



# *Handbook of Information 2025-26*



## **Bachelor of Computer Applications (BCA) & Post Graduate Diploma in Computer Applications (PGDCA)**

**MSCM GOVT. COLLEGE THURAL, DISTRICT KANGRA (HP)–176107**

**Email:** [gcthural-hp@nic.in](mailto:gcthural-hp@nic.in)

**Website:** [www.gdcthural.in](http://www.gdcthural.in)

**Tel:** 01894-294958



**HIGHER EDUCATION INSTITUTE SOCIETY (HEIS)**  
**MSCM GOVT. COLLEGE THURAL, HP- 176107**

College Website: [www.gdcthural.in](http://www.gdcthural.in)

**Registrations are invited from eligible candidates for the BCA/PGDCA under self-finance course 2025-2026**

<b>Sr. No.</b>	<b>Name Of Course</b>	<b>Duration</b>	<b>No .of Seats (Subsidized +Non-subsidized)</b>
1.	<b>Bachelor Of Computer Application (BCA)</b>	<b>3 years</b>	<b>40+20=60</b>
2.	<b>Post Graduate Diploma In Computer Application(PGDCA)For all Graduates</b>	<b>1 year</b>	<b>40+20=60</b>

(“With the implementation of NEP in the State of Himachal Pradesh. The Courses/Subject Combination are subject to change as per the Latest Guidelines Received from H.P. University, Shimla/Department of higher education, Shimla, Himachal Pradesh.”)

**Starting Date of Registration: 01-06-2025**

**Detailed Information available in the prospectus uploaded on the College Website.**

**Smt. Raka Sharma**  
**Principal**  
**MSCM Govt. College Thural, Distt.**  
**Kangra HP Contact No: 01894-294958**  
**Mobile No.7807926940 /9459240658**



### From the Desk of the Principal.....

**“Education is not the filling of a pail, but the lighting of a fire.”**

**-William Butler Yeats**

Dear Students

It is with immense pride and joy that I welcome you to the MSCM Govt. College Thural—a sanctuary where learning meets purpose, and where the serene rhythm of the Neugal River mirrors the ceaseless quest for knowledge. Our college, blessed with the tranquility of nature and the vibrancy of youthful minds, offers more than academic excellence—it offers a holistic experience that nurtures the intellect, shapes character, and uplifts the spirit. Education fosters humility, which leads to worthiness, success, service to others, and ultimately, true happiness. This philosophy finds particular resonance in our **BCA and PGDCA programs**, which are designed to empower students to thrive in an increasingly digital and dynamic world. In a time marked by rapid technological advancement, we are committed to offering a robust foundation in computer applications—one that not only imparts technical proficiency but also fosters ethical responsibility, innovation, and leadership.

Every stone on our campus whispers stories of perseverance, and every breeze carries the scent of curiosity and the drive to grow. At MSCM Government College Thural, our mission is to educate minds and awaken hearts, and inspire spirits. With dedicated faculty, a well-equipped campus, and ample opportunities for sports and extracurricular activities, we are committed to nurturing holistic growth through academic excellence and value-based education. Guided by the ideals of our rich educational heritage, we believe that true education harmonizes knowledge with character. Through active participation in curricular and extracurricular activities, we empower our students to become conscientious citizens and lifelong learners, equipped to contribute meaningfully to society.

As you turn the pages of this prospectus, envision yourself becoming part of a thriving academic community that honours tradition while embracing the future. Let the eternal flow of the Neugal inspire us to keep learning — fearlessly, selflessly, and joyfully.

"Like a river, education flows endlessly — shaping the land, nurturing life, and forging new paths."

With warm regards,

**Smt. Raka Sharma**  
**Principal**



### Message from the BCA Coordinator.....

It gives me immense pleasure to welcome you to the Bachelor of Computer Applications (BCA) program at MSCM Government College Thural. In today's digital age, information technology plays a pivotal role in shaping the world, and our department is committed to nurturing skilled, ethical, and future-ready professionals.

Our BCA program is designed to provide students with a strong foundation in computer science, programming, software development, and emerging technologies. Alongside theoretical knowledge, we emphasize practical skills, industry-oriented learning, and the holistic development of each student.

With a dedicated faculty, well-equipped computer labs, and a supportive academic environment, we aim to cultivate critical thinking, creativity, and problem-solving abilities in our students. We also encourage active participation in co-curricular and extension activities to ensure all-round development.

I invite all aspiring tech enthusiasts to join us in this exciting journey of knowledge, innovation, and growth. Together, let us build a brighter digital future.

**Dr. Vishal Walia**  
**BCA Coordinator**

# ACADEMIC-CUM-ACTIVITIES CALENDER 2025-2026

Schedule of Admission/Teaching/Examination and vacation for the Academic Session 2025-2026 onwards in r/o all Govt./Private/GIA Degree/Sanskrit colleges affiliated to HPU

Sr. No.	Particulars	Period	Days
1.	• Submission of Admission forms	01 June to 19 June, 2025	19
	• Pre Admission counseling of the students	12 June to 19 June, 2025	08
	• Display of 1 <sup>st</sup> merit list (UG 1 <sup>st</sup> year Students)	20 June 2025 up to 05:00 PM	
	• Fee to be Deposited	21 June to 23 June, 2025	03
	• Display of 2 <sup>nd</sup> Merit list	24 June, 2025 up to 03:00 PM	
	• Fee to be Deposited	25 June to 27 June	03
2.	Orientation for 1 <sup>st</sup> year students	28 June to 30 June, 2025	03
3.	Admission of other UG classes on roll on basis	01 June to 19 June, 2025	19
4.	Fee to be Deposited	12 June to 23 June, 2025	12
5.	Post Admission Counselling, Online submission of scholarship forms and student feedback.	24 June to 30 June, 2025	07
6.	Regular Teaching	01 July, 2025 to 15 March, 2026 of next year excluding vacation period.	
7.		Total Teaching days	>180
8.	Annual Practical Examination/Remedial/Need Based classes/ self-study by students	16 March to 25 March, 2026	
9.	Theory Examination	26 March to 10 May, 2026	
10.	Evaluation of Answer Scripts	07 April to 17 May, 2026	
11.	Results of all UG Classes	Up to 30 June, 2026	
12.	Result of re-evaluation	Up to 20 August, 2026	
13.	Supplementary Examinations	September of every year	
14.	Result of Supplementary Examination	October of every year	
15.	Summer Vacation	18 May to 11 June, 2026	=25
16.	Diwali Breaks	2 days before and 2 days after Diwali	=05
17.	Winter Vacation	01 January to 04 February, 2026	=35

## **TABLE OF CONTENTS**

<b>S. NO.</b>	<b>TITLE</b>	<b>Page No.</b>
<b>1.</b>	INTRODUCTION OF COLLEGE	1
<b>2.</b>	THE COLLEGE MOTTO	2
<b>3.</b>	FACULTY DETAILS	3
<b>4.</b>	ADMISSION COMMITTEES FOR THE SESSION: 2025-26	4
<b>5.</b>	ADMINISTRATIVE COMMITTEES FOR THE SESSION 2025-26	5-17
<b>6.</b>	DETAILS OF COURSES FOR BCA AND PGDCA	18-24
<b>7.</b>	FEE STRUCTURE OF BCA & PGDCA	25-32
<b>8.</b>	CODE OF CONDUCT & GENERAL RULES FOR BCA & PGDCA	33
<b>9.</b>	CURBING RAGGING IN THE INSTITUTE	34
<b>10.</b>	FACILITIES	35-38
<b>11.</b>	ACTIVITIES	39-41

## **MSCM Govt. College Thural: An Introduction**

**In order to immortalize the name of Maharaja Sansar Chand Ji, a great warrior and famous ruler of Distt. Kangra, the college was named after Maharaja Sansar Chand as MSCM Degree College in 1978. It was established as a Govt. institution in the year 2005. The college is situated in Palampur Hamirpur (via Sujanpur) highway on the bank of Neugal rivulet. The college is situated about 2 kms from Thural town. There is a frequent bus service on this route. The campus of the college is spread over an area of 42 kanals. The place is surrounded with natural beauty and is an ideal place for study. It is a co- education institution and offers courses in Humanities, Science, Commerce and Computer application (BCA/PGDCA). The BCA Classes has been already started in the college from the session 2020-2021 and PGDCA classes started in the college from the session 2021-2022. The college has a well-stocked automated library, IT Lab and wi-fi Campus. The classes are taking place in the newly constructed building. There is lot of infrastructure available in the college for the students such as Stadium, volley ball ground, badminton ground along with new IT Labs. The Science Classes has been already started in the college from the session 2022-2023.**



## **Motto Of the College**

**The motto of the college is “Sa Vidaya Ya Vimuktaya”. Sa means She, Vidya means knowledge, Ya means That and Vimuktaya means Freedom...“it is the knowledge which enlightens us and the education which liberates us from this materialistic world”. In simple words, it means the knowledge which liberates us. Education is playing a very important role in the traditional and cultural roots of our society and this motto is used to be strictly followed in all education institution and Gurukuls of our country for the overall development of personality of the students.**

**Due to this, our society’s structure of morality and cultural background is very strong. The words of motto have profound significance in the context to an educational institution. Education is that knowledge which helps us to conquer the darkness. It widens the horizon and increases the spare of understanding. There is no doubt that a true and constructive approach to education is essential within any institution. The motto also inspires students and teachers to learn more about unlimited world of self-knowledge.**

**The right action which does not conduct to bondage (Karmabandha in the Bhagavadgita sense) that is (true) knowledge which conduces to final liberation or spiritual emancipation, (any) other knowledge skill in crafts.**



## **FACULTY DETAILS**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Mrs. Raka Sharma	Principal/ Director	9418490701
2	Dr. Sanjeev Kumar	Secretary ( Self-Finance Courses)	9418463848
3	Dr. Vishal Walia	Coordinator	8278706114

### **BCA Faculty**

<b>Sr. No.</b>	<b>Name</b>	<b>Mobile No</b>
1	Mrs. Ritu Rana	7807926940
2	Miss. Apurva	7018323751
3	Mr. Sunny Rana	7530972879

### **Non Teaching Staff**

<b>Sr. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
1.	Smt. Renu	Clerk	8219758445
2.	Mrs. Deewanshi	Clerk	7559620530
3.	Miss Deeksha	Data entry Operator	7807839148
4	Mr. Sunil Kumar	MTS	8580694461
5	Mr. Rajat Kumar	MTS	8894242734

## **ADMISSION COMMITTEES :2025-2026**

<b>Course</b>	<b>Name</b>	<b>Act as</b>
BCA/PGDCA	Dr. Vishal Walia	Convener
	Dr. Sanjeev Kumar Sharma	Co-convener
	Ms. Ritu Rana	Member
	Miss. Apurva	--do--
	Mr. Sunny	--do--

## ADMINISTRATIVE COMMITTEES FOR THE SESSION:2025-26

Sr. No	Name	Duty assigned
<b>College Advisory Council</b>		
1	Prof. Kamal Kumar	Convener
2	Prof. Ravi Singh Palsra	Co-convener
3	Prof. LR Negi	Member
4	Prof. Pawan Rana	--do--
5	Dr. Vishal Walia	--do--
6	Dr. Sanjeev Sharma	--do--
7	Dr. Shishu Paul	--do--
8	Prof. Navita Devi	--do--
<b>IQAC (Internal Quality Assurance Cell)</b>		
1	Raka Sharma (Principal)	Chairperson
2	Sh. Kamal Kumar (Associate Prof.-Economics)	Coordinator
3	Sh. Lekh Ram Negi (Assistant Prof.-History)	Assistant Coordinator
4	Dr Vishal Walia (Assistant Prof.-Mathematics)	--do--
5.	Dr. Sanjeev Sharma (Assistant Professor-Hindi)	--do--
6	Sh. Pawan Rana (Assistant Professor-Political Science)	--do--
7	Dr. Shishu Paul(Assistant Professor-English)	--do--
8	Sh. Kushal Singh	--do--
9	Mrs. Renu (Clerk)	--do--
10	Dr Anil Kumar Azad (Retired Principal) Educationist	--do--
11	Sh. Anchal Singh Rana (Representative of Industries Association)	--do--
12	Dr. Antriksh Sood (Representative of local society)	--do--
13	Dr. Rajesh Kumar (Principal ABV GC Naura)Representative of Employer	--do--
14	Mr. Sujal(B.A.III)Representative of Student Community	--do--
15	Sh. Sunil Kumar (PTA Pradhan) Representative of Parents	--do--
<b>Students &amp; CSCA Advisory Committee</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Dr. Sanjeev Sharma	Co-Convener

3	Prof. Kushal Singh	--do--
4	Prof. Prem Lata	--do--
5	Prof. Ajay	--do--
<b>Career Counselling &amp; Placement Cell</b>		
	<b>Principal</b>	<b>Chairman</b>
1	Prof. Kamal Kumar	Deputy Head
2	Dr. Vishal Walia	Member
3	Dr. Sanjeev Sharma	--do--
4	Prof. Navita Devi	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Prem Lata	--do--
7	Prof. Ajay Kumar	--do--
8	PTA President	--do--
<b>Grievance Cell for Women and Prevention of Sexual Harassment Committee</b>		
1	Prof. Navita Devi	Convener
2	Prof. Prem Lata	Co-convener
3.	Dr. Sanjeev Sharma	Member
4	Ms. Manju Kumari (Asst. Librarian)	--do--
5	Ms. Renu (Clerk)	--do--
6	Ms. Nirmala Devi	--do--
7	Ms. Neha Rana (External Member) (lawyer)	--do--
8	Two CSCA Members (Girls)	--do--
<b>Women Development Committee</b>		
1	Prof. Navita Devi	Convener
2	Prof. Prem Lata	Co-convener
3	Ms. Manju Kumari (Asstt. Librarian)	Member
4	Ms. Renu (Clerk)	--do--
<b>Committee for Taking Care of Differently Abled Students/Equal Opportunity Cell</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Prof. Amit Sharma	Co-convener
3	Dr. Sanjeev Sharma	Member
4	Prof. Prem Lata	--do--
<b>AISHE</b>		

1	Dr. Vishal Walia	Nodal Officer
<b>Scholarship Committee</b>		
1	Prof. Pawan Rana (Scholarship -In-charge)	Convener
2	Dr. Vishal Walia	--do--
3	Prof. Navita Devi	--do--
4	Prof. Kushal Singh	--do--
5	Prof. Ajay Kumar	--do--
6	Ms. Renu (Clerk)	--do--
<b>Cultural activities and Youth Festival Committee</b>		
1	Prof. Kamal Kumar	Convener
2	Dr. Sanjeev Sharma	--do--
4	Prof. Navita Devi	--do--
5	Prof. Ajay Kumar	--do--
6	Prof. Prem Lata	--do--
7	Ms. Manju Kumari (Asstt. Librarian)	--do--
<b>Time Table Committee</b>		
1	Dr. Vishal Walia	Convener
2	Dr. Sanjeev Sharma	Co-convener
3	Prof. Navita Devi	Member
4	Prof. Kushal Singh	--do--
<b>RUSA Cell and Ek Bharat Shrestha Bharat Committee</b>		
1	Prof. Kamal Kumar	Convener
2	Prof. Ravi Singh Palsra	Co-convener
3	Prof. Pawan Rana	Member
4	Dr. Shishu Paul	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Ajay Kumar	--do--
<b>House/Mid Term Examination Committee</b>		
1	Dr. Vishal Walia	Convener
2	Prof. Pawan Rana	Co-convener
3	Dr. Sanjeev Sharma	Member
4	Prof. Navita Devi	--do--
5.	Prof. Prem Lata	--do--

<b>Discipline &amp; Anti-Ragging Committee &amp; Anti-Ragging Squad</b>		
1	Smt. Raka Sharma (Principal) (Mob. No. 9418490701)	Principal
2	Prof. Kamal Kumar (8219651924)	Convener
3	Prof. Ravi Singh Palsra (8219316193)	Co-convener
4	Prof. L. R Negi (9418269034)	Member
5	Prof. Amit Sharma (9816572255)	--do--
6	Dr. Vishal Walia (9805510230)	--do--
7	Prof. Pawan Rana (9736734134)	
8	Dr. Sanjeev Sharma (8894273632)	--do--
10	Mr. Ranjeet Singh Rana (Asstt. Librarian) (9816448448)	--do--
<b>Library Advisory &amp; Book Bank Committee</b>		
1	Dr. Sanjeev Sharma	Convener
2	Mr. Ranjeet Singh Rana (Asstt. Librarian)	Co-convener
3	Prof. Navita	Member
4	Prof. Ajay Kumar	--do--
5	Prof. Prem Lata	--do--
6	Prof. Kushal Singh	--do--
7	Ms. Manju Kumari (Asstt. Librarian)	--do--
<b>Sports Committee</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Prof. L. R Negi	Co-convener
3	Dr. Sanjeev Sharma	Member
4	Prof. Kushal Singh	--do--
5	Prof. Ajay Kumar	--do--
<b>College Building Fund/Repair &amp; Renovation Committee</b>		
	Principal	Chairman
1	Prof. Kamal Kumar	Secretary
2	Prof. Ravi Singh Palsra	Member
3	Dr. Vishal Walia	--do--
4	Dr. Sanjeev Sharma	--do--
5	Prof. Navita Devi	--do--
6	S.D.O HP PWD Thural	--do--
7	Panchayat Pradhan/ward member	--do--

8	PTA President	--do--
9	CSCA President	--do--
10	Ms. Renu (Clerk)	--do--
<b>PTA Secretary</b>		
1	Dr. Sanjeev Sharma	Convener
<b>RTI and Legal Affairs Committee</b>		
1	Dr. Kamal Kumar	Convener
2	Dr. Shishu Paul	Co-convener
3	Ms. Renu (Clerk)	Member
<b>Water Management and Rain Harvesting Committee</b>		
1	Dr. Amit Sharma	Convener
2	Prof.Pawan Rana	Member
3	Sh.Ranjeet SinghRana(A/Librarian)	--do--
4	Ms. Renu (Clerk)	--do--
<b>Electricity Management Committee</b>		
1.	Prof. L. R Negi	Convener
2.	Dr. Amit Sharma	Co-convener
3.	Prof. Pawan Rana	Member
4.	Prof. Kushal Singh	--do--
5.	Ms. Renu (Clerk)	--do--
<b>College Canteen Committee</b>		
1	Prof.Ravi Singh Palsra	Convener
2	Dr. Vishal Walia	Member
3	Prof. Pawan Rana	--do--
4	Dr. Sanjeev Sharma	--do--
5	Sh. Ranjeet Singh Rana (A/Librarian)	--do--
<b>Campus Beautification &amp; Cleanliness Committee</b>		
<b>Printing Committee (Attendance Registers, Cash Books, Stock Registers and Student Record Registers, etc.)</b>		
1	Dr. Amit Sharma	Convener
2	Dr. Sanjeev Sharma	Co-convener



3	Prof. LR Negi	Member
4	Sh. Ranjeet Singh Rana (A/Librarian)	--do--
5	Ms. Renu (Clerk)	--do--
6	Ms. Manju Kumari (Asstt. Librarian)	--do--
<b>Purchase Committee</b>		
1	Prof. Kamal Kumar	Convener
2	Prof. Ravi Singh Palsra	Co-convener
3	Prof. LR Negi	Member
4.	Dr. Vishal Walia	--do--
5	Dr. Sanjeev Sharma	--do--
6	Prof Pawan Rana	--do--
7	Dr. Shishu Paul	--do--
8	Prof. Kushal Singh	--do--
9	Ms. Renu (Clerk)	--do--
<b>Committee for attestation of all kinds of university forms (Including private (UG/PG candidates/students)</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Dr Amit Sharma	Co-convener
3	Prof. Pawan Rana	Member
4	Dr. Shishu Paul	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Navita	--do--
<b>Bus Pass Committee</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Dr. Amit Sharma	Co-convener
3	Dr. Sanjeev Sharma	Member
4	Prof. Navita Devi	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Ajay Kumar	--do--
<b>Information and Communication Technology Committee</b>		
1.	Dr. Amit Sharma	Convener

2	Dr. Vishal Walia	Member
3	Dr. Sanjeev Kumar Sharma	--do--
4	Prof. Navita	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Ajay Kumar	--do--
7	Prof. Prem Lata	--do--
<b>Editorial Board(College Magazine)</b>		
1	Dr. Sanjeev Sharma	Chief Editor & Hindi Section
2	Dr. Amit Sharma	IT Section
3	Dr. Shishu Paul	English Section
4	Prof. Pawan Rana	Pahari Section
5	Prof. Kushal Singh	News Section
6	Prof. Navita Devi	Planning Section
7	Prof. Prem Lata	Science Section
<b>POCSO COMMITTEE</b>		
1	Prof. Navita Devi	Convener
2	Prof. Kushal Singh	Co-Convener
3	Prof. Prem Lata	Member
4	Ms. Manju Kumari (Asstt. Librarian)	-do-
5	Student Member (Female)	Student Member (Female)
6	Student Member (male)	Student Member (male)
<b>CCA Verification Committee</b>		
1	Dr. Vishal Walia	Arts Stream
2	Dr. Sanjeev Kumar Sharma	Arts Stream
3	Prof. Navita Devi	Commerce Stream
4	Prof. Prem Lata	Science Stream
<b>UGC Affairs Committee</b>		
1	Prof. Kushal Singh	Convener
2	Prof. Ajay Kumar	Member
<b>Online Admission Portal/Prospectus &amp; Annual Report Committee</b>		

1	Prof. LR Negi	Convener
2	Dr. Vishal Walia	Member
3	Dr. Sanjeev Sharma	--do--
4	Prof. Navita Devi	--do--
5	Prof. Kushal Singh	--do--
6	Prof. Prem Lata	--do--
<b>NAAC Affairs Committee</b>		
1	Prof. Kamal Kumar	Convener
2	Prof. L. R Negi	Co-convener
3	Dr. Vishal Walia	Member
5	Dr. Sanjeev Sharma	--do--
6	Prof. Pawan Rana	--do--
7	Dr. Shishu Paul	--do--
8	Prof. Navita Devi	--do--
9	Prof. Kushal Singh	--do--
10	Prof. Ajay Kumar	--do--
11	Prof. PremLata	--do--
12	Ms. Renu (Clerk)	--do--
<b>SSR Compilation, preparation of profile, extended profile &amp; submission of IIQA Committee</b>		
1	Prof. L. R Negi	Convener
3	Dr. VishalWalia	Member
4	Dr. Sanjeev Kumar Sharma	Member
5	Dr. Shishu Paul	--do--
6.	Prof. Navita	--do--
7	Prof. Kushal Singh	--do--
8	Prof. Prem Lata	--do--
<b>Disaster Management Committee</b>		
1	Prof. L. R Negi	Convener
2	Prof. Amit Sharma	Co-convener
3	Prof. Ajay Kumar	Member
<b>Committee for SC/ST, OBC &amp; Minority Cell</b>		
1	Prof. Ajay Kumar	Convener
2	Prof. Kushal Singh	Co-convener

3	Ms. Renu (Clerk)	Member
<b>College Student Grievance Redressal Committee (CSGRC)</b>		
1	Principal	Chairperson
2	Prof. Kamal Kumar	Member Secretary
3	Dr. Sanjeev Sharma	Member
4	Prof. Pawan Rana	--do--
5	Prof. Navita Devi	--do--
6	Prof. Prem Lata	--do--
7	Two representatives from students (Boy and Girl)	--do--
<b>First Aid Committee</b>		
1	Dr. Shishu Paul	Convener
2	Prof. Prem Lata	Co-convener
3	Prof. Ajay Kumar	Member
4	Ms. Manju Kumari (Asstt. Librarian)	Member
<b>Research Development Committee</b>		
1	Dr. Vishal Walia	Convener
2	Dr. Sanjeev Sharma	Co-Convener
3	Prof. Navita	Member
4	Dr. Shishu Paul	--do--
5	Prof. Prem Lata	--do--
6	Prof. Kushal Singh	--do--
<b>College Website Management Committee</b>		
1	Prof. Prem Lata	Convener
2	Prof. Kushal Singh	Member
<b>Enrolment of students in Swayam Courses</b>		
1	Prof. Ajay Kumar	Convener
2	Prof. Kushal Singh	Member
<b>Academic Bank of Credits and Digi Locker (NAD/ABC Cell)</b>		
1	Dr. Shishu Paul	Nodal Officer
2	Prof. Navita Devi	Deputy Nodal Officer
<b>NEP 2020</b>		
1	Prof. Amit Sharma	Coordinator
2	Prof LR Negi	Assistant Coordinator

Press, Photography and Social Media Committee			
1	Prof. Pawan Rana		Convener
2	Prof. Prem Lata		Member
Senior Tutors/Tutors		HOD of concerned department will act as Senior Tutor and Teachers Teaching Major Subject (DSC 1) will act as Tutor	
Students' Result Related Discrepancy Redressal Committee			
1	Dr. Vishal Walia		Convener
2	Prof. Navita Devi		Co-convener
3	Prof. Kushal Singh		Member
4	Prof. Prem Lata		Member
College Campus Cleanliness Supervision Committee			
1	Dr. Amit Sharma Sh. Ranjeet Singh Rana(A/Librarian)	New Building/Library	Convener Member
2.	Prof. Ravi Singh Palsra, Mrs. Manju(A/Librarian)	Old Building	Convener Member
3	Prof. L.R.Negi, Mrs. Renu	Admin Block	Convener Member
4	Prof. Navita Devi Prof. Prem Lata	BCA PGDCA department	Convener Member
5	Prof. Pawan Rana Prof. Kushal Singh	Outer Campus	Convener Member
6	Dr. Sanjeev Sharma Prof. Ajay Kumar	Canteen, Ground & Park	Convener Member
Girls Common Room Supervision and Maintenance Committee			
1	Prof. Navita Devi		Convener
2	Prof. Prem Lata		Member
College Activity Record Maintenance Committee			
1.	Dr. Shishu Paul		Convener
2.	Prof. Navita Devi		Member
3	Prof. Prem Lata		Member
Bio-Metric Attendance			

1	Prof. Prem Lata	Nodal Officer
2	Prof. Kushal Kumar	Deputy Nodal Officer
<b>Student Aid Fund Committee</b>		
1	Prof. Prem Lata	Convener
2.	Prof Ajay Kumar	Member
3.	Ms. ManjuKumari (Asstt /. Lib.)	Member
<b>Staff Secretary</b>		
1	Prof. Navita Devi	Staff Secretary
2	Prof. Kushal Singh	Joint Staff Secretary
<b>College Finances (Bursar)</b>		
1	Prof. Kamal Kumar	Bursar
<b>Clubs/Societies</b>		
<b>NSS Programme Officer</b>		
1	Prof. Pawan Rana	Programme Officer
2	Prof. Kushal Singh	APO
<b>Rovers/Rangers Leaders</b>		
1	Prof. Navita Devi	Rovers Leader
2	Prof. Ajay Kumar	Rangers Leader
<b>Red Ribbon Club and Red Cross Society</b>		
1	Prof. Prem Lata	Convener
2	Prof. Ajay Kumar	Co-convener
3	Ms. ManjuKumari (Asstt. Librarian)	Member
<b>Eco. Club</b>		
1	Dr. Shishu Paul	Convener
2.	Prof. Kushal Singh	Member
3.	Prof. Prem Lata	--do--
<b>Anti-Drug Cell/Prahar Club</b>		
1	Prof. Kushal Singh	Nodal Officer
2	Prof. Ajay Kumar	Member
3	Prof. Prem Lata	--do--
4	Student Members =30	--do--
<b>Energy Club</b>		

1	Prof. Kushal Singh	Nodal Officer
2	Prof. Prem Lata	Convener
3	Student Members =25	Member
<b>Road Safety Club</b>		
1	Prof. L. R Negi	Convener
2	Prof. Amit Sharma	Co-convener
3	Prof. Ajay Kumar	Member
<b>Educational Tours, Excursions &amp; Adventure Club</b>		
1	Prof. Ravi Singh Palsra	Convener
2	Dr. Vishal Walia	Member
3	Dr. Sanjeev Sharma	--do--
4	Prof. Ajay Kumar	--do--
5.	Prof. Prem Lata	--do--
<b>i</b>	<b>Literary Society</b>	
	Dr. Amit Sharma	Convener
	Dr. Sanjeev Sharma	Member
	Dr. Shishu Paul	--do--
<b>ii</b>	<b>Social Sciences Society</b>	
	Prof. L.R Negi	Convener
	Prof. Pawan Rana	Member
<b>iii</b>	<b>Science Society</b>	
	Prof. Kushal Singh	Convener
	Prof. Prem Lata	Member
<b>iv</b>	<b>Commerce Society</b>	
	Prof. Ravi Singh Palsra	Convener
	Prof. Navita Devi	Member



# **DETAILS OF COURSES FOR BCA & PGDCA**

## ● **BCA Course Eligibility, Age limit and Basis of Admission**

Bachelor of computer application is three year degree courses having semester system of examination spread over six semesters under self financing scheme. The distribution of seats for the course is as under:-

<b>Total number of seats</b>	<b>60+1* (one seat is reserved for single girl child)</b>
Subsidized seats	40
Non-subsidized seats	20

## ● **Eligibility**

Plus two examinations from CBSE/ ICSE/ HP Board of school education or any other equivalent board recognized by Govt. of India in any discipline under 10+2 schemes or any other examination equivalent thereto, of board/university established by law in India with at least 40% marks (35% marks for SC/ST category). Merit is the first priority.

## ● **Age Limit**

Maximum age limit for admission to BCA course is 21 years for the General category, 24 years for SC/ST category and 23 years for the girl candidates as on 1<sup>st</sup> July of the year concerned. The vice chancellor may permit age relaxation up to maximum of three months.

## ● **Dress Code of BCA**

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

***Off day for uniform: Wednesday***

***Summer dress code (Uniform for girls and boys): Sky Blue shirt with black trouser with black belt; Black necktie; Black socks and black shoes.***

***Winter dress code (Uniform for girls and boys): Black V-neck pullover; Black coat of college.***

# **Admission Criterion**

## **BASIS OF ADMISSION**

### **Subsidized Seats**

The admission to BCA will be purely on the basis of merit cum written test marks obtained. Relaxation will be provided to SC/ST candidates as per norms.

### **Non-Subsidized Seats**

This scheme admits students as per the merit cum written test. The candidate seeking admission under non-subsidized must submit this/her application on a plain paper with the coordinator. After filling the seats in the subsidized category will be admitted in this category.

In addition to the eligibility conditions mentioned above (under subsidized category), NRIs/NRI sponsored/foreign nationals shall be required to submit along with application form, the following documents as may be applicable for category of their candidature.

- A. Proof of nationality in case of foreign nationals.
- B. Proof of their status in the case of NRI's for this purpose, either of the following documents shall be considered as a proof.
  - i) Copy of non-resident card/employment card issued by the employer.
  - ii) Photocopy of the immigration card/employment VISA entry on the passport along with details of the passport.
  - iii) Certificate issued by the Indian embassy/high commission in the country where NRI is residing.
- C. Certificate of sponsorship from NRI in the case of a sponsored candidate, along with proof of NRI status of the sponsor required under Para(B)
- D. Photography of the latest assessment order of the income-tax authorities in India and the permanent account number (PAN) of the sponsor issued by the income tax department.
- E. Two self addressed envelopes of size 28×13cm bearing stamps for Rs. 6 or in the case of foreign addressee stamps of required amount should be affixed by the applicant. Admission to the courses except of seats reserve for NRI/s/NRI sponsored and foreign students shall be subject to the following conditions:
  - (A) 15% and 7.5% seats shall be reserved for SC and ST candidates respectively; who have passes their qualifying examination from H.P. board of

school education, or any other school located within the territorial jurisdiction of Himachal Pradesh affiliated to any other education board e.g. CBSE or ICSE board etc. however, reservation of seats will be governed by notification of the government of the government from time to time.

(B) The remaining 77.5% seats shall be filled as under:

- (i) 25% of the seats for admission to the course shall be open for all the candidates irrespective of the institution from which they have passed their qualifying examination.
- (ii) 75% of seats shall be field out of the candidates who have passed their qualifying examination from hp board of school education or any their school located within territorial jurisdiction of Himachal Pradesh affiliated to the following reservation:
  - (a) 5% of all seated shall be reserved for outstanding sportsmen.
  - (b) 5% of the seats shall be reserved for the outstanding cultural activities.
  - (c) 3% of the seats shall be reserved for physically handicapped candidates.
  - (d) Provided that the minimum eligibility for admission to the course in case of SC/ST will be 5% lower than the eligibility conditions for the candidates.
  - (e) For single child girl category the reservation will be given also as per norms.
  - (f) The Roster system will be followed as per norms

The admission to these reserved seats as started at (a), (b) & (c) to Para (ii) of clause (B) above shall be made as per procedure/rules approved by the executive council from time to time.

**120 points roster of HP University showing reservation of various categories for admission shall be followed.**

1	27ST	53ST	79SP	105
2	28	5 4	80ST	106SC
3	29	5 5	81CUL	107 ST
4	30	5 6	82	108
5	31	5 7	83	109
6	32	5 8	84	110
7SC	33SC	59SC	85SC	111
8	34HT	60SP	86	112
9	35	61CUL	87	113SC
10	36	6 2	88	114
11	37	6 3	89	115
12SC	38CUL	6 4	90	116
13ST	39SC	65SC	91	117 SP
14	40SP	66HC	92	118 CUL

15	41 <sup>ST</sup>	67ST	93ST	119SC
16	42	6 8	94	102 ST
17	43	6 9	95	
18SC	44	7 0	96	
19SP	45	7 1	97SC	
20CUL	46SC	72SC	98CUL	
21	47	7 3	99SP	
22	48	7 4	100HC	
23	49	7 5	101	
24	50	7 6	102	
25	51	7 7	103	
26SC	52SC	78SC	104	

Abbreviation used: SC: Scheduled Cast; ST: Scheduled Tribes; SP: Sports; CUL: Cultural; HC: Handicapped/Physically Challenged Number of Category –Wise Reserved seats in 120 point reservation roster.

SC: 18 Seats (15%)

ST: 9 Seats (70%)

SP: 6 Seats (5%)

CUL: 6 Seats (5%)

HC: (3%)

# Detailed Course Outline for BCA

## BCA 1<sup>st</sup> Sem

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

## BCA 2<sup>nd</sup> Sem

Paper Code	Paper Title	Credit	ESE	CCA	Maximum Marks
BCA0201	Mathematics-II	4	70	30	100
BCA0202	Communicative English	4	70	30	100
BCA0203	Digital Electronics	4	70	30	100
BCA0204	Data Structures	4	70	30	100
BCA0205	Database Management System	4	70	30	100
BCA0204(P)	Data Structures Lab III	3	35	15	50
BCA0205(P)	Database Management System Lab IV	3	35	15	50

**BCA 3<sup>rd</sup> Sem**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Credit</b>	<b>ESE</b>	<b>CCA</b>	<b>Maximum Marks</b>
BCA0301	Mathematics-III	4	70	30	100
BCA0302	Business Practice & Management	4	70	30	100
BCA0303	Computer Organization	4	70	30	100
BCA0304	Object Oriented Programming C++	4	70	30	100
BCA0305	Desktop Publishing & Designing	4	70	30	100
BCA0304(P)	Object Oriented Programming C++ Lab III	3	35	15	50
BCA0305(P)	Desktop Publishing & Designing Lab IV	3	35	15	50

**BCA 4<sup>th</sup> Sem**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Credit</b>	<b>ESE</b>	<b>CCA</b>	<b>Maximum Marks</b>
BCA0401	Personnel Management	4	70	30	100
BCA0402	Accounting	4	70	30	100
BCA0403	System Analysis and Design	4	70	30	100
BCA0404	Internet Technology & Web-Page Design	4	70	30	100
BCA0405	Programming in Visual Basic	4	70	30	100
BCA0404(P)	Internet Technology & Web-Page Design Lab VII	3	35	15	50
BCA0405(P)	Programming in Visual Basic Lab VIII	3	35	15	50

### BCA 5<sup>th</sup> Sem

Paper Code	Paper Title	Credit	ESE	CCA	Maximum Marks
BCA0501	Operating System	4	70	30	100
BCA0502	E-Commerce	4	70	30	100
BCA0503	Management Information System	4	70	30	100
BCA0504	ASP.NET Technologies	4	70	30	100
BCA0505	Computer Oriented Statistical Method	4	70	30	100
BCA0504(P)	ASP.NET Technologies Lab-IX	3	35	15	50
BCA0505(P)	Computer Oriented Statistical Method Lab -X	3	35	15	50

### BCA 6<sup>th</sup> Sem

Paper Code	Paper Title	Credit	ESE	CCA	Maximum Marks
BCA0601	Computer Networks	4	70	30	100
BCA0602	Numerical Methods	4	70	30	100
BCA0603	Multimedia Technology	4	70	30	100
BCA0604	Computer Graphics	4	70	30	100
BCA0605	Software Engineering	4	70	30	100
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50
BCA0605(P)	Major Project	3	35	15	50
<b>Note:</b> With the implementation of NEP in the state of HP, the courses/subject combination are subjected to change as per the latest Guidelines Received from H.P. University Shimla /Department of Higher Education, Shimla, Himachal Pradesh.					



# Fee Structure

The College will charged fee and funds as per following schedule:

- i) First installment: At the time of admission
- ii) Second installment: December/January Fines and other dues, if any, shall be charged as and when these are notified .Fee once paid shall not be refunded in any case. The library security / or any other security will lapse if it is not claimed within one year after leaving the college.

	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>
BCA faculty fee for subsidized category	Rs. 6000	Rs. 6000
BCA faculty fee for non-subsidized seats	Rs.12000	Rs.12000
Admission fee	25	0
Tuition Fee	300	300
Computer Internet	200	200
Cultural Activity Fund	20	0
Amalgamated Fund	150	150
Identity Card Fund	10	0
House Exam Fee	40	40
College Magazine Fund	50	0
Health Fund	06	0
Student Aid Fund	2	0
Identity Card Fund	10	0
SAF	02	0
House Exam Fund	40	0
Medical Aid Fund	6	0
Campus Development Fund	10	0
Furniture Repair Fund	10	0
Book Replacement Fund	25	0
Sports Fund	120	120
Building Fund	60	60
University Development Fund	250	0
Library Security Fund	100	0
Security	1000	0
Rover Ranger	30	30
Youth Welfare Fund	15	0
PTA Fund	500	500
Practical Fee		180
Red Cross	0	0

(Fee structure subject to change as per HP University/ HP Govt. latest norms)

## **Fine**

1. Absence fine per period is Rs. 10/-
2. Library fine is Rs.10/-per day per book.
3. Absence fine for class test is Rs. 10/-.
4. Absence fine for practical class test is Rs. 10/-.
5. Absence fine for seminar is Rs. 10/-.
6. Absence fine for tutorial class is Rs. 10/-.
7. Fine for not wearing dress is Rs. 50/- per day
8. Absence fine for mid-term exam is Rs. 50/- per subject.

## General Guidelines for submission of Application Forms

Every candidate will fill **Registration form** first along with the fee then download the prospectus.

The Candidate will submit the duly filled application form along with the following documents in the college.

- Matriculation certificate.
- 10+2 certificate
- Original copy of character certificate (from where 10+2 exam is passed)
- H.P. Bonafide Certificate (only for girl students)
- Minimum 40% disability certificate and category certificate (only for those candidates who seek admission against these seats).
- Original Character Certificate from the Head of the Institution last attended. In case of private candidates, character certificate should be issued by Gazetted Officer/Panchayat Pradhan/Ward Counsel or but not more than 6 months old from the date of submission of Admit Card.
- For 'Single Girl Child Category' seat, an affidavit from the parents declaring the same has to be submitted.
- Transfer Certificate (Migration Certificate) for those candidates who have passed 10+2 examination not from Himachal Board but from any other board. Such students will have to attach the copy of migration certificate and submit the original certificate at the time of counseling
- SC/ST/OBC/IRDP/BPL certificate (if any).
- Documentary evidence/affidavit in proof of the applicant's activities during the gap period, if any, in the academic career of the applicant.
- Photocopy of Aadhaar card.
- Passport size photographs.

# Post Graduate Diploma in Computer Application

In order to cater to the growing demand of computer awareness among the youth, this college has introduced a post graduate diploma in computer applications (PGDCA) from academic session 2021-22.

The duration of PGDCA course is One year spread over two semesters. The examination will be held at the end of each semester.

S.NO.	Category	No. of seats
1.	Subsidized Seats	40
2.	Non-Subsidized	20
	<b>Total(1+2)</b>	<b>60 + 1* (single girl child)</b>

## Eligibility Conditions

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

## Age Limit

The maximum age limit for the candidate seeking admission to PGDCA programme shall be 26 years for male candidates, 28 years for female candidates and 29 years for SC/ST candidates as on 1st July of the admission year or the age limit decided by HP government or by HPU time to time.

## Dress Code of PGDCA

Dress code has been designed by the department which is compulsorily followed by all students pursuing 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*

*Summer dress-code (Uniform for girls and boys):* White shirt with black trouser with black belt; Black necktie; Black socks and black shoes.

*Winter dress code (Uniform for girls and boys):* Black V-neck pullover; Black coat of college;

## Admission Criterion

The admission to PGDCA course will be on the basis of merit drawn in graduation. If number of candidate is three times or more than the no. of seat than entrance less will be held of 50 marks.

1. 15% and 7.5% seats shall be reserved for schedule caste and schedule tribe candidates respectively who have passed their BA/ B.Sc/B.Com./Or any other equivalent degree from any recognized university.
2. The remaining 77.5% seats shall be filled as under:
  - (i) 25% of the seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination.
  - (ii) 75% of the seats shall be filled out of the candidates who have passed their graduation degree from Himachal Pradesh university subjected to the following reservations:
    - (a) 5% of the seats shall be reserved for outstanding sportsmen/women.
    - (b) 5% of the seats shall be reserved for outstanding cultural activists.
    - (c) 3% of these seats shall be reserved for physically handicapped candidates.
    - (d) Reservation will be applicable as per HPU govt. and HPU/SPU norms.
    - (e) The Roster system will be followed strictly.

The H.P. University 120 Point roster for admission showing reservations of various categories shall also be followed as per norms.

## **SCHEME-1**

### **FEE SCHEDULE**

	<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup> Installment</b>
PGDCA Fund for subsidized seats	Rs. 6000	Rs. 6000
PGDCA Fund for non-subsidized seats	Rs.12000	Rs.12000
Admission fee	25	0
Tuition Fee	300	300
Computer & Internet	200	200
Cultural Activity Fund	20	0
Amalgamated Fund	150	150
Identity Card Fund	10	0
House Exam Fee	40	40
College Magazine Fund	50	0
Health Fund	06	0
Student Aid Fund	2	0
Identity Card Fund	10	0
SAF	02	0
House Exam Fund	40	0
Medical Aid Fund	6	0
Campus Development Fund	10	0
Furniture Repair Fund	10	0
Book Replacement Fund	25	0
Sports Fund	120	120
Building Fund	60	60
University Development Fund	250	0
Library Security Fund	100	0
Security	1000	0
Rover Ranger	30	30
Youth Welfare Fund	15	0
PTA Fund	500	500
Practical Fee		180
Red Cross	0	0

**(Fee structure subject to change as per HP University/ HP Govt. latest norms)**

## **Fine**

1. Absence fine per period is Rs. 10/-
2. Library fine is Rs.10/-per day per book.
3. Absence fine for class test is Rs. 10/-.
4. Absence fine for practical class test is Rs. 10/-.
5. Absence fine for seminar is Rs. 10/-.
6. Absence fine for tutorial class is Rs. 10/-.
7. Fine for not wearing dress is Rs. 50/- per day
8. Absence fine for mid-term exam is Rs. 50/- per subject.

## **SCHEME II**

### **Self-Financing Students**

This applies only to NRI's/NRI sponsored/Foreign Nationals/Payment category. This scheme admits students as per the merit in the examination passed by the candidates. Top 10 Candidates who had applied in this category shall be admitted.

In addition to the eligibility conditions mentioned above, a candidates shall be required to submit along with the application form, any one of the following documents as may be applicable for the category of their candidature.

1. Proof of nationality in case of Foreign Nationals.
2. Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proper proof:
  - (i) Copy of Non-resident card/employment card issued by the employer.
  - (ii) Photocopy of the immigration card/employment VISA entry on the passport along with the details of the passport.
  - (iii) Certificate issued by the Indian Embassy/High Commission in the country where the NRI is residing.
  - (iv) Photocopy of the latest assessment order of income-tax authorities either in India or the country of employment filed in the status of NRI.
1. Certificate of sponsorship from NRI in the case of a sponsored candidate along with a proof of NRI status of the sponsored required under para (B)
2. Photocopy of the latest assessment order of the Income Tax authorities in India and the permanent account.

Number (PAN) of the sponsor issued by the income tax department.

Candidates granted admission under self-financing scheme shall be required to pay an annual consolidated key of US \$550 (Five hundred and fifty US Dollars) in case of foreign National of NRIs and Rs. 25000/- in case of NRI sponsored/ Non subsidized candidates. Their dues have to be submitted at the time of admission.

#### **Note:**

1. Fees will be paid in two installments.
2. Fees once deposited shall not be refunded.
3. The student admitted will be governed by the rules and regulation mentioned in the prospectus.



## **Documents to be attached with the application form:**

The application forms duly filled and accompany the following documents should be submitted to:

The Director PGDCA Programme/Principal MSCM Government Degree College, Thural District Kangra(H.P.)–176107

1. Matriculation certificate.
2. 10+2 certificate
3. Original copy of character certificate (from where 10+2 exam is passed)
4. H.P. Bonafide Certificate (only for girl students)
5. Minimum 40% disability certificate and category certificate (only for those candidates who seek admission against these seats).
6. Original Character Certificate from the Head of the Institution last attended. In case of private candidates, character certificate should be issued by Gazetted Officer/Panchayat Pradhan/Ward Counselor but not more than 6 months old from the date of submission of Admit Card.
7. For 'Single Girl Child Category' seat, an affidavit from the parents declaring the same has to be submitted.
8. Transfer Certificate (Migration Certificate) for those candidates who have passed 10+2 examination not from Himachal Board but from any other board. Such students will have to attach the copy of migration certificate and submit the original certificate at the time of counseling.
9. SC/ST/OBC/IRDP/BPL certificate (if any).
10. Documentary evidence/affidavit in proof of the applicant's activities during the gap period, if any, in the academic career of the applicant.
11. Photocopy of Aadhaar card.
12. Passport-size photographs.

### **Note:-**

The detailed course outline for PGDCA is given below which is subjected to any change by the Board of studies approved by Academic Council and Executive Council of Himachal Pradesh University

## Semester-I

Course Code	Title
DCS101	Fundamentals of Programming using C
DCS102	PC Software
DCS103	Operating System
DCS104	Computer Organization and Architecture
DCS105	Practical I (C Language)
DCS106	Practical II (PC Software)

## Semester-II

Course Code	Title
DCS201	Data and File Structure
DCS202	System Analysis and Design
DCS203	Object Oriented Programming and C++
DCS204	Data Base Management System
DCS205	Practical III (DFS using C++)
DCS206	Practical IV (Database Management System)
DCS207	Project Work

## **CODE OF CONDUCT AND GENERAL RULES for BCA/PGDCA**

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(Five) minutes of the start of the class.
3. No students shall be loitering near the classes once the classes are in progress.
4. Regular attendance in the class including guest lecturers is compulsory.
5. Use of mobile phones is strictly prohibited in the college premises.
6. Every student will submit assignment; project etc. as per periodic directions.
7. Misbehavior, persistence disobedience, habitual late coming, consumption of drug or liquor in the institute, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.
8. Each student is expected to observe the college dress code strictly.
9. Each student is expected to be present regularly in the college. Name will be struck-off if a candidate absentees himself continuously for five days.  
Candidate can seek re-admission after satisfying the Principal.
10. No student is permitted to undertake any part time/whole time job during the course of study.
11. No student is allowed to put poster 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 student causing loss to the college property will be penalized and the students concerned will 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 lab/classrooms.
14. Students are not allowed to leave the college campus during teaching hours without prior permission.
15. Parents will be intimated about the progress of their ward periodically through report card and personal feedback.
16. Every student must always carry with him/her duly completed identity card.
17. The preparing of Video and Reels are totally prohibited in the college campus.
18. Dress code will be compulsory both for boys and girls and penalty/fine may be imposed if they do not follow dress code properly

## **CURBING RAGGING IN THE INSTITUTE**

**Ragging in institute is strictly banned according to the judgments and directions of Hon'ble Supreme Court of India, Himachal Pradesh University and guidelines issued by UGC in this regards. The following guideline will be observed to prevent incident of ragging in the institute.**

1. Every candidate seeking admission will give undertaking duly printed on the application form that he/she will not indulge in ragging and if found guilty he/she will be liable for punishment. Similar undertaking will be obtained from the parents/guardian of the applicant.
2. Anti Ragging committees has been constituted in the college.
3. Whenever a ragging incident is brought to the notice of the college authorities, the disciplinary committee will hold an enquiry into the incident.
4. If any student is found guilty of ragging, after the enquiry the he/she will be punished accordingly. The punishment may include:-
  - i. Expulsion from the college
  - ii. Suspension from the classes
  - iii. Fine with a public apology
  - iv. With holding scholarship or other benefits
  - v. Debarring from the representation in events
  - vi. Suspension or expulsion from hostel or mess.
  - vii. Legal proceeding under criminal law shall be initiated.
5. If any student is found guilty of ragging incident occurred in the past then he/she may be expelled from the institution.

# **FACILITIES:**

## **National Service Scheme(NSS):**

NSS has a pivotal role in inculcating the value of social service and a sense of responsibility towards society. Our college has one unit of NSS. To earn a certificate of service, a volunteer needs to devote 240 hours of service. Participation in 7 days camp is mandatory.

## **Eco club:**

Eco club plays an important role to sensitize students towards the nature and eco-friendly environment.

## **Rovers and Rangers:**

Rovers and rangers aim to make the students socially aware, helpful and self-reliant. They participate in many social activities. Admission to it will be based on the ability and commitment of a student.

## **Red Ribbon Club:**

The purpose of this club is to create awareness about HIV/AIDS through service, education and philanthropic events. Students are urged to join the club to enhance a joint battle against this incurable disease.

## **Career and Counselling/Guidance Cell:**

The members of this cell organize many professional lectures for the final year students to give them a good exposure to their prospective career opportunities after completion of graduation.

## **Cultural Committees for HPU Youth Festival-I-IV groups:**

The cultural committees are meant to nurture various abilities of students so they can perform to their best capacity in the H.P. University Youth Festival. Students are prepared for Elocution, Painting, Rangoli, Cartooning, Quiz, Dance, Music, Singing, Drama and Skit.

## **Sports:**

Students who are good sportsmen/women are given ample training, coaching by the department of physical education. Such players

then go on to perform well in the H.P. University inter college/university championship. Training is given in all games. Athletic meet is organized each year in the campus.

### **Neugal Dhara:-**

Each year the college publishes a literary magazine entitled Neugal Dhara. It's simple purpose is to give expression to the students who are blessed with the gift of writing, be it an essay, a poem, a short story, snippets of various kinds and informative pros piece. It also hones the editing skills for students who are chosen as its editors.

### **Parents and Teacher Association (PTA):**

Parents, being one of the stakeholders in education have been assigned to participate as well as play an advisory role in the functioning of college. Regular meetings of PTA are held to deliberate on the issues related to the development and welfare of the students.

### **Annual Prize Distribution Function:**

At the end of the academic session, college organises the annual prize distribution function. Students who score the first, the second and the third positions in the aggregate and the first and the second positions in the individual subjects in the annual exams are awarded with prizes and certificates. These are also awarded for the winners, outstanding performances in H.P. University, Youth Festival and Sports Championship and for outstanding services in all clubs and societies.

### **Scholarships:**

Eligible and deserving students can avail a number of scholarships that are provided by our Government under various schemes. A student has to apply for it on prescribed form that can be obtained from the office of college. It should be supported by the relevant documents of education qualification etc. and be duly verified and attested by a competent authority. A committee has been formed to

look in the matter of the award of scholarships. The following scholarships can be availed: Indira Gandhi Chhatravriti Yojna Merit Scholarship, Kalpana Chawla Chhatravriti Yojna Merit Scholarship, IRDP Scholarship, Scholarship to the children of Armed Forces Personnel killed, disabled in action, Post Matriculation Scholarship, Scholarship to SC/ST/OBC students and National Merit scholarship.

### **Subject Councils:**

The College gives opportunities to foster up the discipline specific potentialities of students. Thus college invites you to be a part of the following subject councils.

1. *Chandradhar Sharma Guleri Hindi Literature Council*
2. **Naipaul English Literature Council**
3. *Amrtya Sen Economics Council*
4. **Bhaskara Mathematics Council**
5. *Chanakya Political Science Council*
6. **Columbus Geography Council**
7. *Kalhan History Council*
8. **Commerce Council**

### **Women Development Cell:**

On the directions of Hon'ble Supreme Court of India, the college has established a women development cell. Its objective is to redress grievances related to gender bias and sexual harassment against any girl student and the women staff of the college.

### **Canteen:**

College has newly constructed canteen which provides breakfast, Lunch, tea and snacks. The canteen has ample place for sitting and dinning. It is located within campus and on the considerable distance from the classrooms.

### **Gym:**

College provides Gym facilities within the campus. A well-maintained Gym with basic amenities like Treadmill, Dumbbells, Bench Press (Incline, Flat & Decline), Leg Pulling down, Leg Curl Extension etc. are provided.

### **Smart Class Rooms:**

The College has three smart class rooms synced with smart ICT equipment like touch screens and podium, with audio-video connectivity. These rooms have high speed internet connectivity, trending software and commodious infrastructure.

### **Seminar / Webinar Room:**

College has well-furnished seminar/ Webinar/ conference room equipped with modern interactive panel, camera, audio visual aids and round table and chairs.

### **Multi-Purpose Hall:**

College has multipurpose hall characterized with Podium, Projector, White Screen, CCTV Cameras, Two dressing rooms and ample seating capacity for students and guests. This hall is also used to conduct examinations and various functions of academic as well as non-academic purpose.

### **NAME STRUCK OFF AND RE-ADMISSION:**

- I. If a student willingly remains absent continuously for 06 days without sanction of leave, his/her name will be struck off from the College as per the rules. He/she will have to seek re-admission on the recommendation of the subject teacher concerned.
- II. Re-admission will be allowed within the next 06 days by paying the re-admission fee and absence fine as per rules, subject to the approval of Principal.
- III. Re-admission fee is Rs.500.

There will be no new admission for the third time Character/migration certificate(s) issued by the institution shall have and entry apart from that of general conduct and behavior to the effect whether the student had participated in ragging and in particular was punished for ragging. 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 login 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” of Anti-Ragging**

- **Website Ragging is a Reprehensible Act under the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Ordinance-2009.**



# Activities







