University Rank Holders this year in PGDCA

3rd Rank

Jyoti Rawat
HPU Merit Holder

B.C.A. & P.G.D.C.A.

9th Rank

Arti Devi
HPU Merit Holder

Higher Education Institute Society (Regd.)
HEIS
SGGSJ GDC, Paonta Sahib (H.P.)

Sr.No.: 145

Higher Education Institute Society (Regd.)

SGGSJ Government P.G. College

PAONTA SAHIB, DISTT. SIRMOUR (H.P.) 173025

Self Financing Courses
(B.C.A. and P.G.D.C.A.)

Information Handbook 2016-17

₹ : 400.00

website: www.gdcpaontasahib.com, email: bca.gcpaonta@gmail.com

Faculty Members with
Director-cum-Principal Dr. Kiran Vir Singh

Director-cum-Principal
Dr. Kiran Vir Singh (M.Sc., Ph.D. Botony)

Coordinator
Dr. Nanduri Raj Gopal

Teaching Faculty
1. Ms. Jyoti Sharma (B.Sc.; M.Sc. Computer Science)
2. Ms. Bhumika (B.Sc.; M.C.A.)

Office Staff
1. Sh. Najakat Ali (Dealing Assistant)
2. Sh. Mahesh Kumar (Lab. Attendant)
3. Sh. Deepak (Peon)

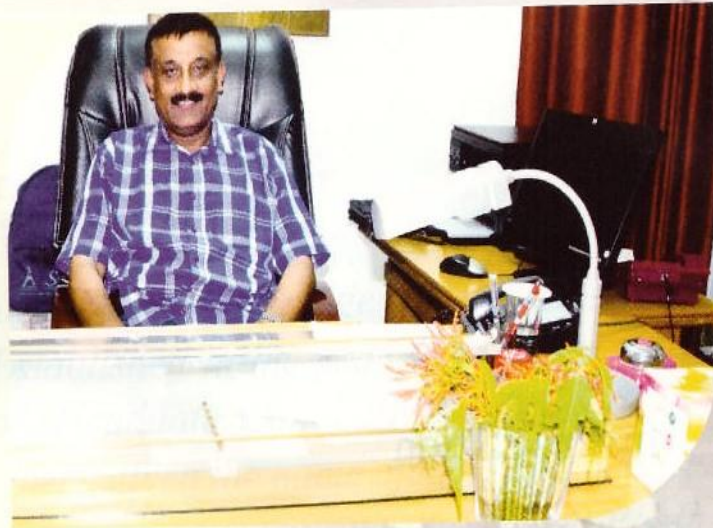### Core Committee on Self-Finance Courses
1. Dr. Alka Chauhan (Convener)
2. Dr. Kuldeep Sen
3. Prof. Ritu Pant
4. Dr. Nanduri Raj Gopal (Coordinator)
5. Prof. Nalin Ramaul
6. Dr. Jahid Ali Malik
7. Sh. Sanjay Kumar (Ex-Student)

Admission Committee-B.C.A. & P.G.D.C.A. (IT Lab)
1. Dr. N.R. Gopal (Dean IT)
2. Prof. Yashpal Tomar
3. Ms. Bhumika
4. Sh. Mahesh Kumar (LA)
5. Sh. Deepak (Peon)

From the desk of the Principal...

My dear students,

You are welcome to the world of Information Technology through BCA and PGDCA courses of our college. We know that computer application is an essential and important tool for present day needs. So much so that every job placement requires computer knowledge. We offer you computer knowledge through BCA and PGDCA courses which will enable you to equip yourself for the job opportunities available in the field. I would want to thank the Government of Himachal Pradesh to have introduced such professional courses to its people on a highly subsidised fees. Earlier people of this state who wanted to excel in this computer world had to pay a huge amount of money to get this knowledge. Our college will offer you these courses at a much competitive cost and without compromising much on imparting quality education. Our institution is doing much better as this year our students have excelled in university merit list and I congratulate them from this platform. I welcome you all as students and wish you to leave this institution as qualified professionals.

Once again, I wish you all a bright career with the hope that you will put in required dedication and hard work. May your association with us be fruitful and you should succeed in fulfilling your dreams.

Happy learning...

(K.V. Singh)
Director-cum-Principal
S.G.G.S.J. Government P.G. College
Paonta Sahib, Distt. Sirmour (Himachal Pradesh) - 173 025

Contents

This Institution

With the beginning of this academic year the college has entered into its 23rd year of academic excellence. Established in the year 1994 Shree Guru Gobind Singh Jee Government Post Graduate College Paonta Sahib has earned its name far and wide. It has been given the name after 10th Sikh Guru Shree Guru Gobind Singh Jee Maharaj to commemorate the Khalsa Panth which he founded here itself during his sojourn between 1685-1689. It is said that he spent most of his time in meditating and experiencing spiritual bliss. His spiritual vibes can be experienced even today if one wills.

The college campus is spread over 40 bighas of land in the village Shubh Khera of Paonta Sahib about 1.5 kilometres away from Bus Station. One can easily walk upto College from there and reach within 10-15 minutes. The majestic Yamuna flows by the town tirelessly giving the dwellers a feel of ancient glorious past. On important religious festivals, people from Delhi and other far-off places come to have a heavenly dip in the sylvan crystal clear pure water of Yamuna. Dehradun, the capital city of Uttarakhand State, is not very far and one can reach within one hour covering 50 kilometres by road.

Once cottaged in a Sugar Mill, the College has now turned into a multi-storeyed building with well-equipped labs and study rooms. The developmental works of administrative and other academic blocks are still going on. The college has got the biggest playground in the town wherein number of sports activities can be witnessed throughout the day. The library has a storage of more than 9,000 books and has e-access facility through N-LIST. The college campus has wireless fidelity (Wi-Fi) system for online connectivity from any corner of the campus.

The College is affiliated to Himachal Pradesh University, Shimla and recognised by the University Grants Commission, Government of India, New Delhi. Being a government institution, experienced and well-qualified dedicated faculty is always a boon to the students enrolled with this institution. The college also offers ample exposure to students through co-curricular activities to develop them into a multi-faceted personality.

Choice Based Credit System (CBCS) for Undergraduate (UG) Courses

The admissions shall be governed by the HPU Regulations for CBCS and Continuous Assessment Grading Pattern (CAGP) for UG Programmes.

Eligibility for Admission

A pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the H.P Board of School Education or an examination accepted as equivalent thereto by the various bodies of the H.P. University

1. Provided that the candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.Sc. / B.C.A programme.

2. Provided that the candidates who have passed the qualifying examination with Mathematics as one of the subjects shall be given preference in admission to B.C.A programme.

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

Reservation :

Reservation for various categories will be provided as per the University Rules.

For the Degree

1. *A regular candidate shall have to undergo the prescribed courses of study in a College affiliated to the 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 thereof.*

2. *There shall be no private or other category of students and shall be eligible for degree either through regular mode or through distance education mode (ICDEOL).*

3. *Provided that not more than three attempts will be allowed to pass a course.*

Credits

The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually 'credit' is taken to mean 'credit hours'. The credits also determine the volume of course contents and delivery of programme such as lectures, tutorials, practical, assignments etc.

The programme is considered completed when the student cumulates the requisite number of successful credits (passed).

Students' Course-wise Assessment and Evaluation

All courses (Compulsory, Core, Elective, and GI & H courses) involve an evaluation system of **students** that has the following two components:

Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course; and

End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.

Note:
1. A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.
2. The ratio of Continuous Comprehensive Assessment (CCA) and End-Semester Examination (ESE) would remain unchanged (i.e. 50:50) for the students of the academic sessions admitted in 2014.

Mid-Term (Minor) Test

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

Note: Mid-term (Minor) Test will be of 30 marks for the students of the academic sessions admitted in 2014.

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.

Note: Seminar/Assignment/Term Paper will be of 15 marks for the students of the academic session 2014.

Classroom Attendance Incentive

The incentive for the classroom attendance (for those participating in Co-curricuar activities. 25% will be added to per cent attendance) will be awarded CCA marks as follows:

≥75% but <80%	1 marks	≥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 be covering the whole syllabus of the course.

Note:
1. Only those students will be allowed to appear in the ESE who have been successful in the CCA.
2. The remaining 50% of the final grade for the students of the academic session 2014 in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.
3. A student, who fulfils all the requirements for appearing in a semester examination, is unable to appear in the examination or to complete it on account of his/her own serious illness, accident, or on account of the death of near relative (mother, father, brother and sister), or the dates of state or national level examinations falls on dates of the semester exams may be allowed to appear in the semester exam in the next academic year when examination for that semester is due.

Migration Rules

Migration from other colleges to this college and vice versa is governed by HP University rules. A migration certificate can be issued only if the student is registered with the HP University. A migrating student must submit the following:

1. Lecture attendance statement in r/o all optional & compulsory subjects.
2. Statement of marks obtained in the House Examination in the previous college.
3. Character certificate from the Principal of the College last attended.
4. The First College is entitled to receive the tuition fee for the month in which the University sanctions the migration. The second college is not entitled to receive the tuition fee for that month or part thereof.
5. A student disqualified by another University shall not be given admission during the period of disqualification.
6. The examination last taken by the candidate and the result thereof will be recorded on the migration certificate.
7. Specific mention will be made on the migration certificate if the candidate has been disqualified and whether the certificate is being issued during the period of his/her disqualification.

Bachelor of Computer Applications (B.C.A.) Course Outline

1st Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	50	50	100	3
BCA0102	Applied English	4	50	50	100	3
BCA0103	Computer Fundamentals	4	50	50	100	3
BCA0104	C Programming	4	50	50	100	3
BCA0105	Office Automation Tools	4	50	50	100	3
BCA0104(P)	C Programming Lab-I	3	25	25	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	25	25	50	3
Total					600	

2nd Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	50	50	100	3
BCA0202	Communicative English	4	50	50	100	3
BCA0203	Digital Electronics	4	50	50	100	3
BCA0204	Data Structures	4	50	50	100	3
BCA0205	Data Base Management System	4	50	50	100	3
BCA0204(P)	Data Structures Lab-III	3	25	25	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	25	25	50	3
Total					600	

3rd Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	50	50	100	3
BCA0302	Business Practices and Management	4	50	50	100	3
BCA0303	Computer Organization	4	50	50	100	3
BCA0304	Object Oriented Programming with C++	4	50	50	100	3
BCA0305	Desktop Publishing and Designing	4	50	50	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	25	25	50	3
BCA0305(P)	Desktop Publishing and Designing Lab-VI	3	25	25	50	3
Total					600	

4th Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0401	Personnel Management	4	50	50	100	3
BCA0402	Accounting	4	50	50	100	3
BCA0403	System Analysis and Design	4	50	50	100	3
BCA0404	Internet Technology & Web Page Design	4	50	50	100	3
BCA0405	Programming in Visual Basic	4	50	50	100	3
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	25	25	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	25	25	50	3
Total					600	

5th Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	50	50	100	3
BCA0502	e-Commerce	4	50	50	100	3
BCA0503	Management Information System	4	50	50	100	3
BCA0504	ASP. net Technologies	4	50	50	100	3
BCA0505	Computer Oriented Statistical Methods	4	50	50	100	3
BCA0504(P)	ASP. net Technologies Lab-IX	3	25	25	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	25	25	50	3
Total					**600**	

6th Semester

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	50	50	100	3
BCA0602	Numerical Methods	4	50	50	100	3
BCA0603	Mutimedia Technology	4	50	50	100	3
BCA0604	Computer Graphics	4	50	50	100	3
BCA0605	Software Engineering	4	50	50	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	25	25	50	3
BCA0606	Major Project	3	25	25	50	3
Total					**600**	

Post Graduate Diploma in Computer Applications (PGDCA)

Eligibility

Bachelor's degree in any discipline (with at least 50% marks) from a University established by law in India with at least one full paper of Mathematics at the graduate level.   OR

Bachelor's degree in any discipline (with at least 50% marks) from a University established by law in India with at least one full paper of Mathematics at 10+2 level alongwith Bridge Course.

Age Limit for Admission

- The upper age limit for Post Graduate Courses is 26 years for boys and 28 years for girls and 29 years in case of SC/ST candidates (both for boys and girls) as on 1st July of the concerned year.

- Himachal Pradesh University has adopted the age relaxation upto a maximum of 5 years to persons with disabilities in admission to various 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 14th September, 2006.

Course Outline

Outline of PGDCA. Course (1 year)- two semester and scheme of examination. (Effective from 2002 onwards)

1st Semester

Course Code	Paper	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)	50	50	3
DCS-106	Practival-II (PC Software)	50	50	3

2nd Semester

Course Code	Paper	Max. Marks Theory	Internal Assess.	Exam Duration (Hrs.)
DCS-201	Data and File Structure	75	25	3
DCS-202	System Analysis and Design	75	25	3
DCS-203	Object Oriented Programming & C++	75	25	3
DCS-204	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	-	-

The project should involve development of application software for some Industry/Institute

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.

State Sponsored Scholarship Schemes

1. **IRDP Scholarship Scheme:** The students who belong to IRDP families may apply for this scholarship with required documents. A sum of Rs. 1200/- per annum is provided as financial assistance.

2. **Financial Assistance to the children of the Armed Forces Personnel killed/disabled during the different War/Operations:** Children of Armed Forces Personnel killed / disabled in the different wars /operations are eligible for this assistance. Application proformas are available with District Sainik Welfare Board. A sum of Rs. 1200/- per annum is provided as financial assistance.

3. **Indira Gandhi Utkrisht Chhatravritti Yojna for Post Plus Two Students**: The Indira Gandhi *Uttkrisht Chhatravritti Yojna* for meritorious students for Post Plus two Courses shall be awarded to 150 students @ Rs. 10,000/-.P.A. per student 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 the 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.

Centrally Sponsored Scholarship Schemes

4. **Post Matriculation Scholarships for SC/ST students:** For students belongings to SC/ST category whose parents annual income does not exceed Rs. 2,50,000/-.

5. **Post-Matric Scholarship Scheme to OBC students:** The students who belong to OBC category are entitled for this scholarship if the annual income of their parents is up to Rs. 1,00,000/-.

6. **Maharishi Balmiki Chattarvriti Yojna:** The scholarship under this scheme is @ Rs.9000/- per year 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.

7. **Merit-cum-Means Scholarship Scheme 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 Lakhs from all sources and the student should not have secured less than 55% marks or equivalent grade in the previous final examinations.

8. **Post-Merit Scholarship Scheme for Students belonging to Minority Community (Centrally Sponsored Scheme):** The annual income of the parents/ guardians of the beneficiaries should not exceed Rs. 2 Lakhs from all sources and the student should not have secured less than 50% marks or equivalent grade in the previous final examinations. The students must have passed the examination from government/ government-aided institutions.

9. **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/- (Rupees two lakh fifty thousand only) per annum.

10. **Scholarship for Children of Mine Workers:** This scheme is sponsored by the Ministry of Labour and Employment, Government of India. Either of the parents of the students should be a beedi worker or a mine worker in Iron Ore/Manganese Ore/Chrome Ore Mines, Limestone/Dolomite or Mica Mines or a cine worker for six months at least. This would also include Contract Labourers. Total income of both the parents of the students from all sources should not exceed Rs.10,000/- p.m. including all allowances. The scholarship under this scheme is @ Rs. 3000/- per year.

Individual-Sponsored Scholarships

11.　　**Chaudhary Sher Jung Memorial Scholarship:** This scholarship of Rs. 2000/- per student (one girl & one boy student) from each faculty of Arts, Commerce and Science is given to meritorious students coming from economically weaker families to encourage them.

Fee Concession

Half Fee Concession:　One of the two or more real brothers/sisters studying in the Lower class in the college will be eligible for 50% exemption in tuition fee.

Tuition Fee Concession:　Himachali Bonafide Girls and Physically Challenged with a disability of more than 40%.

Discipline and Conduct

The Principal & members of the staff have power to take disciplinary action against student indulging in acts of indiscipline which may lead to fine, suspension, rustication or expulsion.

Ragging

"Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or conduct which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies free from any mental disturbance or torture created thereby. Any person who aids or abet such an action shall also be guilty of such ragging."

Ragging in and around the college/hostel campus or on roads/approaches leading thereto is strictly prohibited. If any student is found indulging in ragging, directly, or indirectly, the college authorities shall be obliged under Rule 22, 17 (a), (b), (c) of HP. University to expel the guilty student (s) from the college/hostel.

Do's and Don'ts

☞　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 confirm 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 in the campus, corridors and outside the classrooms during vacant periods and causing disturbance to teaching work in this manner is unacceptable and will be considered an act of indiscipline.

☞　Damage of any kind to college property including defacement of walls, damage to furniture, etc. is also the act of indiscipline.

☞　**Playing Songs/Music on mobile phones in the campus is strictly prohibited and any violation of this instruction will be considered act of indiscipline.**

☞　Smoking, use of 'Gutka', wine or any intoxicant are strictly prohibited within the college premises. Strict action will be taken against the offenders.

☞　No student will put up notices on the College Notice Board without proper authorisation by the college Authorities. Notices without the signature of Principal or a Member of the Teaching staff will not be valid.

Identity Card cum Library Card

Identity Card cum Library Card is an important document a student must carry every day. In case of loss of Card, an application to the Principal alongwith payment of Rs. 50/- duplicate I-Card will be issued. I-Card cum Library Card should be collected from the Librarian as per schedule notified by the librarian.

College Library

☞ The issuance of the books is between 10 am to 3 pm on all working days. A student must bring his/her library card to get the books issued in his/her name. Only two books are issued to a student at a time for a period of 15 days. Reference Books/ Dictionaries/ Newspapers/ Periodicals will not be issued.

☞ If the issued books are not returned by due date, a fine at the rate of Rs. 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.

☞ Books returned in damaged condition will entail penalty as per rules. Failure to return the book or to pay the penalty imposed will entail the same procedure for recovery as in the case of recovery of Govt. property.

☞ All the issued books must be returned and library card be surrendered to the librarian before the End Semester Examination (ESE). A No-Dues Certificate to this effect should be obtained from the librarian.

☞ All the students can claim the refund of their security within one year of leaving the college even if they leave the college without completing their course of study, otherwise the security will stand lapsed.

Leave Rules

1. Students should get their leave applications recommended by the teachers.
2. Leave up to 3 days will be sanctioned by the Tutors.
3. Leave for more than 3 days will be sanctioned by the Principal
4. The students 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 in the University Examination. However in case leave is properly sanctioned, neither his/her name will be struck off the rolls, nor any absence fine will be imposed.

Re-admission

☞ The students absent for 5 days continuously from any class without proper sanctioning of leave by the concerned authority/ Principal, his/her name automatically will be struck off from the rolls.

☞ Readmission will be entertained on payment of readmission fee of Rs. 100/- within 7 days after duly permitted by the Principal. After expiry of 7 days the student will have to bear a readmission fee of Rs. 200/-. In addition to it, the Principal may impose extra fine depending upon the gravity of his/her absence.

☞ A student struck off for the second time in a session from any class will be *ineligible* for re-admission to the class. But in exceptional cases, the Principal may grant special permission using his discretionary powers, if he/she deems so.

Co-Curricular and Extra-Curricular Activities

Education is a very broad term and goes beyond training of one's mind for acquiring textual knowledge. It is associated with other activities in order to see multi-dimensional development of overall personality of a man. The college provides opportunity to our students through many co-curricular and other activities that help them to develop into a sound body and mind. Keeping this in view we have societies like Science Society, Social Science Society, Red Ribbon Club and Eco Club etc. . Students are encouraged to join these societies as per their interest. Students can approach the Incharge of these societies.

National Service Scheme (NSS)

The college has two NSS units. Enrolment in NSS is done in the beginning of the session in the month of July. Students have to apply as and when notified through notice board for participation in NSS activities. Interested students may contact NSS Programme officers for enrolment.

Rovers and Rangers

The college has got one unit of Rovers and Rangers each. Basically it is a voluntary non-political youth organisation wherein students are trained to combat during natural disaster and otherwise too. It helps its members to have all-round development and become perfect responsible individuals to the society, nation and the world at large.

College Students Central Association (CSCA)

The College Students Central Association is formed every year as per the rules laid down by Himachal Pradesh University, Shimla from time to time. Presently the selection for various posts of this association is done through merit i.e. indirect selection mode.

Parent Teachers Association (PTA)

To encourage community participation in education Parent Teachers Association (PTA) under section 2.33 to 2.33.7 of the HP Education Code, 2001, has been established. It is a non-political body for better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities of the college.

The election of the new executive committee of PTA will be held in the PTA General House scheduled to be held on 7th August 2016 at 11 am. This is a request from the Principal and the staff that the parents are invited to attend this meeting. In this regard no other invitation will be sent to you.

PAHAL: The Cultural Function

Preservation of cultural heritage gives strength to the society. The society in turn nurtures cultural programmes with gusto. Keeping in view the importance of cultural function college celebrates cultural festival in the form of a programme called PAHAL with great excitement. This forum provides a platform to students to exhibit their keenness in cultural activities like dancing, singing and various other genres. During this function students prepare cultural items and a day's long celebration takes place.

Sports

It is a bygone story that studies only bring name. Sports have taken many a strides where one can try for a name and fame. In order to encourage students our college provides facilities for indoor and outdoor games. College is housed with a very big playground where cricket, volleyball, basketball and badminton courts are well designed. We have facilities for indoor games like carom, chess, and table tennis too. Students are encouraged to participate in any of the games and prepare for inter-college tournaments organised by Himachal Pradesh University to earn name and fame and establish oneself in sports also.

BHANUJA: Yearly Periodical

In order to encourage creative abilities among the students, the college magazine 'Bhanuja' is published annually. It consists of a number of sections and each section has one staff editor & one student editor. Students are asked to contribute original authored poems, articles, stories, memoires, experiences, and so on giving it a literary tinge. It also exhibits a panoramic summary of year-long activities in the form of pictography.

Educational Tours

For the overall development of the students stream-wise educational tours are arranged from time to time. The purpose of the trip is usually observation, non-experimental research or to provide students with experiences outside their everyday activities, such as going & camping with teachers and their classmates. The aim of this

research is to observe the subject in natural state and possibly collect samples. The college organises/sponsors the following tours each year:

1.   All India Tour (Duration 10-15 Days approximately) during the winter vacation.
2.   Short Tours (2-3 Days)
3.   One Day Trip.
   ☞ Tours unaccompanied by at least one member of the teaching staff will not be permitted.
   ☞ The students desirous of participating in such tours should seek the permission of the Principal after getting the written consent of the teacher who has agreed to accompany the tour. Adequate publicity and time must be given to sanction tour to enable maximum number of students to participate in such tours.
   ☞ The teacher will be required to complete the codal formalities and other formalities like arrangement of buses, accommodation etc. related to tour.
   ☞ The students will be allowed to join the tour only on production of written consent from the parents.
   ☞ No student shall be permitted to participate in more than one short tour.
   ☞ No outsider will be permitted to join the tour.
   ☞ All students will carry their identity cards with them on all such tours.
   ☞ The students will be expected to maintain complete discipline on the tour. Any act of indiscipline reported by the teacher in-charge may entail severe penalty.

Caution: Parents are advised to ascertain that the tour is authorised by the college before issuing the permission letter to their ward.

Awards

Various awards and prizes are given to the meritorious students and to those who excel in sports and co-curricular activities on the Annual Prize Distribution Function as per college norms.

GAURAV Award

The GAURAV (**G**enuine **A**chiever with **U**nderstanding, **R**esolve, **A**bility and **V**ersatility) Awards for the best all round students in the male and female categories were launched in the year 2006. These awards are based on the overall performance of the students in the 3 years of their stay in the institution. Students are identified on the basis of their performance in all the three facets of a student life namely academics, sports and co-curricular fields.

DAKSH Award

DAKSH award for excellence in a specific field has also been instituted by the college in the year 2006. The award is given to a student who secures position in H.P.U. Merit List or secures a position at National level in sports or cultural activities.

Admission Procedure

Admission to any class will be strictly on the basis of merit i.e. forms will be received till 25th of June 2016 and the respective Admission Committees will scrutinise and prepare the first list of candidates which will be displayed on the notice board on 26th June, 2016 at 1:00 pm. Thereafter, admission will be given with Late Fee @ Rs. 10/- per day till 30th of June, 2016 and a second Merit List will be prepared and put on Notice Board on 30th June, 2016 at 1:00 pm.

RUSA (CBCS) UG Classes (B.A./B.Com./B.Sc./B.C.A. 1st, 3rd, & 5th Semester):

Admission Schedule:
Submission of Admission Forms by the Students: 21st June to 25th June 2016 (5 Days)
Display of Merit List: 26th and 27th June 2016 (2 Days)
Fee Deposit by the Students: 28th June to 30th June 2016 (3 Days)

*Note: There is no provision of admission as per university ordinance after 30th June of every year and as per Hon'ble High Court Decision. No admission will be given after the schedule.

RUSA (CBCS) UG Classes (B.A./B.Com./B.Sc./B.C.A. 2nd, 4th & 6th Semester):

Regular Teaching of Classes (2nd, 4th & 6th Semester):
Regular Teaching of Classes: 24th November 2016 to 31st December 2016 (38 Days)
Winter Vacations: 1st January to 10th February 2017 (41 Days)
Regular Teaching of Classes: 11th February 2017 to 14th April 2017 (63 Days)

Online Examination Forms: 1st March to 31st March 2017
Examinations: w.e.f. 11th April 2017

RUSA (CBCS) UG Classes (B.A./B.Com./B.Sc./B.C.A. 1st, 3rd, & 5th Semester):

Regular Teaching of Classes (1st, 3rd and 5th Semester): 1st July 2016 to 14th October 2016 (15 weeks)
Diwali Break: 28th October 2016 to 31st October 2016 (4 Days)

Online Examination Forms: 1st August to 31st August 2016
End Semester Examinations: w.e.f. 14th October 2016

RUSA (CBCS) PG Classes (M.A. English, M.Com. and PGDCA 2nd Semester):

Online Examination Forms: 20th March to 20th April 2017
Examinations: w.e.f. 3rd June 2017

*Examination Schedule vide HPU Conduct Branch notification No. 1-1/2016-HPU (Conduct) PG/UG exams. schedule, Dated 18.05.2016)

*Admission and Vacation Schedule vide Directorate of Higher Education notification no. EDN-H(8)B(3)/2011-Admn/Vacation Sch. dated 28th May 2016.

RUSA (CBCS) PG Classes (M.A. English, M.Com. and PGDCA 1st Semester):

Online Examination Forms: 1st September to 30th September 2016
Examinations: w.e.f. 23rd November 2016

Tentative Calendar of Intra-College Activities and Functions:

1.	PTA General House	:	17th August 2016 (Sunday)
2.	Annual Athletics Meet	:	According to HPU Sports Calendar
3.	Mid Term Examinations	:	1st October 2016 (1st, 3rd & 5th Semester)
4.	Mid Term Examinations	:	28th March 2017 (2nd, 4th & 6th Semester)
5.	Annual Function 2016-17	:	According to Declaration of HPU Results

Checklist for Admission to 1ˢᵗ Semester

1. Application Form
2. Acknowledgment Card
3. Matric Certificate (2 copies)
4. +2 Certificate (2 copies)
5. 2 Passport size Photographs of student
6. 1 Passport size Photograph of Parents/Guardian
7. Original Character certificate issued by the school
8. If +2 is passed as a private candidate, in that case character certificate may be obtained from a gazetted officer / Panchayat Pradhan / Municipal Councillor
9. In case of opting for category benefit, SC/ST/OBC/Physically Disabled the certificate from a competent authority must be enclosed.
10. Self-Declaration for gap year(s).
11. Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fees concession.
12. Copy of Aadhaar Card
13. Those who have passed their eligibility exam from a Board/ University other than Himachal Pradesh must submit original migration certificate.

Checklist for Admission to 3ʳᵈ and 5ᵗʰ Semester

1. Application Form
2. 2 Passport size Photographs of student
3. 1 Passport size Photograph of Parents/Guardian
4. Bonafide Himachali Certificate must be attached by girl students to avail full fee concession.
5. Matric Certificate (1 copy)
6. +2 Certificate (1 copy)
7. Copy of Aadhaar Card
8. Photocopy of the admit card of the last examination attended (2ⁿᵈ and 4ᵗʰ Semester) consisting of No Dues Certificate duly certified by the concerned departments and counter-signed by the Principal/authorised Faculty Deans.

Checklist for Admission to PGDCA

1. Application Form
2. 2 Passport size Photographs of student
3. 1 Passport size Photograph of Parents/Guardian
4. Bonafide Himachali Certificate must be attached by girl students to avail full fee concession.
5. Matric Certificate (1 copy)
6. +2 Certificate (1 copy)
7. Graduation Certificates / Grade Cards
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.

DRESS CODE

Dress Code designed by the department, compulsory for all the students pursuing BCA and PGDCA courses.

<u>Off Days for uniform:</u> Wednesday & Saturday
Students should come to the college neatly dressed.
Violation of Dress Code will invite monetary punishment.

Summer Dress Code (Uniform for both boys & girls)

☞ Light sky blue shirt with monogram of the college and black trouser with black belt, a necktie with college monogram, black socks and black shoes. Shown in the photograph (Right).

Summer Uniform ➡

Winter Uniform ⬅

Winter Dress Code (Uniform for both boys & girls)

☞ In addition to summer dress code, Black Blazer with college monogram is included. As shown in the photograph of the girl left side.

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THE PEOPLE'S UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU STUDY CENTRE-1133
SGGSJ Government Post Graduate College, Paonta Sahib, District Sirmour (H.P.)-173025
E-mail: ignou.paonta@gmail.com

इग्नू
जन–जन का विश्वविद्यालय

ADMISSIONS are OPEN for different Programmes offered by
Indira Gandhi National Open University (IGNOU)
for Session JULY-2016.

- The Common Prospectus for all the Programmes can be obtained from IGNOU Study Center.
- The counseling sessions are organised only on Sundays and the attendance is not compulsory.
- There is no age bar.
- English is not a compulsory subject for graduation.
- IGNOU does not require any migration certificate.

❖❖❖ Courses Offered: ❖❖❖

✦ Bachelor Degree Programme (BDP):
- ➢ Bachelor of Tourism Studies (B.T.S.)
- ➢ Bachelor of Science (B.Sc.)
- ➢ Bachelor of Arts (B.A.)
- ➢ Bachelor of Commerce (B.Com.)

✦ Master's Degree Programme (M.A.):
- ➢ Master of Arts in Gender and Development Studies (MAGD)
- ➢ Master of Arts in English (MEG)
- ➢ Master of Arts in Economics (MEC)
- ➢ Master of Arts in History (MAH)
- ➢ Master of Arts in Hindi (MHD)
- ➢ Master of Arts in Political Science (MPS)
- ➢ Master of Arts in Pub. Admin (MPA)
- ➢ Master of Arts in Sociology (MSO)

✦ Select Diploma and Certificate Programme:
A number of Diploma and Certificate Programmes are offered by IGNOU at our Study Centre. Some select programmes are:

- ➢ Post Graduate Diploma in Rural Development (PGDRD)
- ➢ Post Graduate Diploma in Disaster Management (PGDDM)
- ➢ Diploma in Women's Empowerment and Development (DWED)
- ➢ Diploma in Nutrition & Health Education (DNHE)
- ➢ Diploma in Tourism Studies (DTS)
- ➢ Certificate in Disaster Management (CDM)
- ➢ Certificate in Food and Nutrition (CFN)
- ➢ Certificate in Environmental Studies (CES)
- ➢ Certificate in Human Rights (CHR)
- ➢ Certificate in Consumer Protection (CCP)

Prof. AMITA JOSHI
(Assistant Coordinator)
Mob: 9418132511

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THE PEOPLE'S UNIVERSITY

NALIN KUMAR RAMAUL (Coordinator)
IGNOU Study Centre
Mob: 9816858644

Timings: Tuesday to Saturday 2 pm to 5 pm; Sunday 10 am to 4 pm

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