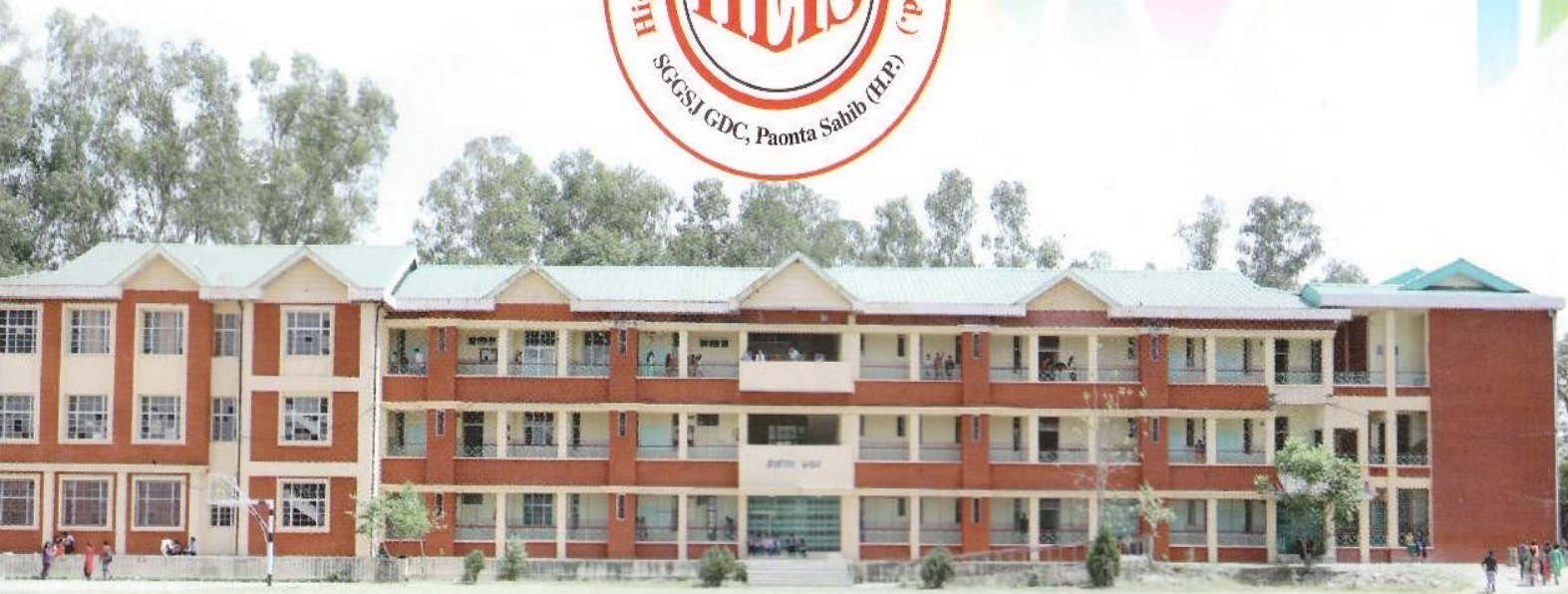


A NAAC Accredited Institution with B++ Grade



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
2017-18**



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

Co-ordinator

Dr. Kuldeep S. Sen

Teaching Faculty

1. Ms. Jyoti Sharma (M.Sc. Computer Science, MCA)
2. Ms. Bahar Saini (M.Tech., Computer Science)
3. Ms. Aparna Kumari (MCA)

Core committee/Management committee on self-finance courses

Dr. Ritu Pant

Dr. Dev Raj Sharma

President PTA

Dhanmanti Kandasi

Jahid Ali Malik

Chinu Banšal

Sh. R.M.Ramoul

Dr. Vivek Negi (Member Secretary)

Sh. Naresh Batra (Local auditor)

Sh. Sanjay Kumar(ex-student)

Admission Committee-B.C.A. & P.G.D.C.A. (IT Lab)

1. Dr. Kuldeep Sen
2. Dr. Vivek Negi
3. Ms. Jyoti
4. Sh. Mahesh Kumar (LA)
5. Sh. Deepak (Peon)

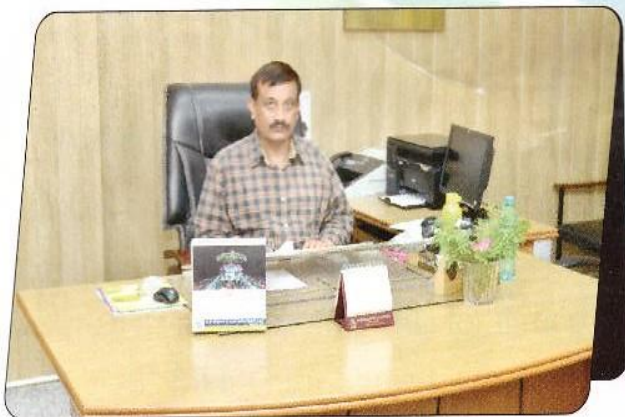
Office Staff

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

Higher Education Institute Society

Higher Education Institute Society SGGJS Government P.G. 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 Number - EDN-A (Ja) (1)-7/2005-loose-Part-II dated 01-04-2010.



From the Desk of the Principal

Dear students,

I welcome you to this Institution and to the world of Information Technology with its immense prospects and employability quotient through the professional courses being run by our IT Department. The BCA and PGDCA courses of our college are at par with the training and education imparted by the best universities of India. Our college has recently been awarded a B++ grade in the accreditation by NAAC, which is a testimony of its academic excellence and potential. In the past, students from this college have found pride of place in the merit list of HPU. At this institution, we equip the students with the skills of the 21st century, since it is an age of information revolution. The courses run by our IT department are noteworthy due to the fact that they provide the best possible tutelage under our qualified and proficient staff on a fraction of the expenses incurred at private universities, since these courses have been heavily subsidized by the Government of Himachal Pradesh for your benefit.

Education is not merely an accumulation of facts but also an acquirement of values which help us in improving the face of mankind. It enables us to make the world a far better place than we found it. Education shapes the personality of a child into a healthy mind and a happy soul. College life involves a lot of effort and dedication; it is a long road and requires perseverance and hard work. At our college, we strive to merge academic excellence with a good human value system, which is ingrained in the culture of the institution. I wish you a bright career ahead and hope that you will reach your optimal performance in studies and the life ahead.

(K.V.Singh)

Director-cum-Principal

S.G.G.S.J. Government P.G. College

Paonta Sahib, Distt. Sirmour(Himachal Pradesh)-17302

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About This Institution

18-19

With the beginning of the academic year 2017-18, SGGSJ Govt Degree College, Paonta Sahib has entered into its 25th Year of academic excellence with a B++ NAAC grading which places it ahead of most of the other colleges in the state. Established in the year 1994, the college has earned its name far and wide for its academic and extracurricular excellence. It gets its name after the 10th Sikh Guru Shree Guru Gobind Singh Jee who stayed here from 1685-1689 and founded the Khalsa Panth.

The college campus is spread over forty *bighas* in the village Shubh Khera of Paonta Sahib about 1.5 kilometers away from the Bus Station. The college can be approached from the bus stand on foot within fifteen minutes. E-rickshaws also ply on the route.

Nestled in a sugar mill in the early stages of its inception, the college has in the past years acquired a multistoried Academic Block with well-equipped labs, lecture halls, IT department and an air-conditioned library along with the Administrative Block housing the NSS, Ranger & Rover units, IGNOU, Community College, girls' common room and a multipurpose hall. Work is expected to commence soon on the remaining section of the Academic Block. The college has the biggest playground in town wherein member of sports activities can be witnessed throughout the day. The library has more than 9,000 books and e-access facility through N/LIST. The college campus has wireless fidelity (Wi-Fi) system for online connectivity from every 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. Experienced and well-qualified dedicated faculty is a boon to the students enrolled with this institution. The college also offers ample exposure to students through co-curricular activities for a multi-dimensional development of their personality. Students are encouraged to join NSS, Rangers and Rovers, Eco-club, Red-ribbon club, Science society and Social science society according to their interests. They hold various offices in the College Students Central Association (CSCA) through selection by merit. A well-equipped Gymnasium and facilities for various games and sports are also available in the college. The college Magazine *Bhanuja* takes care of the creative talent and critical insight of the students on different issues. Various awards and prizes are given to meritorious student and outstanding sportsmen in the Annual Prize Distribution Function, The chief awards being GAURAV and DAKSH for overall achiever and sports person of outstanding caliber respectively.

About the Department and Courses

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 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 very low fee as compared to private universities. Well-equipped labs, Wi-Fi connectivity, trained and experienced faculty and staff are assets which have consistently achieved good results and even university merit positions being earned by the students of this college.



Choice Based Credit System (CBCS) for undergraduate (UG) Course (BCA)

The admissions to the BCA course are governed by the HP University Regulations for CBCS and continuous Assessment Grading Pattern (CAGP) for UG Programmes

About the Course

Bachelor of Computer Applications (BCA) is three years under graduate course spread over six semesters under self-financing scheme.

Eligibility

Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-05, with 40% Marks (35% marks for SC/ST category), shall be eligible.

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

Note: 1. The candidates who have passed the qualifying examination with science stream shall be given preference in admission to B.C.A. programme.

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

Mode of Selection

The admission to BCA course will be made on the basis of merit of the qualifying examination. *12th level.*

As per H.P. University rules 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 the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

Scheme of Examination

The pass percentage in each subject will be 40%.

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.

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

Continuous Comprehensive Assessment (CCA) will account for 30% of the final grade that a student gets in a course; and End-Semester Examination (ESE) will account for the remaining 70% of the final grade that the student gets in a course.

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

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.

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.

Classroom attendance Incentive - the incentive for the classroom attendance (for those participating in co-curricular activities 25% will be added to per cent attendance) will be awarded CCA marks as under:

≥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 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 a 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

Max. Marks: 50

CCA (Continuous Comprehensive Assessment): 35

ESE (End Semester Examination): 15

Duration: 3 hours.

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

iii) Project Work

Max. Marks: 50

CCA (Continuous Comprehensive Assessment): 35

ESE (End Semester Examination): 15

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

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

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 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 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 introduced by the HP University shall apply.

HIMACHAL PRADESH UNIVERSITY

BACHELOR OF COMPUTER APPLICATIONS (BCA)

First Year (1st Semester)

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

First Year (2nd Semester)

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

Second Year (3rd Semester)

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

Second Year (4th Semester)

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

Third Year (5th Semester)

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

Third Year (6th Semester)

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

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.

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 Officer letter No. 4-16/93-HPU(Acad) vol-IV dated 24th September, 2006

Outline of PGDCA, Course (1 year) - two semesters

1st Semester

Course Code	Paper	Max. Marks (Theory)	Internal Assess.	Exam Duration (Hrs.)
DCS-101	Fundamental 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 75	50 25	3
DCS-106	Practical-II (PC Software)	50 75	50 25	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	Database Management System	75	25	3
DCS-205	Practical-III (DFS Using C++)	75	25	3
DCS-206	Practical-IV (Database Management System)	75	25	3
DCS-207	Project Work	200	-	-

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

Fee Structure

(A) B.C.A. Subsidized Seats

Fee Head	1st,3rd & 5th Sem.	2nd, 4th& 6th Sem.
	(Rs.)	(Rs.)
1. Admission Fee	25	25
2. Tuition Fee	600	600
3. Registration Fee	200	0
4. Registration Continuation Fee	0	10
5. Sports Fee	15	0
6. University Sports Fee	15	0
7. Holiday Home Fee	1	0
8. Computer & Internet Facility	20	0
9. Youth Welfare Fund	15	0
10. Examination Fee	0	0
11. Health Fee	6	0
12. Student aid Fund	10	0
13. Identity Card	20	0
14. College Magazine Fund	50	0
15. Book Replacement Fund	25	0
16. Cultural Activity Fund	20	0
17. Building Fund	60	60
18. Furniture Repair Fund	10	0
19. Amalgamated Fund	150	150
20. Campus Development Fund	13	0
21. Scout & Guide Fund	30	30
22. Misc Fund (NCC)	5	0
23. House Examination Fund	40	40
24. Sport Fund	120	120
25. Library Fee	360	360
26. Faculty Fee / Computer Fee	5000	5000
27. University Development Fund	500	0
28. PTA Fund	300	0
29. Security (Refundable)	1000	0
Grand Total	Rs. 8610	Rs. 6390

(B) B.C.A. Non Subsidized Seats

1st, 3rd & 5th Semester	2nd, 4th, & 6th Semester
Rs. 12500	Rs. 12500

(A) P.G.D.C.A. Subsidized Seats

Fee Head	1st Sem.	2nd Sem.
	(Rs.)	(Rs.)
1. Admission Fee	25	25
2. Tuition Fee	600	600
3. Registration Fee	10	0
4. Registration Continuation Fee	0	10
5. Sports Fee	15	0
6. University Sports Fee	15	0
7. Holiday Home Fee	1	0
8. Computer & Internet Facility	20	0
9. Youth Welfare Fund	15	0
10. Examination Fee	0	0
11. Health Fee	6	0
12. Student aid Fund	10	0
13. Identity Card	20	0
14. College Magazine Fund	50	0
15. Book Replacement Fund	25	0
16. Cultural Activity Fund	20	0
17. Building Fund	60	60
18. Furniture Repair Fund	10	0
19. Amalgamated Fund	150	150
20. Campus Development Fund	13	0
21. Scout & Guide Fund	30	30
22. Misc Fund (NCC)	10	0
23. House Examination Fund	40	40
24. Sport Fund	120	120
25. Library Fee	250	250
26. Faculty Fee / Computer Fee	4000	4000
27. University Development Fund	500	0
28. University Exam Fee	1200	1200
28. PTA Fund	300	0
29. Security (Refundable)	1000	0
Grand Total	Rs. 8515	Rs. 6485

(B) P.G.D.C.A Non Subsidized Seats

1st, 3rd & 5th Semester	1st, 3rd & 5th Semester
Rs. 12500	Rs. 12500

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 SCHOLARSHIPS 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 during the different War/Operations are eligible for the 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 Utkrusht Chhatravritti Yojna for Post Plus Two Students**: The Indira Gandhi Utkrusht Chhatravritti Yojna for meritorious student for post plus two courses shall be awarded to 150 students @ Rs. 10,000/- P.A. per student purely on the basis of merit and without any income ceiling. The Scholarship will 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 scholarship for SC/ST students**: For students belonging to SC/ST category whose parents annual income does not exceed Rs. 2,50,000/- from all sources.
5. **Post-Metric 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/- from all sources.
6. **Maharishi Balmiki Chhatravritti Yojna** : The scholarship under this scheme is @ Rs. 9000/- per year given to the Benefit 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**: 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% mark or equivalent grade in the previous final examinations.
8. **Post-Merit Scholarship Scheme for Students belonging to Minority Community**: 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 student with Disabilities** : The scheme is available to students with disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995, Scholarship under 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 lakhs 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/Managanese Ore/Chrome Ore Mines, Limestone/Dolomite or Mica Mines or a mine worker for at least six months. This also includes Contract Labour. Total income of both the parents of the student 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 SCHOLARSHIP

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

Discipline and Conduct

The Principal & members of the staff are authorized to initiate disciplinary action against students indulging in acts of indiscipline which may lead to fine, suspension, rustication or expulsion.

Ragging

The college does not tolerate ragging in any form.

“ragging” means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which.

- (i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
- (ii) violate the status, dignity and honour of such students; or
- (iii) expose students to ridicule and contempt and affect their self-esteem; or
- (iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Prohibition of ragging

- (1) No person shall practice ragging in any form, within or outside the premises of the institution. Ragging in and around the college campus or on road/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 H.P. University to expel the guilty student (s) from the college.
- (2) Any person who contravenes the provisions of sub-section (1), shall, on conviction, be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or with both.

Do's and Don'ts

- ✓ The students must carry their I-cards 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. Students 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 regulations, 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 periods and causing disturbance to teaching work is unacceptable and will be considered an act of indiscipline.
- ✓ Damage of any kind of college property including defacement of walls, damage to furniture, etc. is also an act of indiscipline.
- ✓ Playing songs/Music on mobile phones in the campus is strictly prohibited and any violation will be considered act of indiscipline.
- ✓ Smoking and 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 authorization by the college authorities. Notices without the signature of the Principal or a Member of the Teaching Staff will not be valid

Dress code:

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

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 pullover; 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, A 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 am to 3 pm on all working days.

Books are issued between 10 am to 3 pm on all working days on presenting the library card. Two books are issued to a student at a time for a period of 15 days. Reference Books/ Dictionaries/ Newspapers/ Periodicals cannot be issued and should be read in the reading room only.

If the issued book 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. The issued books must be returned and library card 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. After one year, the security will stand lapsed.

Leave Rules

1. Students should get their leave application recommended by the teachers.
2. Leave upto 3 days will be sanctioned by the Tutor.
3. Leave for more than 3 days will be sanctioned by the Principal.
4. The student will be marked absent during the leave period and the same will not be considered for calculating the lecturer 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/- within 7 days after due permission by the Principal. After 7 days the student will have to bear a readmission fee of Rs. 200/-. 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 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 fit.

Educational tours:

For overall development of the students; stream-wise educational tours are arranged with the purpose of non-experimental research and observation and to provide students with experiences beyond their routine life.

- ✓ Tours must be accompanied by at least one member of the teaching staff.
- ✓ The students desirous of participating in the tours must seek the permission of the Principal after obtaining written consent of the teacher who will accompany the tour.
- ✓ The teacher-in-charge of the tour will complete the codal formalities and take care of the transport and accommodation etc
- ✓ The students will be allowed to join the tour only on producing letter of consent duly signed by the parents.
- ✓ One student can participate in one tour only.
- ✓ Outsiders are not allowed to join the tour.
- ✓ students must carry their identity cards on all tours and excursions.
- ✓ The students are expected to maintain complete discipline on the tour. Any Act of indiscipline reported by the Teacher-in-charge will entail severe penalty.

Caution:

Parents are advised to ascertain that the tour is authorized by the college before issuing letter of consent to their wards.

Important dates

Last day for submission of admission forms: 23/6/2017

Display of first merit list: 24/6/2017

Last day of fee deposit: 30/6/2017

Display of second merit list and fee deposit: 30/6/2017

Checklist for Admission to BCA 1st Semester

1. Admission Form duly filled
2. Acknowledgement Card duly filled
3. I-D card duly filled
4. Matric Certificate (2 copies)
5. +2 Certificate (2 copies)
6. Migration certificate if the student has passed XII from a Board other than H.P. Board, Dharamshala
7. 2 stamp sized Photographs of student
8. 1 stamp sized Photograph of Parents/Guardian (Blood Relation only)
9. Original Character certificate issued by the school
10. If +2 is passed as a private candidate, character certificate obtained from a gazetted officer/PanchayatPradhan/ Municipal Councillor will be valid. It should not be more than 6 months old
11. For obtaining category benefit, SC/ST/OBC/Physically Disabled certificate from a competent authority must be enclosed at the time of admission.
12. Gap year certificate.
13. Bonafide Himachali Certificate (for girl students only)
14. 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. I-D card duly filled
4. Matric Certificate (1 copy)
5. +2 Certificate (1 copy)
6. 2 stamp sized Photographs of student
7. 1 stamp sized Photograph of Parents/Guardian (Blood Relation only)
8. Bonafide Himachali Certificate (for girl students only)
9. Copy of Aadhar Card
10. **Photocopy of Admit card of previous semester** with no dues certificate countersigned by the Principal
11. Photocopy of university registration card

Checklist for Admission to PGDCA

1. Admission Form duly filled
2. Acknowledgement Card duly filled
3. I-D card duly filled
4. Matric Certificate (1 copy)
5. +2 Certificate (1 copy)
6. 2 stamp sized Photographs of student
7. 1 stamp sized Photograph of Parents/Guardian (Blood Relation only)
8. Graduation Certificate
9. Grade Cards (for all semester)
10. Bonafide Himachali Certificate (for girl students only)
11. Copy of Aadhar Card
12. For obtaining category benefit, SC/ST/OBC/Physically Disabled proper certificate from a competent authority must be enclosed at the time of admission.
13. Migration certificate if case the student has passed eligibility exam from a university other than H.P.U. Shimla
14. Photocopy of university registration card (if already registered with the university).

Schedule of Events for 2017-18

Admission Schedule for B.C.A. 1st, 3rd & 5th Semester and PGDCA

Submission of Admission Forms:

16-23 June 2017 (8 Days)

Display of Merit List: 24-27 June 2017 (4 Days)

Display of Second Merit List & Fee Deposit :

28-30 June 2017 (3 Days)

Examination & Vacation Schedule for B.C.A. 1st, 3rd & 5th Semester

Regular Teaching of Classes:

01-07-2017 to 12-10-2017 (104 Days)

Diwali Break: One day before Diwali and two days after Diwali

Online Examination Form: As per University Announcement

End Semester Examination: 13-10-2017 to 12-11-2017 (31 Days)

B.C.A. 2nd, 4th & 6th Semester

Regular Teaching of Classes:

13-11-2017 to 20-12-2017 (38 Days)

05-02-2018 to 10-04-2018 (65 Days)

Total 103 Days

Evaluation: 21-12-2017 to 31-12-2017 (11 Days)

Winter Vacation: 01-01-2018 to 04-02-2018 (35 Days)

Online Examination Form: As per University Announcement

End Semester Examination: 11-04-2018 to 10-05-2018
(30 Days)

Evaluation: 11-05-2018 to 20-05-2018 (10 Days)

**Examination, Admission and vacation Schedule vide Directorate of Higher Education
Notification No. ED N-H (8) B (3) / 2011 - Admission / Vacation Semester Dated: 05th May 2017**

NAAC Peer team visit to the I.T. Department



COMMUNITY COLLEGE
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OFFER FOLLOWING SKILL BASED COURSES

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FOOD PROCESSING**

+2 Pass in Any Stream
(No Age Limit)

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(No Age Limit)

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M.A. Hindi

M.A. Economics