



### *From The Principal's Desk.....*

I welcome you to this premier institute of higher education established in 2007 with a prime motto of providing quality education at your door steps. In just 16 years of its journey it has started self financing courses namely BBA/BCA/PGDCA which are managed and regulated by Higher Education Institution Society (HEIS) since 2018. The college has achieved a milestone by getting recognition of University Grant Commission (UGC) under section 2(f) and with the accreditation by NAAC Bengaluru. The college is providing best education in all the streams.

I feel honoured to lead an institute which has a vast potential for all round excellence on the strength of its dedicated, committed staff and supportive PTA. We have well equipped and spacious computer labs equipped with overhead projectors, internet connectivity and fully Wi-Fi campus. A new badminton court, spacious canteen and a multipurpose hall will be added during this academic session. Over the years, the college has made a tremendous progress which has left an everlasting imprints in the minds of people as well as students.

With experienced and dedicated teachers and excellent infrastructure; our college helps students to realize their potential in life. I encourage all the students to take advantage of the opportunities provided by the college. The overall development of the mind and body is the sign of healthy and complete human development.

In the last I congratulate you to be a part of the college family. As we step into this new academic session, filled with hopes and dreams of scaling new heights. I assure the parents on behalf of entire college staff to provide the best academic atmosphere for over all development.

***"We cannot always build the future for our youth, but we can build our youth for future. Remember, the reward of every good action will be good only".***

**Wishing you all Good Luck  
With Prayers**

**Dr. Ashwani Kumar  
Principal**

## OUR INSTITUTION

Government College Barsar, District Hamirpur (HP) was founded in 2007 as a co-educational institution. It was established by the Department of Higher Education, HP. The college is affiliated to Himachal Pradesh University, Shimla-5 and is covered under section 2(f) of UGC act 1956. The college is recently accredited with grade "C" by NAAC Bengaluru. It imparts education in Humanities, Commerce and Science at undergraduate level. The college also runs self-financing courses BCA, BBA and PGDCA under Higher Education Institute Society. The college has its own campus located at Baroli at a distance of 1 Km from Barsar. It is spread over an area of 8.12 acre and is on the Una-Barthin State Highway (SH 37). It is 4 kms from the sub-divisional office Barsar at Mehre and 32 kms from district headquarter Hamirpur. The nearest railway station is Una nearly 48 kms and nearest air port is at Gaggal district Kangra. It lies in laps of Solhasinghi Dhar of lower Shivalik Himalayas. Our college is blessed by Shri Baba Balak Nath Sidh Pith at Deotsidh which is close to Bhakhra reservoir in Bilaspur District. The college possesses adequate infrastructure in terms of classrooms, laboratories, library, playground, canteen and girls' common room. It is a rural college which caters to the needs of people from backward areas. Some students travel 25-30 kms on hilly track to reach the college. In the recent past college has developed two computer labs for science and humanities (Rs. 20,81,616/-), two smart class room, one conference hall, badminton court (Rs. 2,14,400/-), furniture for multipurpose hall, library, class rooms, girls common room (Rs. 5,54,600/-). The college library also upgraded by purchase of 204 books (Rs. 1,59,165/-). Keeping in view greater number of girl student two vending-sanitary napkin machines (Rs. 1,24,954/-), CCTV cameras (16 number, Rs. 1,26,783/-) and boundary wall (Rs. 17,00,000/-) installed/build in campus. Two storey building i.e. canteen cum examination hall for nearly 500 students, was constructed out of RUSA grant (Rs. 63,00,000/-). Rupees 63,150/- spent on purchase of sport goods. A photocopier at the cost of Rs. 1,01,674/- and a DIGISET for Rs. 1,69,000/- was purchased out of RUSA grant to facilitate the student in the library. The campus is fully Wi-Fi as Rs. 79,500/- were spent on it. Presently RUSA and IQAC Cells are continuously monitoring the needs of students.

## MANAGEMENT COMMITTEE OF HIGHER EDUCATION INSTITUTE SOCIETY (Regd.) GOVT. COLLEGE BARSAR, DISTT. HAMIRPUR (H.P.)

### Ex-Officio-Members

<b>Dr. Ashwani Kumar</b>	Principal-cum-Director
<b>Dr. Sanjay Kumar</b>	Member Secretary
<b>Dr. Sanjay Kumar</b>	PGDCA (Co-ordinator)
<b>Dr. Dharvinder Kumar</b>	BCA (Co-ordinator)
<b>Prof. Vikas Chander</b>	BBA (Co-ordinator)

### Nominated Members

<b>Dr. Amarjeet Sharma</b>	Director of Higher Education Govt. of H.P.
<b>Prof. Ashwani Sharma</b>	Principal G.C. Dhaneta
<b>Dr. Satish Soni</b>	Member
<b>Prof. Manoj Sharma</b>	Member
<b>Prof. H.L. Dogra</b>	Eminent Educationist
<b>Sh. Ajit Diwan</b>	Member



## HIGHER EDUCATION INSTITUTE SOCIETY

Bachelor of Business Administration (B.B.A.), Bachelor of Computer Application (B.C.A.), Post Graduate Diploma in Computer Application (PGDCA), and Add-on course in Arts and Science streams are being run by the college under self-financing scheme by Higher Education Institute Society (HEIS).

## BACHELOR OF BUSINESS ADMINISTRATION

Bachelor of Business Administration (B.B.A.) programme was introduced by the Himachal Pradesh University, Shimla-5 in the university college of business studies with the objectives of training and meeting man power requirements for junior management position. On the same pattern we are offering the programme at your doorstep.

The total numbers of seats in B.B.A. courses is 40, distributed as under. Subsidized candidates : 30 Seats, NRI/NRI sponsor candidates/foreign candidates/self financing : 10 Seats.

- The duration of BBA course shall be three years split over six semesters.
- Final Examination Schedule:** 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 Examination HP University Shimla-5.
- Basis of Admission:** The admission is based on marks obtain in qualifying examination i.e. 10+2.
- The syllabus of studies in each course/paper shall be as prescribed by the HP University Shimla-5.

The medium of examination shall be as under:

- Question of examination shall be set in English. The candidate shall write answers in English Only.
- The total marks in each paper will be 100 consisting of 70 marks for theory and 30 marks for internal assessment.

Category	Seats	Fee Structure
Subsidized	30	Rs. 6000/-
Non Subsidized	10	Rs. 11000/-
Total Seats	40	

## ELIGIBILITY FOR ADMISSION TO BBA

Candidate who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by Himachal Pradesh University, Shimla-5 with 45% Marks (40% marks for SC/ST Category) shall be eligible. The candidates having Economics or Commerce at 10+2 level will be given preference.

Maximum age limit for admission to BBA course is 21 years for general category and 24 years for SC/ST category and 23 years for girls candidates, as on 1<sup>st</sup> July, 2022. The Vice-Chancellor may permit age relaxation up to maximum of three months.

## MODE OF SELECTION

The admission to BBA course will be made on the basis of merit of qualifying i.e. 10+2 examination. As per H.P. University rule 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

## ELIGIBILITY PROMOTION

A candidate should have passed at least 50% papers of 1<sup>st</sup> year i.e. 1<sup>st</sup> semester and 2<sup>nd</sup> semester to get admission to 3<sup>rd</sup> semester and 50% papers of 2<sup>nd</sup> year i.e. 3<sup>rd</sup> semester and 4<sup>th</sup> semester to get admission to 5<sup>th</sup> semester of 3<sup>rd</sup> year.

A candidate obtain pass marks in any course shall not be required to reappear in that course again. However, the candidate shall be required to complete his BBA degree within a maximum period of five years.



## BACHELOR OF COMPUTER APPLICATION

Bachelor of Computer Application (B.C.A.) programme was introduced by the Himachal Pradesh University, Shimla in the university college of business studies with the objectives of training and meeting man power requirements for junior management position. On the same pattern we are offering the programme at your doorstep.

The total numbers of seats in B.C.A. courses is 40, distributed as under. Subsidized candidates : 30 Seats, NRI/NRI sponsor candidates/foreign candidates/self financing : 10 Seats.

- a) The duration of BCA course shall be three years split over six semesters.
  - b) **Final Examination Schedule:** 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 Examination HP University Shimla-5.
  - c) **Basis of Admission:** The admission is based on marks obtain in qualifying examination i.e. 10+2.
  - d) The syllabus of studies in each course/paper shall be as prescribed by the HP University Shimla-5.
- The medium of examination shall be as under:
- Question of examination shall be set in English. The candidate shall write answers in English Only.
  - The total marks in each paper will be 100 consisting of 70 marks for theory and 30 marks for internal assessment.

Category	Seats	Fee Structure
Subsidized	30	Rs. 7350/-
Non Subsidized	10	Rs. 13850/-
Total Seats	40	

## ELIGIBILITY FOR ADMISSION TO BCA

Candidate who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by Himachal Pradesh University, Shimla-5 with 40% Marks (35% marks for SC/ST Category) shall be eligible. The candidates having Maths at 10+2 level will be given preference.

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 1<sup>st</sup> July, 2022. The Vice-Chancellor may permit age relaxation up to maximum of three months.

## MODE OF SELECTION

The admission to BCA course will be made on the basis of merit of qualifying i.e. 10+2 examination. As per H.P. University rule 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

## ELIGIBILITY PROMOTION

A candidate should have passed at least 50% papers of 1<sup>st</sup> year i.e. 1<sup>st</sup> semester and 2<sup>nd</sup> semester to get admission to 3<sup>rd</sup> semester and 50% papers of 2<sup>nd</sup> year i.e. 3<sup>rd</sup> semester and 4<sup>th</sup> semester to get admission to 5<sup>th</sup> semester of 3<sup>rd</sup> year.

A candidate obtain pass marks in any course shall not be required to reappear in that course again. However, the candidate shall be required to complete his BCA degree within a maximum period of five years.



## POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

The duration of Course shall be one year spread over two semesters.

### BASIS OF ADMISSION

The selection will be made strictly on merit. The merit is to be determined on the basis of marks obtained in qualifying examination. There will be five courses and a Project Work (Practical). The course of study will be prescribed by faculty from time to time.

### MODE OF EXAMINATION

The mode of examination in each of the formal courses will be a comprehensive examination of three hours duration consisting of short answers, multiple choice questions as well as few problems. The performance in project will be evaluated by a panel of two examiners including one internal examiner who will hold a viva-voice test before awarding the marks.

### ELIGIBILITY FOR ADMISSION TO PGDCA

A Bachelor's Degree in any discipline with a minimum of 48 credits in Major Subject, 48 credits two minor subjects, 09 credits in compulsory, 01 credit GI & hobby with aggregate of 106 credits for the award of pass degree.

Or

A Bachelor's (Hons.) Degree in any discipline with a minimum of 56 credits in Major subject, 40 credits two minor subject, 09 credits in compulsory, 01 credit GI & hobby and 14 credits in additional/compulsory/skill-based/GI & hobby (Maximum 18 credits in compulsory/skill-based and 03 credit in GI & hobby) with aggregate of 120 credits for the award of Honors degree.

Or

At least 50% marks in aggregate (45% in case of SC/ST) from a University established by Law in India.

Or

Bachelor degree in any discipline with at least 50% marks (45% in case of SC/ST) from a university established by law of India with at least one full paper of Mathematics at the graduate level.

Or

Bachelor degree in any discipline with at least 50% marks (45% in case of SC/ST) from a university established by law of India with at least one full paper of Mathematics at 10+2 level along with Bridge Course.

Category	Seats	Fee Structure
Subsidized	15	Rs. 8500/-
Non Subsidized	05	Rs. 13500/-
Total Seats	20	

### SCHEME FOR NON-SUBSIDISED SEATS BCA, BBA & PGDCA

This scheme admits students as per the merit list after filling seats in subsidized category. Top 10 candidates in BCA & 10 Candidates in BBA & 05 candidates in PGDCA in the self financing programme shall be admitted respectively. Only the eligible candidates shall be admitted to the course subject to availability of seats. The candidates shall complete in their respective category only.

The merit and waiting list shall be displayed on the notice board of the College. If a student fails to deposit the specified fees within stipulated time period, his/her right of seeking admission will automatically stand cancelled and chance may be given to the next candidate as per the waiting list.

### RESERVATION OF SEATS

Admission to the course except for seats reserved for payments/Non-Subsidized Seats shall be subject to the following conditions:

- 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 for any other school located within the jurisdiction of H.P. or from any other board e.g. CBSE or ICSE etc.
- The remaining 77.5% seats shall be filled as under : 1.25% of the seats for admission shall be open for all the candidates irrespective of their institution from where they have passed their qualifying examination. 2.75% of the seats shall be filled out of the candidates who have passed their qualifying examination from HP Board of School Education or any other school located within the territorial jurisdiction of H.P. or from any other school board e.g. CBSE etc. and will include the following reservation:
  - 1.5% of the seats shall be reserved for outstanding sports persons. 2.5% of the seats shall be reserved for physically handicapped candidates. in this absence of a, b and c above the seats will be filled from general category.

The roster of admission showing eligibility condition for the admission to the courses in case of SC/ST will be relaxed by 5% than eligibility condition for general category.



## RESERVATION ROASTER\*

### 200 POINTS RESERVATION ROASTER FOR ADMISSION TO BCA/BBA AND PGDCA

1 PH-1	30 EWS-3	59 EWS-6	88	117 OBC-17	146 SC-32	175
2	31	60 SC-13 EX-Man-9	89 OBC-13	118 EWS-12	147 Ex-Man-22	176
3	32 SC-7	61 ST-3	90 EWS-9	119 SC-26	148	177 OBC-26
4	33 Ex-Man-5	62	91 SC-20 WFF-2	120 ST-6	149 OBC-22 PH-8	178 SC-39
5 SC-1	34	63 OBC-9 IRDP-3	92	121 Ex-Man-18	150 SC-33	179 EWS-18
6	35 OBC-5 IRDP-2	64 SC-14 IRDP-4	93 PH-5	122 OBC-18	151 WFF-3	180 ST-9 IRDP-12
7 EX-Man-1	36	65	94 Ex-Man-14	123 SC-27 PH-7	152	181 EX-Man-27
8 OBC-1	37 SC-8	66	95 OBC-14 IRDP-7	124	153 EWS-15	182 SC-40
9 EWS-1	38 EWS-4	67	96 SC-21 IRDP-7	125	154 Ex-Man-23	183 PH-9
10 SC-2	39	68	97 EWS-10	126	155 SC-34	184 OBC-27
11	40 ST-2 Ex-Man-6	69 SC-15	98 ST-5	127	156 OBC-23	185
12	41 SC-9	70 EWS-7	99 OBC-15	128 SC-228 IRDP-8	157	186 EX-Man-28
13	42 OBC-6	71	100 SC-22 Ex-Man-15	129 OBC-19 IRDP-19	158	187 SC-41
14 SC-3 EX-Man-2	43	72 OBC-10 Ex-Man-10	101 PH-6	130 EWS-133	159 EWS-16	188
15	44	73 SC-16	102	131	160-SC-35 Ex-Man-24	189 OBC-28
16	45	74 EX-Man-11	103	132 SC-29	161 ST-8	190 EWS-19
17 OBC-2	46 SC-10	75	104	133 Ex-Man-20	162	191 SC-42 WFF-4
18 EWS-2	47 EX-Man-7	76	105 SC-23	134	163 OBC-24	192
19 SC-4	48	77 OBC-11	106	135 OBC-20 IRDP-9	164 SC-36 IRDP-11	193 PH-10
20 ST-1	49 OBC-7 PH-3	78 SC-17	107 Ex-Man-16	136	165	194 Ex-Man-29
21 Ex-Man-3	50 SC-11	79 EWS-8	108 OBC-16	137 SC-30	166	195 OBC-29 IRDP-13
22 OBC-3	51 WFF-1	80 ST-4 IRDP-5	109 EWS-11	138 EWS-14	167	196 SC-43 IRDP-13
23 SC-5 PH-2	52	81 EX-Man-12	110 SC-24	139	168	197 EWS-20
24	53 EWS-5	82 SC-18	111	140-ST-7 Ex-Man-21	169 SC-37	198 ST-10
25	54 EX-Man-8	83 PH-4	112	141 SC-31	170 EWS-17	199 OBC-3
26	55 SC-9	84 OBC-12	113	142 OBC-21	171	200 SC-44 Ex-Man-30
27	56 OBC-8	85	114 SC-25 Ex-Man-16	143	172 OBC-25 Ex-Man-25	
28 SC-6 IRDP-1	57	86 Ex-Man-13	115	144	173 SC-38	
29 OBC-4 Ex-Man-4	58	87 SC-19	116	145	174 EX-Man-26	

\*To be implemented as per H.P. University/H.P. Govt. Latest amendment, if any.

#### GENERAL RULES FOR FEE

1. Fee once deposited shall not be refunded.
2. The students admitted to the faculty of BBA/BCA/PGDCA will be governed by the rules and regulations contained in the prospectus 2022-23 of Govt. College Barsar (H.P.)
3. Fee for whole of year/semester will be taken at the time of admission.
4. P.T.A. Fund will be charged as per college rules.

#### FINES

- |   |                      |
|---|----------------------|
| a) Absence fine for a period  | Rs. 05               |
| b) Absence fine for a practical   | Rs. 10               |
| c) Absence fine for House Examination/MTT                                   | Rs. 30/- (per paper) |
| d) Fine for delay in returning library book(s) per day                      | Rs. 1                |
| e) Fine on not wearing Uniform While in College according to specified days | Rs. 50/-             |

#### SUBMISSION OF APPLICATION FORM

Application from duly filled in and accompanying the following documents should be submitted to The Principal-cum - Director Govt. College, Barsar-174305 (H.P.) India.

1. Attested copies of the certificates of matriculation or its equivalent examination and 10+2 or its equivalent examination with the conversion formula of grade into percentage where ever applicable with relevant testimonials. Proof of the date of birth (Matriculation Certificate) attested photocopies of supporting documents.
2. For PGDCA, attested copies of matriculation, 10+2, TDC I, II, III or its equivalent examination from recognized university and attested photocopies of supporting documents. If result of qualifying exam. i.e. TDC III is not declared, submit the DMC at the time of counseling.
3. Attested copies of certificate of SC/ST where ever applicable. Character Certificate from the institution last attended if the candidate has passed the qualifying exam from other than this institution.

**Choice Based Credit System  
(CBCS) Syllabi for BCA  
BACHELOR OF COMPUTER APPLICATION**

**First Year (1<sup>st</sup> 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
<b>Total</b>					<b>600</b>	

**First Year (2<sup>nd</sup> 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 Structure	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)	DataBase Management System Lab-IV	3	35	15	50	3
<b>Total</b>					<b>600</b>	

**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	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
<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
Total					600	

### 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 Lab-X	3	35	15	50	3
Total					600	

### Third Year (6<sup>th</sup> 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(P)	Major Project	3	35	15	50	3
Total					600	



## BACHELOR OF BUSINESS ADMINISTRATION

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

Paper Code	Paper Title		Credit	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+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)

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

Paper Code	Paper Title		Credit	CCA	ESE	Total
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+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)

### Second Year (3<sup>rd</sup> Semester)

Paper Code	Paper Title		Credit	CCA	ESE	Total
301	Macroeconomics		Common with B.A./B.Sc./B.Com			
302	Principle 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 (GE)-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+T2)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)

### Second Year (4<sup>th</sup> Semester)

Paper Code	Paper Title		Credit	CCA	ESE	Total
401	Business Research	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
402	Human Resource Management	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
403	Financial Management	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
404	Tax Planning	Generic Elective (GE-III)	6 (L4+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
405	IT Tools in Business	Skill Enhancement Course-II	6 (L4+T1)	<b>Theory</b> 50 (Max.) 23 (Min)	<b>Practical</b> 20 (Max.) 9 (Min) Internal	100 (Max) 45 (Min)

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

Paper Code	Paper Title		Credit	CCA	ESE	Total
501	Quantitative Techniques for Management	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
502	Legal Aspects of Business	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
503	(DSE-I Finance) Investment Banking & Financial Services or (DSE-II Marketing) Consumer Behavior or (DSE-II Human Resource) HRD: Systems and Strategies or (DSE-IV Management of Global Business) International Trade : Policies and Strategies	DSE Note : Students can opt any one of the specialization in V <sup>th</sup> Semester and the same will continue in VI <sup>th</sup> Semester.	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
504	(DSE-I Finance) Investment Analysis & Portfolio Management or (DSE-II Marketing) Retail Management or (DSE-III Human Resource) Training and Management Development or (DSE-IV Management of Global Business) Global Business Environment	DSE	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)



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

Paper Code	Paper Title		Credit	CCA	ESE	Total
601	Business Policy & Strategy	Core Course	Common with B.A./BSc/B.Com			
602	Financial Institution & 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 (L5+T1)	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max) 45 (Min)
	(DSE-II Marketing) Project Report or					
	(DSE-III Human Resource) Project Report or					
	(DSE-IV Management of Global Business) Project Report					

### POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

#### Semester-I

Paper Code	Paper Title	Max. Marks Theory	Internal Assess.	Exam. 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)	75	25	3
DCS-106	Practical-II (PC Software)	75	25	3

## Semester-II

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

## Scheme of Examination

There will be semester system of examination. Each theory paper will be of three hours duration and of 100 marks out of which 75 marks are for written examination and 25 for internal assessment. Each practical exam will be of 100 marks out of which 75 marks for practical and 25 for internal assessment. In the second semester students has to prepare one project which will be evaluated on the following basis.

Category	Maximum Marks
Project Report	50
Viva-Voce	100
Seminar	50
Total	200

\*The syllabbei of BCA, BBA, PGDCA may be subjected to the approval of H.P. University.

## IMPORTANT :

1. Stringent action will be taken against student found guilty of breaching conduct or discipline rules in the college, by the college administration.
2. Defaulters including students whose name has been struck off the roll(s) would not allow entering the college premises until exonerated or readmitted appropriately.

## ATTENDANCE

1. At least 75% lecture attendance is compulsory for appearing in the university exam.
2. An irregular students or one who remains absent continuously for 7 days from College/any elective subject is 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.
3. A student is liable to pay all dues & fines as long as his/her name remains on the college rolls.
4. The Principal reserves the right of expulsion/suspension of any student if the situation warrants so.

## LEAVE RULES

- i. Application for any kind of leave on the prescribed proforma should be submitted well in time.
- ii. Leave upto three days will be sanctioned by the tutor. For a grant of leave for single period the concerned subject teacher is competent.
- iii. Leave for three days to six days will be sanctioned by senior tutor. Leave for more than six days will be sanctioned by the Principal on the simultaneous recommendation of concerned subject teacher and senior tutor.
- iv. In case of medical leave for a period of over six days the applicant must produce a medical certificate.

**IMPORTANT :** Student participating in 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 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.

## **EXAMINATION (ELIGIBILITY/QUALIFYING CONDITIONS)**

1. To appear in University Examination a student will have to fulfill 75% lecture condition (75% in theory and 75% in practical). The attendance will be counted from the first day of the commencement of teaching work/admission.
2. Two minor class test will be conducted, first in the month of August and second in the month of October. A student will have to obtain at least 45% marks in each subject become eligible for appearing in university examination.

## **PARENTS-TEACHER ASSOCIATION**

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

**OSA** The College is proud of its Old Students Association (OSA) Which is now the fountain head of its strength. 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 admissions 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 every year to promote the sportsmanship spirit among students.

## **CULTURAL ACTIVITIES**

**ACTIVITY DAY** It is celebrated once in a week to motivate the students to participate in activities like quiz, debate, seminars etc.

**TALENT HUNT** With effect from this year, it is proposed that a talent hunt will be organized in the month of Aug./Sept to provide a platform for students to showcase their talent in performing arts. On its basis, students will be selected to represent the college in various cultural activities to be held in HPU Youth Festival.

**YOUTH FESTIVAL** It is organized by HP university in four groups-I, II, III & IV. The student having highly commended position in youth festival are given reservation in HP University PG Courses.

## **INTER FACULTY CULTURAL FUNCTION**

An inter faculty cultural function is held in the month of December for students to represent their faculties for running trophy in various activities based on the format of HP University Youth Festival.

## **ROVERS & RANGER & RED CROSS SOCIETY**

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 three NSS Units comprising 100 students each. In each unit 33% seats are reserved for girls. The students who attend 240 hours of social service and attend "7th days" special camp are given a special benefit of 2% marks at the time of admission to the H.P. University P.H. Courses.

**ROVERS AND RANGERS** is a worldwide association of well disciplined volunteers. It has two wings, one for girls (ranger) and one for boys (rovers) having 32 seats in each wing. The students who obtain a NIPUN certificate are eligible for 2% marks weightage while seeking employment in railways and other government institutions.



### **RED RIBBON CLUB**

The club aims at launching an exhaustive campaign against AIDS. It educates and sensitizes college students and can get registered as volunteers of this club.

### **COLLEGE MAGAZINE SHATRUPA**

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

### **CAREER GUIDANCE, COUNSELING AND PLACEMENT**

The UGC formulated "Career Guidance, Counseling and Placement Cell" has been constituted in the college with an aim to prepare the students for job or self-reliance. The cell consists of a core committee and various faculty-wise sub-committees which will undertake the following activities time to time.

1. **'Pre-Admission Guidance & Counseling Committee'** will provide pre-admission coaching to all the admission seekers particularly in the humanities. The committee will provide them their expert inputs regarding choice of subjects.
2. Sub-Committees will organize tutorials, competition, group discussion, interactive session etc. to raise the level of inherent capabilities of students.
3. 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 discussions.
4. The student will be given awareness about the prospectus of higher education in their future. They will also be made aware of job opportunities available in their stream/subject in the market/industry. The cell will provide the placement opportunities to students by facilitating various companies/private firms for conducting job programmes/test/interviews etc.

### **FEEDBACK APPRECIATION**

A suggestion box is installed in the college campus to invite the general advice, suggestion or information from the students about how good or useful the institutional work is and what measures can be adopted to make its functioning more meaningful and result-oriented.

### **TEACHER'S APPRAISAL**

The teachers are evaluated by their students twice during the academic session through a 'Prescribed Feedback Form'.

### **CLUBS AND SOCIETIES**

The college has Energy Club, Cultural Activities Club, Environment Club and Subject Societies to celebrate various notified days and events to educate the students throughout the year.

### **ANNUAL PRIZE DISTRIBUTION FUNCTION**

Annual function of the college is organized in the month of February/March every year. In this function prizes are given to the students achieving distinction at College/University/Inter University Level in NCC, NSS, House exams, University exams, sports and other co-curricular activities organized throughout the year.

### **GENERAL CONDUCT/DISCIPLINE RULES**

1. The decision of Principal in all matters will be final and binding.
2. Students must be seated in the classrooms before the start of the lecture. No student shall enter the class or knock the door after 5 minutes after the start of class.
3. No student shall be loitering near the classes once the classes are in progress.
4. Regular attendance in the class including guest lecture is compulsory.
5. Use of mobile phones is strictly prohibited in the college campus.
6. Every student will submit assignment, project etc. as per periodic directions.
7. Misbehavior, persistence of disobedience, habitual late coming, consumption of drug or liquor in the institution, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.



8. Each student expected to observe the college dress code strictly.
9. Each student is expected to be present regular in the college. Candidate can seek readmission after satisfying the Principal.
10. No Students is permitted to undertake any part time/whole time job during course of study.
11. No Students is allowed to put posters in college campus or notice board and to hold assembly in college premises or to address on unauthorized assembly in the college campus.
12. Any students causing loss to the college property will be penalized and the students concerned have to replace or get the same repaired at his/her own costs.
13. Food, breweries and any type of drink are not permitted in the lab/class rooms if any body found indulge before will be penalized as per the decision of the committee.
14. Students are not allowed to leave the college campus during teaching hours without prior permission.
15. Parents will be intimated about the progress or their ward periodically through report card and personal feedback.
16. Every students must always carry with him/her duly completed identity card.
17. Each students will leave to attend a minimum of 75% Lecture/Tutorials/Practicals. A Students having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE-Theory/Practical) If a students is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit as per HPU rules shall be deemed to have 'dropped' the course. However such candidate, on his/her written request to be made immediately, can be permitted to redo the missed semester after completing rest of the programme or whenever the course is offered subsequently by paying proper dues, This redoing would mean complete course including CCA and ESE.

### **FACILITIES IN THE CAMPUS**

1. Well equipped computer lab with internet connectivity.
2. Hi Tech Smart class rooms with Interactive Board LCD Projector Visualizer available to assist teaching teaching.
3. Wi-Fi campus, Departmental Library, Canteen.
4. Bus Service from nearby the campus.
5. Special counseling for slow learners.
6. Committed to arrange job training/Industrial Visit/Job fair/Campus exchange programme (Short Term).
7. Signing of MOU to cater the basic needs of students to raise their employability.

### **DRESS CODE : A PROFESSIONAL LOOK**

A formal dress Communicates unique look it inculcates a sense of discipline and enhance the confidence level of students.

**Dress :** Light Blue Shirt, Gray Trouser, Black Shoes, Navy Blue tie, Gray Sweater and Navy Blue Blazer.

**Note :** Students shall be exempted from dress code on Wednesday and Saturday.

### **POINTS TO REMEMBER**

- I. 1<sup>st</sup> Period will begin at 10.00 am daily and each period shall be of one-hour duration.
- II. Every student must always carry his/her Identity card which is issued to the students after admission. It should be shown/ produced on demand.
- III. All admissions to the college shall be provisional and subject to the approval of H.P. University. The college shall not be held responsible for cancellation of admission/candidature of any student by the University.
- IV. Students should not temper with the electrical and water fittings in the class rooms and in the college campus.
- V. Using foul language shall be viewed seriously.
- VI. Writing obscenities, loitering aimlessly, damage to the college property, bringing outsiders, misbehaving with the staff will be construed as acts of misconduct/indiscipline and punished with either fine or suspension/expulsion or both
- VII. Any instance of ragging should immediately be brought in the notice of members of anti-ragging squad/committee.
- VIII. Go through the College Notice Board Daily.
- IX. Smoking or taking of intoxicants, liquor etc. is strictly prohibited in the college campus.

## Anti- Ragging/ Indiscipline Rules

In order to have zero tolerance to ragging and its total elimination from the educational institutions, the Hon'ble Supreme Court of India vide its order dated 4<sup>th</sup> May, 2001, 16<sup>th</sup> May, 2007 and 11<sup>th</sup> February, 2009 has directed as here under:

1. Ragging is banned in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be Exemplary and Justifiable harsh.
3. Punishment for ragging includes:
  - a) Imprisonment / fine or both.
  - b) Expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology.
  - c) Withholding scholarships or other benefits.
  - d) Debarring from representation in events.
  - e) Withholding of results.
  - f) Suspension or expulsion from hostel or mess and the like.
4. In the hostels, the entry of seniors and outsiders shall be prohibited before and after specified hours of the day except under the authority or the persons in-charge (Warden or Hostel Superintendent).
5. If the individuals committing or abetting ragging are not identified, collective punishment shall be resorted to.
6. Character / migration certificate(s) issued by the institution shall have an entry apart from that of general conduct and behaviour to the effect whether the student had participated in ragging and in particular was punished for ragging.
7. In case the applicant for admission is found to have indulged in ragging / indiscipline in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he / she shall be expelled from the institution forthwith.

For Himachal Pradesh University Act, statutes and ordinances as amended till date log in on university website [www.hpuniv.nic.in](http://www.hpuniv.nic.in) (Right to information-H.P. University Act & ordinance, Vol-I, Vol-II, Vol-III)

**Important Note: It is mandatory to every student to upload "Affidavit" on Anti-Ragging website**

**Ragging is a reprehensible Act**

**Under the Himachal Pradesh Educational Institutions**

**(Prohibition of Ragging) Ordinance-2009**

### **In Emergency Call at Following Numbers**

**Anti Ragging Helpline No. 1800 180 5522 (Toll Free)**

**Anti Ragging E-mail ID : [helpline@antiragging.in](mailto:helpline@antiragging.in)**

