GOVT. DEGREE COLLEGE KOTLA KHURD

Distt. Una (Himachal Pradesh) 174303

PROSPECTUS FOR THE SESSION 2024-25

Principal's Message

Dear students,

It gives me immense pleasure to extend a warm welcome as well as the invitation to join us for Academic Session 2024-25. The world in general and the academic world in particular, has witnessed massive turbulence during the last couple of years and it is only gradually that we are coming to terms with the ramifications of the pandemic. This college is also experiencing a transitional phase, as only recently, it has been taken over by the Government of Himachal Pradesh. The seed sown in 2004 is slowly showing its progression to the outside world. Despite its initial stages, the institution has managed to hold a special place in the academic circles of the district. It is with this sense of pride that I exhort all of you to join us in this wonderful journey on the path of knowledge and evolution.

Mrs. Aruna Bhardwaj

Principal

Introduction of the College

Government Degree College Kotla Khurd came into being on 29th July, 2020 when the Government of Himachal Pradesh took over the erstwhile LJNH Kanya Mahavidyalaya, which was an initiative of Himotkarsh Parishad. The journey began in 2004, with the noble objective of providing higher education in a secure environment for girls. Thousands of girls have passed out since then; many of them have made their alma mater proud with their accomplishments. The college campus is spread over in an area of 27 Kanals, and its pristine surroundings add another dimension to the academic ambience. Affiliated to H.P. University Shimla, the college offers UG Courses in Arts, Commerce, Computer Applications and Business Administration. A PG Diploma in Computer Applications is also available for interested students.

Teaching Faculty

PRINCIPAL

Prof. Aruna Bhardwaj – M.A, M.Phil. (Gold Medallist)

DEPARTMENT OF COMMERCE
Dr. Devinder Kumar, Assistant Professor, M. Com, M.Phil, NET, Ph.D
Mrs. Neena Kumari, Assistant Professor, M. Com, UGC-NET

DEPARTMENT OF ENGLISH
Dr. Raman Jaswal, M.A, M.Phil, Ph.D

DEPARTMENT OF GEOGRAPHY
Prof. Sunny Sharma, M.A, M.Phil

DEPARTMENT OF COMPUTER SCIENCE
Prof. Swaran Singh MCA, UGC-NET/SET

DEPARTMENT OF HINDI
Dr. Anita, Assistant Professor M.A, M.Phil, Ph.D, NET

DEPARTMENT OF PHYSICAL EDUCATION
Dr. Onkar Singh, Assistant Professor, M.P.Ed., NET, SET, Ph.D.

DEPARTMENT OF MATHEMATICS
Mrs. Mamta Kumari, Assistant Professor M.Sc., B.Ed. M.Phil., SET

DEPARTMENT OF MUSIC (Instrumental)
Ms. Raman Kumari Assistant Professor M.A, UGC-NET

DEPARTMENT OF ECONOMICS
Ms. Kanika Sharma Assistant Professor M.A, NET, SET

DEPARTMENT OF POLITICAL SCIENCE
Prof. Madan Lal, M.A, B.Ed, UGC-NET/SET

DEPARTMNET OF HISTORY
Prof. Kamal Raina, MA, M.Phil

LIBRARY
Mrs. Kamla Devi Asstt. Librarian, Diploma in Library science

DEPARTMENT OF BBA

Mrs. Shweta Dhiman Assistant Professor MBA
Mr. Ninad Pathak , MBA, M.Com, UGC-NET/SET

DEPARTMENT OF BCA

Ms. Davinder Rihal Assistant Professor MCA
Mrs. Varsha Rani, MCA
Mrs. Monika , MCA

Admission Committees

Help Desk Committee			
1. Ms. Raman Kumari 2. Mr. Ninad Pathak 3. Ms. Davinder Rihal 4. Mrs. Monika Rana			
B.COM Admission Committee			
1. Dr. Devinder Kumar	Convener	2. Swaran singh	Member
		3. Prof. Neena Kumari	Member
		4. Prof. Kanika Sharma	Member
B.A Admission Committee			
1. Prof. Sunny Sharma	Convener	2. Prof. Kamal Raina	Member
		3. Dr. Onkar Singh	Member
		4. Ms. Mamta Kumari	Member
		5. Prof. Madan Lal	Member
BBA Admission Committee			
1. Prof. Sunny Sharma	Convener	2. Ms. Shweta Dhiman	Member
		3. Mr. Ninad Pathak	Member
BCA Admission Committee			
1. Dr. Onkar Singh	Convener	2. Ms. Davinder Rihal	Member
		3. Mrs. Versha Rani	Member
		4. Mrs. Monika Rana	Member

Admission Schedule

1. Submission of admission form for the session 2024-25 06-06-2024 to 15-07-2024.

2. Display of the first Merit List 15-07-2024 up to 5PM.

3. Fee to be deposited 16-07-2024 to 18-07-2024.

4. Display of second Merit List 18-07-2024 upto 5 PM.

5. Fee to be deposited 18-07-2024 & 20-07-2024.

6. Orientation of First Year Students 22-07-2024.

7. Regular Teaching 23-07-2024 to 28-10-2024 (79 Days),04-11-2024 to 31-12-2024 (48 Days),05-02-25 to 29-02-2025 (45 Days), Remedial classes beyond normal teaching hours (at least 48 Hours)- 08 Days

Important Instructions

1. Ragging is strictly prohibited; it is a punishable offence leading to fine/rustication.
2. Smoking is banned in the college campus.
3. Use of mobiles in the campus is strictly banned.
4. The students are advised to see the notice board regularly.
5. All admission is being made on roll on basis. Failed candidates who apply for re-evaluation shall not be entitled to claim any retrospective benefit such as admission/promotion to any course/class.
6. The candidates must bring original certificates at the time of admission.

List of courses

1. **B.A., Choice Based Credit System in the subject of English, Hindi, Economics, History, Pol. Science, Music, Maths, Geography, Computer Sc.**
2. **B. Com**
3. **BCA, BBA (Self Financing Courses)**

U.G.C. Anti-Ragging Helpline (Toll-Free-24x7) 1800-180-5522

ADMISSION RULES AND ELIGIBILITY CONDITIONS

The minimum qualification prescribed for admission to the courses and examination leading to the degree courses of the university qualifications shall be in accordance with of the First Ordinance of HP University 1973 (Clause 1.4 Chapter 1). Any student who is seeking admission in the college in any Faculty/Course has to fulfil the following eligibility conditions/Rules (Clause 3.3 of Chapter III Vol. I) of the Ordinance of HPU University.

A. **Age Limit:** For admission to the First Year, of any course, a student must not be more than 23 Years (25 years for girls) of age on 1st July 2024 e.g., the applicant not be born earlier than 01-07-1997 in case of boys and 01-07-1995 in case of girls. However, in r/o SC and ST students a relaxation of 3 years is given. The upper age limit in case of 2nd and 3rd year of the course is 24 and 25 years respectively with a relaxation of 3 years in case students belonging to and women candidates. The Vice-Chancellor of HPU Shimla has the power to permit age relaxation maximum or 6 months. All such cases could provisionally be granted age relaxation up to six months by the principal and a consolidated list of such cases be sent for approval of the vice-Chancellor by 31st October of every academic year. A candidate who has availed age relaxation at the time of first admission shall be eligible for the same in the subsequent classes also.

B. **Rejection of Admission Form:** Admission is not a matter of right; it depends upon the satisfaction of principal/Administration. Notwithstanding anything contained in the foregoing rules, a student shall be refused admission if:

   1. His/her conduct during any previous stay in the college is found unacceptable. Such a student shall, however, have the right of appeal to the vice-Chancellor whose decision shall be final (clause 3.5)

   2. He/she has been expelled or rusticated from any institution.

   3. He/she has passed +2 or equivalent examination without English as a compulsory subject.

   4. He/she is a failed candidate from other colleges.

   5. He/she has placed under compartment at +2 level from any Board/University.

   6. He/she has not passed all the five subjects including English in case of National open school (as per University Ordinance / Rule vide HPU Letter No. 4-94-HPU (Acad.) dated 01/01/2004).

   7. He/she fails in all compulsory and elective subjects or fails twice in the same examination.

   8. He/she has passed Prabhakar without passing +2 Exam.

   9. He/she has failed in BA-111/B. Com-111

No late admission/Promotion will be allowed to those students who may Pass/get compartment re-evaluation after the expiry of the scheduled last date for admission

(Vide Letter No. 4-19-2003-HPU (Acad.) Himachal Pradesh University. 'Academic Branch" **Dt. Shimla-24 Jan. 2013.**

C. **General Rules for Admission in pass courses:** A Student having a gap in studies after +2 or an equivalent examination must submit a certificate (affidavit) to this effect duly issued by a competent authority. A student must bring in all original certificates at the time of admission. The candidates coming from Board/Universitas other than HPBSE Dharmshala must produce Migration Certificate in original. Those Students who have passed 1st /2nd year of the degree course from another University will have to produce equivalence certificate from HP University before seeking admission in the Institution. Rules for admission are subject to change as per HP University notification from time to time. Admission of a student is liable to be cancelled if he/she furnishes/incomplete or false information. Disciplinary action shall be initiated such candidate. No student shall be allowed to join two full time regular courses of study simultaneously. However, he/she can join some Add-on courses of Certificate/Diplomas or any other part time course, if available (Clause, 3.3B). If a student fails in the final year of a degree course, he/she shall not be re-admitted in the same class (Clause 3.4).

D. RE-ADMISSION: The names of the students who make absent themselves for ten days continuously from and class without proper leave shall be struck off from the college rolls.

Re-admission of students whose name are struck off from the college Rolls:

1. Students whose names are struck off as consequence of absence from the classes shall have to seek re-admission within 7 days from the day on which their name was struck off after getting approval from the principal failing which he/she will not be eligible for re-admission.
2. Principal may re-admit such students on Payment of the re-admission fee along with a fine as per HPU norms.
3. Failed candidates who seek re-admission should bring their parents/guardian along with them at the time of re-admission.

Any student whose name is struck off for the second time in the session will not be eligible for re-admission except in exceptional cases.

CHANGE OF SUBJECTS/FACULTY: Change of subjects/faculty is permissible only in the First Year Courses and that too within 15days of the beginning of the teaching work. A student can avail this facility only once. So, she is advised to be very careful in exercising this option. A student will be allowed to change the subject/faculty if otherwise

eligible. Desirous students must apply in duplicate to the concerned committee meant for the purpose on the prescribed proforma available in the college office.

The college reserves the right to refuse admission to any such course/combinations in respect of which human or material resources would be wanting at the time of admission or if there is apprehension of non-availability of such resources. Any combination carrying less than five students will be disallowed.

➢ Eligibility for Admission to BA/B. Com:

Students who have passed XII exam are eligible for admission to BA.

Age: - Pass % For B. Com Students:

Minimum percentage of marks, obtained at 10+2 level required for admission is

1. B.A.-33%

2. B. Com - 33% for Girls

   3. 45% for those who have not opted Commerce at 10+2 level.

➢ Admission Procedure

The college has developed an online admission portal, every candidate intended to take admission in the college is required to apply online through this portal, which is available at **admission.gdckotlakhurd.in** All new and old candidates must register and apply before last date. Before applying candidates must have the following documents/particulars ready.

1. A valid own mobile number. Please keep it active, at least until the admission process is complete, as all communications will be sent through SMS.
2. Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber CAFÉ's Mobile number.
3. An E-Mail ID belonging to the candidate or someone in the family.
4. Aadhar number or Enrolment number.
5. Recent passport size photograph and signature
6. Detailed Marks Card of previous passed examination.
7. Candidates wishing to apply for Reservation must have a valid supporting document.
8. In the Registration Section please select the Course and Semester/Year in which you are seeking admission. Subject selection will be visible after you successfully register and Login into portal.
9. It is advised to regularly check email, SMS and visit College site for latest updates over admission process.

- Students and their Parents/Guardian must have read and understood all instructions and conditions given in the Prospectus carefully.

➢ **DOCUMENTS REQUIRED FOR ONLINE ADMISSION**
1. Scanned copies of all original Board certificates from matric onwards.
2. Recent soft copy of passport size photograph of minimum 200 x 200-pixel resolution and less than 200KB in size.
3. Scanned Signature.
4. Scanned copy of character certificate from the head of institution last attended. The original character certificate to be submitted in the college.
5. In case of student who has discontinued his/her studies for one or more year the character certificate must be supplemented by another character certificate obtained from Class I Gazetted Officer or the Panchayat Pradhan of the village/illaka concerned.
   Note: The character certificate must not have been issued more than six months prior to the date of admission.
6. Students with a gap of one year or more have to accept declaration mentioned under Sub-Categories.
7. Scanned SC/ST/OBC/EWS certificate for those seeking relaxation or weightage.
8. The candidates who belong to IRDP, NCC, NSS, Sports, Cultural Quota and those seeking relaxation or weightage must upload scanned copy of certificate.
9. The candidates from other Boards/University, must submit in the College:
   a. Eligibility certificate from H.P. Board/University showing equivalence.
   b. Migration Certificate.
10. All girl candidates have to upload scanned copy of Bonafide Himachali Certificate for getting Exemption from Tuition fee.

➢ **ONLINE ADMISSION PROCEDURE**
1. In case a candidate is using the site for first time and do not have a Login ID and password click on NEW REGISTRATION to register on website by filling his/her name, gender, email ID, Mobile Number and by selecting his course. On clicking REGISTER button, candidate will get LOGIN and PASSWORD, to be used for further process. Candidate will be able to login to the admission portal by using these credentials in all future visits to this portal. The online application form is to be filled up by the applicant carefully after reading all rules, eligibility conditions.
2. After filling login-password, click on LOGIN. You will be on a screen to fill application form. Various columns and dropdowns will appear on screen and candidate will have to fill or choose as applicable in his/her case and complete all the information. Candidate will also be required to upload his/her photograph, scanned signature and scanned documents. All data will be saved against candidate's registered ID. Candidate will be able to view and can modify the information, if final form is not submitted.
3. Click on PAYMENT.

4. On completion of application form, student will have option to make the payment of Rs 50/- online using debit card, credit card, net banking. A receipt will be generated after payment has been successfully made online.
5. College authorities will scrutinize the documents attached by the candidates to confirm that there is no shortcoming or deficiency in the application form. On any deficiency, a SMS/email will be sent on candidate's number/email ID. Candidate will be able to check the status of his/her application online with his/her password on the admission portal www.admission.gdckhad.in in this regard.
6. On satisfaction of college authorities, admission will be granted subject to eligibility and availability of seats, a confirmation SMS/email will be sent on candidate's number/email ID.
7. The candidate will be required to submit the fee ONLINE.
8. In case the student fails to submit his/her fee online before due date, the seat will be offered to the next eligible candidate.
9. Student will get information, like roll no., time-table etc. through SMS/email, and from College Notice Board.

OUTLINES OF UGC CHOICE BASED CREDIT SYSTEM

1. **Core Course:** (12 Courses) A course, which should compulsory be studied by a candidate as a core requirement is termed as a core course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses, Discipline Specific Core (DSC-I, DSC-II)

2.1 Discipline Specific Elective (DSE) Course: (4 Courses) Elective Courses may be offered by the main discipline/ subject of study is referred to as Discipline Specific Elective. The University/ Institute may also offer discipline related elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

2.2 Dissertation/ Project: - An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/ faculty member is called dissertation/ project.

2.3 Generic Elective (GE) Course: (2 Courses for BA/B. Com regular Courses) An elective course chosen generally from an unrelated discipline/ subject, with an intention to seek exposure is called a General Elective. **PS:-** A core course offered in

a discipline/ subject may be treated as an elective by other discipline/ subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC)/ Competency Improvement Course/ Skill Development or Skill Enhancement Course (SEC) Courses/Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They are (i) Environmental Science, (ii) English/MIL Communication) are mandatory for all disciplines. AEEC courses are value based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 **AE Compulsory Course (AECC):** Environmental Science, English Communication, Hindi/ MIL Communication.

3.2 **AE Elective Course (AEEC):** These courses may be chosen from a pool of courses designed to provide value-based and/ or skill-based instruction.

3.3 **Project Work (DSE-8) shall be for 100 marks and the 70:30 marking ratio shall be as follows:** 30 marks for synopsis submission (CCA-mid semester) and remaining 70 marks (ESE) to be distributed as 50 marks for Dissertation +20 marks for Viva Voice. Therefore 30+(50+20) = 100 marks.

VISUAL REPRESENTATION OF CHOICE BASED CREDIT SYSTEM FOR B.A. I
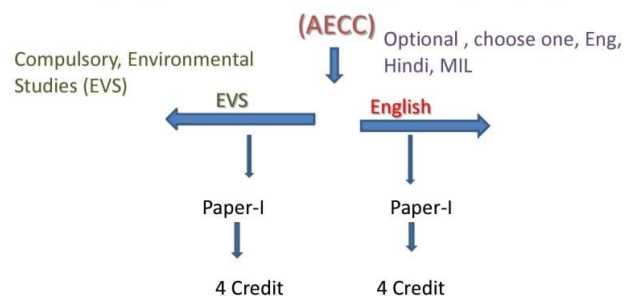

Courses to be Studied in BA –I under CBCS Annual Plan

➢ **Core Course (CC)**

Compulsory — Elective (DSC)

English | Hindi | DSC-I | DSC-II

Paper-I | Paper -I | Paper-I | Paper-II | Paper-I | Paper-II

6 Credit | 6 Credit | 6 Credit | 6 Credit | 6 Credit | 6 Credit

➢ **Ability Enhancement Compulsory Courses (AECC)**

Optional , choose one, Eng, Hindi, MIL

Compulsory, Environmental Studies (EVS)

EVS | English

Paper-I | Paper-I

4 Credit | 4 Credit
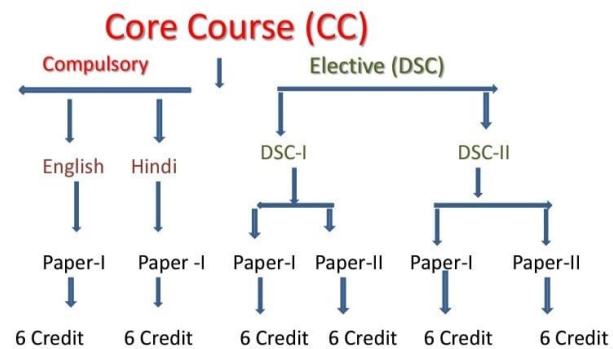
➢ Total credits for BA- I
➢ Compulsory Core Courses   2 x 6   = 12
➢ Discipline Specific Core(DSC-I) 2 x 6   = 12
➢ Discipline Specific Core(DSC-II) 2 x 6   = 12
➢ AECC   2 x 4   = 8
➢ Total Credit   8 Papers   = 44

VISUAL REPRESENTATION OF CHOICE BASED CREDIT SYSTEM FOR B.A. II

Courses to be Studied in BA –II under CBCS Annual Plan

➢ **Core Course (CC)**

Compulsory | **Elective (DSC)**

English	Hindi	DSC-I		DSC-II	
Paper-I	Paper -I	Paper-I	Paper-II	Paper-I	Paper-II
6 Credit	6 Credit	6 Credit	6 Credit	6 Credit	6 Credit

➢ **BA II**   **Skill Enhancement Courses (SEC)**

To be selected from the opted DSC

Paper-I	Paper-II
4 Credit	4 Credit

➤ Total credits for BA- II
➤ Compulsory Core Courses   2 x 6   = 12
➤ Discipline Specific Core(DSC-I) 2 x 6   = 12
➤ Discipline Specific Core(DSC-II) 2 x 6   = 12
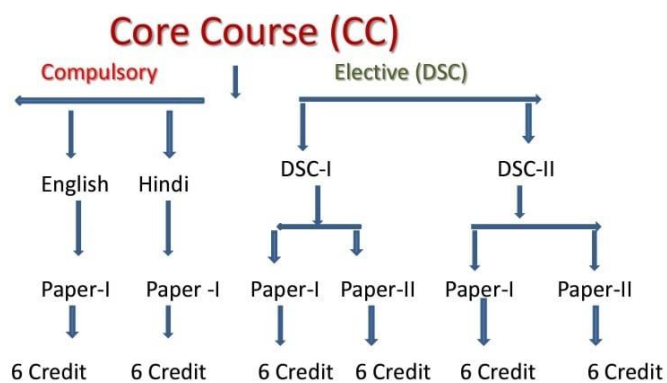➤ SEC   2 x 4   = 8
➤ Total Credit   8 Papers   = 44
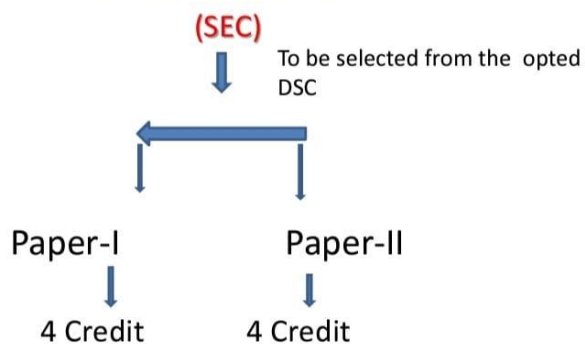
VISUAL REPRESENTATION OF CHOICE BASED CREDIT SYSTEM FOR B.A. III
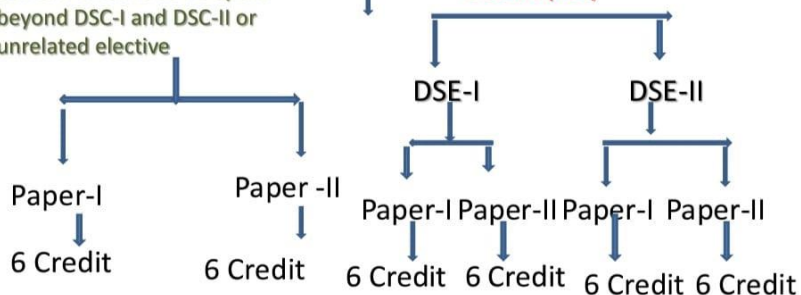

Courses to be Studied in BA –III under CBCS Annual Plan

Generic Elective and DSE

Generic Elective to be opted beyond DSC-I and DSC-II or unrelated elective

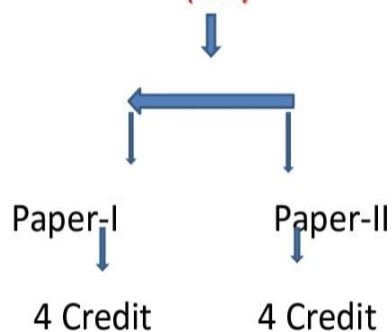Elective (DSE)

DSE-I   DSE-II

Paper-I — 6 Credit
Paper -II — 6 Credit

Paper-I — 6 Credit
Paper-II — 6 Credit
Paper-I — 6 Credit
Paper-II — 6 Credit

BA III

Skill Enhancement Courses (SEC)

Paper-I — 4 Credit
Paper-II — 4 Credit

COURSE IN B.A. PROGRAM:

1. **Compulsory/core courses: these courses are of two types:**

a) Type1: Compulsory Courses: First type of compulsory course is mandatory to opt. These courses are:

   1) English   2) Hindi   3) EVS

b) Type 2: Second type of compulsory courses are also known as discipline specific core courses (DSC) that is selected by the student by their own choice from the pool (refer 2.A. below) of subjects offered by the college.

   2. How to choose DSC subjects (instructions for B.A. 1st year students):

   2.A. Choose any combination of two subjects from the following subjects as your DSC-I and DSC-II:
   a) English
   b) Hindi
   c) Political Science
   d) History
   e) Economics
   f) Mathematics
   g) Music
   h) Geography
   i) Computer Science

COURSE IN B. COM PROGRAM:

B. Com. (Pass Course): Three-Year CBCS Programme			
Basic Structure: Distribution of Courses			
1	**Ability-Enhancement Compulsory Course (AECC)**	2 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X2)	8
2	**Skill-Enhancement Elective Course (SEC)**	4 Papers of 4 Credit Hrs. each (Total Credit Hrs. 4X4)	16
3	**Core Course**	12 Papers of 6 Credit Hrs. each (Total Credit Hrs. 12X6) (5 Lectures and 1 Tutorial)	72
4	**Discipline Specific Elective (DSE)**	4 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	24
5	**Generic Elective (GE)**	2 Papers of 6 Credit Hrs. each (Total Credit Hrs. 3X6) (5 Lectures and 1 Tutorial)	12
	Total Credit Hours		132

B.COM: THREE YEAR (ANNUAL) CBCS PROGRAMME STRUCTURE

Course No.	Course Title	Course Type
	YEAR-I	
	Environmental Studies	**Ability-Enhancement Compulsory Course (AECC)-1**
BC 1.1	Financial Accounting	**Core Course C-1**
BC 1.2	Business Organisation and Management	**Core Course C-2**
	English – 1 Core English (Compulsory for B.A./B. Com)	**Core Course C-3**
	Hindi	**Ability-Enhancement Compulsory Course (AECC)-2**
BC 1.3	Business Law	**Core Course C-4**
BC 1.4	Business Statistics and Mathematics	**Core Course C-5**
	Hindi-I	**Core Course C-6**
	Year II	
BC 2.1	Company Law	**Core Course C-7**
BC 2.2	Income Tax Law and Practice	**Core Course C-8**
	English-II	**Core Course C-9**
BC 2.3	Computer Applications in Business	**Skill-Enhancement Elective Course (SEC)-1**
HIND 400	Hindi-II	**Core CourseC-10**
BC 2.4	Corporate Accounting	**Core Course C-11**
BC 2.5	Cost Accounting	**Core Course C-12**
BC 2.6	E-Commerce	**Skill-Enhancement Elective Course (SEC)-2**
	YEAR III	
BC 3.1(c)	Corporate Governance and Auditing	**Discipline Specific Elective (DSE)-1**
BC 3.2(a)	Fundamentals of Financial Management	**Discipline-Specific Elective (DSE)-2**
BC 3.3	Entrepreneurship	**Skill-Enhancement Elective Course (SEC)-3**
BC 3.4	Principles of Micro Economics	**Generic Elective (GE)-1**
BC3.5(c)	Management Accounting	**Specific Elective (DSE)-3**
BC3.6(c)	Fundamentals of Investment	**Specific Elective (DSE)-4**
BC 3.7	**Personal Selling and Salesmanship**	**Skill-Enhancement Elective Course (SEC)-4**
BC 3.8	**Indian Economy**	**Generic Elective (GE)-2**

COURSE EVALUATION:

All course (Core and Elective) offered by all Department will have an evaluation system that comprises of the following two components:

1. **Continuous Comprehensive Assessment (CCA):** Accounting for 30% of the final grade that a student gets in a course.
2. **Annual examination:** Accounting for the remaining 70% of the final grade that the student gets in a course.
   In practical subjects, practical exams will be of 20% and annual examination of 50% weightage

   ➢ **Continuous Comprehensive Assessment (CCA) Scheme:**
   CCA will account 30% of total marks i.e., 100, which a student will get in a course. The breakup
   of 30% i.e., 30 marks is given as under:
   1. Minor test (Class test for 5 marks+ House test for 10 marks): 15 marks
   2. Assignments/ seminars/ class test/ tutorials/ quiz: 10 marks
   3. Attendance: 5 marks

   ➢ **Mid Term (Minor) Test: End yearly Examination:** Class room test after completion of the 40% of syllabus. House Test will be conducted after the completion of 75% syllabus.
   ➢ **Distribution of marks for evaluation of Tutorial/ Home Assignment etc.:**
   5 marks are assigned for the quality of contents and structure of the assignment.
   5 marks are assigned for the clarity of language of the spirit (Hindi/ English) and its presentation in the class room.
   Total marks 5+5 =10 marks
   ➢ **Classroom Attendance:** Each student will have to attend a minimum of 75% Lectures/Tutorials/Practical. A student having less than 75%attendance will not be allowed to appear in the Final Examination.
1. Provided further that those getting these exemptions will not be entitled for getting the CCA marks for classroom attendance as given below:
2. Those having greater than 75% attendance will be awarded CCA marks as follows (out of 5)

75% but<80%	1 mark
80% to 85%	2 marks
85% but<90%	3 marks
90%to 95%	4 marks
95% but <100%	5 marks

A student will have to pass both the components i.e., CCA and EYE (End Year Examination) separately (with at least 40% marks EACH in CCA, practical and EYE) to become eligible to be declared successful for the course.

COURSE OF BBA/BCA

BBA

1. About the Course

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

2. Eligibility

10+2(Plus Two) Examination under 10+2 system or examination equivalent thereto of a Board/University established by Law in India with 45% marks (40% marks for Scheduled Caste/ Schedule Tribes) Any examination of a University/ Board/ College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ equivalence committee of its own or on recommendations of Association of Indian Universities with 45% marks (40% marks in case of SC/ST).

3. Mode of Selection

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

4. Number of seats

Total 60

DETAILED COURSE OUTLINE FOR BBA

Course Structure			Credits	Marks		
Course No.	**Semester I**			**CCA**	**ESE**	**Total**
101	Environmental Science	Ability Enhancement Compulsory **(AECC)-I**	Common with B.A./B.Sc./B.Com.			
102	Fundamental o f Management &Organizational Behaviour	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
103	Statistics of Business Decisions	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-I	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
Semester-II						
201	Business Communication (Language: English/MIL)	Ability Enhancement Compulsory **(AECC)-II**	Common with B.Com. **Hon's**			
202	Managerial Economics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
203	Business Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
204	Ethics & CorporateSocial Responsibility	Generic Elective (GE)-II	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

CBCS Bachelor in Business Administration

Syllabus for III & IV Semester effective from session 2017-18 & for V and VI Semester effective from Session 2018-19 onwards

Course Structure			Credits	Marks			
Course No.	Semester III			CCA	ESE	Total	
301	Macroeconomics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
302	Principles of Marketing	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
303	Management Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
304	India's Diversity & Business	Generic Elective -III	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
305	Personality Development & CommunicationSkills	Skill EnhancementCourse-I	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)
			Semester IV				
401	Business Research	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
402	Human Resource Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
403	Financial Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
404	Tax Planning	Generic Elective -IV	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
405	IT Tools in Business	Skill Enhancement Course-II	6 (L4 +P2)	30 (Max.) 13 (Min)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal**	100 (Max) 45(Min)
			Semester V				
501	Quantitative Techniques for Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)
502	Legal Aspects of Business	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)		100 (Max) 45(Min)

503	(DSE-I Finance) Investment Banking & Financial	DSE **Note: Students can opt any one**	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

	Services **OR**	**of the specialization in Vth Semester and the same will continue in the VIth Semester.**				
	(DSE-II Marketing) Consumer Behaviour **OR**					
	(DSE-III Human Resource) HRD: Systems and Strategies **OR**					
	(DSE-IV Management of Global Business) International Trade: Policies and Strategies					
504	**(DSE-I Finance)** Investment Analysis & Portfolio Management **OR**	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	(DSE-II Marketing) Retail Management **OR**					
	(DSE-III Human Resource) Training and Management Development **OR**					
	(DSE-IV Management of Global Business) Global Business Environment					
Semester VI						
601	Business Policy & Strategy	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
602	Financial Institutions & Markets	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
603	**(DSE-I Finance)** Project Appraisal & Analysis **OR**	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

	(DSE-II Marketing) Distribution & Supply Chain Management **OR**					
	(DSE-III Human Resource) Performance and Compensation Management **OR**					
	(DSE-IV Management of Global Business) Multinational Business Finance					
604	**(DSE-I Finance)** Project Report **OR**	DSE	6			100 (Max) 45(Min) **(External Evaluation)**
	(DSE-II Marketing) Project Report **OR**					
	(DSE-III Human Resource) Project Report **OR**					
	(DSE-IV Management of Global Business) Project Report					

BCA

1. About the course

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

2. 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, Shimla05, 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, 24 years for SC/ST category and 23 years for girl candidates, as on the 1st July of the year concerned. The Vice Chancellor may permit age relaxation up to maximum of three months.

3. Mode of Selection

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

4. Number of seats

Total   60

DETAILED COURSE OUTLINE FOR 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 Method sLab-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**	

RULES OF THE COLLEGE

1. The decision of the principal will be final in the matter of admission and he has the power to refuse or terminate any admission without assigning any reason or also on disciplinary grounds.
2. The principal has the power to control the inside and outside activities of the students of the college.
3. He has the power to terminate the students indulging in bad habits. Suitable disciplinary and legal action will be taken by the principal.
4. Any student of the college will not be allowed to damage the property of the college. Strict action will be taken against her.
5. It is necessary for every student to take part in co-curricular activities.
6. At the time of admission every student should follow the rules and regulations of the college. If not followed, strict action will be taken by the principal.
7. If any student found absent without leave, their names will be struck off by the principal after two times warning.
8. The date of admission forms of annual examination of H.P. University will be displayed on the notice board. If they will late, they themselves will be responsible.
9. Ragging is not allowed: - Ragging in and out of the College Campus/ Hostel or roads 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) (c) (d) of the H.P. University ordinances to expel the guilty student from the college/ Hostel. "Raging includes any type of physical or mental torture inflicted by any individual or group, either by words or in conduct, which creates an apprehension in conduct, which creates an apprehension in the mind of a person that she cannot pursue her studies free from any mental disturbance or torture created there by any person who aids or abets such an action shall be guilty of such ragging. "All students who have been admitted to the college/hostel shall be deemed to have given the following undertaking: -

   I have gone through the rules and regulations regarding ragging and discipline of the University/ College/ Institution and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of rustication/ expulsion from the college/hostel. Vide UGC Letter No. 8-8-1/97 (C.P.P-II) dated 7-7-2001 for the implementation of the Supreme Court guidelines regarding curing the ragging in educational institutions.

➤ **Following Activities will be treated as breach of discipline:**

1. Any disruptive activities or use of force.
2. Writing obscenities on walls, desks and blackboards.

3. Making noise or raising slogans that disturb teaching in the campus.
4. Damage of windows, door and furniture of the college.
5. Plucking flowers and damaging the plants in college campus.
6. Bringing outsiders in the college campus.
7. Tampering with electrical fittings, fans etc.
8. Misbehaviour with anyone.
9. Use of cell phones in the class rooms, library and in the campus.
10. Wandering in college campus without reason.
11. The teaching staff is vested with all the rights to punish or recommend for punishment.
12. Without the permission of Principal, no student will be allowed to put up any notice or poster.
13. Students with 75% attendance will be eligible for annual examination.

Leave rules
Leave should be duly signed by the parents/guardians. Leave shall be granted only on the recommendation of concerned teacher. Leave will not be granted for more than 5 days. It will be sanctioned by the class incharge than the principal of the college.

Library Rules
There is provision for library in the college. Text books and references books will not be issued without library cards.
A book issued can be kept for a period of 15 days. Delay will be charged @ Rs. 5/- per day. U.G. students in all streams can borrow maximum up to 2 books at a time. The book must be handled carefully. Any loss or damages will be paid with special permission of the principal.

College Students Central Association (CSCA)
The nomination of CSCA is held in the month of August, every year according to the University rules. It helps the college administration to maintain discipline in the college and to carry out other development activities.

National Service scheme (N.S.S.)
N.S.S. Activity is also available to the Girls students. The students who are interested in N.S.S. can get themselves enrolled in the beginning of the session. NCC unit will also be available soon in the college.

Parent Teacher Association (P.T.A.)

A Parent Teacher association as per guidelines of the Govt. and Dept. of Education is constituted every year. Every student of the college contributes towards P.T.A. Fund which is being utilised for the welfare of the students.

CODE OF CONDUCT

1. As per letter # Misc. 9428 dated 11.8.75 of HP. University, the principal has unlimited/complete rights regarding admissions, appearing for the examination, disciplinary action, remission of fine and special punishment.
2. The principal has the absolute right to regulate the activities of all bonafide students of the college inside and outside the college campus. If the principal is convinced that the conduct of a student is against the rules and regulations, he/she can be expelled/ rusticated without assigning any reason.
3. No student will be allowed to take part in any political adaptational and disruptive activity.
4. Every student must participate in co-curricular activities.
5. All the rules mentioned in the prospectus and notified from time to time are binding on all students. Defaulters can be punished momentarily or through disciplinary action depending upon the gravity of misconduct.
6. Wilful absence from the classes will lead to the names of the offenders being stuck off from the principal only during visiting hours notified on the notice board.
7. Entry into college office without any specific reason is prohibited. The students can meet the principal only during visiting hours notified on the notice board.
8. All the documents will be attested by the teachers.
9. Schedule for filling up all the forms of H.P. University including examinations forms will be displayed on the Notice Boards. Any students not adhering to the displayed schedule will himself/herself responsible for any administrative delay and late fee.

Gallery: