ii) 75% of the remaining 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 the territorial jurisdiction of H.P. or any other school boards e.g. CBSE or ICSE etc.
- c) 5% of the seats shall be reserved for outstanding sportsmen/women

Sports seats shall be filled according to the following rules:

1. Sportsmen/Women seeking admission to BBA Department of the University in a Post-Graduate Degree Course/Diploma Course should be eligible to play in the Inter-University/Inter-University Championship as per rules and regulations for Inter-College Tournaments.
2. Admission against outstanding sports quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
3. Only those Sportsmen/Women would be considered for admission against outstanding sports quota, who have represented the University or State in the Inter University or Inter-State Championship Tournaments respectively.
4. The Sportsmen/Women seeking admission against outstanding sports quota should also qualify the Minimum eligibility conditions for admission in that course as provided under the rules.
5. In order to judge the suitability of players for admission in sports quota, trials would be held in the respective games/sports, by a Committee to be constituted by the Director of Physical Education and Youth Programmes, who will be the Chairman of the Committee and recommendation of the Committee would be kept in view while giving admission. The original certificates would also be seen by the Committee at the time of trials. In case, a certificate is issued on Association pad, it should be duly signed and stamped by both the President and the Secretary of the respective Association.

6. The admission against sports quota would be given to such candidates who have represented the University or State in the Inter-University/Inter-State Competition in the following games.

Men's Section:

Hockey, Football, Volleyball, Basketball, Kabaddi, Wrestling, Boxing, Table Tennis, Badminton, Cross Country, Cricket, Athletics, Weight Lifting, Handball, Chess, Kho-Kho, Judo, Taekwondo and other games included in the list of Inter College Tournaments by the Sports & Co-curricular cell of H.P. University from time to time.

Women's Section:

Hockey, Athletics, Basketball, Volleyball, Table Tennis, Badminton, Kho-Kho, Kabaddi, Hand Ball, Weight Lifting, Boxing, Cross-Country, Judo, Chess, Taekwondo and other games included in the list of Inter College Tournaments by the Sports & Co-curricular unit of H.P. University from time to time.

7. For students who are given admission on sports basis, it will be compulsory to attend the sports activities (in his/her sports) regularly.
8. A) Any student who without adequate reason is found to be avoiding his/her games/sports activities will be liable for disciplinary action, leading to the cancellation of his/her admission.

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

Cultural seats shall be filled according to the following rules:

1. Admission against outstanding cultural quota at par with sports quota would be made once, in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
2. Candidates who are employed are not eligible for admission against cultural quota in any of the courses.
3. Only those students will be eligible for admission against outstanding cultural quota who are having at least I, II, III in Inter-School Cultural Competition in any of the previous three years.
4. While considering admissions against cultural quota only the following Cultural items will be considered:
Debate, Indian Folk Dance, Indian Classical Music (Vocal), Indian Classical Music (Instrumental), Light Vocal Music, Vadya Vadan, Group Singing, Indian Classical Dance, One Act Play/Short Play/Skit, Symposium, Poetic Symposium, Spot Painting, Quizzing, Western Group Song, Western Solo, Rangoli, Clay Modelling, Elocution, Poetic Recitation, Cartooning, Collage, Poster Making, Photography, Folk Dance, Orchestra and Mimicry.

Note: The distinction in the individual item will be given preference over the Team Items. The students seeking admission against outstanding cultural quota should also qualify the minimum eligibility condition for admission in that course provided under rules.

5. For students who are given admission on cultural quota basis it will be compulsory to represent the Himachal Pradesh University in cultural activities.
6. Any student who without adequate reason is found to be avoiding his/her cultural activity, will be liable for action leading to the cancellation of his/her admission.
7. In order to judge the suitability of the candidates for admission against cultural quota, trials would be held in the respective cultural items by a Committee comprising coordinators and two persons to be nominated by the Principal and recommendations of the committee will be final. Original certificates would be seen by the Committee at the time of trials.
8. As per the Hon'ble High Court in case no. 642 of 2006, Abhishek V/s Himachal Pradesh the admission under Cultural quota will be made on the basis of marks obtained in Entrance Test/qualifying examination. The trials would be held to judge the suitability of the candidates only. For the selection under cultural quota, those candidates are entitled to be admitted in the course, who possess higher merit in the entrance test/qualifying examination than others.

C) 3% of the seats shall be reserved for physical challenged candidates.

Note: If no suitable cultural and sports candidate is available then the seats will be offered to General Category. If no suitable sportsman, cultural candidate and physical challenged candidates is available then the seat/seats...

LIBRARY RULE:

Every student will be issued an Identity Card. Since "I-Card" is the only medium to identify/differentiate a bonafide college student from an outsider, every student must always carry it with him/her and must produce it whenever required (during all working days, examination(s), and college functions(s) etc.) Otherwise he/she will be considered as an outsider and will be punished accordingly.

If the I-Card is lost, a duplicate card will be issued only after an FIR is registered with the nearest police station and an original copy thereof is appended with such a request. Rs. 20/- are to be deposited for a duplicate Identity Card.

PARENTS-TEACHER ASSOCIATION

This association has been working actively since 1999. P.T.A. contributes regularly towards the improvement of the college infrastructure and provides assistance as per requirement of the college.

OSA

The college is preparing to establish Old Students Association (OSA). As O.S.A. makes the prospective students feel the transformative touch after they join this prestigious institution of learning.

CSCA

The college student body called the CSCA is elected as per the norms and direction of HPU. It follows the recommendations of Lyngdoh Committee. The CSCA extends helping hand during the college admission and in the smooth functioning of all activities.

NSS, ROVER & RANGERS

To inculcate the qualities of leadership, social service, discipline and patriotism among the youth following units are being run in the college.

NSS

Presently the college has 01 NSS Unit comprising 100 students. In unit 33% seats are reserved for girls. The students who attend 240 hours of social service and attend “7 single days” special camp are given a special benefit of 2% marks at the time of admission.

ROVER & RANGERS

It is a worldwide association of disciplined volunteers. It has two wings, one for girls (rangers) and one for boys (rovers). The students who obtain a NIPUN certificate are eligible for 2% marks weightage while seeking employment in railway and other government institutions.



POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

The duration of PGDCA course is one year, spread over two semesters

Category	Seats
Subsidized	30
Non-Subsidized	10
Total Seats	40

ELIGIBILITY

BA/B.Sc/B.Com from recognized University with at least 50% marks (45% marks in case of SC/ST candidates)

AGE LIMIT

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

BASIS OF ADMISSION

Admission will be made on merit basis determined from Bachelor Degree

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

1. For BPL students University Development Fee is Rs. 250/- subject to production of proof.
2. For PGDCA students Migration Fees and Registration fee will charged from the outside students @ Rs. 400/- and Rs. 200/- respectively.
3. If name of the student is struck off, 1st re-admission fees is Rs. 200/- and if name of the student is struck off for 2nd time, then re-admission Rs. 300/- Examination fee will be charged as per university rules.

Note: The student admitted to the faculty of PGDCA will be governed by the rules & regulations of HPU Shimla.

HOUSE EXAMINATION & CLASS ATTENDANCE

For a student to be eligible to appear in University exams, he/she must

- i) Attend atleast 75% Lectures both in theory & practical separately.
- ii) Secure atleast 20% marks in each subject or 25% in aggregate in the House Examination

DETAILED COURSE OUTLINE

Details course outline for PGDCA programme as prescribed by Himachal Pradesh University is given below, which is subject to any change by the board of studies approved by Academic Council and the Executive Council of Himachal Pradesh University.

SEMESTER-I

Course Code	Paper	Max. Marks Theory	Internal Assess.	Exams. Duration(Hrs.)
DCS-101	Fundamentals of Programming Using C	75	25	3
DCS-102	PC Software	75	25	3
DCS-103	Operating system	75	25	3
DCS-104	Computer Organization and Architecture	75	25	3
DCS-105	Practical-I(C Language)	50	50	3
DCS-106	Practical-II(PC Software)	50	50	3

SEMESTER-II

DCS-201	Data and File Structure	75	25	3
DCS-202	System Analysis and Design	75	25	3
DCS-203	Object Oriented Programming & C++	75	25	3
DCS-204	Database Management system	75	25	3
DCS-205	Practical-III(DFS Using C++)	75	25	3
DCS-206	Practical-IV(Database Management system)	75	25	3
DCS-207	Project Work	200	-	-

Dress Code for BCA /BBA /PGDCA

Dress Code: Boys and Girls

Formal Dress in Professional environment communication unique etiquette and identity of the students. A proper dress adds to the appearance and enhances the confidence level of the students of professional degree courses.

Dress Code: BBA

1. Sky Blue Shirt and Navy Blue Trousers (02 Pairs)
2. Black Formal Shoes (with laces) and Black Shocks
3. Navy Blue Sweater (winter)
4. Navy Blue Blazer (winter)
5. Navy Blue Tie.

Dress Code: BCA

1. White Shirt and Black Trousers (02 Pairs)
2. Black Shoes (with laces)
3. Black Sweater (winter)
4. Black Blazer (winter)
5. Black Shocks
6. Black Tie.

Dress Code: PGDCA

1. Light Gray Shirt and Dark Grey Trousers (02 Pairs)
2. Black Shoes (with laces)
3. Grey Sweater (winter)
4. Grey Blazer (winter)
5. Black Shocks
6. Dark Grey Tie.

RESERVATION OF SEATS (ORDINANCE 3.14)

120 POINTS RESERVATION ROSTER FOR ADMISSION						
1 Pwd	19 SP	37	55	73	91 SC	109
2	20 CUL	38 CUL	56	74	92	110
3	21 PwD	39 SC	57	75	93 ST	111
4	22	40 SP	58	76	94	112
5	23	41 ST	59 SC	77	95	113 SC
6	24	42 PwD	60 SP	78 SC	96	114
7 SC	25	43	61 CUL	79 SP	97 SC	115
8	26 SC	44	62 PwD	80 ST	98 CUL	116
9	27 ST	45	63	81 CUL	99 SP	117 SP
10	28	46 SC	64	82 PwD	100	118 CUL
11	29	47	65 SC	83	101 PwD	119 SC
12 SC	30	48	66	84	102	120 ST
13 ST	31	49	67 ST	85 SC	103	
14	32	50	68	86	104	
15	33 SC	51	69	87	105	
16	34	52 SC	70	88	106 SC	
17	35	53 ST	71	89	107 ST	
18 SC	36	54	72 SC	90	108	

- Our institution follows the reservation policy of HPU Shimla / SPU Mandi in admissions. The reservations are available which are filled according to the reservation roster constructed under the guidelines by HPU Shimla / SPU Mandi:
 - Schedule Caste (SC): 15 %
 - Schedule Tribe (ST): 7.5 %
 - Sports (SP): 5 %
 - Cultural Activities (CUL): 5 %
 - Persons with disability (PwD): 5%.
- Besides the above Reservation Roster, 10% reservation will be provided for EWS candidates.
- One supernumerary seat for a **'single girl child'** candidate is reserved in each course provided she fulfills the minimum eligibility criteria.

Fee Structure for BBA/BCA/PGDCA (2024-25) Yearly

Fee Charges

Registration Fee: Rs. 200

Subsidized Category

Yearly fee	BBA	BCA	PGDCA
1 st year	10750	13750	15750
2 nd year	9500	12500	
3 rd year	9500	12500	

Non-Subsidized Yearly Fee Charges Category

Yearly fee	BBA	BCA	PGDCA
1 st year	22000	27000	27000
2 nd year	20500	25500	
3 rd year	20500	25500	

Note: -

If **real** brother & sister studying in same college, PTA fund will be charged from one member. Exemption will be granted to another member on submission of written application.

Important

- Stringent action will be taken against student found guilty of breaching conduct or discipline rules in the college campus, by the college administration.
- Defaulters including students whose name has been struck off roll(s) are not allowed to enter the college premises until exonerated or readmitted appropriately.

1. ATTENDANCE:

- At least 75% lecture attendance is compulsory for appearing in the University exam.
- Irregular students or one who remains absent continuously for 7 days from College any elective subject his/her name will be struck-off from the college rolls. If name of a student is struck-off twice, he/she will not be re-admitted to the college.
- A student is liable to pay all dues and fines as long as his/her name remains on the college rolls.
- The Principal reserves the right of expulsion/suspension of any student if the situation warrants so.

2. LEAVE RULES

- Application for any kind of leave on the prescribed Performa should be submitted well in time.
- Leave up to three days will be sanctioned by the concerned subject teacher.
- The Head of Department is competent to sanction.
- In case of medical leave for a period of six days or more the applicant must produce a medical certificate.

IMPORTANT:

Students participating on inter-college competitions should note that the practice/rehearsal timing should be either before the classes (early morning) or after the classes (evening) because all such activities do not substitute academics/studies.

Library Rule:

Every student will be issued an Identity Card. Since "I-Card" is the only medium to identify/differentiate a bonafide college student from an outsider, every student must always carry it with him/her and must produce it whenever required (during all working days, examination(s) and college function(s) etc.). Otherwise he / she will be considered as outsider and will be punished accordingly.

If the I-Card is lost, a duplicate and will be issued only after an FIR is registered with the nearest police station and as original copy thereof is appended with such a request.

Rs. 20/- are to be deposited for a duplicate Identity Card.



SCHOLARSHIP AWARDS :

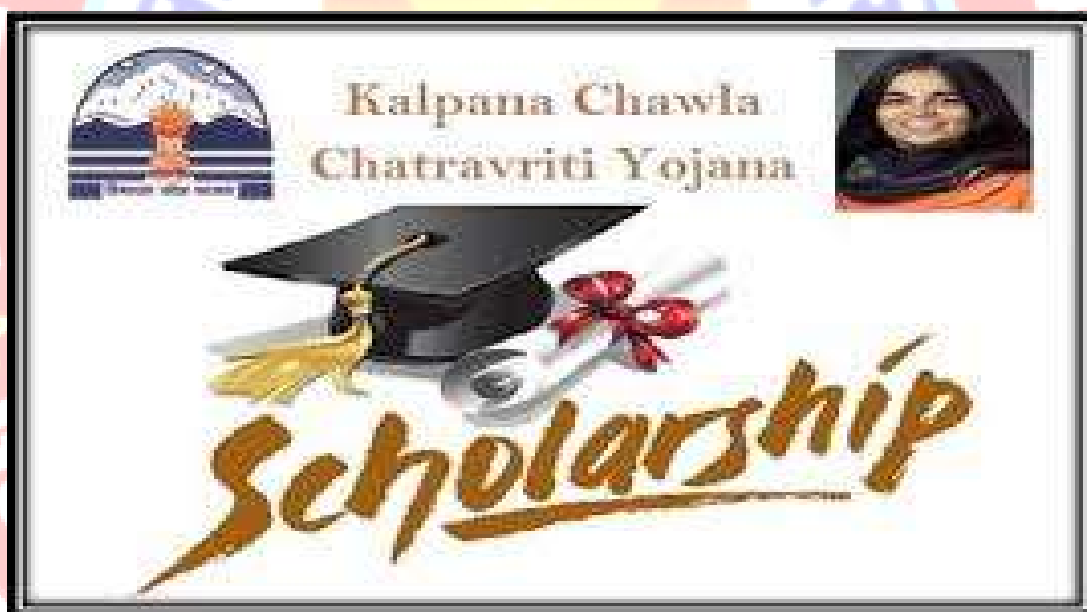
The college offers various scholarships and awards to poor and meritorious students, regulated by the rules available in the college.

Government of India

1. Centrally sponsored Post- metric scholarship scheme for Scheduled Caste/ ST students.
2. Kalpana Chawla scholarship for girl's students.

Minority student's scholarship scheme handicapped scholarship.

These scholarships are awarded to students as performs and rules prescribed by the department. The students should apply for these scholarships through an application recommended by the scholarship committee



PARENTS-TEACHER ASSOCIATION

This association has working activities since 1999. PTA contributes through by the college.

OSA

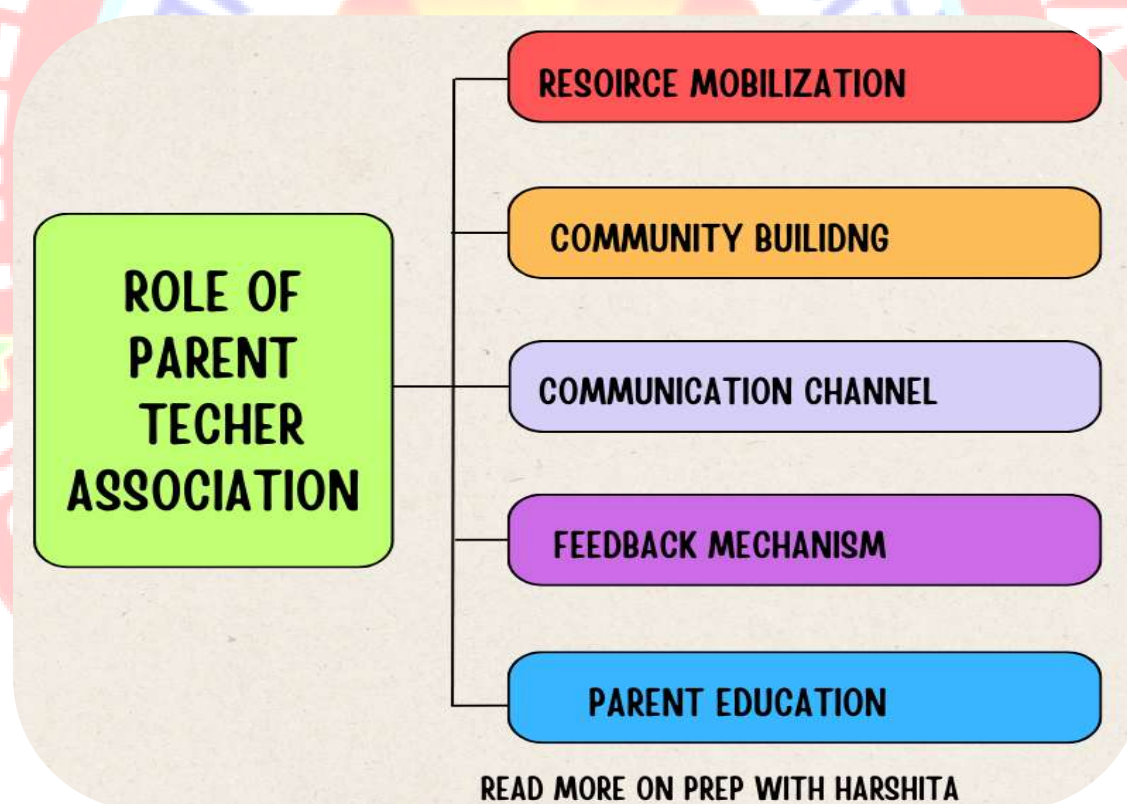
The college is preparing to establish old students associations. As OSA makes the prospective students feels the transformative touch after they join this prestigious institution of learning

CSCA

The college student body called the CSCA is elected as per the norms and direction of HPU.

It follows-

There commendations of Lyngdoh Committee. The CSCA extend helping hand during the college admission and in the smooth functioning of all activities.



ACTIVITIES IN THE COLLEGE

SPORTS

In addition to teaching physical education as a subject, the college provides optimum facilities for various games, viz. cross country, athletics, cricket, hockey, volley ball, football, kho-kho, kabaddi, handball, basketball, boxing, judo, table tennis, badminton and weightlifting etc. Inter college competitions in various games are held by HPU/SPU every year to promote the sportsmanship spirit among students. Students of this college have also brought laurels by excelling in various games at National Level. The college also provides persons also have access to gymnasium facility.

CULTURE ACTIVITIES

Cultural society '*Revayat*' organizes various cultural activities to promote the Indian Tradition, Art and cultural heritage among students e.g. Folk Music/ Dance, Rangoli, Mehndi, Play, Drama, Mime competition

INTER FACULTY CULTURAL FUNCTION 'SUR SANGAM'

To enhance the participation of students in cultural activities, college organizes an interfaculty cultural function 'SUR SANGAM' in every year, according to the format of HP University Youth Festival.

YOUTH FESTIVAL

The students having positions in intra- college cultural activities will participate in youth festival organized by University in four groups-I, II, III & IV. The student having highly commended position in youth festival is given reservation in HP University PG Courses.

NSS, ROVERS & RANGERS & RED CROSS SOCIETY

To include the qualities of leadership, social service, discipline and patriotism among the youth following units are being run in the college.

NSS

Presently the college has 02 NSS Units comprising 200 students. In units 33% seats are reserved for girls. The students who attend 240 hours of social service and attend "7 single days" special camp are given a special benefit of 2% marks at the time of admission

ROVERS & RANGERS

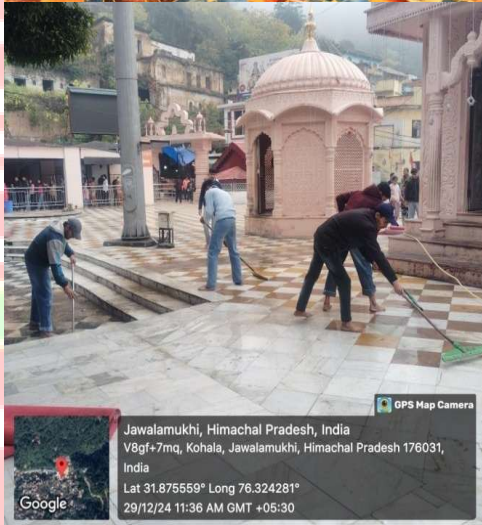
It is worldwide association of disciplined volunteers. It has two wings; one for girls (rangers) and one for boys (rovers). The students who obtain a NIPUN certificate are eligible for 2% marks weightage while seeking employment in railways and other government institution.

RED RIBBON CLUB

The club aims at launching an exhaustive campaign against AIDS. It educates and sensitizes college youth and general public about AIDS. Any college student can get registered as volunteers of this club.

COLLEGE MAGAZINE 'Jwala Shree'

To nourish the creativity among the students the college magazine 'Jwala Shree' is published every year has many sections like Hindi, Sanskrit, Pahari, English, Commerce and Science etc. One student editor for each section is appointed in the beginning of academic session.



CAREER GUIDANCE, COUNSELING AND PLACEMENT CELL

The UGC formulated 'Career Guidance Counseling and Placement Cell' has been constituted in the college with an aim to prepare the students for job and self reliance. The cell consists of core committee and various faculties wise sub-committees which under take the following activities time to time.

'Pre-Admission Guidance & Counseling Committee' will provide pre-admission coaching to the entire admission seekers particularly in the humanities. The committee also provide them their expert inputs regarding choice of subject.

Sub Committees will organize tutorials, competitions, group discussion, interactive session etc. to raise the level of inherent capabilities of students.

In order to enhance communication skills and soft skills of the students, various activities will be organized which will make students confident enough to face interviews group discussion.

The student will be given awareness about the prospectus of higher education in their future. They will also be aware of job opportunities available in their stream/subject in the market/industry. The cell will provide the placement opportunities to students to students by facilitating various companies/private firm conducting job programs/ tests /interviews etc.

TUTORIAL GROUP

After the admission every student is made a member of a specific tutorial group convened by a tutor.

According to the need and convenience of students, every group organized at least one or two meetings every month where the tutor give special attention the student by imparting necessary guidance, increasing general, awareness and addressing their academic as well as personal problems.

FEEDBACK APPRECIATION

A Suggestion Box is installed in the college Campus to invite the general advice, suggestion or information from the student above how good or useful the institution work is and what measures can be adopted to make its function more meaningful, purposeful and result oriented.

TEACHER APPRAISAL

The teacher's are evaluated by their students twice during the academic session through a 'Prescribed Feedback Performa'.

CLUB AND SOCIETIES

The college has energy Club, Revayat Cultural Activities Club, Environmental Club and Subject Societies e.g. Inquisitive Minds (Political Science), Ved Vyas Sanskrit to celebrate various notified days and events to educate the students throughout the year.

PRIZES/ AWARDS

Prizes are given to the students achieving distinction in different fields like academic university examination, excellence in sports, N.S.S/Ranger and Rover/Red Ribbon Club and other co-curricular activities organized from time to time in the college, university and inter-university level.

ACADEMIC PRIZES:

- i. Students securing first to tenth position in HPU Annual Examination.
- ii. 1st/ 2nd/ 3rd position in the college in aggregate in H. P annual/house examination and I/II position in all subjects in the college in HPU annual/ House examination.

SPORTS/ CULTURAL/ NSS etc.

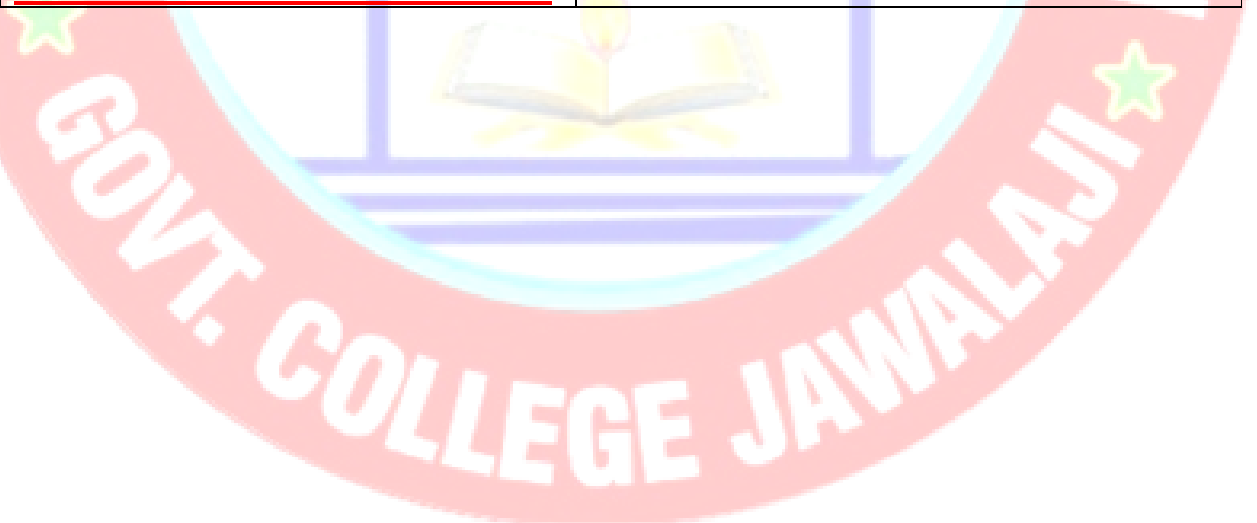
- i. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter-college championships/ Annual College Athletic Meet and championship in Intra- College Events.
- ii. Youth festival prizes would be at par with the sports prizes.
- iii. NSS students participating in RD Parade.
- iv. NSS volunteers appointed President/ declared Best Volunteer in each unit (M& F both).
- v. CSCA office bearers are given Plaque at the time of Oath taking ceremony.
- vi. Rangers & Rovers participation in State Level Camp.
- vii. Blood Donors, special prizes for extra ordinary contribution in the college activities.

These prizes are given in the Annual Prize Distribution Function of college organizes in the month of February/March every year.

Activity	Level								
	University			Inter - College			College		
	I st	II nd	III rd	I st	II nd	III rd	I st	II nd	III rd
Academic	1000	700	500	---	---	---	190	170	120
Cultural	900	600	400	400	300	200	190	170	120
Athletics	900	600	400	400	300	200	190	170	120
Team Events	400	300	200	300	200	150	190	170	120
Subject-wise	-----	-----	-----	---	---	---	190	170	120
Extra Activities	400	300	200	125	110	100	190	170	120

GLIMPSE OF COLLEGE ACTIVITIES IN 2024-25





GLIMPSE OF PRIZE DISTRIBUTION FUNCTION 2024-25





TENTATIVE ACTIVITY SCHEDULE FOR THE YEAR 2025-2026

Sr. No.	Activities	Dates
1.	Submission of admission forms by the students	1 st June to 19 th June 2025
2.	Pre-admission counseling of students	12 th June to 19 th June 2025
3.	Display of 1 st Merit list (UG 1 st year student)	20 th June 2025 up to 5.00PM
4.	Fee deposit by students	21 st June to 23 rd June, 2025
5.	Display of 2 nd Merit list	24 th June 2025 up to 3.00PM
6.	Fee deposit by students	25 th June to 27 th June 2025
7.	Orientation of 1 st year students	28 th June to 30 th June 2025
8.	Admission of UG 2 nd year & final year students on Roll on basis	1 st June to 19 th June 2025
9.	Fee to be deposited	12 th June to 23 rd June 2025
10.	Post admission Counseling	24.06.2025 to 30.06.2025
11.	Regular Teaching	1 st July to 15 th March of next year excluding vacation period
12.	Total teaching days	180 days
13.	Annual Practical examination/remedial/need based class/self duty by students	16 th March to 25 th March
14.	Theory Examinations	26 th March to 10 th May
15.	Evaluation of answer scripts	07.04.2026 to 17.05.2026
16.	Result of all UG Classes	Up to 30.06.2026
17.	Result of all revaluation	Up to 20 th August
18.	Supplementary Examination	September
19.	Result of Supplementary Examination	October
Vacation Schedule		
20.	Summer vacation	18.05.2025 to 11.06.2025
21.	Diwali Break	18.10.2025 to 22.10.2025
22.	Winter vacation	01.01.2026 to 04.02.2026
23.	Examinations	01.04.2026 to 14.05.2026
Activity/Important days		
24.	Statehood day	25 th January
25.	Republic day	26 th January
26.	National Science day	28 th February
27.	Women's Day	8th March
28.	Himachal day	15 th April
29.	World Environment day	05 th June
30.	International day against drug abuse and illicit trafficking	26 th June
31.	World Scarf Day	1 st August
32.	Van-Mahotsav	2 nd and 3 rd week of August
33.	Independence Day	15 th August
34.	CSCA election	As per HPU Notification
35.	Sadbhavna Divas	20 th August
36.	Inviting application for different scholarship schemes	As per Govt. Notification
37.	Teacher's day	5 th September
38.	Hindi Divas	14 th September
39.	World Peace Day	21 st September
40.	NSS Day	24 th September
41.	Shiksha Divas	11 th November
42.	Children day/Sports day	14 th November

43.	Constitution Day	26 th November
44.	Annual athletic meet	1 st week of December
45.	AIDS awareness week	1 st week of December
46.	World AIDS day	1 st December
47.	World human rights day	10 th December
48.	NSS annual camp	November - December
49.	Annual Prize Distribution Function	February - March
50.	Student/ women grievance redresses cell meet	Once in every two month.

Dates mentioned above are tentative and subject to change as per situation

Prospectus Committee:

Dr. Poonam Sharma

Dr. Anil Kumar

Prof. Sanjay Kumar

