



Society for Vocational and Professional Education
Govt. College Chamba (H.P.)

BBA
(Bachelor of Business Administration)

HAND BOOK OF INFORMATION
PROSPECTUS 2020 - 21



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From the desk of Principal cum Director

Dr. Shiv Dayal
Principal cum Director (BBA)
Govt. College Chamba
Chamba – 176310 (HP)



In the present era of globalization and open economies one has to acquire some typical and modern trades to succeed in one's life. Essence of professionalism, commitment and dedication is mandatory.

These basic qualities are inherent in the persona of every student to different extents. But what is required is that these skills are brought out and fine tuned. No one but an educational institution is capable of doing this job and helping the students excelling in their respective fields of activities. The BBA course is being run in our college with this motto only.

We strive hard to educate the students in business administration which is dire need of the today's corporate world. I hope that students will remain disciplined and acquired skills by extracting the best out of teachers to succeed in life.

All the best and God bless!

Dr. Shiv Dayal

Few words from the Coordinator.....

Prof. Pravinder Kumar
Associate professor (History)
Coordinator (BBA)
Govt. College Chamba

Chamba – 176310 (HP)



In the world of globalization and liberalization, effective communication is essential. The BBA programme in School of Business Studies, Govt. College, Chamba imbibes the entrepreneurial skill among the aspirants. We focus on communicating skills of the students for imbibing new values that transform individual and societies. We strive to keep every pupil's consciousness busy with learning behaviour and activities.

Today the role of education is not only to pursue academic excellence but also to empower students to be lifelong achievers. We try to provide the best possible environment for healthy development of our student's skills.

‘Touching Minds, shaping future’ is our guiding force and remain committed in this endeavour. I welcome you and wish all the best.

Prof. Parvinder Kumar

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1 Historical Perspective – An Introduction



Geographically, Chamba is bounded on North – West by Jammu and Kashmir, on the North – East and East by Ladakh area of Jammu and Kashmir State and Lahaul & Bara – Bhangal area of Himachal Pradesh, on the south – east and south by the Kangra district of H.P. and Gurdaspur district of Punjab. In circa 500 AD, a legendary hero called Maru Verman, migrated to north – west from Kalpagram (a mythical place from where majority of the Rajput dynasties claim their descent) and founded Brahmpura (Bharmour) in the valley of the Budhal River, sixty four kilometers to the east of present Chamba town. His successors continued to rule over the country from that capital city for over three hundred years until Sahil Verman shifted his capital from Brahmpura to the more centrally located plateau in the lower Ravi Valley. He named the town after his beloved daughter Champa. His Rani voluntarily offered herself a sacrifice to bring water for the town's people through a running channel originating from a place called Maloona. The layout of Chamba seems to be in conformity with the ancient texts. From this period onward, the Rajas of Chamba continued to rule in an uninterrupted and direct line of descent.

In the field of education, the mile stone was achieved in 1958 when the College was opened in the heart of town in Akhand Chandi Palace. The college is perched near the foot of gentle slopping valley over looking Chowgan – a big rectangular ground and the hub of various activities. It holds a majestic picturesque view in the densely populated Chamba town. The beginning of BCA course is one such Endeavour in this direction. Besides this, the College will start Add-on courses in near future.

This handbook of information/prospectus serves as a quick reference manual, about the programmer and other rules & regulations of the college/Institution. The amendments made by H.P. Govt. and H.P. University will automatically stand incorporated, as and when these are envisaged/enacted by the theses bodies. For detailed information, they are advised to consult the H.P. University ordinance (<http://www.hpuniv.nic.in>) and ignorance of any information/rule(s) etc will be no excuse under any circumstances.

2 BBA – At Glance

2.1 MISSION

To keep pace with a emerging trends in computer science and technology, the Government P.G. College, Chamba shall strive hard to provide professional education to the student community of Chamba in particular and Himachal Pradesh in general with a view to serving the cause of higher education as well as to meet the needs to Indian Industries by promoting professional education in the areas of emerging education.

BBA – Bachelor of Business Administration (BBA) is three years under graduate course spread over six semesters under self financing scheme.

Duration	:	3 Years (Six Semesters)
Number of Total Seats	:	40
Subsidized Seats	:	30
Non – subsidized seats	:	10
Pass percentage of marks	:	The pass marks in each paper shall be 40%

A candidate shall be required to complete his/her BBA within a minimum of 3 years and maximum of 5 years.

2.2 OBJECTIVES

- To produce qualitative management professional.
- To increase the strength of management literates.
- To develop familiarity with market needs and seeking employment.
- To achieve academic excellence.
- To provide management based solution to the society.
- To fill the gap between supply and demand of management professionals.
- To provide sufficient hands-on experience.
- To provide assistance in placement and career guidance.

2.3 THRUST AREA

To provide trained manpower in the field of management, and produce qualitative human capital in form of managerial professionals, middle level Skilled personnel for the Industry.

The Deptt. is endowed with a state of computer lab – set up 05 computers (Desktops & Servers). In the entire machines internet is made available at each terminal. The students are provided rich hands on experiencing various operating systems, latest application packages, there are two papers of Computer skill in the curriculum and thus the students get ample time to use multiple facilities provided in the computer laboratory and horn their skills. Besides getting regular on hand Industry experience.

2.4 LIBRARY

The library is heart of any educational institution. It is a rich source of information and center of learning. The students can avail the facility to procure the text books related to their curriculum. Books for various competitive examinations are also present in the college library. The library subscribes to large number of magazines (weekly/monthly/annually). It caters to the needs of students belonging to almost all the fields – humanity, commerce, science, literature, and computer and so on. The department has, its own library, having around 400 books. There is facility of reading hall in the campus. District library is also functioning in the college campus only.

2.5 FACULTY

The college takes the services of guest lecturers to teach the BBA students. However, the regular staff of the college is also deputed, as and when required, to provide its valuable services. The eminent academicians in the field of Management are also invited for seminars and workshops.

2.6 MANAGEMENT COMMITTEE OF THE SOCIETY:

The management committee is a governing body which will decide from time to time, the various issues related to the governance of this course. Members of the committee are:

- | | |
|--------------------------|---|
| 1. Dr. Shiv Dyal | Principal |
| 2. Prof. Rakesh Rathore | Vice Principal/Senior most faculty member |
| 3. Prof. Parvinder Kumar | Senior faculty member from Humanities |
| 4. Prof. Sunita Mahajan | Coordinator BBA |

- | | |
|--------------------------|--|
| 5. Dr. Jyotindra Thakur | Coordinator PGDCA |
| 6. Dr. Hemant Pal | Coordinator BCA |
| 7. Prof. Shelly Mahajan | Senior faculty member from Commerce |
| 8. Prof. Poonam Sabarwal | Senior faculty member from science |
| 9. Dr. Manesh Verma | College Bursar cum Member Secretary SVPE |
| 10. Sh. Inder Singh | Secretary PTA |
| 11. Prof Bhuvan Vij | Rtd. Principal (College Cadre) |
| 12. Dr. P. K. Gupta | Rtd. Professor |

2.7 ADMISSION COMMITTEE

The admission committee will verify the academic records of the students along with completely filled admission form after qualifying the entrance test by the students. All the BBA admissions will be dealt by the following committee:

- | | |
|-------------------------|-------------------|
| 1. Prof. Sunita Mahajan | Coordinator BBA |
| 2. Dr. Jyotindra thakur | Coordinator PGDCA |
| 3. Dr. Hemant Pal | Coordinator BCA |

The committee members are strictly advised to check the documents/testimonials of candidates thoroughly at the time of admission.

2.8 EXECUTIVE COUNCIL / FINANCE

The Executive council is a governing body which will decide from time, the various issues related to the governance of this course. The council will consist for following members:

- | | |
|-------------------------|---|
| 1. Dr. Shiv Dyal | Director cum Principal BBA/BCA/PGDCA |
| 2. Prof. Rakesh Rathore | Vice Principal/senior most faculty member |
| 3. Dr. Jyotindra Thakur | Coordinator PGDCA |
| 4. Prof. Sunita Mahajan | Coordinator BBA |
| 5. Dr. Hemant Pal | Coordinator BCA |
| 6. Dr. Manesh Verma | College Bursar |

3 BBA-Nomenclature & Syllabus

Semester -I

101	Environmental Science		Ability Enhancement Compulsory (AECC)-I		Common with B.A./B.Sc./B.Com.	
102	Fundamental of Management & Organizational Behaviour	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
103	Statistics of Business Decisions	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-I	6 (L4 +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 & Corporate Social Responsibility	Generic Elective (GE)-II	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

Semester-III

Course No.			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 & Communication Skills	Skill Enhancement Course-I	6 (L4 +P2)	30 (Max.) 13 (Min)	Theory 50(Max.) 23(Min)	Practical 20(Max.) 9(Min.) Internal

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

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 services	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
		Note: Students can opt any one of the specialization in Vth sem. and the same will continue in VIth sem.				

(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-II Marketing) Retail Management OR (DSE-III Human Resource) Training and Management Development OR (DSE-IV Management of Global Business) Global Business Environment	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
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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-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	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
604	(DSE-I Finance) Project Report OR (DSE-II Marketing) Project Report OR (DSE-III Human Resource) Project Report OR (DSE-IV Management of Global Business) Project Report	DSE		6		100 (Max) 45(Min) (External Evaluation)

4 Rules/Eligibility Conditions

4.1 Eligibility:

Candidates who have passed 10+2 examination from H. P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla – 05, with 45% Marks (40% marks for SC/ST category), shall be eligible.

4.2 Age:

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

4.3 Reservation

- 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.
- 25% seats will be filled on all India bases.
- Roaster for reservation of seats for various categories shall be as per rules of HPU.

5 Mode of Admission

The admission shall be based on competitive/ written entrance test which shall consist of 100 questions of 100 marks and of 1 hour & 30 minutes duration comprising of five parts i.e. (1) Mathematics, (2) Logical Ability, (3) English (4) General Knowledge & Current Affairs and (5) Commerce & Economics.

6 Syllabus for Entrance Test

The entrance test will consist of objective type questions (Multiple choice type questions). The candidates are required to tick mark any one of the given options/ answers. The questions will be set from these fields with following weight-age given to each field:

- Mathematics: 10%
- Logical Ability: 30%
- English: 20%
- General Knowledge & Current Affairs: 10%
- Commerce & Economics: 30%

7 Date of Entrance Test

The Entrance test will be conducted as per following schedule:

Date of Test: 10th August, 2020

Time: 12:00 Noon to 1:30 PM

Venue: Govt. College. Chamba

Chemistry Lab

8 Ragging – A Menace and Social Evil

Ragging is a highly abominable act which has plagued most of the educational institutions in our country. This monstrous offence has innocent lives and has created vacuum in the otherwise peaceful life of a few parents and near & dear ones. To discourage and uproot this evil, its practice, in any form, in and around the college campus is strictly prohibited. If any student is found, directly or indirectly, indulging in this heinous act, the college authority will take strict action against the guilty under rule 22, 17 (a, b, b, d) of H. P. University Ordinance. In this regard, all the students who take admission to the college shall be deemed to have given the following undertaking vide UGC letter no. F-1-16/2009 (C. P. P. – 11), DATED April 2009 to implement Honorable Supreme Court guidelines to curb this evil for ever from the educational institutions.

8.1 Anti Ragging Committee

1. Prof. Parvinder Kumar
2. Dr. Jyotindra Thakur, Coordinator PGDCA
3. Dr. Hemant Pal, Coordinator BCA

8.2 Anti Ragging Squad

1. Prof. Parvinder Kumar
2. Dr. Jyotindra Thakur, Coordinator PGDCA
3. Dr. Hemant Pal, Coordinator BCA
4. Teachers from BBA Deptt.

Every student and their parents have to be sign an undertaking as given below in the presence of admission committee.

Undertaking

“I have gone through the rules/regulations regarding ragging and indiscipline of the University/College/Institution and I hereby solemnly affirm that I’ll not indulge in any act of ragging or indiscipline and that if I am found guilty of such offences as are covered under the rules, I’ll have no claim against the order of rustication/expulsion from the college/University/institution.”

9 Fee and Funds

The college will charge fee and funds as per following schedule:

Per Semester fee:	Rs. 4500/- (Subsidized)
	Rs. 10000/-(Non- Subsidized)
Refundable Security:	Rs. 1000/-(For All) to be collected at time of first admission
University Development Fund:	As per University file no.5-25/2013-HPU (Acad.), Himachal Pradesh University, Academic Branch Dated 15/10/2014; the sum of Rs. 500/- will be charged from all students and Rs. 250/- from IRDP and BPL candidates Annually as a University Development Fund.

- Fines and other dues, if any, shall be charged as and when these are notified.
- Fee once paid is not refundable.
- The library security/ or any other security will lapse if it is not claimed within one year after leaving the College.
- Re-admission fee of Rs. 500/- will be charged.
- Fine for absence in mid term examination per paper is Rs 200/-

Note: The fee may be changed with retrospective effect as per HP Govt/HP University direction, as same is under consideration for the purpose of revision.

10 Dress Code:

Student will be required to wear the prescribed dress on all working days except one day as decided by college authority and notified in the notice board. It shall consist of shirt for boys of Lemon colour and black trouser (kameej & Salwar for girls of lemon and black colour

respectively). Girls will have the option of wearing either trouser or salwar kameez. Tie, and shoes are must, sweater of black colour and Coat of black colour during winters. Students not wearing black formal shoes will be fined Rs. 10/- per day.

Note: Fine @ Rs. 25/- per day will be charged for not wearing the prescribed dress till the date of default.

11 Co – Curricular Activities

The bookish knowledge is not everything. For the overall development of persona, other activities are as important as study. Therefore to develop the personality of the students, the college does provide a spring-board to them in form of organizing co-curricular activities. The students are motivated to participate in Quizzes, Cultural Programmes, Sports meet, Debate, Declamation and celebration of other important days.

12 Grievance Redressal Cell

For any grievance, the students are advised to seek the guidance from the coordinator to resolve them peacefully. However, the grievance must be genuine and within the preview of rules/regulation framed by College of H.P. University.

12.1 Grievance Redressal Cell (Girls)

1. Dr. Jyotindra Thakur (*Convener*)
2. Mrs Neha Bakshi (*Member*)
3. Miss Jyoti Sharma (*Member*)
4. Mrs Deepti (*Member*)
5. Miss. Neena Sharma (*Member*)

12.2 Grievance Redressal Cell (Boys)

1. Dr. Jyotindra Thakur (*Convener*)
2. Dr. Hemant Pal (*Member*)
3. Prof. Parvinder Kumar (*Member*)
4. Mr. Digvijay Thakur (*Member*)

13 Placement Cell

1. Dr. Jyotindra Thakur (*Convener*)
2. Dr. Mohinder Slariya
3. Dr. Hemant Pal
4. Prof. Avinash Pal

14 Career Guidance and Counseling Cell

1. Prof. Rakesh Rathore (Convener)
2. Dr. Mohinder Slariya
3. Dr. Hemant Pal
4. Dr. Chaman
5. Prof. Avinash
6. Dr. Jaishree
7. Prof. Promila Thakur

15 General Rules

- College will be charge fee for academic year for full twelve months in two installments. The fee is to be deposited by the candidate at the time of admission failing which seat will be allotted to the next candidate in the merit list.
- Refund of security is permitted after the completion of the course within one year failing which security will stand forfeited.

15.1 Leave Rules

- All students are expected to attend their classes regularly and punctually. In case the candidate is unable to attend the class he/she may apply leave on the proper application form duly sanctioned well in advance.
- Before proceeding on leave it must be submitted to the office.
- In case of illness the leave application must be supported by medical certificate from Govt. hospital indicating the period advised for rest over ten days.
- Leave up to two days will be sanctioned by tutor, up to 7 days by coordinator and more than 7 days only by the Director/Principal, on the recommendation of the tutor or coordinator.
- Name of a student absenting without authorized leave for more than seven days in a month or for 6 days continuously will be struck off.
- Student should note that re-admission after name being struck off is permissible twice only. Thereafter students will not be allowed to appear in the exam as per university directions.

15.2 Identity Card

Every student will be issued an identity card and will wear the card all the time while on the campus. The college authorities may ask the candidate to produce the same at any time. Student will be fined Rs 10/- per day for not wearing the I-Card.

15.3 Fine

- Absentee fine per period is Rs.10/-
- Library fine is Rs.10 per day per book.
- Fine for not wearing dress is Rs. 25/- per day.
- Delay in depositing fees/Installments with in stipulated time period Rs. 100/- per day will be charged.
- Fine for absence in Mid Term examination per paper is Rs. 200/-

15.4 Midterm test and Assignment

- One midterm test along with assignment test will be conducted in each semester which is a part of the internal assessment in final grading of the semester.

15.5 Attendance

- The student must ensure that their attendance in each subject must be above 75%.
- In case of shortage their candidature will be withheld and they won't be able to appear in annual examination.
- Students who will be appearing in the exam after seeking relaxation in lecture shortage (in special cases) will be imposed fine @ Rs 20/- for 1% of shortage of lectures per subject.

Note: As per letter no. EDN-H(8) A(6)- Misc/2016 Dated June 4, 2018 received from worthy Director of Higher education, the admission in BBA-1st Sem. will be as per the final direction of the Govt.

Note: Lecture shortage will be notified from time to time for the benefit of the students. However, at later stage Lecture shorting will not be condoned.

16 General Conduct/ Discipline/ Rules

- ▶ Observance of the college rules and regulation is compulsory. Ignorance of the rules and regulation/orders issued from time to time is no excuse. Students are expected to go through the hand book of information and college notice board regularly.
- ▶ Students are expected to conduct themselves in graceful and dignified manner.
- ▶ Each student is expected to observe the college dress code strictly.
- ▶ Each student is expected to be present regularly in the college (except during leave).
- ▶ Name will be struck-off if the candidate remains absent continuously for six day. Candidate can seek re-admission after satisfying the Principal for the absence

within 10 days. However, it is the discretion of the Principal to refuse the admission

- ▶ No student allowed to put poster in college campus/notice board, and to hold assembly in college premises or to address an unauthorized gathering on the college campus.
- ▶ Silence is to be strictly observed. Student causing disturbance/obstruction in the smooth functioning is liable for disciplinary action. All students causing loss to the college property will be panelized and asked to make good for the loss.
- ▶ For other rules/regulations the students are directed to consult the College prospectus and H.P University ordinance
- ▶ The use of mobiles phones or any type electronic gadgets is strictly prohibited. The defaulters will be severely dealt with and fine up to Rs.200/- may be imposed on them.
- ▶ No student is authorized to accompany/come with an outsider in the college premises. The defaulters will be sternly punished along with fine and outsider will be handed over to police
- ▶ The college does not take the responsibility for postal delay or loss of any documents and letter in transit
- ▶ Suppression of any information or furnishing any false information by a candidate will lead to immediate cancellation of his/her admission at any time in such case fee paid shall not be refunded
- ▶ The information given is an indication of the college/university plains as on date of publication of this document details can be modified from time to time for academic and operational reasons. The student will be governed by latest regulation application to problem
- ▶ In the event of any inconsistency in the rules for admission/examination or in the event of any clarification with respect to above said rules instruction of any other matter, the decision of the Vice Chancellor/Principal shall be final and no claim, what so ever, shall be entertained

17 Important Information:

- ▶ Date of sale of prospectus: 11th June, 2020 onwards
- ▶ Last date of receiving of Entrance Examination form, duly filled in all respects in the office of the Coordinator BBA, School of Business Studies, Akhand Chandi Palace is 29th June, 2020
- ▶ Candidates are advised to collect the admit card personally at 10:00 AM to 11:00 AM on the day of test. i.e. 10th July, 2020
- ▶ Incomplete forms will be rejected and no correspondence will be done regarding this.

- ▶ The candidates can see the result in the College notice board and no correspondence shall be done in this regard.
- ▶ After cutoff date or in case of failure to deposit the dues in the time, the candidates in waiting list will be considered for admission.
- ▶ Regular teaching will start w.e.f:18th July, 2020
- ▶ All correspondence should be addressed to Coordinator or Principal cum Director (BBA). Govt. College, Chamba.
- ▶ Contact No: 01899-224074 (Office).

18 Check list – 1:

The candidates applying for the Entrance Test must submit the following:

- ▶ Entrance Examination form (Annexure-I).
- ▶ Admit Cards (Annexure-II).
- ▶ No other document should be enclosed while applying for the entrance test except above mentioned items. Incomplete form will be rejected without any correspondence.

19 Check list – 2:

The candidate has to show/produce the original certificates at the time of admission. The following documents must be submitted along with ADMISSION FORM:

1. Attested certificate of Age/Date of birth (10th certificate).
2. Attested certificate of 10+2.
3. Latest character certificate (original)/school leaving certificate.
4. Attested certificate of category.
5. IRDP/BPL candidates must also submit latest certificate.
6. Copy of Aadhar Card.
7. Migration certificate (original), for candidate passing 10+2 from Board other than HP Board.
8. A candidate having a gap of one or more years in their studies will have to submit an affidavit explaining the reason.