

SHAHEED CAPTAIN VIKRAM BATRA GOVERNMENT COLLEGE, PALAMPUR (H.P.)

Department of Computer Science

TUTORIAL REPORT

Orientation and Academic Awareness Programme for First-Year Computer Science Students

Academic Session: 2026–27

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Class: First-Year B.Sc. Computer Science

Date of Tutorial: __08/07/2026_____

1. Introduction

A tutorial session was conducted for first-year B.Sc. Computer Science students of Shaheed Captain Vikram Batra Government College, Palampur, with the objective of familiarising students with the academic structure, rules, facilities and opportunities available in the college. Special emphasis was laid on the implementation of the National Education Policy (NEP) framework during the academic session 2026–27, understanding the prescribed syllabus, accessing the college and university portals, completing RME registration and pre-examination forms within the stipulated deadlines, exploring career opportunities in the computer industry, and developing awareness of the college environment.

The session aimed to help newly admitted students adjust to college life, understand their academic responsibilities and develop the knowledge and skills required for successful completion of their degree programme.

2. Objectives of the Tutorial

The major objectives of the tutorial were:

1. To familiarise students with the NEP-based undergraduate education structure applicable from the academic session 2026–27.
2. To create awareness about the prescribed syllabus, courses, credits, practical work and assessment procedures.
3. To explain the importance and use of the college website and student portal.
4. To guide students regarding the Himachal Pradesh University (HPU) website and its examination-related services.
5. To explain the procedure for filling out the RME registration form and the pre-examination form.
6. To emphasise the importance of submitting all forms before the prescribed last date.
7. To introduce students to various career opportunities in the computer and information technology industry.
8. To make students aware of college rules, facilities, discipline, attendance, student support services and co-curricular activities.

3. Awareness Regarding the National Education Policy (NEP) 2020

Students were informed that the National Education Policy 2020 promotes a flexible, multidisciplinary, skill-oriented and learner-centred system of higher education. In Himachal Pradesh, the undergraduate programme structure is being implemented and restructured under the NEP framework for the academic session 2026–27.

The students were advised to follow the curriculum and regulations prescribed for their particular programme and admission batch rather than relying on older syllabi or information circulated informally.

The major features discussed were:

- **Multidisciplinary education:** Opportunities to study courses beyond the principal subject, wherever prescribed and available.
- **Choice-based learning:** Selection of subjects and courses according to the applicable curriculum and institutional provisions.
- **Credit-based academic structure:** Courses carry specified credits, and students must satisfy the prescribed credit requirements.
- **Skill development:** Emphasis on practical knowledge, problem-solving, communication and employability.
- **Continuous assessment:** Evaluation may include internal assessment, assignments, practical examinations, projects and end-semester examinations, according to the applicable rules.
- **Multiple entry and exit provisions:** Students should understand the eligibility conditions and applicable university regulations before making decisions about continuation or exit from a programme.

Students were encouraged to consult the official notices issued by the college, Himachal Pradesh University and the Directorate of Higher Education, Himachal Pradesh, for the latest applicable rules.

4. Awareness of the NEP-Based Computer Science Syllabus

The importance of thoroughly understanding the prescribed syllabus was explained to the students. They were advised to obtain the official syllabus applicable to their course and admission batch from the college website and verify it against the relevant university notifications.

The syllabus should be studied carefully with particular attention to the following areas:

1. **Course structure:** Core subjects, multidisciplinary courses, ability-enhancement courses, skill-enhancement courses and other components, wherever applicable.
2. **Theory subjects:** Units, topics, prescribed readings and learning outcomes.
3. **Practical and laboratory work:** Programming exercises, laboratory records, practical examinations and project work, wherever prescribed.
4. **Credit requirements:** Credits assigned to individual courses and the overall requirements of the programme.
5. **Assessment and examinations:** Internal assessment, attendance requirements, practical evaluation and end-semester examinations.
6. **Recommended learning resources:** Textbooks, reference books, official study materials and reliable online learning platforms.

Students were advised to prepare a semester-wise study plan, attend lectures regularly, complete assignments on time and practise programming consistently.

The following foundational areas were highlighted as important for computer science students, subject to their inclusion in the prescribed syllabus:

- Fundamentals of computers and information technology.
- Programming concepts and problem-solving.
- Algorithms and logical reasoning.

- Computer hardware and software.
- Data representation and basic computational concepts.
- Mathematics and discrete reasoning relevant to computing.
- Practical laboratory skills and documentation.

Official reference: Department of Computer Science webpage of SCVB Government College, Palampur:
https://www.gcpalampur.ac.in/Computer_Science.aspx

5. Awareness Regarding the College Website and Student Portal

Students were introduced to the official college website, which serves as an important source of academic and administrative information.

Official website: <https://www.gcpalampur.ac.in/>

The following uses of the college website and student portal were explained:

- Checking admission-related notices and academic announcements.
- Accessing the prospectus and course-related information.
- Viewing the Department of Computer Science webpage.
- Downloading the prescribed syllabus and other academic documents.
- Checking information regarding examinations, scholarships and student activities.
- Accessing the student login facility and other available online services.
- Keeping track of college events, co-curricular activities and important notices.

Students were instructed to check the notice board on the college website regularly and to rely on official announcements for information concerning admissions, examinations, fee payments and deadlines.

They were also advised to keep their registered mobile number and email address active, protect their login credentials and avoid sharing passwords or confidential information with unauthorised persons.

6. Awareness Regarding the Himachal Pradesh University Portal

Students were informed about the role of Himachal Pradesh University in providing university-level academic regulations, syllabi, examination notifications and other services applicable to affiliated colleges.

The following official websites were introduced:

- **HPU official website:** <https://www.hpuniv.ac.in/>
- **HPU examination notifications:** <https://nexams.hpuniv.ac.in>

The students were guided to use these resources for:

1. Checking university notifications and examination schedules.
2. Downloading the syllabus and applicable academic regulations.
3. Reading instructions concerning registration and examination forms.
4. Checking information about examination fees, admit cards and results, where available.

5. Staying informed about changes in examination procedures and university rules.

It was emphasised that the college and university websites serve different but complementary purposes. Students should check the college website for institutional instructions and the university website for official university-level regulations and notifications.

7. Guidance Regarding the RME Registration Form

The importance of completing RME registration correctly was explained. Students were informed that RME-related registration and migration services are provided through the university's designated portal, according to the applicable procedure.

Official RME portal: <https://nrme.hpshimla.in/>

The following general procedure was discussed:

1. Open the official RME portal using the link provided by the university or college.
2. Read the latest instructions and confirm the registration process applicable to the student's admission batch.
3. Select the appropriate programme category and registration option.
4. Enter the required personal, academic and contact details carefully.
5. Verify the spelling of the student's name, date of birth and other particulars against the relevant documents.
6. Upload the required documents and photograph, if requested by the portal.
7. Pay the prescribed fee, if applicable, using the authorised payment facility.
8. Review all entries before final submission.
9. Submit the form within the prescribed deadline and save or print the acknowledgement and payment receipt.
10. Contact the college office or designated university support channel if any error or registration difficulty arises.

Students were specifically advised not to create duplicate registrations without guidance and not to ignore any discrepancy in their registration details. Corrections should be made through the authorised procedure.

The exact documents, fee and submission dates must be confirmed from the current university notification and college instructions.

8. Guidance Regarding the Pre-Examination Form

Students were made aware of the importance of the pre-examination form, also referred to in university instructions as the Student Subject Detail Form in the relevant context. This form helps ensure that the student's subjects and examination particulars are correctly recorded for the applicable examination.

The following procedure was explained:

1. Check the latest examination notification issued by Himachal Pradesh University and the college.
2. Open the designated examination portal or follow the link specified in the official notice.
3. Log in or register as instructed.
4. Verify personal particulars, programme, semester and registration details.
5. Carefully check the subjects and papers displayed in the form against the officially approved subject combination.
6. Verify the applicable examination details and fee.
7. Make corrections through the authorised process if any discrepancy is found.
8. Submit the form and pay the prescribed examination fee, where applicable.
9. Save or print the submitted form and payment acknowledgement.
10. Confirm with the college office whether any additional verification or hard-copy submission is required.

Students were advised that selecting the wrong subject or leaving a required field incomplete may create difficulties during examination processing. Therefore, they should seek clarification from the concerned teacher or college office whenever necessary.

9. Importance of Submitting Forms Before the Last Date

A separate discussion was held on the importance of meeting university and college deadlines. Students were informed that late submission, incomplete forms or incorrect information can lead to avoidable academic and administrative problems.

10. Career Opportunities in the Computer Industry

The tutorial included an introductory discussion on career opportunities available to students pursuing computer science. Students were encouraged to build a strong foundation in programming, analytical thinking, communication, teamwork and practical problem-solving.

11. General Awareness Regarding the College Environment

The students were oriented to the academic, social and institutional environment of the college. They were encouraged to make constructive use of the opportunities available on campus and to maintain a respectful relationship with teachers, staff members and fellow students.

The following points were discussed:

a. Discipline and Attendance

Students were advised to attend lectures and practical classes regularly, arrive on time, follow classroom instructions and comply with the applicable attendance and examination rules.

b. Teacher-Student Interaction

Students were encouraged to approach their teachers for academic guidance, clarification of difficult topics, assistance with assignments and advice regarding future studies.

c. Library and Learning Resources

The importance of using the college library, prescribed textbooks, reference materials and other authorised learning resources was highlighted.

d. Computer Laboratory Conduct

Students were advised to follow laboratory instructions, handle equipment responsibly, maintain practical records and use computers and internet facilities for legitimate academic purposes.

e. College Rules and Student Responsibilities

Students were encouraged to read the college prospectus and applicable rules concerning attendance, assessment, discipline, identity cards, fee payments and examinations.

f. Co-Curricular and Extracurricular Activities

Participation in appropriate cultural, sports, NSS, NCC and other college activities was encouraged, subject to availability and eligibility. Such activities help develop leadership, teamwork, confidence and social responsibility.

g. Respectful and Inclusive Behaviour

Students were advised to treat everyone with dignity, avoid ragging, bullying, harassment and discrimination, and follow the institutional procedures for reporting grievances or seeking support.

h. Digital Safety and Responsible Technology Use

The importance of responsible internet use, protection of personal information, strong passwords, academic integrity and respectful online communication was explained.

i. Health, Well-Being and Time Management

Students were encouraged to maintain a balanced routine, organise their study schedules, seek assistance when facing academic difficulties and participate positively in college life.

j. Awareness of Student Support Services

Students were advised to identify the appropriate college office, teacher or designated committee for assistance with scholarships, academic issues, grievances, accessibility requirements and other student-related concerns.

12. Suggestions for First-Year Students

The following suggestions were provided to help students make effective use of their first year:

1. Prepare a regular timetable for lectures, practical work and self-study.
2. Study each topic according to the official syllabus.
3. Practise programming and logical reasoning consistently.
4. Maintain proper notes, practical records and assignment files.
5. Check the college and university websites frequently.
6. Complete RME registration and pre-examination formalities accurately and on time.
7. Preserve copies of submitted forms, fee receipts and important academic documents.
8. Participate in suitable workshops, seminars and college activities.
9. Develop communication skills, teamwork and professional behaviour.
10. Seek guidance from teachers whenever academic or administrative difficulties arise.

13. Outcome of the Tutorial

The tutorial was intended to familiarise students with the academic and administrative framework of the college and the applicable NEP-based undergraduate programme. It also aimed to improve students' understanding of the prescribed syllabus, online portals, registration and examination procedures, career opportunities and expectations concerning responsible college life.

Through this orientation, students were encouraged to take greater responsibility for their academic progress, remain informed about official notifications, complete required formalities before the prescribed deadlines and make constructive use of the learning opportunities available at SCVB Government College, Palampur.