



Government Degree College Chamba

NAAC REACCREDITED B++



PROSPECTUS SELF FINANCE 2025-26



BBA, BCA & PGDCA

SOCIETY FOR VOCATIONAL AND PROFESSIONAL EDUCATION
GOVERNMENT COLLEGE CHAMBA

Website: www.gcchamba.edu.in

E-mail ID: bcagec2008@gmail.com

DR. MADAN LAL GULERIA
DIRECTOR, SELF-FINANCE PROGRAMS,
GDC CHAMBA.

Principal Message



In today's world, it's nearly impossible to envision any business operating without relying on information technology and computers. The reduction of trade barriers across nations can largely be attributed to the computer revolution, which has significantly minimized the time and distance required to share technological advancements globally. The rise of the dot-com era has made countless aspects of life more convenient—whether it's staying in touch with friends, forging business relationships, sending emails, or keeping up with the latest fashion trends.

Recognizing the immense potential and diverse applications of these fields, our college proudly offers the BCA (Bachelor of Computer Applications), BBA (Bachelor of Business Administration), and PGDCA (Post Graduate Diploma in Computer Applications) programs. These courses are designed to equip students with the essential skills and knowledge required to excel in the dynamic world of technology and business.

As we step into the 2025-26 academic session, we reaffirm our commitment to providing quality education that empowers students to build successful careers and create a brighter future. We are dedicated to enhancing our faculty with experienced and qualified educators, ensuring that more students can benefit from the opportunities offered by modern technology. To all our new students, I extend my warmest wishes for a successful and fulfilling journey ahead.

DR. MADAN LAL GULERIA
DIRECTOR, SELF-FINANCE PROGRAMS,
GDC CHAMBA.



In today's world, education is incomplete without computer-assisted learning—also known as e-learning or blended education—where traditional classroom teaching is supplemented with online instruction. While much of the learning happens digitally, in-person interactions remain an essential and valuable component.

Our college is dedicated to providing high-quality education, especially to students from remote areas of the Chamba district and across Himachal Pradesh. To all members of the BCA community, I wish you a vibrant and rewarding journey filled with growth and success.

A warm welcome to our new students—may your time here be inspiring and transformative.

Best wishes!

Dr. Tej Singh
BCA Co-Ordinator



Welcome to the BBA program at GC Chamba for the 2025-26 session! This journey will equip you with essential business skills, leadership qualities, and real-world insights to thrive in a dynamic corporate world. Our dedicated faculty, industry-aligned curriculum, and experiential learning approach will empower you to excel.

Stay curious, proactive, and disciplined. Engage in discussions, internships, and extracurriculars to maximize your growth. My team and I are here to guide you at every step—never hesitate to seek support. Let's make this year transformative. Wishing you a successful and enriching academic year ahead!

Dr. Shelly Mahajan
BBA Co-Ordinator



warm welcome to the 2025-26 academic session at GC Chamba! This program is designed to equip you with cutting-edge IT skills, from programming and database management to networking and software development, preparing you for the digital workforce.

Stay dedicated, explore hands-on learning, and make the most of our industry-relevant curriculum. Our experienced faculty and practical lab sessions will help you master in-demand technologies. Remember, consistent effort and curiosity are keys to success.

My door is always open for guidance. Let's make this year a milestone in your professional journey.

Wishing you a productive and rewarding year ahead!

Sh. Avinash Pal
PGDCA Co-Ordinator



CONTENTS

Sr. No	Title	Page No.
1.	Historical perspective – an introduction	2
2.	Management committee of the Society	3
3.	Executive Council/Finance committee	3
4.	Admission Committee	3
5.	Admission and Documentation Verification Committees	4
6.	Online admission and Verification Committees	4
7.	Steps for filling the online admission form	4
8.	Documents to be uploaded for admission to 1st Year	5
9.	Admission Rules	6
10.	120 Points Reservation Roster for Admission	7
11.	Teaching Staff: Self-financing (Period Basis)	7-8
12.	Non-Teaching Staff: (Self-financing)	8
13.	BCA (Bachelor of Computer Applications)	8-15
14.	BBA (Bachelor of Business Administration)	15-20
15.	PGDCA (Post Graduate Diploma in Computer Applications)	20-25
16.	Computer/IT Lab	25
17.	Library	25-26

1. HISTORICAL PERSPECTIVE – AN INTRODUCTION

Chamba is bordered by Jammu and Kashmir to the northwest, Ladakh (part of Jammu and Kashmir) and Lahaul & Bara-Banghal (Himachal Pradesh) to the northeast and east, Kangra district (Himachal Pradesh) to the southeast, and Gurdaspur (Punjab) to the south.

Around 500 AD, a legendary figure named Meru migrated from Kalpagram—a mythical place often linked to Rajput ancestry—to the northwest, establishing Brahampura (modern Bharmour) in the Budhal River valley, about 75 km east of present-day Chamba. His descendants ruled from Brahampura for over three centuries until King Sahil Verman moved the capital to a more central location in the lower Ravi Valley. He named the new town Chamba after his daughter, Champa.

According to legend, his queen selflessly sacrificed herself to ensure a steady water supply for the town, leading to the creation of a channel from Maloona. The town's layout reflects ancient urban planning principles. From then on, Chamba's rulers maintained an unbroken dynastic line, governing the region for generations.

A significant achievement in Chamba's education sector came in 1958 with the establishment of the College in the historic Akhand Chandi Palace, located in the town center. Nestled at the base of a gently sloping valley, the college overlooks Chowgan—a large rectangular ground that serves as the hub for various activities. Amid the bustling town, the college offers a majestic and picturesque setting.

The Self-Financed Department currently offers **BBA**, **BCA**, and **PGDCA** programs, with plans to introduce **MCA** and **MBA** courses starting this academic session.

ABOUT THIS HANDBOOK:

This **information handbook/prospectus** provides a quick reference guide to the college's programs, rules, and regulations. Please note that any amendments made by the **Himachal Pradesh Government** or **Himachal Pradesh University** will automatically apply once officially enacted. For complete details, students are advised to refer to the **HP University ordinances** (<https://hpuniv.ac.in>). Ignorance of any rules or updates will not be considered a valid excuse under any circumstances.

2. 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. Madan Lal Guleria | Principal |
| 2. | Prof. Rakesh Rathore | Vice Principal/Senior most faculty member |
| 3. | Dr. Shelly Mahajan | College Bursar |
| 4. | Prof. Parvinder Kumar | Senior faculty member from Humanities |
| 5. | Dr. Manesh Verma | Senior faculty member from science |
| 6. | Prof. Shelly Mahajan | Senior faculty member from commerce |
| 7. | Prof. Avinash Pal | Coordinator PGDCA |
| 8. | Dr. Shelly Mahajan | Coordinator BBA |
| 9. | Dr. Tej Singh | Coordinator BCA |
| 10. | Sh. Manmohan Singh | Secretary PTA |
| 11. | Prof. Bhuvan Vij | Retired Principal (College Cadre) |
| 12. | Dr. P.K. Gupta | Retired Professor |

3. Executive Council/Finance committee

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. Madan Lal Guleria | Principal cum Director |
| 2. | Prof. Rakesh Rathore | Vice Principal/Senior most faculty member |
| 3. | Prof. Avinash Pal | Coordinator PGDCA |
| 4. | Dr. Tej Singh | Member Secretary/Coordinator BCA |
| 5. | Dr. Shelly Mahajan | Coordinator BBA |

4. Admission Committee

The admission committee will verify the academic records of the students along with completely filled admission form after display of merit list. All the admissions will be dealt by the following committee:

- | | | |
|----|--------------------|-------------------|
| 1. | Prof. Avinash Pal | Coordinator PGDCA |
| 2. | Dr. Shelly Mahajan | Coordinator BBA |
| 3. | Dr. Tej Singh | Coordinator BCA |

5. Admission and Documentation Verification Committees (Academic Session 2025-26)						
Sr. No.	Committee Name	Department	Convener	Members	Venue	Contact No.
1.	Scrutiny cum Admission Committee	PGDCA	Prof. Avinash Pal Asstt. Prof. (Coordinator PGDCA)	Sh. Virender Kumar	PGDCA Department	94183-80212
2.	Scrutiny cum Admission Committee	BBA	Dr. Shelly Mahajan, Asstt. Prof. (Coordinator BBA)	Smt. Neha Vij Sh. Mrinal Sharma Sh. Digvijay, Ms. Jyoti Sharma	BBA Department	82190-25698
3.	Scrutiny cum Admission Committee	BCA	Dr. Tej Singh, Asstt. Prof. (Coordinator BCA)	Smt. Reena Sharma, Smt. Syeda Amena Talath, Smt. Neha Bhardwaj, , Sh. Pankaj Mahajan	BCA Department	70181-58072

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

6. Online Admission Verification Self Finance (Academic Session 2025-26)			
Sr. No.	Name	Deptt.	Contact No.
1.	Neena Sharma	BBA, BCA, PGDCA	94590-84964

7. STEPS FOR FILLING THE ONLINE ADMISSION FORM

- Visit the college website for online admission link i.e. <https://www.gcchamba.edu.in/> and admission portal i.e. <https://gcchamba.hightheducation.in/>
- Register on the link through your email by paying registration fee of Rs. 200/-.
- After successful registration, your ID and password will be e-mailed to you.
- Login on admission portal through your ID and password.
- Fill all the required information correctly.
- Upload your passport size photograph, matriculation certificate, 12th certificate, SC/ST certificate, Bonafide of H.P. certificate, Aadhar Card etc.
- Submit the form.
- After verification by the admissions committee, a message for provisional admission and submission of the fees will be sent to your e-mail.
- Submit required fee.

- Save/note down your UTR/Transaction ID
- You may contact college office for any clarification on 01899-222207.

8. DOCUMENTS TO BE UPLOADED FOR ADMISSION TO 1ST YEAR

- Matriculation and 10+2 Examination Marks sheet issued by a recognized Board.
- Passport-size **photograph**, Copy of **Aadhar card**, **Character certificate** from the Head of the Institution last attended, or in the case of private candidates, a character certificate issued by a Gazetted Officer or Panchayat Pradhan. The character certificate should have been issued within the last 6 months on the date of submission of admission form.
- Candidate who has passed +2 from a board other than H.P. Board of school Education ICSE/ CBSE must submit equivalence eligibility certificate from HP Board/ HPU.
- Migration Certificate in original is to be enclosed later on with the H.P.U. Registration form and not with the admission form. Photocopy of migration certificate should be enclosed with the admission form.
- Attested copies of the certificate of ST/SC from Magistrate class-I for seeking relaxation in age and benefit of reservation in the respective category.
- Attested copy of certificate issued by competent authority for availing benefit of reservation in the category concerned.
- Any gap (latest) in the academic career of an applicant must be supported by a documentary evidence/affidavit as the proof of his/her activities during the period of gap.
- Attested copy of Bonafide Himachali Certificate for the exemption of tuition Fee. (For Girls candidates only) to be attached with the admission form at the time of verification of certificates.

Note

Admission without any of the above documents shall be purely provisional and at the candidate's own risk. The candidate is further advised to produce her/his original certificates at the time of final physical verification of certificates by the committee.

9. ADMISSION RULES

- Provisional online Admission will be made on the recommendation of the admission committee strictly on the fulfilment of eligibility conditions.
- All admissions will be provisional subject to be approval of V.C. H.P.U. Shimla.
- All terms and conditions of the admission and fee structure can be changed or modified as per directions of HPU Shimla.
- A student has to be upload scanned copy of documents and must produce original certificates at the time of verification/final admission.
- A candidate having a gap of one or more years in their studies will have to submit an Affidavit/undertaking on plain paper explaining the reason.
- Girl student seeking admission in any class must bring an attested copy of H.P Bonafide certificate to avail themselves of fee concession (Tuition fee only).
- A candidate expelled by any college/university or found involved in any in-disciplinary activities in the preceding year (s) will not be admitted in the college.
- If the student gets admission by furnishing incorrect information or by concealing the facts, his/ her admission will be cancelled on detection of such fault by the University/ College.
- In spite of the eligibility for admission, the Principal can refuse admission if the conduct of the student has not been up to the mark during previous year.
- The Principal reserves the right to reject or cancel the admission of any student without assigning any reason (s) or explanation if situation warrants so.
- Admission to the 2nd and 3rd year undergraduate course will be made on roll basis according to the orders of the directorate of higher education, Shimla time to time. Students seeking admission in higher class should have completed the previous class and appeared in the examination. Students are required to submit the required fees after uploading the following documents.
- Upload the Admit card of previous examination
- Upload the grade card of previous class

10. 120 POINTS RESERVATION ROSTER FOR ADMISSION

1 EWS	21 PC	41 ST	61 CUL	81 CUL	101
2	22 EWS	42 PC	62 PC	82 PC	102
3	23	43 EWS	63	83	103
4	24	44	64 EWS	84	104
5	25	45	65 SC	85 SC	105 EWS
6	26 SC	46 SC	66	86	106 SC
7 SC	27 ST	47	67 ST	87	107 ST
8	28	48	68	88 EWS	108
9	29	49	69	89	109
10	30	50	70	90	110
11 EWS	31	51	71	91 SC	111
12 SC	32 EWS	52 SC	72 SC	92	112
13 ST	33 SC	53 ST	73	93 ST	113 SC
14	34	54 EWS	74	94	114
15	35	55	75 EWS	95	115 EWS
16	36	56	76	96 EWS	116 PC
17	37	57	77	97 SC	117 SP
18 SC	38 CUL	58	78 SC	98 CUL	118 CUL
19 SP	39 SC	59 SC	79 SP	99 SP	119 SC
20 CUL	40 SP	60 SP	80 ST	100 PC	120 ST

11. Teaching Staff: Self-financing (Period Basis)

Sr. No.	Faculty Name	Department	Qualification	Join Date	Subject	Contact No.
1.	Mrs. Neha Vij	BBA	M.Com	14/09/2009	Commerce	82190-25698
2.	Mr. Mrinal Sharma	BBA	MBA/ M.Com.	14/09/2009	Commerce	94183-15600
3.	Mr. Digvijay Thakur	BBA	MBA	01/10/2009	Management	98050-32727
4.	Miss Jyoti Sharma	BBA	M.Com/NET/SET	09/07/2016	Commerce	98166-94879
5.	Mrs. Ved Jyoti	BBA/ BCA	M.A.,M. Phil., SET	26/12/2017	English	70185-78963

6.	Mrs. Reena Sharma	BCA	M.Sc. Math	06/10/2012	Mathematics	94185-62325
7.	Mr. Pankaj Mahajan	BCA	MCA	01/7/2011-30/06/2016 and 02/12/2019	Computer Science	98160-63822
8.	Mrs. Neha Bhardwaj	BCA	MCA	08/07/2016	Computer Science	98162-48010
9.	Mrs. Syeda Amena Talath	BCA	M.Sc.(CS)/ M. Phil.	08/07/2016	Computer Science	70183-11673
10.	Mr. Virender Kumar	PGDCA	MCA	06/10/2015	Computer Science	70181-36174

12. Non-Teaching Staff (Self-financing)

Sr. No.	Name	Department	Qualification	Join Date	Contact No.
1.	Neena Sharma	BCA	M.Sc. (IT) MCA	26/09/2012	94590-84964
2.	Sanjay Kumar	BBA, BCA, PGDCA	M.A.	20/02/2023	70182-08315
3.	Raj Kumar	BBA, BCA, PGDCA	10 th	04/01/2014	85805-78782
4.	Dimple Kumar	BBA, BCA, PGDCA	10 th	11/11/2016	82190-23500
5.	Vikas Kumar	BBA, BCA, PGDCA	10 th	01/02/2024	78766-68248
6.	Rajesh Kumar	BBA, BCA, PGDCA	10 th	01/04/2025	62303-00273
7.	Tilak Raj	BBA, BCA, PGDCA	10 th	01/04/2025	78074-31052
8.	Vishal Kumar	BBA, BCA, PGDCA	8 th	01/04/2025	98168-12824

12. BCA (Bachelor of Computer Applications)

To align with evolving trends in computer science and technology, Government P.G. College, Chamba is committed to delivering quality professional education. We aim to serve the student community of Chamba and Himachal Pradesh while advancing higher education and meeting the growing demands of India's industries through innovative academic programs.

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 obtaining pass marks in any course shall not be required to re-appear in that course again, however, the candidate shall be required to complete his/her BCA within a maximum of 5 years.

Eligibility:

Applicants must have completed 10+2 through HP Board, CBSE, ICSE, or any other board recognized as equivalent by Himachal Pradesh University, securing at least 40% marks (35% for SC/ST categories), shall be eligible.

Medium of Instruction: English

Duration: BCA

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

Age:

Maximum age limit for admission o BCA 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.

Mode of Admission:

Admissions will be granted strictly on merit basis. The BCA program is a three-year undergraduate degree course divided into six semesters. Admissions are categorized into two groups: subsidized and non-subsidized, with separate merit lists prepared for each category.

Gap Period

Candidate having a gap of one or more years in their study will have to submit an affidavit/undertaking explain the reason of gap.

Reservation:

1. 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.
2. 25% seats will be filled on all India bases.
3. 15% seats are reserved for SC and 7.5% seats are reserved for ST categories.

Other reservation rules of HPU University shall be applicable.

Fee Structure:

Rs. 36,000/- for full Programme for subsidized seat to be paid Semester wise @Rs. 6,000/- per semester and Non-Subsidized seat Rs. 75000/- to be paid Semester wise @Rs. 12,500/- per semester.

1. Fines and other dues, if any, shall be charged as and when these are notified.
2. Fee once paid is not refundable.
3. The library security/ or any other security will lapse if it is not claimed with is one year after leaving the College.
4. Re-admission fee of Rs. 500/- will be charged.

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.

13. BCA PROGRAMME DETAILS:

Course Code	Title of the Course	Credit
1st Semester		
BCA0101	Mathematics-I	4
BCA0102	Applied English	4
BCA0103	Computer Fundamentals	4
BCA0104	C Programming	4
BCA0105	Office Automation Tools	4
BCA0104(P)	C Programming Lab-I	3
BCA0105(P)	Office Automation Tools Lab-II	3
2nd Semester		
BCA0201	Mathematics-II	4
BCA0202	Communicative English	4
BCA0203	Digital Electronics	4
BCA0204	Data Structures	4
BCA0205	Data Base Management System	4
BCA0204(P)	Data Structures Lab-III	3
BCA0205(P)	Data Base Management System Lab-IV	3
3rd Semester		
BCA0301	Mathematics-III	4
BCA0302	Business Practices & Management	4

BCA0303	Computer Organization	4
BCA0304	Object Oriented Programming with C++	4
BCA0305	Desktop Publishing and Designing	4
BCA0304(P)	Object Oriented Programming with C++ Lab – V	3
BCA0305(P)	Desktop Publishing & Designing Lab VI	3
4th Semester		
BCA0401	Personnel Management	4
BCA0402	Accounting	4
BCA0403	System Analysis and Design	4
BCA0404	Internet Technology & Web Page Design	4
BCA0405	Programming in Visual Basic	4
BCA0404(P)	Internet Technology & Web Page Design Lab – VII	3
BCA0405(P)	Programming in Visual Basic Lab - VIII	3
5th Semester		
BCA0501	Operating System	4
BCA0502	E -Commerce	4
BCA0503	Management Information System	4
BCA0504	ASP.net Technologies	4
BCA0505	Computer Oriented Statistical Methods	4
BCA0504(P)	ASP.net Technologies Lab – IX	3
BCA0505(P)	Computer Oriented Statistical Methods Lab – X	3
6th Semester		
BCA0601	Computer Networks	4
BCA0602	Numerical Methods	4
BCA0603	Multimedia Technology	4
BCA0604	Computer Graphics	4
BCA0605	Software Engineering	4
BCA0604(P)	Computer Graphics Lab – XI	3
BCA0606	Major Project	3
Total Credit		156 (26/Semester)

Programme Coordinator: Dr. Tej Singh ☎ 01899 – 225152

DRESS CODE:

1. 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 White Shirt and Black trouser for boys, a White Kameez & Salwar for girls.

2. The girls will have the option of wearing either trouser or Salwar Kameez.
3. Ties and formal black shoes are must, a sweater of black color and coat of during winters.

Note: Fine @ Rs.50/- per day will be charged for not wearing the prescribed dress.

GENERAL RULES:

The college will be charge fee for the academic year for the 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.

A refund of security is permitted after 3 years after the completion of the course failing which security will stand forfeited. After a lapse of 1 year of leaving the course of the stipulated period of 3 year

LEAVE RULES:

1. 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 to leave on the proper application form.
2. Before proceeding on leave. It must be got sanctioned from the appropriate authority and submitted to the office.
3. In case of illness, the leave application must be supported by a medical certificate from Govt. hospital indicating the period advised for rest.
4. Leave up to two days will be sanctioned by the tutor, up to 7 days by the coordinator, and more than 7 days only by the Director/Principal, on the recommendation of the tutor or coordinator.

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 rupees 20/- per day for not wearing ID card or not produced it before the authorities while checking.

FINE:

1. Absences fine per period is Rs.10/-
2. Library fine is Rs. 10 per day per book.

3. Absences fine from house test is Rs. 200/- per paper. Besides this qualifying of house test with 20% claim or request in this regard will be accepted as per Lyngdoh committee recommendations constituted by the Honorable Supreme Court of India.
4. Fine for not wearing a dress is Rs. 50/- per day.
5. Delay in depositing fees/Installments with is stipulated period Rs. 100/- per day will be charged.

MIDTERM TEST AND ASSIGNMENT:

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

No re-examination will be conducted except on medical ground and with prior intimation and permission for re-exam must be obtain in advance. The absentee fine for the MTT will be rupee 200/- per paper.

ATTENDANCE:

1. The student must ensure that their attendance in each subject must be above 75%.
2. In case of shortage, their candidature will be withheld and they won't be able to appear in annual examination.
3. Students who appear in the examination after being granted relaxation (under special circumstances) will be fined Rs. 20/- for every 1% shortage of lectures attended per subject.

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

COMPUTER LAB RULES FOR STUDENTS:

All students are strictly required to comply with the following rules. Any violation will result in a fine of Rs. 500/-, being marked absent for the next 3 days in all classes, or both, depending on the severity of the breach.

1. Computer Allotment

- a. Computers will be assigned by the subject teacher. Students must sit only on their assigned systems and are not allowed to change seats without prior consent from the concerned teacher.

2. Lab Register Entry

- a. Each time a student enters the lab, they must record the following details in the lab register:

- b. Full Name
- c. Roll Number
- d. Time of Entry & Exit
- e. Allotted Seat Number
- f. If any student is found sitting without entering the required details in the register, then he/she may be marked absent and expelled from the lab immediately.

3. Prohibited Items

- a. No eatables, chewing gum, water bottles, Bags or any similar items are allowed inside the computer lab.

4. Device Usage

- a. Mobile phones and personal laptops are strictly not allowed inside the lab.
- b. However, laptops may be permitted in special cases with prior consent from the subject teacher.
- c. No downloading, updating of software on personal devices (laptops, mobiles, etc.) is allowed.

5. System Handling

- a. In case of hardware or software malfunction, students must immediately report to the lab assistant or the concerned teacher.
- b. Do not attempt to fix, unplug, or tamper with any computer system, accessories, or cables.

6. Data and Software Restrictions

- a. Do not delete, modify, or install any software or files on lab computers without permission.
- b. Accessing social media, games, or unauthorized websites is strictly prohibited.
- c. Do not connect USB drives or external storage devices without teacher approval.

7. Lab Conduct

- a. Maintain silence and discipline at all times.
- b. Handle all equipment with care and respect others' workstations.

8. Cleanliness

- a. Keep your workstation neat and clean before leaving.
- b. Do not leave paper, trash, or personal items in the lab.
- c. Report any mess or spillage to the lab assistant.
- d. Ensure clean hands when using lab equipment; avoid touching screens or devices with dirty hands.

9. Lab Timing

- a. Students must strictly follow their assigned lab timings and vacate the lab promptly at the end of the session.

10. Accountability

- a. Students are responsible for the system allotted to them.
- b. Any damage or misuse will lead to disciplinary action and/or recovery of repair costs.

11. Monitoring

- a. The lab is under CCTV surveillance. Any form of misconduct or suspicious activity will be reported and dealt with strictly.

14. BBA (Bachelor of Business Administration)

To keep pace with 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.

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.

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.

Medium of Instruction: English

Duration:

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

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.

Mode of Admission:

The admission shall be purely on merit basis. The BBA is an under graduate degree course spread over Three year (Six Semester). The admission shall be divided into two categories i.e. subsidized and non-subsidized; separate merit list shall be prepared for subsidized and non- subsidized category. The final selection to these seats will be based on merit subject to minimum eligibility conditions laid by H.P. University.

Gap Period:

Candidate having a gap of one or more years in their study will have to submit an affidavit/undertaking explain the reason of gap.

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. 15% seats are reserved for SC and 7.5% seats are reserved for ST categories. Other reservation rules of HPU University shall be applicable.

Fee Structure:

Rs. 27000/- for full programme for subsidized seat to be paid Semester wise @Rs. 4,500/- per semester and Non-Subsidized seat Rs. 60,000/- to be paid Semester wise @Rs. 10,000/- per semester.

1. Fines and other dues, if any, shall be charged as and when these are notified.
2. Fee once paid is not refundable.
3. The library security/ or any other security will lapse if it is not claimed within one year after leaving the College.
4. Re-admission fee of Rs. 500/- will be charged.

5. Fine for absence in midterm 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.

Programme Details:

Course Code	Title of the Course	Credit
1st Semester		
101	Environmental Science	
102	Fundamental of Management & Organizational Behavior	6
103	Statistics of Business Decisions	6
104	Entrepreneurship Development	6
2nd Semester		
201	Business Communication (Language: English/ MIL)	
202	Managerial Economics	6
203	Business Accounting	6
204	Ethics & Corporate Social Responsibility	6
3rd Semester		
301	Macroeconomics	6
302	Principles of Marketing	6
303	Management Accounting	6
304	India's Diversity & Business	6
305	Personality Development & Communication Skills	6
4th Semester		
401	Business Research	6
402	Human Resource Management	6
403	Financial Management	6
404	Tax Planning	6
405	IT Tools in Business	6
5th Semester		
501	Quantitative Techniques for Management	6
502	Legal Aspects of Business	6
503	(DSE-I Finance) Investment Banking & Financial services OR (DSE-II Marketing) Consumer Behavior OR (DSE-III Human Resource) HRD: Systems and Strategies OR	6

	(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	6
6th Semester		
601	Business Policy & Strategy	6
602	Financial Institutions & Markets	6
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	6
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	6
Total Credit		144

Programme Coordinator: Dr. Shelly Mahajan 📞 01899 – 224074

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 white shirt and black trouser for boys, a White Kameez & Salwar for girls. The girls will have the option of wearing either trouser or Salwar Kameez. Ties and formal black shoes are must, a sweater of black color and coat of during winters.

Note: Fine @ Rs.50/- per day will be charged for not wearing the prescribed dress.

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 20/- per day for not wearing the I-Card.

GENERAL RULES:

The college will be charge fee for the academic year for the 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.

1. A refund of security is permitted after 3 years after the completion of the course failing which security will stand forfeited. After a lapse of 1 year of leaving the course of the stipulated period of 3 year.

Leave Rules:

1. 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 to leave on the proper application form.
2. Before proceeding on leave. It must be got sanctioned from the appropriate authority and submitted to the office.
3. In case of illness, the leave application must be supported by a medical certificate from Govt. hospital indicating the period advised for rest.
4. Leave up to two days will be sanctioned by the tutor, up to 7 days by the coordinator, and more than 7 days only by the Director/Principal, on the recommendation of the tutor or coordinator.

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 rupees 20/- per day for not wearing ID card or not produced it before the authorities while checking.

Fine:

1. Absences fine per period is Rs.10/-
2. Library fine is Rs. 10 per day per book.
3. Absences fine from house test is Rs. 200 per paper. Besides this qualifying of house test with 20% claim or request in this regard will be accepted as per Lyngdoh committee recommendations constituted by the Honorable Supreme Court of India.
4. Fine for not wearing a dress is Rs. 50/- per day.
5. Delay in depositing fees/Installments with is stipulated period Rs. 100/- per day will be charged.

Midterm test and Assignment:

One or two midterm tests along with assignment tests will be conducted each semester

which is a part of the internal assessment in the final grading of the semester.

Attendance:

1. The student must ensure that their attendance in each subject must be above 75%.
2. In case of shortage, their candidature will be withheld and they won't be able to appear in annual examination.
3. Students who appear in the examination after being granted relaxation (under special circumstances) will be fined Rs. 20/- for every 1% shortage of lectures attended per subject.

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

15. PGDCA (Post Graduate Diploma in Computer Applications)

PGDCA – Post Graduate diploma in Computer Applications, is a Postgraduate diploma course spread over one year. This course has been running in this institution for the last 10 years.

Duration	:	01 year (2 semesters)
Number of Total Seats	:	40
Subsidized Seats	:	30
Non-Subsidized Seats	:	10

The course is divided into two semesters and there shall be an examination at the end of each semester for which the dates will be notified by the Controller of Examinations, HPU.

The courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from H.P.U. time to time. All rules will be similar to those for the corresponding examinations in the University.

Pass percentage of marks:

The pass marks in each paper shall be 40%.

Eligibility for Promotion:

A candidate should have passed at least 50% of papers of first semester to get promoted to second semester.

A candidate obtaining pass marks in any course shall not be required to re-appear in that

course again.

1. **The successful candidates shall be classified in three divisions as under: -First Division:** Those who obtain 60% or more of the aggregate marks will be placed in first division.
2. **Second Division:** Those who obtain 50% or more but less than 60% of the aggregate marks.
3. **Third Division:** Those who obtain 40% or more and less than 50% of the aggregate marks.

Eligibility for getting admission:

Any graduate from recognized university or its equivalent with at least 50% marks (45% marks for SC/ST category) shall be eligible for applying to this course.

Age:

The maximum age limit for the candidates seeking admission to PGDCA programme shall be 26 years for male candidates, 28 years for female candidates and 29 years for SC/ST category candidates as on 1st July of the admission year.

The admission to PGDCA course will be made on the basis of merit of the qualifying examination / Entrance Test to be conducted by the College.

Rechecking/ Re-evaluation of the answer books of the entrance test will not be allowed.

Reservation:

1. 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.
2. 25% seats will be filled on all India bases.
3. 15% seats are reserved for SC and 7.5% seats are reserved for ST categories. Other reservation rules of HP University shall be applicable.

OR

4. Latest/existing rules shall be followed at the time of admission.

Mode of Admission:

The admission shall be either on merit basis or competitive/written entrance test. The admission shall be divided into two categories i.e. subsidized and non-subsidized. While making merit of successful candidates in the entrance test roaster for reservation of seat

for various categories will be adopted as per rules of HP University.

Gap Period:

Candidate having a gap of one or more years in their study will have to submit an affidavit/undertaking explain the reason of gap.

Syllabus for Entrance Test:

The entrance test will consist of 80 objective type questions (Multiple Choice Type Questions) of one mark each. The duration of the entrance test will be 90 minutes i.e. $1\frac{1}{2}$ hours. The candidates are required to tick any one of the given options/answers. The syllabus will consist of Mathematics, Logical Ability & Basic Computer knowledge, and English & General Awareness. The distribution of marks will as be following:

Mathematics	:	30 Marks
Logical Ability & Basic Computers	:	30 Marks
English & General Awareness	:	20 Marks

The PGDCA is an undergraduate degree course spread over one year divided into two semesters. The candidates who get admission will study the following courses/subjects:

Medium: Medium of instructions: English

Fee Structure:

Annual fee:	Rs. 14500/-(Subsidized)	Rs. 7250/- per Semester
	Rs. 25000/- (Non- Subsidized)	Rs. 12500/- per Semester
Refundable Security:	Rs. 1000/- (For All)	
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.	

Dress Code

Students 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 and trouser for boys and Kameez & Salwar for girls. Girls will have the option of wearing either trouser or Salwar Kameez.

Summer: Light blue Shirt, Black Trouser, Dark blue Necktie, Black leather shoes, Black Belt.

Winter: In winter, both boys and girls can wear black coat/blazer and black sweater along with summer dress.

Note: Fine @ Rs.50/- per day will be charged for not wearing the prescribed dress.

Programme Details:

PGDCA- 1st Semester

DCS -101	Fundamentals of Programming Using C
DCS – 102	PC Software
DCS – 103	Operating System
DCS – 104	Computer Organization and Architecture
DCS – 105	Practical - I (C Language)
DCS – 106	Practical - II (P C Software)

PGDCA – 2nd Semester

DCS – 201	Data and File Structure
DCS – 202	System Analysis and Design
DCS – 203	Object Oriented programming with C++
DCS – 204	Data Base Management System
DCS – 205	Practical – III (DFS using C++)
DCS – 206	Practical – IV (DATA Base Management System)
DCS – 207	Project Work

The syllabus of these courses, marks allotted to various courses/subjects and style of question papers can be seen by navigating through the website of the university.

General Rules:

1. College will 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.
2. Refund of security is permitted within a year after the completion of the course failing which security will stand forfeited.

Leave Rules:

1. 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.
2. Before proceeding on leave, it must be sanctioned from appropriate authority and submitted in the office.
3. In case of illness the leave application must be supported by medical certificate from Govt. hospital indicating the period advised for rest.
4. Leave up to two days will be sanctioned by tutor, up to seven days by coordinator and more than seven days only by the Principal, on the recommendation of the coordinator.

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 rupees 20/- per day for not wearing ID card or not produced it before the authorities while checking.

Fee and Funds:

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

1. First installment: At the time of admission.
2. Second installment: October/November (before start of second semester)
3. Fines and other dues, if any, shall be charged as and when these are notified.
4. Fee once paid is not refundable.
5. The library security/ or any other security will lapse if it is not claimed within one year after leaving the College.

6. Re-admission fee is Rs. 500/-

Fine:

1. Absentee fine per period is Rs. 10/- and for whole day Rs. 50/-
2. Library fine is Rs. 10 per day per book.
3. Fine for not wearing prescribed dress is Rs. 50/- per day.

Attendance:

1. The students must ensure that their attendance in each course must be 75% or above.
2. In case of shortage their candidature will be withheld and they won't be able to appear in annual examination.
3. Student who will be appearing in the examinations after seeking relaxation (in special case) will be imposed a fine @ Rs. 20/- for each 1% of shortage of lectures per subject.
4. Fine for absence in midterm 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.

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

Computer/ IT Lab

The college has a Computer Laboratory set up by BCA/PGDCA department of college. It has about 30 machines (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, number of programming languages and so on which are the part of curriculum the students work with. The students get ample time to use multiple facilities provided in the computer laboratory and hone their skills.

Library

The library serves as the cornerstone of any educational institution, offering a wealth of knowledge and serving as a hub for learning. Students can access textbooks aligned with their curriculum, along with resources for various competitive exams. Additionally, the library provides a wide selection of magazines—weekly, monthly, and annual—

catering to diverse academic disciplines, including humanities, commerce, and science, literature, and computer studies. The department also maintains its own dedicated library, stocked with approximately 400 books, which are regularly issued to students in need. To ensure quality education for BCA students, the college engages guest lecturers while also utilizing its regular faculty as needed. Furthermore, renowned experts in computer science are invited to conduct seminars and workshops, enriching the academic experience.







Society for Vocational and Professional Education
Government Degree College Chamba

**Akhand Chandi Palace
District Chamba (H.P.)
PIN 176310**