

# SGGSJ Government College

Higher Education Institute Society (Regd.)  
Paonta Sahib, District-Sirmour, H. P.



## Information Handbook 2026-27

**Self Financing Courses:  
BCA, PGDCA and MBA**

**Website: <https://www.gcp.ac.in>**

**Email: [gcpaontasahib@gmail.com](mailto:gcpaontasahib@gmail.com)**

**Telephone: 01704-223357**

## Staff Members with Director-cum-Principal



- **Dr. Jagdish Chauhan (Principal)**
- **Sh. Sandeep Sharma (Co-ordinator -B.C.A & P.G.D.C.A.)**
- **Sh. Rinku Aggarwal (Co-ordinator- M.B.A.)**
- **Mrs. Bahar Saini (Lecturer)**
- **Mrs. Aparna Kumari (Lecturer)**
- **Mrs. Vaishali Sharma (Lecturer)**
- **Mrs. Kamini Sharma (Lecturer)**
- **Mrs. Shikha Bhatt (Lecturer)**
- **Mrs. Manmeet Kaur Mahal (Lecturer)**
- **Ms. Raveena (Lab Attendant)**
- **Sh. Deepak Kumar (Peon)**

# Higher Education Institute Society

Higher Education Institute Society SGGSJ Government College Paonta Sahib has been registered under Himachal Pradesh Societies Registration Act, 2006 at S.D.M. Paonta Sahib vide Registration No. 59/2010 Dated 09-07-2010. The approval to start self-financing courses in BCA/ PGDCA has been granted vide Principal, Secretary (Education) to Government of Himachal Pradesh letter no. EDN-A (Ja) (1) - 7 /2005 -loose-part-II dated 01-04-2010.

## **•Director-cum-Principal**

Dr. Jagdish Chauhan

## **•Core Committee/Management Committee of Self-Finance Courses**

1. Dr. D.S. Tomar (Member)
2. Smt. Vimmi Rani (Member)
3. Smt. Amita Joshi (Member)
4. Dr. Dipali S. Bhandari (Member)
5. Sh. Sandeep Sharma (Coordinator- BCA & PGDCA)
6. Sh. Rinku Aggarwal (Coordinator -MBA)
7. Dr. Pooja Bhati (Member)
8. Ms. Devindra Gupta (External Member)
9. Sh. Mahinder Kapoor (President PTA)

## **•Co-ordinators**

Sh. Sandeep Sharma (B.C.A, P.G.D.C.A.)  
Sh. Rinku Aggarwal ( M.B.A.)

## **•Teaching Faculty (Purely on temporary basis)**

Mrs. Bahar Saini (M.Tech.)  
Mrs. Aparna Kumari (MCA)  
Mrs. Vaishali Sharma (M.Sc. -Mathematics)  
Mrs. Kamini Sharma (MBA-HR, UGC-NET)  
Mrs. Shikha Bhatt (MBA-Marketing)  
Mrs. Manmeet Kaur (M.Com., MBA, UGC-NET)

## **•Office Staff**

1. Sh. Javed Ali (Dealing Assistant)
2. Ms. Raveena (Lab Attendant)
3. Sh. Deepak (Peon)

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## Greetings from the Principal's Desk



As Principal of this esteemed institution, I'm delighted to reflect on our journey from humble beginning to our current state of excellence. Our institution has achieved numerous accolades during past thirty years which has been a journey of transformation. This college with NAAC A grade accreditation brought yet another feather to its cap by securing prestigious fifth position in the ranking of state colleges held in 2024.

Education aims at imparting knowledge and understanding that opens and widens the horizons of vision; new vistas of learning and wisdom; uncharted realms of knowledge and prudence that ushers the way not only for scholastic excellence but also for mental and spiritual equilibrium. Along with the foundational virtues of compassion, humility and righteous conduct we aim to develop endurance and poise among our students, therefore fully justifying its mission enshrined in 'शीलवृत्त फला ही विद्या' (*shilvritphala hi vidya*).

Our college promises to impart quality education which steers the young generation towards academic excellence and overall growth of their personality which will elevate them to the highest rungs of cognitive capabilities and ethical standards. Each year our students perform exceptionally proving their prolific aptitude and proficient caliber. Time and again they have marked their name in sports, co-curricular and other fields as well.

I welcome the young aspirants, who dream to soar high and attain the zenith of success, to this prestigious institution where discipline and hard work meet excellence. I invite them to be part of our vibrant academic community that offers a propitious environment for growth and achievement.

We assure our students, parents, and stakeholders that we'll continue to uphold the legacy of excellence and innovation for which our college is known and appreciated.

At Shree Guru Gobind Singh Ji Government College Paonta Sahib, we are committed to provide favourable atmosphere for comprehensive development, thereby empowering students with knowledge, wisdom and skill.

Dr. Jagdish Chauhan  
Principal

# About the Institution

Established in the year 1994 Shree Guru Gobind Singh Ji Government College Paonta Sahib has earned its name after Shree Guru Gobind Singh Ji, the tenth Sikh guru who sojourned here between 1685- 1689. It is believed that Guru Gobind Ji spent most of his time here meditating and experiencing spiritual bliss. He also wrote many religious books and then went to Anandpur Sahib to establish the Khalsa Panth. The Gurudwara Paonta Sahib houses a museum which contains antiques and weapons used by Guru Gobind Singh during the period spent here.

The college campus is spread over 16 acres of land in village Shubh Khera at a distance of 1.5 km from bus stand. The college has a large, well maintained playground with play zones that provide excellent amenities for sports and other recreational activities. The spacious and fully air conditioned library is equipped with more than 12000 books and has digital accessibility through ONOS, funded by UGC as college component under UGC INFONET Digital Library Consortium. The campus is under CCTV surveillance and has Wi-Fi system for online connectivity. The college is affiliated to Himachal Pradesh University, Shimla and recognised by the University Grants Commission (UGC) of India, New Delhi. The college provides Undergraduate Degree Courses in BA/ BSc/ BCom; Post Graduate Degree Courses in Economics, English, Chemistry, Commerce, Geography, Hindi, Mathematics and Political Science. Apart from this, Self-Financing courses, BCA, PGDCA and MBA are also available. A leading premier educational institution of the region, the college is accredited with 'A' grade by NAAC (National Accreditation and Assessment Council) in the second cycle of the accreditation in December 2022. The College secured prestigious 5 rank in the ranking of state colleges held in the year 2024.

## Vision

The institution aspires to provide affordable quality education to the diverse strata of population including the poorest and weakest sections of the area; and create an environment conducive to the achievement of the highest standards of academic excellence along with multi-faceted development of personality of the students, transforming them into socially aware and responsible citizens of the country.

## Mission

The motto of our college fully enshrines the mission statement:

शीलवृत्त फला ही विद्या (*shilvritphala hi vidya*)

“The Fruit of Learning is Good Character and Righteous Conduct”

The institution’s mission is to create awareness that education is a continuous quest and develop individuals who are assets to the contemporary society.

# Administrative Committees

## College Advisory Committee

Dr. D. S. Tomar  
Smt. Vimmi Rani  
Dr. Uttama Pandey  
Sh. Mandeep Gandhi  
Smt. Amita Joshi  
Dr. Dipali S.Bhandari  
Sh. Sandeep Sharma, Coordinator BCA  
Sh. Rinku Aggarwal, Coordinator MBA  
Sh. Sunil Kumar, IT Deptt.  
Superintendent Grade-1

## Annual Report

Smt. Kanta Chauhan  
Smt. Neelam Kumari

## Building & Furniture

Dr D S Tomar (Convenor)  
Dr. Jaswant Saini  
Sh. Ravinder Sharma  
Dr. Susheel Tomar  
Dr. Deepak  
Sh. Dinesh Kumar  
Sh. Mukesh Kumar, Supdt- Grade-I  
Sh. Ram Lal, LA

## Bus Pass Committee

All Heads of Department &  
Teacher Incharge of DSC-1

## Campus Beautification & Cleanliness Monitoring Committee

Sh. Ravinder Sharma (Convenor)  
Dr. Kiran Bala  
Dr. Deepak  
Sh. Sanjeev Kumar

## Canteen Committee

Dr. Swami Nath  
Sh. Ravinder Singh  
Dr. Yashpal Tomar  
Sh. Kamlesh Sharma  
Sh. Javed Ali, JOA

## FirstAid Committee

Dr Pooja Bhati  
Mrs. Sheetal Sharma  
Sh. Raj Kumar, Sr. Asstt.  
Sh. Gulab Singh Manta, SLA

## College Bursar

Sh. Rinku Aggarwal

## CSCA Advisory Committee

Dr. D S Tomar (Convenor)  
Smt. Vimmi Rani  
Dr. Uttama Pandey  
Sh. Mandeep Gandhi  
Smt. Amita Joshi  
Dr. Dipali S Bhandari  
Dr. Jaswant Saini  
Sh. Sandeep Sharma  
Superintendent Gr-1

## Cultural & Youth Festival

Group-1 (Creativity)  
Ms. Kanta Chauhan  
Sh. Sanjeev Kumar  
Ms. Nandini Kanwar  
Dr. Susheel Tomar  
Group-II (Musical Items)  
Sh. Ravinder Sharma  
Dr. Kiran Bala Sharma  
Group III (Folk Dances)  
Sh. Ravinder Sharma  
Dr Deepak  
Ms. Neelam Kumari  
Lt. Dr. Pooja Bhati  
Group-IV (Theatre)  
Dr Yashpal Tomar  
Sh. Sandeep Sharma  
Ms. Swati Chauhan  
Ms. Preeti

## NEP 2020

Smt. Amita Joshi (Convenor)  
Dr. Dipali S Bhandari  
Dr. Jaswant Saini  
Dr. Swami Nath  
Sh. Rinku Aggarwal  
Sh. Sunil Kumar  
Sh. Sandeep Sharma  
Dr. Pooja Bhati

## Internship Coordinator(NEP)

Dr. Jaswant Saini

**Library Advisory Committee**

Smt. Chinu Bansal  
Smt. Tanu Chandel  
Smt. Swati Chauhan  
Dr. Deepak  
Dr. Susheel Tomar  
Sh. Sunil Kumar  
Smt. Jaimanti, LA

**National Service Scheme (NSS)****Program Officers**

Sh. Sanjeev Kumar (Boys)  
Smt. Neelam Kumari (Girls)

**NCC (Girls)**

Lt. Dr. Pooja Bhati

**NCC (Boys)**

Lt. Sandeep Sharma

**Career Counselling & Placement Cell**

Smt. Vimmi Rani (Coordinator)  
Dr. Yashpal Tomar  
Sh. Rinku Aggarwal, Coordinator MBA  
Lt. Dr. Pooja Bhati  
President & Secretary of CSCA  
Ms. Devindra Gupta (External Member)

**Disaster Management Cell**

Smt. Vimmi Rani (Coordinator)  
Dr. Deepak  
Sh. Sanjeev Kumar  
Sh. Dinesh Kumar  
All Heads of NSS, NCC, Rangers & Rovers  
Superintendent Gr-I

**Eco Club**

Ms Preeti  
Dr. Zafar Ali  
Sh. Kalyan Rana  
Sh. Kamlesh Sharma  
Sh. Ram Lal, LA

**Electricity, Fire Safety, DG Set Maintenance Committee.**

Sh. Mandeep Gandhi  
Sh. Sunil Kumar  
Sh. Mukesh Kumar, Supdt. Gr-1  
Sh. Javed Ali  
Sh. Deepak, BCA  
Sh. Ram Lal, LA

**ICT Maintenance Committee**

Sh. Sandeep Sharma  
Sh. Rinku Aggarwal  
Sh. Sunil Kumar

**CCTV Maintenance Committee**

Sh. Mandeep Gandhi (Convenor)  
Sh.. Sunil Kumar (IT Deptt.)  
Sh. Rinku Aggarwal

**Local Purchase Committee**

Dr. D S Tomar (Convenor)  
Smt. Vimmi Rani  
Dr. Uttama Pandey  
Dr. Dipali S Bhandari  
Dr. Swami Nath  
Sh. Sandeep Sharma  
Sh. Kamlesh Sharma  
HOD of Concerned Purchase

**Mid-Term/House Exam Committee**

Sh. Mandeep Gandhi, COE  
Smt. Tanu Chandel  
Smt. Nandani Kanwar  
Dr. Deepak  
Smt. Bahar Saini  
Sh. Gulab Singh Manta SLA  
Sh. Naresh Lamba  
Sh. Javed Ali, JOA

**Self-Financing Committee**

Chairperson: Director cum Principal  
Dr. Dipali S Sharma (Convenor)  
Sh. Rinku Aggarwal, Coordinator MBA  
Sh. Sandeep Sharma, Coordinator BCA  
Sh Javed Ali, JOA  
External Member & others (As notified)

**Internal Quality Assurance Cell (IQAC)**

Chairperson: Dr Jagdish Chauhan, Principal  
Coordinator: Dr. Dipali S Bhandari  
Teacher Member :Dr. Swami Nath  
Teacher Member :Sh. Rinku Aggarwal  
Teacher Member: Sh. Sandeep Sharma  
Teacher Member: Dr. Yashpal Tomar  
Teacher Member: Smt. Nandini Kanwar  
Sr Admn Officer :Supdt Gr-I  
President PTA, President CSCA  
Industry Expert  
External Member: Ms. Devindra Gupta

**Mentor-Mentee & Learning Level Test**

Dr. Jaswant Saini (Convenor)

Sh. Sanjeev Kumar  
Sh. Sunil Kumar  
Sh. Kalyan Rana  
Smt. Sheetal Sharma

#### **Rain Water Harvesting**

Sh. Ravinder Singh (Convenor)  
Sh. Sanjeev Kumar  
Sh. Kamlesh Sharma  
Smt. Hardei

#### **Research Committee**

Dr. Uttama Pandey (Convenor)  
Dr. Dipali Bhandari  
Dr. Swami Nath  
Dr. Yashpal Tomar

#### **Red Ribbon Club**

Dr. Jaswant Saini (Convenor)  
Smt. Tanu Chandel  
Smt. Kanta Chauhan  
Ms. Asha Rani

#### **Rangers & Rovers**

Smt. Kanta Chauhan (Rangers)  
Smt. Nandini Kanwar (Rangers)  
Sh. Kalyan Rana (Rovers)

#### **Road Safety**

Dr. Deepak, Convenor  
Sh. Dinesh Kumar  
Ms. Asha Rani

#### **Sports Affairs & Purchase**

Dr. Jaswant Saini (Convenor)  
Dr. Swami Nath  
Dr. Yashpal Tomar  
Sh. Sanjeev Kumar  
Sh. Mukesh Sharma, Supdt. Grade-1  
HOD Physical Education (To furnish the list of articles with clear standardised specifications well in advance.)

#### **Staff Secretary**

Dr. Yashpal Tomar  
Ms. Asha Rani

#### **PTA Secretary**

Dr. D. S. Tomar

#### **Time Table Committee**

Dr. Jaswant Saini (Science)

Dr. Swami Nath (Arts)  
Sh. Rinku Aggarwal-Commerce  
Sh. Sandeep Sharma  
Smt. Aparna Garg.

#### **RUSA /PM USHA Cell**

Dr. Uttama Pandey, Coordinator  
Dr. Dipali S Bhandari  
Lt. Sandeep Sharma.  
Smt. Swati Chauhan  
Sh. Ashish Saini

#### **Water Maintenance Committee**

Dr Swami Nath, Convenor  
Dr. Deepak  
Sh. Kamlesh Sharma  
Ms. Rekha Sharma  
Sh. Gulab Singh Manta, SLA  
Sh. Ram Lal, LA

#### **Scholarship/Fee Concession Committee**

Dr. Swami Nath, Convenor  
Sh. Ravinder Singh  
Smt. Neelam Kumari  
Smt. Nandini Kanwar  
Dr. Susheel Tomar  
Ms. Preeti  
Sh. Sunil Kumar  
Smt. Aparna Garg  
Smt. Bahar Saini  
Sh. Javed Ali, JOA

#### **College Magazine**

Dr. Uttama Pandey – Chief Editor  
Ms. Nandini Kanwar, Asstt. Chief Editor  
Smt. Chinu Bansal – Science Section  
Ms. Sheetal Sharma- English Section  
Dr. Yashpal Tomar – Planning Forum  
Ms. Kanta Chauhan- Hindi Section  
Ms. Rekha Sharma- Pahari Section  
Ms. Asha Rani – Commerce Section  
Sh. Sunil Kumar- Chronicles & Photography  
Sh. Sandeep Sharma- Chronicles & Photography

#### **Prospectus Committee**

Dr. Swami Nath  
Prof. Rinku Aggarwal  
Prof. Dinesh Kumar

# Statutory Committees

## **Discipline & Anti Ragging Squad**

(To Act at Call and Very Short Notice)

Dr. D. S. Tomar, Convenor  
Sh. Mandeep Gandhi  
Dr. Swami Nath  
Dr. Yashpal Tomar  
Dr. Sanjeev Kumar  
Smt. Tanu Chandel  
Sh. Ravinder Sharma  
Dr. Zafar Ali  
Sh. Sandeep Sharma  
Smt. Neelam Kumari  
Dr. Susheel Tomar  
Sh. Dinesh Kumar  
Sh. Ram Lal, LA  
Sh. Hem Chand, (Office Support)

## **Women Development Cell**

Dr. Uttama Pandey, Convenor  
Dr. Dipali S. Bhandari  
Smt. Tanu Chandel  
Smt. Swati Chauhan  
Smt. Neelam Kumari  
Smt. Jaimanti, LA

## **Internal Committee**

Prof. Vimmi Rani (PRO)  
Dr. Uttama Pandey  
Sh. Mandeep Gandhi  
Dr. Dipali S. Bhandari  
Smt. Kanta Chauhan  
Sh. Kalyan Rana  
Sudtt. Gr-1  
Office Bearers: CSCA Main Office  
External Member: Ms. Devindra Gupta

## **Equal Opportunity Cell**

Smt. Chinu Bansal (Convenor)  
Smt. Tanu Chandel  
Smt. Rekha Sharma  
Sh. Kamlesh Sharma  
Sh. Gulab Singh Manta, SLA

## **Anti-Drug Cell**

Sh. Mandeep Gandhi (Convenor)  
Prof. Sanjeev Kumar (NSS)  
Smt. Kanta Chauhan (Ranger/Rover)  
Sh. Sandeep Sharma (NCC)

## **Committee for SC/ST**

Dr. Kiran Bala Sharma (Convenor)  
Smt. Kanta Chauhan  
Sh. Sunil Kumar  
Ms. Rekha Sharma  
Sh. Ashish Saini, JOA

## **OBC Cell**

Sh. Ravinder Sharma (Convenor)  
Dr. Deepak  
Dr. Susheel Tomar  
Lt. Dr. Pooja Bhati  
Sh. Ashish Saini, JOA

## **Minority Cell**

Sh. Mandeep Gandhi (Convenor)  
Dr. Deepak  
Dr. Zafar Ali  
Sh. Javed Ali

## **Students' Grievance Redressal Cell**

Dr. Jaswant Saini (Convenor)  
Dr. Swami Nath  
Dr. Zafar Ali  
Dr. Deepak  
Sh. Kamlesh Sharma  
Supdt. Grade-I  
President CSCA

## **Complaint Officer –HIV & AIDS (Prevention & Control Act, 2017)**

Dr. Jaswant Saini  
(Associate Professor, Botany)  
Mob No. 94181-69098  
Email :[jaswantssaini13@gmail.com](mailto:jaswantssaini13@gmail.com)

## About the Department of Computer Applications

The IT Department currently offers Bachelor of Computer Applications (BCA) course and Post Graduate Diploma in Computer Applications (PGDCA). There are 50 seats for BCA degree course and 50 seats in PGDCA. Out of these, 25 seats in each course are subsidized seats which are offered to the students in the order of merit. The remaining 25 seats, although non-subsidized, are still available at a reasonable fee as compared to private universities. Well-equipped labs, Wi-Fi connectivity, trained and experienced faculty with an experience of eight years of teaching, and other staff are assets which have consistently achieved meritorious results.



# Curriculum and Credit Framework (Semester System) for UG Programs under NEP 2020

The Government of Himachal Pradesh, Department of Higher Education, vide Notification No. EDUA-009/7/2025-278440-NEP dated 01 April 2026, and Himachal Pradesh University vide Letter No. 7-1/2025-HPU(Acad) dated 18 April 2026, have notified the adoption of the latest course curriculum under the National Education Policy (NEP) 2020. With effect from the Academic Session 2026–27, the annual Choice Based Credit System (CBCS) under RUSA has been replaced by the semester system incorporating a multiple entry and exit framework. Admissions to the first semester of Undergraduate Programmes from the Academic Session 2026–27 onwards shall be governed by the new course curriculum. For detailed information regarding the revised curriculum, the Curriculum and Credit Framework Guidelines for Undergraduate Programmes under NEP 2020, issued by Himachal Pradesh University, are available on the university website.

## **About the Course**

Bachelor of Computer Applications (BCA) is three-year sunder graduate course spread over six semesters Under self-financing scheme. Eligibility Candidates who have passed 10+2 examination from HP. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-05, with 40% Marks (35%marksforSC/ST category), shall be eligible.

Maximum age limit for admission to BCA course is 21years for general category and 24 years for SC/ST category and 23 years for girl candidates, as on the 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to maximum of three months.

## **Note:**

- 1.The candidates who have passed the qualifying examination with science stream shall be given preference in admission to BCA program.
- 2.Thecandidateswhohavepassedthequalifyingexaminationwithmathematicsasone of the subjects shall be given preference in admission to BCA program. Mode of Selection The admission to BCA course will be made on the basis of merit of the qualifying examination. Asper H.P. University rules 75% seats will be filled out of the candidates who have passed their10+2 examination from the school situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules notified by H.P. University shall be applicable.
- 3.The pass percentage in each subject will be 40%.

## **BACHELOR OF COMPUTER APPLICATION (BCA)**

The Computer Application Department currently runs two programs: the Bachelor of Computer Applications (BCA) and the Post Graduate Diploma in Computer Applications (PGDCA). Each program has an intake of 50 students, with 25 seats in each being subsidized and allotted strictly based on merit. The remaining 25 seats are non-subsidized, but are still offered at an affordable fee compared to private institutions.

The department boasts modern computer labs, Wi-Fi-enabled campus, and a team of qualified and experienced faculty members with over eight years of teaching experience. The support staff and academic environment contribute to the department's consistent record of outstanding academic performance.

# Curriculum and Credit Framework for Undergraduate Programs (Template-I)

Course and Academic Level	Sem-ester	Discipline Specific Courses- Core Subject-A & B (DSC) Credits-4	Discipline Specific Elective (DSE) Credits-4	Minor Course Subject-C (MC) Credits-4	Multidisciplinary Courses (MDC) Credits-3	Skill Enhancement Courses (SEC) Credits-3	Ability Enhancement Courses (AEC) Credits-2	Internship/ Apprenticeship/ Project/ Community Outreach (I/P/A/C) Credits-4	Value Added Courses (VAC) Credits-2	Total Credits
100-199 Introductory/Foundational Level Courses	I	Subject-A (DSC A1) Subject-B (DSC B1)		Subject-C (MC-1)	MDC 1	SEC 1	AEC 1			20
	II	Subject-A (DSC A2) Subject-B (DSC B2)		Subject-C (MC-2)	MDC 2	SEC 2		I/A/P/C-1	VAC-1	24
Level 4.5	Exit 1	Student on exit will be awarded Undergraduate Certificate (in the Field of Study) after securing 44 credits in Semester I and II								44
200-299 Intermediate Level Courses	III	DSC A3 DSC B3		MC 3	MDC 3	SEC 3	AEC 2		VAC-2	22
		DSC A3/B3 DSC3(i)								
	IV	DSC A4 DSC B4	DSE 1 A/B	MC 4			AEC 3		VAC-3	24
		DSC A4/B4 DSC4(i)								
Level 5	Exit 2	Student on exit will be awarded Undergraduate Diploma (in the Field of Study/Discipline) after securing 86 credits on completion of Semester IV								86
300-399 Higher Level Courses	V	DSC A5 DSC B5	DSE 2 A/B DSE 3 A/B	MC 5			AEC 4			22
		DSC A5/B5 DSC5(i)								
	VI	DSC A6 DSC B6	DSE 4 A/B DSE 5 A/B	MC 6						20
		DSC A6/B6 DSC6(i) DSC6(ii)								
Level 5.5	Exit 3	Student on exit will be awarded Bachelor of (in the Field of Study/Discipline) after securing 128 credits on completion of Semester VI								128

## Programme Structure for Bachelor of Computer Applications (BCA) Under NEP 2020

### First Year (1<sup>st</sup> Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Course Type
COMP-101	Fundamentals of Computers and Office Productivity Tools	4	70	30	100	DSC-A1
COMP-102	Programming using C	4	70	30	100	DSC-B1
COMP-103	Accounting	3	50	25	75	MDC-1
COMP-151	Fundamentals of Computers and Office Productivity Tools – Lab	3	50	25	75	SEC-1
COMP-152	Programming using C- Lab	4	70	30	100	MC-1
	To be chosen from corresponding Pool	2	35	15	50	AEC-1
	<b>Total</b>	<b>20</b>			<b>500</b>	

### First Year (2<sup>nd</sup> Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Course Type
COMP-201	Internet and Web Technologies	4	70	30	100	DSC-A2
COMP-202	Data Structures	4	70	30	100	DSC-B2
COMP-203	To be chosen from Mathematics Pool	3	50	25	75	MDC-2
COMP-251	Internet and Web Technologies – Lab	3	50	25	75	SEC-2
COMP-252	Data Structures - Lab	4	70	30	100	MC-2
	As per HPU Guidelines	4	70	30	100	I/A/P/C-1
	To be chosen from corresponding Pool	2	35	15	50	VAC-1
	<b>Total</b>	<b>24</b>			<b>600</b>	

## Course wise Assessment and Evaluation of Student under NEP 2020

Structure/Scheme for Paper Setting, Assessment, and Evaluation for Discipline Specific Core (DSC), Discipline Specific Elective (DSE), Minor Course (MC), Multidisciplinary Course (MDC), Skill Enhancement Course (SEC), Ability Enhancement Course (AEC), Value Addition Course (VAC) & Add on Course (AOC):

Name of Course	Credits	Structure of each Paper	Division of Marks	Duration of the End Semester Exam
DSC, DSE and MC	4	There shall be four Section/Blocks (I, II, III, IV) in the syllabus of each paper. Each Section /Block preferably may have 3 units.	The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each Paper in a Course shall be of 100 marks and divided as follows:  Internal Assessment: 30 marks End Semester Exam: 70 marks  <b>Internal Assessment:</b> Attendance: 05 marks Class Test: 15 marks Assignment and Presentations: 10 marks	3 Hours
M D C & SEC	3	There shall be three Section/Blocks (I, II, III) in the syllabus of each paper. Each Section /Block preferably may have 3 units.	The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each Paper in Course shall be of 75 marks and divided as follows:  Internal Assessment: 25 marks End Semester Exam: 50 marks  <b>Internal Assessment:</b> Attendance: 05 marks Class Test: 10 marks Assignment and Presentations: 10 marks	2 Hours
AEC, VAC and AOC	2	There shall be two Section/Blocks (I, II) in the syllabus of each paper. Each Section /Block preferably may have 3 units each	The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each Paper in a Course shall be of 50 marks and divided as follows:  Internal Assessment: 15 marks End Semester Exam: 35 marks  <b>Internal Assessment:</b> Attendance: 05 marks Class Test, Assignment and Presentations: 10 marks	1.5 Hours

# **Choice Based Credit System (CBCS) for Undergraduate (UG) Course (BCA) for BCA 3rd Semester to 6th Semester**

## **SCHEME OF EXAMINATION**

### **I) Theory Papers:**

For Regular students 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. Continuous Comprehensive Assessment (CCA) will account for 30% of the final grade that the student gets in course, and End Semester Examination (ESE) will account for their 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 course.

Mid-Term (Minor) Test- There will be one mid-term test to be conducted when approximately  $\frac{2}{3}$  of the Syllabus has been covered. This mid-term test will be for 15 marks. 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.

Class room attendance incentive - the incentive for the classroom attendance (for those participating in co-curricular activities 25% will be added to percent attendance) will be awarded CCA marks as under:

>75% but <80%	1 mark
>80% but <85%	2 marks
>85% but <90%	3 marks
>90% but <95%	4 marks
>95%	5 marks

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 cover the whole syllabus of the course.

#### **Note:**

Only those students will be allowed to appear in the ESE who have been successful in the CCA. A student, who fulfills all the requirements for appearing in semester examination, but 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 if the dates of state or national level examinations fall 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. Permission to sit in the examination will be granted 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.

### **II) Practical Examination**

CCA (Continuous Comprehensive Assessment): 35 ESE (End Semester Examination): 15

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 Himachal Pradesh University, Shimla.

### **III) Project Work**

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, and 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 internally)
2. Seminar-15 Marks (To be evaluated internally)
3. Viva Voce- 25 Marks (To be evaluated externally)

**Medium of Instruction:** English will be the medium of instruction as well as examination.

**Promotion Rules:**

- 1.A regular candidate shall have to undergo the prescribed course of study in a College affiliated the to H.P. University for a period not less than three academic years (and not more than five academic years), should have passed the examinations prescribed and fulfil such conditions as have been prescribed the re of.
2. There shall be no private or other category of student sand shall be eligible for degree either through regular or distance education mode (ICDEOL).
3. Not more than three attempts will be allowed to pass a course.
4. In addition to these, any other rules and regulation in traduced by the HP University shall apply.

**Programme Structure for Bachelor of Computer Applications (BCA)  
Under CBCS for 2nd and 3rd year**

**Second Year (3<sup>rd</sup> 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	Object Oriented Programming with C++	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	35	15	50	3
BCA0305(P)	Object Oriented Programming with C++ Lab-VI	3	35	15	50	3
		<b>Total</b>			<b>600</b>	

## Second Year (4<sup>th</sup> 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
		<b>Total</b>			<b>600</b>	

## Third Year (5<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	E-Commerce	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 -X	3	35	15	50	3
		<b>Total</b>			<b>600</b>	

## Third Year (6<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Network	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	3
		<b>Total</b>			<b>600</b>	

## Post Graduate Diploma in Computer Applications (PGDCA)

### Eligibility

Any graduate from the recognized university or its equivalent with at least 50% marks (45% in case of SC/ST Candidates)

(Note: Eligibility condition has been changed as per the new rules and regulations of HP University Shimla).

### Age Limit for Admission

The Upper age limit for Post Graduate Courses is 26 years for boys and 28 years for girl sand 29 years in case SC/ST candidates (Both for boys and Girls) as on 1st July of the concerned year.

Himachal Pradesh University has adopted the age relaxation up to a maximum of 5 years to persons with disabilities in admission tovarious courses vide UGC letter no. 6-1/2002 (CPPII) Vol. III dated July, 2006 received from the Academic Branch vide Office letter No. 4-16/93 - HPU (Acad.) Vol-IV Dated 24th September, 2006. Out Line of PGDCA, Course (1 Year)-two semesters.

## 1<sup>st</sup> Semester

Paper Code	Paper Title	Credits	Max. Marks	Internal Assessment	Total Marks
DCS-101	Fundamental of Programming Using C	4	75	25	100
DCS-102	Office Automation Tools	4	75	25	100
DCS-103	Computer Organization	4	75	25	100
DCS-104	Operating System	4	75	25	100
DCS-105	Practical-I (C Language)	3	75	25	100
DCS-106	Practical-II (Office Automation Tools)	3	75	25	100
	<b>Total</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>600</b>

## 2<sup>nd</sup> Semester

Paper Code	Paper Title	Credits	Max. Marks	Internal Assessment	Total Marks
DCS-201	Data and File Structure	4	75	25	100
DCS-202	Web Technology and Design	4	75	25	100
DCS-203	Database Management System	4	75	25	100
DCS-204	Data Communication and Networks	4	75	25	100
DCS-205	Practical-III (Web Technology and Design)	3	75	25	100
DCS-206	Practical-IV (Database Management System)	3	75	25	100
	<b>Total</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>600</b>

### Fee Structure

#### BCA

Registration Fee - 200

Subsidized Seats	Subsidized Seats	Non-Subsidized Seats	Non-Subsidized Seats
ODD SEMESTER	EVEN SEMESTER	ODD SEMESTER	EVEN SEMESTER
8610	6590	12500	12500

#### PGDCA

Registration Fee - 200

Subsidized Seats	Subsidized Seats	Non-Subsidized Seats	Non-Subsidized Seats
ODD SEMESTER	EVEN SEMESTER	ODD SEMESTER	EVEN SEMESTER
8515	6685	12500	12500

## About the Department of Management

The Department of Management of the college offers a two-year Master of Business Administration (MBA) programme with specializations in Finance, Human Resource Management, and Marketing. The department aims to provide quality management education by combining academic excellence with practical exposure to the corporate world. The intake capacity of the MBA programme is 40 seats, which are filled strictly on merit basis as per the norms of the university and the Government. Preference is given to candidates who have appeared in the HPU-MAT examination. The department is supported by experienced, qualified, and dedicated faculty members who guide students in academic as well as professional development. Regular seminars, workshops, presentations, industrial visits, and guest lectures are organized to enhance managerial skills and personality development among students. The department also focuses on developing leadership qualities, communication skills, decision-making abilities, and entrepreneurial spirit to prepare students for successful careers in the corporate sector.

## About the Course

The Master of Business Administration (MBA) is a two-year full-time postgraduate programme designed to prepare future business leaders, entrepreneurs, and change makers. The programme offers a rigorous curriculum that combines theoretical knowledge with practical application to develop critical managerial skills, strategic thinking, and a global business perspective.

The MBA programme is ideal for aspiring professionals seeking to accelerate their careers in diverse sectors such as Finance, Marketing, Human Resource Management, Operations, Consulting, and Entrepreneurship.

### Programme Highlights

- **Duration:** 2 Years (4 Semesters)
- **Programme Type:** Full-Time
- **Intake Capacity:** 40 Seats
- **Specialization:** Dual Specialization offered in the Second Year

## Eligibility Criteria

Candidates seeking admission to the MBA programme must fulfill the following eligibility conditions:

- Bachelor' Degree in any discipline from a recognized University with at least **50% marks** in aggregate.
- A relaxation of **5% marks** is applicable for candidates belonging to **Scheduled Caste (SC) / Scheduled Tribe (ST)** categories, i.e., minimum **45% marks**.

## Admission Process

Admission to the MBA programme shall be based on the candidate having appeared in the **HP MAT** examination, subject to fulfilment of the eligibility criteria prescribed by the University/Government norms.

## Age Limit

The maximum age limit as on **1st July of the concerned academic year** shall be:

- **26 years** for Boys
- **28 years** for Girls
- **29 years** for SC/ST Candidates (both Boys and Girls)

## Fee Structure

- **Tuition Fee:** ₹ 30,000/- per semester
- **Refundable Security Deposit:** ₹ 2,000/- (one-time, payable at the time of admission)

## Academic Features

The MBA programme emphasizes experiential learning and industry exposure through:

- Dual Specialization in the second year
- Research-based projects and assignments
- Eight-week "On-the-Job" Industrial Training
- Industry interaction, seminars, workshops, and case studies
- Skill development in leadership, communication, and decision-making

The programme aims to nurture competent management professionals equipped to meet the challenges of the dynamic global business environment.

## Programme Structure for Master of Business Administration (MBA)

<u>SEM</u>	<u>COURSE CODE</u>	<u>CORE COURSES</u>	<u>CREDITS</u>	<u>TE</u>	<u>CCA</u>	<u>PR</u>	<u>MAX. MARKS</u>	<u>EXAM DURATION</u>
<u>1st</u>	<b>101</b>	Management Practices & Organizational Behaviour	4	60	40	-	100	3 HRS
	<b>102</b>	Business Statistics	4	60	40	-	100	3 HRS
	<b>103</b>	Managerial Economics	4	60	40	-	100	3 HRS
	<b>104</b>	Business Environment	4	60	40	-	100	3 HRS
	<b>105</b>	Indian Ethos & Business Ethics	4	60	40	-	100	3 HRS
	<b>106</b>	Accounting for Managers	4	60	40	-	100	3 HRS

<u>SEM</u>	<u>COURSE CODE</u>	<u>CORE COURSES</u>	<u>CREDITS</u>	<u>TE</u>	<u>CCA</u>	<u>PR</u>	<u>MAX. MARKS</u>	<u>EXAM DURATION</u>
<u>2nd</u>	<b>201</b>	Organizational Change & Development	4	60	40	-	100	3 HRS
	<b>202</b>	Management Science	4	60	40	-	100	3 HRS
	<b>203</b>	Human Resource Management	4	60	40	-	100	3 HRS
	<b>204</b>	Financial Management	4	60	40	-	100	3 HRS
	<b>205</b>	Marketing Management	4	60	40	-	100	3 HRS
	<b>206</b>	Operations Management	4	60	40	-	100	3 HRS
	<b>207</b>	Research Methodology	4	60	40	-	100	3 HRS
		<b><u>GENERIC ELECTIVE</u></b>						
	<b>MGT-GE-1</b>	Fundamentals of Management	4	80	20	-	100	3HRS

<b>SEM</b>	<b><u>COURSE CODE</u></b>	<b><u>CORE COURSES</u></b>	<b><u>CREDITS</u></b>	<b><u>TE</u></b>	<b><u>CCA</u></b>	<b><u>PR</u></b>	<b><u>MAX. MARKS</u></b>	<b><u>EXAM DURATION</u></b>
3rd	<b>301</b>	Strategic Analysis	4	60	40	-	100	3 HRS
	<b>203</b>	Entrepreneurship Development	4	60	40	-	100	3 HRS
		<b><u>SKILL / ABILITY ENHANCEMENT COURSE</u></b>						
	<b>303</b>	Executive & Business Skills	2	-	-	50	-	-
		<b><u>ELECTIVE COURSE FOR DUAL SPLECILIZATIONS (SPECIFIC)</u></b>						
	<b>FM-01</b>	Financial Institutins & Markets	4	60	40	-	100	3 HRS
	<b>FM-02</b>	Advanced Financial Management	4	60	40	-	100	3 HRS
	<b>MM-01</b>	Marketing Research	4	60	40	-	100	3 HRS
	<b>MM-02</b>	Strategic Marketing	4	60	40	-	100	3 HRS
	<b>HRM-01</b>	Industrial Relations	4	60	40	-	100	3 HRS
	<b>HRM-02</b>	Labour Legislations	4	60	40	-	100	3 HRS

<b>SEM</b>	<b><u>COURSE CODE</u></b>	<b><u>CORE COURSES</u></b>	<b><u>CREDITS</u></b>	<b><u>TE</u></b>	<b><u>CCA</u></b>	<b><u>PR</u></b>	<b><u>MAX. MARKS</u></b>	<b><u>EXAM DURATION</u></b>
4th	<b>401</b>	Strategic Management	4	60	40	-	100	3 HRS
		<b><u>GENERIC ELECTIVE</u></b>						
	<b>MGT-GE-2</b>	Entrepreneurial Skills	4	80	20	-	100	3 HRS
		<b><u>INTERNSHIP / FIELD WORK / VIVA-VOCE</u></b>						
	<b>404</b>	On-The-Job-Training / Internship Report	4	-	-	100	100	-
	<b>405</b>	Project Report	4	-	-	100	100	-
	<b>406</b>	Comprehensive Viva-Voce	4	-	-	100	100	-
		<b><u>ELECTIVE COURSE FOR DUAL SPLECILIZATIONS (SPECIFIC)</u></b>						
	<b>FM-05</b>	Investment Analysis & Portfolio Management	4	60	40	-	100	3 HRS
	<b>FM-06</b>	Project Planning, Analysis & Management	4	60	40	-	100	3 HRS
	<b>MM-05</b>	Advertising Management	4	60	40	-	100	3 HRS
	<b>MM-06</b>	Rural Marketing	4	60	40	-	100	3 HRS
	<b>HRM-05</b>	Industrial Psychology	4	60	40	-	100	3 HRS
	<b>HRM-06</b>	Strategic Human Resource Management	4	60	40	-	100	3 HRS

# Scholarships

A Number of scholarships are available for the eligible and deserving students. Information regarding dates, eligibility conditions and procedure for applying for these scholarships will be notified on the college notice board from time to time. The students may apply online for these scholarships through online portal <https://scholarships.gov.in>. The application should be duly attested/verified by the competent authority and should be accompanied by the relevant certificates of Educational Qualification / Income / Category / Domicile / College Fee Receipt / Aadhaar No. and Bank Account No., etc. The schemes available at the time of application are subject to the Government notifications.

## State Sponsored Scholarship Schemes

**1. Mukhya Mantri Vidyarthi Kalyan Yojna:** The students who belong to IRDP families may apply for these scholarships with required documents.

**2. Financial Assistance to the children of the armed Forces Personnel Killed/disabled during the different War/Operations:** Children of armed force personnel killed/disabled in the different wars/operations are eligible for the assistance. Application proformas are available with district Sainik Welfare Board.

**3. Indira Gandhi Utkrisht Chhatravriti Yojna for post plus two students:** The Indira Gandhi Utkrisht Chhatravriti Yojna for meritorious students for the post plus two courses shall be awarded to 150 students purely on the basis of the merit and without any income ceiling. The Scholarship will also be awarded to ten toppers each from the merit list of 10+2 Arts, Science and Commerce, supplied by H.P. Board of School Education Dharamshala, provided they join any academic/professional stream. The scholarship will be renewed every year to the same number of students till they complete degree/course.

**4. Kalpana Chawla Chhatravriti Yojna:** This is a state sponsored scheme started from the year 2012-13. Under the scheme the top 2000 meritorious girl students of 10+2 of all study groups i.e. Science, Arts and Commerce streams are awarded a scholarship based on passing ratio in each group as per the merit list supplied by HP Board of School Education, Dharamshala. The scholarship will be renewed till the completion of Degree/Diploma/Certificate Course provided there is no failure.

## Centrally Sponsored Scholarship Schemes

**5. Post-Matriculation Scholarship for SC students (H.P.):** For students belonging to SC category whose parents' annual income does not exceed Rs. 2,50,000/-.

**6. Post-Matric Scholarship scheme for ST students (H.P.):** For students belonging to ST category whose parents/guardian income from all sources does not exceed Rs. 2,50,000/-.

**7. (PM-Yasasvi) Post Matric Scholarship For OBC/EBC/DNT Students – Himachal Pradesh:** The students belonging to OBC/EBC/DNT category are entitled for this scholarship if the annual income of their parents is upto Rs. 2,50,000/-.

**8. Maharishi Balmiki Chhatravriti Yojna:** The scholarship under this scheme is given to the Bonafide Himachali Girl Students belonging to Balmiki Families, engaged in unclean occupation. The concerned students must apply on prescribed proforma through their head of the school/college/institution along with Balmiki certificate.

**9. Merit-Cum-Means Scholarship for Students belonging to the Minority Community (Centrally Sponsored Scheme):** The annual income of the parents/guardians of the beneficiaries should not exceed Rs. 2.5 lakh from all sources and the students should not have secured less than 55% marks or equivalent grade in the previous final examination.

**10. Post-Matric Scholarship scheme for Students belonging to Minority (Centrally Sponsored Scheme):** Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardians from

all sources does not exceed Rs. 2.00 lakh.

**11. Post Matric Scholarship for Students with Disabilities:** This scheme is available to students with disabilities who are covered under the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995. Scholarship under the scheme will be awarded by the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Government of India. Scholarship will be paid to the students whose parents/guardians income from all sources does not exceed Rs. 2,50,000/- per annum.

**12. PG Indira Gandhi Scholarship for Single Girl Child:** As per the government guidelines.

**13. National Scholarship for Post Graduate Studies:** The objective of this scholarship is to provide financial assistance to Indian students leading to award of postgraduate degree.

### Individual Sponsored Scholarship Schemes

**14. Smt. Kamla Joshi Memorial Award :** Cash prize of Rs. 5000/- has been instituted by Prof. Amita Joshi in the memory of her mother to the most Diligent NCC Cadet (Girl)

## Code of Conduct

Students should follow the rules and regulations laid down by the college administration.

1. The Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009 will be followed in letter and spirit. Indulging in Ragging is a crime and strictly prohibited by an act promulgated by the Government of H.P with the maximum penalty of Rs.50000/- and imprisonment up to three years or both.
2. If any student indulges in any form Eve Teasing inside the college premises or outside, he/she will be dealt as per law.
3. Every student should be dressed up properly.
4. Every student must always carry with him/her duly completed identity card which is issued to him/her at the time of admission. He/she must produce the identity card whenever demanded by Security guard, any Teacher or Principal of the college. In case of loss of Identity Card, a duplicate I-card after a payment of Rs.20/ will be issued.
5. Every student has to attend 75% of the classes of each subject/paper.75% of attendance is mandatory for appearing in the annual examination.
6. In case a student is absent in a class continuously for six consecutive days or for 10 days in a month, his /her name will be struck off from the college rolls (In all subjects). Re-admission in such cases will be allowed within a week. For next seven days he/she has to deposit a fine of Rs.100/ for re-admission. After15 days from the date of struck off, re-admission will be allowed with the representation of the parents, recommendation of the concerned subject teacher and a fine of Rs.1000/
7. Any student who is unable to appear in the scheduled house test can reappear for the same only on genuine grounds with prior Permission of the Principal.
8. Any other eligible student can reappear for the House Test with recommendation of the concerned course teacher and permission of the Principal. A fine of Rs100/ per paper will be charged and students can reappear within 15 days after the completion of House Exam.
9. Students should not bring outsiders into the campus without the prior permission of the authorities.

10. Sale, distribution, use and possession of banned drugs, alcohol and tobacco products are strictly prohibited and in case of violation, shall be dealt with as per law.
11. Fireworks, explosives, weapons, or items of destruction are prohibited in the college campus.
12. Writing on classroom walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
13. For Intentional or deliberate damage caused to property (building, furniture, electrical wires/switches/ appliances and sanitary ware etc.), the recovery cost shall be the cost of replacement/repair. It may also be reported to the Police for action as per law.
14. Any damage to lab equipment / articles shall entail fine equal to the cost of equipment.
15. Legal action will be initiated against those who destroy or cause to destroy the property of the college under existing laws including the Prevention of Damage to Public Property Act 1984.
16. Students should not create disturbance in the academic, administrative, sporting, social, cultural or other co-curricular activities of the College.
17. Any behavior falling in the category of sexual harassment at workplace should be reported to the Internal Complaints Committee of the college immediately and the matter would be dealt with as per the Law.
18. Any case of violation of law and order in the college campus will be reported to the police for initiating action against the offenders.
19. Use of Mobile Phone /internet, laptop, and tablet by students within the college campus is permitted at specified places for academic purposes only. Violation of rule will lead to fine of Rs.100/.
20. All other fines will be charged as notified by University from time to time.
21. Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials issued from the college would be seriously dealt with.
22. Gathering in groups at roads, entrance, exit, pathways, corridors and in the administrative block is strictly prohibited. Students who have no class to attend during any particular period should not loiter in the corridors.
23. All vehicles should be parked in the allotted area. Wrong parking reported by the security guard will be fined Rs.100/.
24. Students can file their genuine complaints to the concerned authority and drop it in the suggestion box placed in the administrative block.
25. Students will appear in the Annual Practical Examination only on scheduled dates as notified by the University.

In general any kind of misconduct towards institute will not be tolerated and punished as per the gravity of the misconduct.

## Ragging is a Criminal Offence

PROHIBITION OF RAGGING ACT, 2009 defines 'Ragging as doing any act' by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct include, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do an any act or perform something which such student, will not be willing to do in ordinary course.

Students found accused of such act by way of indulging in or outside the college premises shall be liable to punishment as per the guidelines given by UGC in the light of Hon'ble Supreme Court directions. The possible punishment shall be anyone or the combination of the following:-

- Suspension from attending classes and academic privileges.
- Suspension/withdrawing of Scholarship and other financial benefits.
- Debarring from appearing in examination and other evaluation process.
- Debarring from representing the institution in any intra-college/inter-college/inter-university/international meet, tournament, youth festival etc.
- Suspension and rustication from the college.
- Cancellation of Admission.
- Special Fine depending upon the gravity of the offence
- Collective Punishment: When the persons committing or abetting the crime of Ragging are not identified, the institution shall resort to collective punishment.

Note: The cases pertaining to the Ragging will be reported to the police and will be dealt as per Himachal Pradesh Education Institution (Prohibition of Ragging) Act 2009 according to which Ragging has been declared as a 'Cognizable and Non-Bailable Offence'. Any student convicted of Ragging related offence will be punished with the imprisonment of upto 3 years or fine of Rs.50,000 or both.

***It is mandatory for all the students to fill online Anti-ragging declaration. The hard copy or reference number generated has to be submitted along with application form.***

***Link for Anti-Ragging declaration:***

***[https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)***

## Do's and Don'ts

- ☞ The students must wear their I-card at all times and produce it whenever demanded. Students who use two - wheelers to commute to college will wear helmets failing which they will be fined. Also, they will park their vehicles only in the parking. Student are not allowed to bring four wheelers to the college.
- ☞ The students shall have to stay in the campus with utmost discipline and moral conduct failing which the students shall be dealt with the rules and regulations of the college.
- ☞ The students are expected to conform to the rules and regulation, which are notified from time to time in addition to those contained in this brochure. The students will come to the college and leave it according to the Time Table. Roaming about the campus, corridors and outside the classrooms during vacant and periods causing disturbance to teaching work is unacceptable and will be consider to find discipline. Damage of any kind of college property including defacement of walls, damage to furniture etc. is also an act find discipline. Playing song/Music on mobile phones in the campus is strictly prohibited and any violation will be considered act of in discipline.
- ☞ Smoking and use of 'Gutka', wine or any intoxicant are strictly prohibited with in the college premises. Strict action will be taken against the offenders.
- ☞ No student will put up notices on the College Notice Board without proper authorization by the college authorities. Notices Without the signature of the Principal or a member of the Teaching Staff will not be valid.
- ☞ **Students are advised to visit the college website regularly and check the Notice Board for the latest updates, announcements and important information regarding academic and co-curricular activities.**

### Dress Code

A dress code has been designed by the department which is compulsorily followed by all students pursuing BCA, PGDCA and MBA course. The students are expected to come to the college neatly dressed. Violation of dress code may result in fine.

#### **MBA:**

**Off days for uniform:** Wednesday and Saturday

**Summer dress code (Uniform for girls and boys):** White shirt with monogram of the college; grey trouser with black belt; navy blue ; black socks and black shoes.

**Winter dress code (Uniform for girls and boys):** Navy blue V- neck pull over; navy blue coat with monogram of college; white shirt with monogram of the college; grey trouser with black belt; navy blue necktie with white dots; black socks and black shoes.

#### **BCA and PGDCA:**

**Off days for uniform:** Wednesday and Saturday

**Summer dress code (Uniform for girls and boys):** Sky blue shirt with monogram of the college; black trouser with black belt; black necktie with white dots; black socks and black shoes.

**Winter dress code (Uniform for girls and boys):** Black V- neck pull over; black coat with monogram of college; sky blue shirt with monogram of the college; black trouser with black belt; black necktie with white dots; black socks and black shoes.

### **Identity Card/Library Card**

Identity Card / Library Card is an important document a student must carry every day. In case of loss of Card, duplicate Card will be issued only after an application to the principal along with payment of Rs. 100/-. I-Card /Library Card should be collected from the Librarian as per the schedule notified by the librarian.

### **Use of College Library**

The students can use the reading rooms and the newspaper room during the days of regular teaching between 10:00 a.m to 4:00 p.m. on all working days. Books are issued between 10:00 a.m. to 04:00 p.m. on all working days on presenting the library card. Two books are issued to a student at a time for period of 15 days. Reference Books/Dictionaries /Newspapers/Periodicals cannot be issued and should be reading there a ding room only. If the issued books are not returned by due date, a fine at the rate of Re.1.00 per book per day will be charged. In case of loss of a book the student will have to replace the book with a new one or pay actual price of the book plus 20% of the original price as a fine amount. Book returned in damaged condition will entail penalty as per rules. The issued books must be returned and library card surrendered to the librarian before the End Semester Examination (ESE).

### **Leave Rules**

Student should get their leave application recommended by the teachers. Leave up to 3 days will be sanctioned by the Tutor. Leave for more than 3 days will be sanctioned by the principal. The student will be marked absent during the leave period and the same will not be considered for calculating the lectures attended by him/her for determining his/her eligibility to appear the University Examination. However, in case of leave properly sanctioned, neither his/her name will be struck off the rolls, nor any absence fine will be imposed.

### **Re-Admission**

If a student continuously remains absent for 5 days from any class without leave sanctioned by the concerned authority/Principal, his/ her name will be struck off from the college rolls. Readmission will be entertained on payment of readmission fee of Rs.100/- with in 7days after due permission by the Principal. After 7 days the student will have to be a rare admission fee of Rs. 200/-. No readmission shall be allowed after one month from the date on which the student's name is struck off from the college rolls. After the expiry of one month, the admission of the student shall be treated as cancelled

In addition, the Principal may impose extra-fine depending upon the gravity of his/her absence. A student whose name is struck off the rolls for these Cond time in session from any class will be ineligible for readmission to the class. But in exceptional cases, The Principal may grant special permission using his discretionary powers, if he/she deems fit.

# Admission Procedure

## General Instructions for Students

1. The candidates seeking admission in the college should download the prospectus for various information.
2. All candidates are advised to fill their online admission form on their own mobile phone/laptop, or through any other source.
3. All the candidates are directed to register with their personal mobile number, and **email address**, as all the future communication will be done by the admission committees using these mobile number and email address only.
4. Candidate must save the "Username and Password" generated during registration process with them, and complete the admission process by filling the online application form using their own username and password from "Login to Apply" button.
5. Candidate needs to fill the online admission form using his/her own credentials, after that only his/her candidature will be considered for admission. Registration alone does not make any candidate eligible for admission.
6. During online filling of application form you need to enter all information correctly, and only upload the **"scanned copy of original documents"** and pay an amount of registration fee if applicable. Only after paying Registration fee (if required) the candidate will finally be able to submit the application form. You must have to submit your Form to complete registration process.
7. Photostat copies of documents are not accepted. If admission committee found any uploaded photostat copy at the time of form verification then their admission form will be rejected, and candidates needs to rectify the rejected form from his/her account, and resubmit it .
8. At the time of form verification admission committee holds all the rights to reject any uploaded documents, if documents are not uploaded in the prescribed format mentioned in the instructions provided at the time of documents upload. Then student will be communicated by the committee through **"SMS / Email / Notification on registered user account on admission portal "** to do the needful changes.
9. Candidate then needs to make the corrections by Logging in their account using their username and password and resubmit the form again and wait for final approval which will be intimated through **SMS / Email / Notification** on registered user account on admission portal.
10. After final approval from admission committee candidate has to pay the fee through admission portal within the scheduled time.
11. In case of any query related to online admission, candidate can contact concerned admission committee.

## Important Instructions for Filling the Form

Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would render immediate disqualification of the Applicant(s).

### Steps for Registration

- 1) Applicant(s) are required to apply online through college official website i.e. <https://www.gcp.ac.in> or <https://admission.gcp.ac.in>. No other means/modes of application are acceptable.
- 2) Click on online admission
- 3) Click on the tab “*New Registration*”
- 4) You will be directed to the registration form page.
  - a) A valid own Mobile number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS.
  - b) Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber Cafe's Mobile number.
  - c) An E-Mail ID belonging to the candidate or someone in the family.
  - d) UID Aadhar number or Enrollment number.
- 5) Note down your username and password. And click on “*Login to Apply*”

## Steps for Filing Online Application Form

Step	What to do	Documents needed
Step 1	Personal, family, addresses, sub-categories, activities	Aadhaar, category certificate (if applicable)
Step 2	Class 10 & 12 marksheet details + subjects studied	Class 10 & 12 marksheets (for reference)
Step 3	Programme + scheme + 7 subject preference rows (6 slots each)	—
Step 4	Pay registration fee online (UPI / Card / Net Banking)	Payment app / bank card
Step 5	Upload photo, signature, marksheets & certificates	See Section 5 for full list
Step 6	Review all information —last chance to edit before submission	—
Step 7	Accept declaration and submit final application	—
Post-submission	Monitor dashboard · Pay admission fee if approved ·	

- NOTE :-**
1. All original certificate must be produced at the time of admission.
  2. All students are directed to submit all the required attested/original documents to the college within 07 days from the date of admission. Failure to deposit the required documents within the stipulated period may result in cancellation of admission.

## **Checklist for admission to BCA 1st Semester**

1. Admission Form duly filled
2. Matric Certificate (2copies)
3. +2Certificate(2copies)
4. Original Migration certificate if the student has passed XII from a Board other than H.P. Board of School Education, Dharmshala.
5. 1pass port size 1 stamp size photograph of student
6. Original Character Certificate issued by the school
9. If +2 is passed as a private candidate, Character Certificate obtained from a Gazette Officer/Panchayat Pradhan/Municipal Councilor will be valid. It should not be more than 6 months old.
7. For obtaining category benefit, SC/ST/OBC/Physically Disabled certificate from a competent authority must be closed at the time of admission.
8. Affidavit/Undertaking for gap year
9. Bonafide Himachali Certificate (for girl students only)
10. Copy of Aadhar Card

## **Checklist for Admission to 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 (1copy)
5. +2Certificate(1copy)
6. 1 pass port size & 1 stamp size photograph of student
7. Bonafide Himachali Certificate (for girl students only)
8. Copy of Aadhar Card
9. Photo copy of Admit card of previous semester with no decorticate counter signed by the principal.
10. Photo copy of university registration card

## **Checklist for admission to MBA**

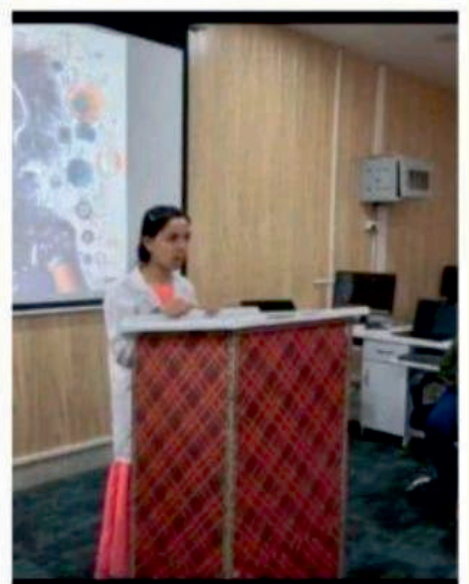
1. Application Form
2. Passport size Photograph of student
3. Bonafide Himachali Certificate
4. Matric Certificate (1 copy)
5. +2 Certificate (1 copy)
6. Graduation Certificate / Grade cards
7. HPU PG Entrance Exam Result Card
8. Copy of Aadhaar Card
9. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the certificate from a competent authority must be enclosed.
10. Original Character Certificate issued by the college
11. Affidavit/Undertaking for gap year
12. If graduation is passed as a private candidate or correspondence mode, Character Certificate obtained from a Gazette Officer/Panchayat Pradhan/Municipal Councilor will be valid. It should not be more than 6 months old.

## SCHEDULE OF ADMISSION/TEACHING/ EXAMINATION & VACATION 2026-27

Particulars	Period
Submission of Admission Forms	01.06.2026 to 19.06.2026
Pre-admission counseling of students	12.06.2026 to 19.06.2026
Display of 1st Merit List (UG 1st Semester students)	20.06.2026 upto 05:00 p.m.
Fee to be deposited	21.06.2026 to 23.06.2026
Display of 2nd Merit List	24.06.2026 upto 03:00 p.m.
Fee to be deposited	25.06.2026 to 27.06.2026
Orientation for 1st Semester Students	28.06.2026 to 30.06.2026
Admission of UG 2nd year & final year students on Roll On Basis	01.06.2026 to 19.06.2026
Fee to be deposited	12.06.2026 to 23.06.2026
Post admission counseling, online submission of scholarship forms and student feedback	24.06.2026 to 30.06.2026
<b>Regular Teaching (as per the Director of Higher Education Notification)</b>	01.07.2026 to 05.11.2026 11.11.2026 to 31.12.2026 05.02.2027 to 15.03.2027
<b>Vacation</b> Summer Vacation Diwali Break Winter Vacation	<b>(as per the Director of Higher Education Notification)</b> 18.05.2027 to 11.06.2027 06.11.2026 to 10.11.2026 01.01.2027 to 04.02.2027
<b>Examination Schedule (Annual Exams)</b>	2nd and 3rd year examination in March/April 2027. Mid-Term Examination in the month of October/November 2026
<b>Examination Schedule Tentative (End Semester Exams)</b>	1st semester - October 2026 2nd Semester- March 2027

**Note:** The Admission/Counselling schedule for MBA and PGDCA will be notified on college notice board and website (<https://www.gcp.ac.in>). So students are advised to check the notice board and website regularly.

# Photo Gallery



# Photo Gallery

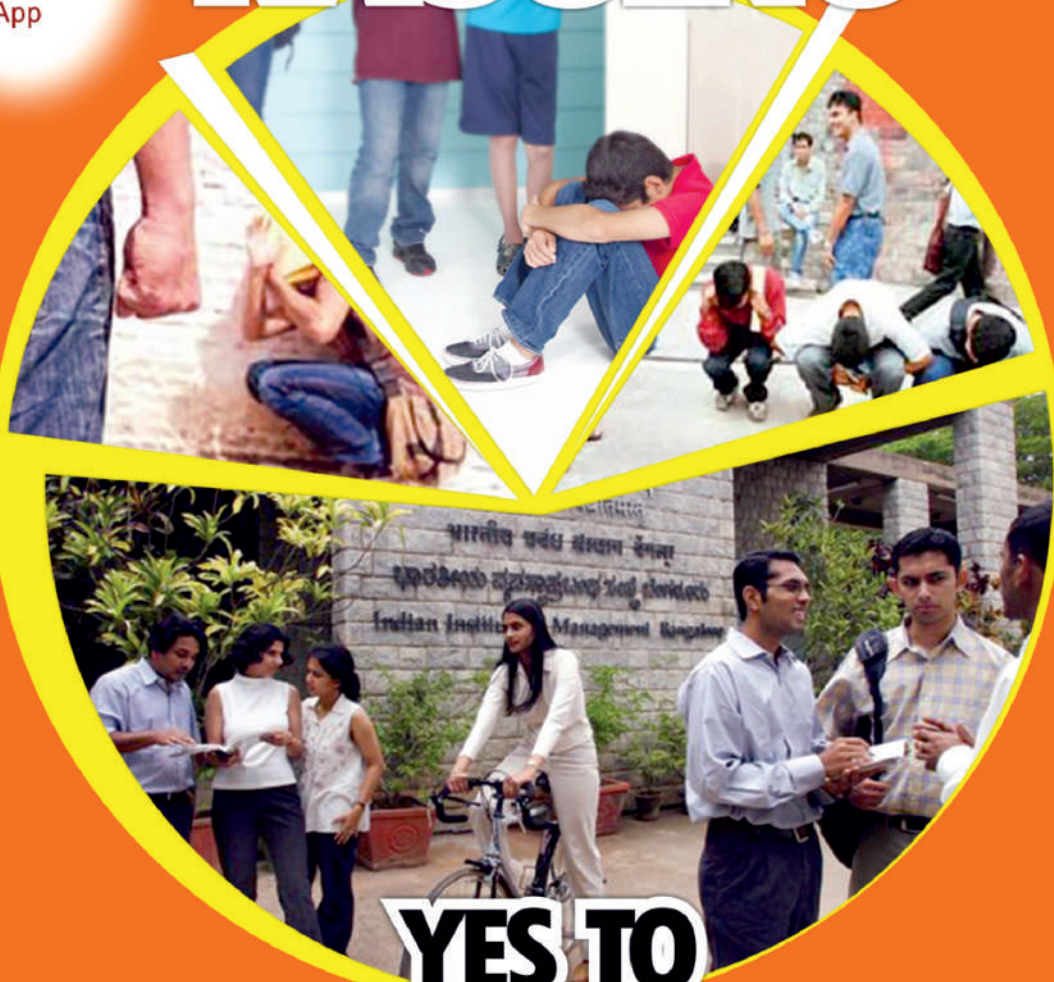


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**ANTI  
RAGGING**

App

# SAY NO TO RAGGING



# YES TO JOYFUL CAMPUS

## What is Ragging?

**Any Act Resulting in:**

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24X7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



**MHRD**

DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
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quality higher education for all



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THINK OF RAGGING**

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**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

**Expulsion**

**Possible Prosecution**

**Don't just stand and watch. Stop Ragging! Show Character**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

**Are You Being Ragged ?**

Immediately call UGC Anti Ragging Helpline- **1800-180-5522 (24x7 Toll Free)**

Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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GOVERNMENT OF INDIA



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quality higher education for all