GOVERNMENT DEGREE COLLEGE CHAMBA

NAAC Reaccrediated B++

Estd: 1958

BBA, BCA & PGDCA

PROSPECTUS
2024-25

Society for Vocational and Professional Education Government College Chamba

Website: https://gcchamba.edu.in
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Dr. V. Sagar Sharma

Director, Self-finance Programs, GDC Chamba.

MESSAGE FROM DIRECTOR

In contemporary times, it's hard to imagine any business functioning without incorporating information technology and computers. The diminishing trade barriers between nations owe much to the computer revolution, drastically reducing the time and distance necessary to disseminate technological opportunities globally. The advent of the dot com era has made almost everything easily accessible, from communication with friends to establishing business connections, sending emails, and staying updated on fashion trends and more.

Given the myriad benefits and applications of IT and computers in today's world, this college offers the BCA course to equip students with this indispensable skill set. Our goal is to nurture highly skilled computer professionals capable of keeping pace with the ever-evolving trends in computer science and technology. At our institution, students attain academic excellence and contribute to society, ensuring a brighter future for themselves.

We are committed to expanding our faculty with well-qualified educators, aiming to offer more students the opportunity to harness the power of this modern science. I extend my heartfelt best wishes to all the newcomers.

Dr. V. Sagar Sharma

Director, Self-finance Programs
Govt. Degree College
Chamba – 176310 (HP)

PGDCA CO-ORDINATOR

I trust this message finds you well and in good spirits. In my capacity as the coordinator of the PGDCA program at GC Chamba, I wish to communicate with you all.

Firstly, I want to applaud your unwavering dedication and hard work throughout the academic year. Despite the considerable challenges posed by the pandemic, your resilience and determination have been truly admirable. Despite these adversities, your commitment to your studies has been outstanding.

I want to assure you that the faculty and staff at GC Chamba are fully committed to supporting you in every possible manner. We are continually striving to deliver high-quality education and maintain an environment conducive to learning. We are actively adapting to changing circumstances and exploring innovative approaches to enrich your learning experience.

Your success is our foremost priority. Stay focused, maintain discipline, and utilize the available resources to the fullest. Should you encounter any difficulties or require assistance, please do not hesitate to reach out to your instructors or myself.

Prof. P.C.R. Negi

Co-Ordinator, PGDCA
Govt. Degree College
Chamba – 176310 (HP)

BCA CO-ORDINATOR

I have taken on the role of overseeing the BCA department, following the tenure of Dr. Hemant Pal, who has adeptly led the department for over five years. I am honored to contribute to the advancement of the BCA department.

Education involves nurturing the best qualities in individuals and facilitating the discovery of their true potential and latent talents. The incorporation of Information and Communication Technology (ICT) enhances the effectiveness and engagement in the teaching and learning process.

In today's era, education is incomplete without computer-assisted learning. This can also be termed as electronic learning or blended education, wherein face-to-face instruction is combined with online learning. While a significant portion of activities occurs online, traditional classroom time is reduced but remains valuable.

Our college is deeply committed to delivering quality education to students residing in remote areas of the Chamba district, as well as the wider state of Himachal Pradesh. I extend my sincere wishes for a dynamic and enriching experience to the entire BCA community throughout their college journey.

Warm regards to all the newcomers, and I wish them the very best.

Dr. Manesh Verma

Co-Ordinator, BCA
Govt. Degree College
Chamba – 176310 (HP)

BBA CO-ORDINATOR

I trust this message finds you in good health and high spirits. As the coordinator of the BBA program at GC Chamba, I'm reaching out to you all.

First and foremost, I want to commend your unwavering dedication and persistence throughout your academic journey. The past year has brought unprecedented challenges, yet your resilience and commitment have been admirable. Despite these hurdles, you've shown remarkable determination in your studies.

I want to assure you that the faculty and staff at GC Chamba are fully committed to supporting you in every possible way. We are constantly striving to provide you with quality education and a supportive learning environment. Our teaching methods are evolving to ensure your success and personal development.

Remember, your success is our top priority. Stay focused, maintain discipline, and utilize the resources available to you. If you encounter any difficulties or require assistance, please don't hesitate to reach out to your instructors or myself.

Together, we can overcome any obstacles and achieve greatness. I wish you all the best in your studies and future endeavors.

Prof. Sanjeev Kumar

Co-Ordinator, PGDCA
Govt. Degree College
Chamba – 176310 (HP)

CONTENTS

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-Banghal 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 Meru, migrated to north – west from Kalpagram (a mythical place from where majority of the Rajput dynasties claim their descent) and founded Brahampura (Bharmour) in the valley of the Budhal River, seventy-five kilometer 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 Brahampura 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 or 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 overlooking 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 fear 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 (https://hpuniv.ac.in) and ignorance of any information/rule(s) etc. will be no 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. V. Sagar Sharma   Principal
2.   Prof. Rakesh Rathore   Vice Principal/Senior most faculty member
3.   Dr. Manesh Verma   College Bursar
4.   Prof. PCR Negi   Senior faculty member from Humanities
5.   Prof. Poonam   Senior faculty member from science
6.   Prof. Shelly Mahajan   Senior faculty member from commerce
7.   Prof. P.C.R Negi   Coordinator PGDCA
8.   Dr. Manesh Verma   Coordinator BCA
9.   Prof. Sanjeev Kumar   Coordinator BBA
10.   Sh. Inder Singh Thakur   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. V. Sagar Sharma   Principal cum Director
2.   Prof. Rakesh Rathore   Vice Principal/Senior most faculty member
3.   Prof P.C.R Negi   Coordinator PGDCA
4.   Dr. Manesh Verma   Member Secretary/Coordinator BCA
5.   Prof. Sanjeev Kumar   Coordinator BBA
6.   Dr. Shelly Mahajan   College Bursar

4. 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 candidates. All the BCA admissions will be dealt by the following committee:

1.   Prof P.C.R Negi   Coordinator PGDCA
2.   Prof. Sanjeev Kumar   Coordinator BBA
3.   Dr. Manesh Verma   Coordinator BCA

5. Online admission and Verification Committees (Academic Session 2024-25)

Sr. No.	Committee Name	Department	Convener	Members	Venue	Contact No.
1.	Scrutiny cum Admission Committee	PGDCA	Prof P.C.R Negi, Asso. Prof. (Coordinator PGDCA)	Sh. Virender Kumar Sh. Ankush Kumar	PGDCA Department	94183-80212
2.	Scrutiny cum Admission Committee	BCA	Dr. Manesh Verma, Asstt. Prof. (Coordinator BCA)	Smt. Reena Sharma Smt. Syeda Amena Talath Smt. Neha Bhardwaj	BCA Department	94180-19809
3.	Scrutiny cum Admission Committee	BBA	Sh. Sanjeev Kumar, Asstt. Prof. (Coordinator BBA)	Smt. Neha Vij Sh. Mrinal Sharma Ms. Jyoti Sharma	BBA Department	94185-24893

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

6. Faculty: Self-financing (Period Basis)

Sr. No.	Faculty Name	Department	Qualification	Join Date	Subject	Contact No.
4.	Mrs. Neha Vij	BBA	M.Com	14/09/2009	Commerce	8219025698
5.	Mr. Mrinal Sharma	BBA	MBA/ M.Com.	14/09/2009	Commerce	9418315600
6.	Mr. Digvijay Thakur	BBA	MBA	01/10/2009	Management	9805032727
7.	Miss Jyoti Sharma	BBA	M.Com/NET/SET	09/07/2016	Commerce	9816694879
8.	Mrs. Ved Jyoti	BBA/ BCA	M.A.,M. Phil., SET	26/12/2017	English	7018578963
9.	Mrs. Reena Sharma	BCA	M.Sc. Math	06/10/2012	Mathematics	9418562325
10.	Mr. Pankaj Mahajan	BCA	MCA	02/12/2019	Computer Science	9816063822
11.	Mrs. Neha Bhardwaj	BCA	MCA	08/07/2016	Computer Science	9816248010
12.	Mrs. Syeda Amena Talath	BCA	M.Sc.(CS)/ M. Phil.	08/07/2016	Computer Science	7018311673
13.	Mr. Virender Kumar	PGDCA	MCA	06/10/2015	Computer Science	7018136174
14.	Mr. Ankur Kumar	PGDCA	MSc. IT, NET	10/11/2021	Computer Science	7650011107

7. Administrative Staff (Self-financing)

Sr. No.	Name	Department	Qualification	Join Date	Contact No.
1.	Miss Neena Sharma	BCA	MCA	26/09/2012	9459084964
2.	Raj Kumar	BBA, BCA, PGDCA	10th	04/01/2014	8580578782
3.	Dimple Kumar	BBA, BCA, PGDCA	10th	11/11/2016	8219023500

8. BCA (Bachelor of Computer Applications)

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

➡ **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:** The admission shall base on competitive/ written entrance test which shall consist of 100 questions of 100 marks and of $1\frac{1}{2}$ hour's duration comprising of three parts i.e. Mathematics, Logical Ability, and English & General Awareness. The BCA 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.

➡️ **Syllabus for Entrance Test**

       a. **Mathematics: 30%**

       b. **Logical Ability: 30%**

       c. **English & General Awareness: 40%**

➡️ **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. 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

➡️ **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. Manesh Kumar ☎ 01899 – 225152

➡ **DRESS CODE:** The student will be required to wear the prescribed dress on all working days except one day, as decided by the college authority and notified on the notice board. It shall consist of a white shirt and black trousers for boys, a white Kameez & black Salwar for girls. The girls will have the option of wearing either trousers or salwar - Kameez. Ties and shoes are must, a sweater of black color and a Coat of black color 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.

➡ **GENERAL RULES**

1. 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.

2. 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.

➡ Fine

- ➢ Absences fine per period is Rs.10/-
- ➢ Library fine is Rs. 10 per day per book.
- ➢ Absences fine from house test is Rs. 100/- 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.
- ➢ Fine for not wearing a dress is Rs. 25/- per day.
- ➢ 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.

> **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

9. 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 and**

The admission shall be based on competitive/ written entrance test.

➡️ **Syllabus for Entrance Test:**

➡️ The test 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.

     a.   Mathematics: 10%

     b.   Logical Ability: 30%

     c.   English: 20%

     d.   General Knowledge & Current Affairs: 10%

     e.   Commerce & Economics: 30%

➡️ **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 100/-

> 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** (DSE-IV Management of Global Business) International Trade: Policies and Strategies	6
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: Prof. Sanjeev Kumar Kumar ☎ 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 shirt for boys of Lemon colour and black trouser (Kameez & Salwar for girls of lemon and black colour respectively). Girls will have the option of wearing either trouser or salwar & Kameez. Ties and shoes are a must be, a sweater of black colour and a coat of black colour during winters. A student who doesn't wear formal black 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.**

➡ **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.

➡ **GENERAL RULES**

1. 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.

2. 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.

➡ **Fine**

➢ Absences fine per period is Rs.10/-
➢ Library fine is Rs. 10 per day per book.
➢ Absences fine from house test is Rs. 100 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.
➢ Fine for not wearing a dress is Rs. 25/- per day.
➢ 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.

> **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

10. 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**

➡️ 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 HP University shall be applicable.

OR

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

➡️ **Mode of Admission**

The admission shall be based on 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.

➡️ **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:

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.

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.

➡️ **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 in the campus. The college authorities may ask the candidate to produce the same at any time.

➡️ **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. 25/-
2. Library fine is Rs. 10 per day per book.
3. Fine for not wearing prescribed dress is Rs. 25/- 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. 50/- for each 1% of shortage of lectures per subject.

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*

11. 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 horn their skills.

Computer Lab

12. Library

A library is the 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 a 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 that are issued to the needy students from time to time.

Library

The college takes the services of guest lecturers to teach the BCA 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 computer science are also invited for seminars and workshops.

Society for Vocational and Professional Education Government Degree College Chamba

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District Chamba (H.P.)
PIN 176310