Hand Book Of Information
BCA/BBA
2022-2023

शहीद कैप्टन विक्रम बत्तरा राजकीय उत्कृष्ट महाविद्यालय
पालमपुर हिमाचल प्रदेश

SCVB Government College

PALAMPUR, DISTRICT KANGRA (H.P.) - 176061
NAAC ACCREDITED GRADE 'B'

ABOUT CAPTAIN VIKRAM BATRA

Captain Vikram Batra was born on 9 September 1974 in *Ghuggar* village near *Palampur, Himachal Pradesh*, to G.L. Batra and Jai Kamal Batra. He got his primary education from his mother, who herself is a teacher. He received his education up to Middle Standard at the *D.A.V. Public School in Palampur.* After passing 10+2 in 1992 from *Central School Palampur,* he got admitted in *D.A.V. College, Chandigarh* in B.Sc. where he was adjudged the best *N.C.C. Cadet* (Air Wing) in two zones. Later, he was selected to join the *Indian Military Academy* in *Dehradun* in 1996 in *Jessore Company* of *Manekshaw Battalion,* and was commissioned in the *Indian Army* as a *Lieutenant* of the *13 Jammu & Kashmir Rifles* at *Sopore,* in *Jammu & Kashmir.* He rose to the rank of Captain. On the eruption of a war-like situation in *Kargil, Dross* and *Batalik* sub-sectors in July 1999, *Captain Vikram Batra* was sent along with his company on the first strategic and daring operation to recapture the first peak of utmost importance- Point 5140, which was at an altitude of 17,000 feet. *Captain Vikram Batra,* 13 JAK Rifles, and his *Delta* Company was given the task of recapturing Point 5140. Nicknamed *Sher Shah* ('Lion King') in *Hindi* for his courage, he decided to lead from the rear, as an element of surprise would help stupefy the enemy. He and his men ascended the sheer rock-cliff, but as the group neared the top, the enemy pinned them on the face of the bare cliff with *machine gun* fire. *Captain Batra,* alongwith five of his men, climbed up regardless and after reaching the top, hurled two grenades at the machine gun post. He single-handedly killed three enemy soldiers in close combat. He was seriously injured during this, but insisted on regrouping his men to continue with the mission. Inspired by the courage displayed by *Captain Batra,* the soldiers of 13 JAK Rifles charged the enemy position and captured Point 5140 at 3:30 a.m. on 20 June 1999. He attained martyrdom when he tried to rescue an injured officer during an enemy *counterattack* against Point 4875 in the early morning hours of 7 July 1999. For his sustained display of the most conspicuous personal bravery and leadership of the highest order in the face of the enemy, *Captain Vikram Batra* was awarded the *Param Vir Chakra,* India's highest military honor on 15 August 1999, the 52nd anniversary of India's independence. To shower the respect to the great patriot, the H.P. Government has rechristened this College to *Shaheed Captain Vikram Batra Government College, Palampur.* We are proud to announce that the college has alway stried to live up to the expectations desired by the society and the students.

MESSAGE FROM THE DIRECTOR'S DESK

Dr. Pardeep Kaundal
Principal cum Director

Dear Students,

You are at a stage when so many dreams flutter in your mind to take shape and form. You are ready to fly, soar and scale new heights as the life unravels before you. Education provides you a launching pad in life to fulfill your dreams. It becomes the wind beneath your wings and enables you to soar high in the firmament. It empowers you to look beyond limitations and access the inaccessible. I wish to candidly share with you that education aims at character building, sharpening of intellect and strengthening of mind, moral fiber, a sense of discipline and thereby producing good human beings.

I take this opportunity to tell you that learning is not one-dimensional. When you come to the college, learning is not confined to the prescribed curriculum. Observing your teachers, interacting with your fellow college mates widens the scope of your growth. The co-curricular activities underscore overall development of the personality so it is a multidimensional growth. Enriched with this growth you are better equipped to carve a niche for yourself in this world. So go ahead, make a mark in life and make us all proud here at your almamater!

It is said that God created this world. It is also true that he has not stopped creating it, otherwise it wouldn't have been possible to see everyday new flowers, new leaves and different seasons come with all freshness. And it is also true about human life, and all life. We start our journey as an issue in the lap of our mothers and gradually grow to experience the whole expanse of life. In this whole expanse learning through education is the most important process of growth. For you as students the flavor of college life is like a flower growing out of a bud.

It gives me immense pleasure to welcome you to SCVB Degree College, Palampur. I earnestly assure you that this college is a well-founded centre of leaning in this area. I feel proud to say that you will get ample opportunities here for your future orientation through education. We have experienced faculty in BBA and BCA for transmission of all dimensions of knowledge.

Once again welcome to all new comers.

Dr. Pardeep Kaundal

MESSAGE FROM THE CO-ORDINATOR BCA
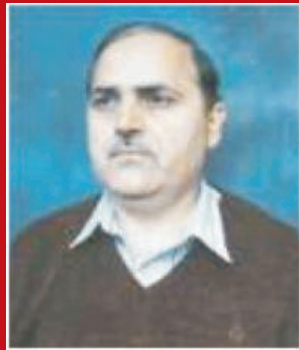
Dr. Sanjay Gupta
Co-ordinator BCA

Advent of internet has reduced the globe into a village with seamless threads of communication. It has fructified into the spread of information technology and has given a definite shape to the most important task of today's world i.e. to pass on or communicate the information. Digitalization is the buzz word in this high-tech world. So, a degree of Bachelor of Computer Applications assumes immense importance. It equips the students to shine in this digital world.

BCA in this college started in the year 2012, since then it has moved from strength to strength. The staff uses innovative and interactive methods to generate an academic atmosphere which propels the students to achieve excellence.

At SCVB Government College Palampur, we strive to impart quality education to the young receptive minds and develop high caliber IT professionals ready to chart their course in the IT industry.

We aim to channelize the young energy and prepare the youthful minds for the practical side of their life. Along with my motivated and committed staff, I assure those who wish to join us that the academic evolution they will undergo here, will not only be academically enriching but also uplifting in life.

Dr. Sanjay Gupta

MESSAGE FROM THE CO-ORDINATOR BBA

Dr. Suman Sacchar
Co-ordinator BBA

We are living in fast-changing world. The world as we know is not merely a geographical phenomenon. Different countries with different names are not concrete locations alone. The man yes, the man is on fire with vast expanse of his knowhow and skillfulness. Geographical boundaries are only on the maps and the boom of knowledge has plugged all the gaps. The fancies and desires of the mankind need to be addressed and, therefore, all the barriers have remained on paper as official etchings. And the man in the globalizing society has transcended the limitations to catch his dream.

The dream for everybody is to be successful and fulfilled. The course for success and fulfillment passes through the rugged path of struggle and grind. There are ups and downs. Finally, destination waits for every one.

In the modern society merely information is not sufficient. Information needs to be equipped with know how and skills. For this purpose, the young generation is being geared up with professional education. Bachelor in Business Administration (BBA) is one such strong propellant in today's market-oriented society.

SCVB Govt College, Palampur is addressing the needs of the society by imparting BBA course to our students. Wehavegiven100%resultsinacademicpursuits as well as entrepreneurship. With different types of offered subjects the students get prepared for absorption for employment at various levels.

It is a matter of pride for us that we have well-qualified faculty and our students are fully satisfied lot.

Dr. Suman Sacchar

Faculty of BCA

Faculty of BBA

Students Interacting during Seminar

Price Winners of Management fest

CONTENTS

SCVB Government College Palampur - An Introduction

The town of Palampur is situated in a small valley priding itself with tea gardens, and hills covered with pine trees. The place enjoys a year-round pleasant climate and the pine scented air is said to have curative properties. The scenery presents a sublime and beautiful contrast-thevalleys presents a picture of rural innocence and repose, while the hills are majestic. Overlooking this town are the majestic *Dhauladhars*, whose tops remain covered with snow for most of the year. This place is thronged by tourists and is now being developed as a large tourist centre. SCVB Government College, Agricultural University and a Central Scientific Research Institute and IHBT are pride of the town.

Known as the *'Tea Capital of North India'*, Palampur is a beautiful hill station located in Kangra Valley in Himachal Pradesh. However, the town of Palampur was founded by Dr. Jameson who served as the superintendent of Botanical Gardens. He brought tea bushes from Almora and started its cultivation in Palampur. Following the successful plantation, European Tea Estate owners followed suit and started extensive tea plantations in the town. Since then, Palampur achieved international fame for its tea plantation. The town of Palampur gets its name from 'Palam' which means 'abundant water'. The region has innumerable streams and brooks flowing across the region which in turn has been a boon for tea plantations.

In the field of education and to fulfill the aspirations of people in and around Palampur region, Govt. College, Palampur (Kangra) came into existence in year 1995 vide Govt. of Himachal Pradesh, Education Department Notification No. *Chha(15), 3/86-Shiksha ka-11 Dated 07-04-1995*.The College is recognized by UGC under section2 (f) & 12 (B) of the UGC Act. 1956, vide latter No.8-471/2008 (CPP-I) dated 29 Sep, 2009. The college is affiliated to Himachal Pradesh University, Summer Hill, Shimla-5. The college offers under-graduate courses in Humanities, Sciences, Commerce, Business Administration, Computer Applications and Post Graduate course in Economics. Besides this, the college will add few more gems in the field of education in form of Add-On courses and Post Graduations in near future.

This handbook of information/prospectus serves as a quick reference manual for BCA & BBA programmes 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 enacted by these bodies. For detailed information, the candidates are advised to consult the H.P. University Ordinance & College Prospectus. The candidates must visit regularly H.P. University website*(http:www.hpuniv.ac.in)* and college website *(http: gcpalampur.ac.in)* for latest updates. The ignorance of any information/rule(s) etc. will be no excuse under any circumstances.

For any inadvertent printing mistakes and wrongly presented information or rules, due to one or any other reason, the college and university will not be responsible.

IMPORTANT DATES FOR BCA/BBA

S.No.	Event	BCA & BBA
1.	Last Date for the Receipt of Applications	15/07/2022
2.	(a) Display of First Merit List (Subsidized Seats)	16/07/2022
	(b) 1st Counseling	18/07/2022 to19/07/2022
	(c) Fee Deposit	19/07/2022 to 20/07/2022
3.	(a) Second Merit List (Out of waiting list)	21/07/2022
	(b) Fee Deposit	22/07/2022
4.	(a) Date of receiving application for Non- Subsidized Seats	23/07/2022
	(b) Merit List (Non-Subsidized Seats)	25/07/2022
	(c) Fee Deposit	26/07/2022
5.	Classes will commence from	Will be notified later

NOTE: For every information regarding the admission, keep checking the updates on the college website.

BCA & BBA COURSE, ELIGIBILITY, AGE LIMIT AND BASIS OF ADMISSION

1. Course:

Both Bachelor of Computer Applications (BCA) and Bachelor of Business Administration (BBA) are three year Degree Courses having Semester system of examination spread over six semesters under Self-Financing scheme. The distribution of seats for both the courses are asunder:

Total number of seats	60+1*
Subsidized seats	40
Non-Subsidized seats	20

*One seat is reserved for single girl child (SGC).

As a proposal of the Govt., if the new National Education Policy (NEP) is implemented from the session 2022-23 then the following curriculum will be followed:

Under NEP 2020, the undergraduate degree will be of either 3 or 4-year duration (spread over six or eight semester), with multiple exit options within this period. With appropriate certifications- a certificate after completing 1 year (two semesters), or a diploma after 2 years (four semesters) of study, or a Bachelor's degree after a 3-year programme (six semesters) and Degree with research after 4-year (eight semesters) programme shall be awarded as per the choice of the student.

2. Eligibility:

Plus two examination in any discipline under 10 + 2 scheme or any other examination equivalent there to, of Board/University established by law in India with at least 40% marks (35% marks for SC/ST category).

3. AgeLimit:

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

4. Admission Procedure:

All the **FRESH CANDIDATES** first of all will have to register themselves on the college website before they apply for admission. After registration, that the students seeking admission in **first year can apply for either BCA or BBA or both (separately)** by filling the application form. The prospectus fee of Rs 500/- will be deducted at the time of registration and they can collect the printed prospectus from the college by showing the registration slip. They will have to fill the admission form along with the other forms/cards given in the prospectus and submit it in the department of BCA or BBA as applicable. However, the students seeking admission in the third and fifth semester can take admission after logging with their IDs. The prospectus fee of Rs 300/- will be deducted at the time of registration and later they can collect the printed prospectus from the college after showing the registration slip and fill the form and other forms/cards and submit it in their respective department.

Subsidized Seats:

The admission to both BCA and BBA will be purely on the basis of merit obtained in 10+2 class from CBSE/ICSE/HP Board of School Education or any other equivalent board recognized by Govt. of India.

Non-Subsidized Seats:

This scheme admits students on the basis of merit after filling the subsidized seats. The candidate seeking admission under non-subsidized category must submit his/her application on a plain paper with the Co-ordinator on 23/07/2022. After filling the seats in the subsidized category, top 10 candidates in the merit list who have applied separately for non-subsidized category will be admitted in this category.

In addition to the eligibility conditions mentioned above (under subsidized category), NRIs/NRI Sponsored/Foreign nationals shall be required to submit along with the application form, the following documents as may be applicable for category of their candidature.

A. Proof of nationality is case of Foreign Nationals.

B. Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proof.

    (i)   Copy of Non-resident card/Emplymentc(i) Copy of Non-resident card/Employment card issued by the employer.

    (ii) Photocopy of the immigration card/employment VISA entry on the passport along with details of the passport.

(iii) Certificate issued by the Indian Embassy/High Commission in the country where NRI is residing.

C. Certificate of sponsorship from NRI in the case of a sponsored candidate, along with proof of NRI status of the sponsor required under para (B)

D. Photocopy of the latest assessment order of the Income-tax authorities in India and the Permanent Account number (PAN) of the sponsor issued by the Income Tax Department.

E. Two self addressed envelops of size 28 x 13 cm bearing stamps for Rs.6 or in the case of Foreign addressee stamps of required amount should be affixed by the applicant. Admission to the courses except for seats reserved for NRI's/NRI sponsored and foreign students shall be subject to the following conditions:

RESERVATIONS (Ordinance3.1)

(A) 15% and 7.5% seats shall be reserved for Scheduled Caste and Scheduled Tribe candidates respectively, who have passed their qualifying examination from H.P. Board of School Education, or any other school located within the territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE board etc. However, reservation of seats will be governed by notification of the Government from time to time.

(B) The remaining 77.5% seats shall be filled as under:-

(i) 25% of the seats for admission to the course shall be open for all the candidates irrespective of the institution from which they have passed their qualifying examination.

(ii) 75% of seats shall be filled out of the candidates who have passed their qualifying examination from H.P. Board of School Education or any other school located within territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE Board etc. subject to the following reservation:

(a) 5% of all seats shall be reserved for outstanding sportsmen.

(b) 5% of the seats shall be reserved for the outstanding cultural activists.

{c) 5% of the seats shall be reserved for specially a bled candidates.

{d) Provided that the minimum eligibility for admission to the course incase of SC/ST will be 5% lower than the eligibility conditions for other candidates.

The admission to these reserved seats as stated at (a), (b) &(c) to para (ii) of clause(B) above shall be made as per procedure/rules approved by the Executive Council from time to time.

(NOTE: Any change in the reservation of seats as per the notification of the H.P. Govt. or HPU Shimla will be implemented from the date of notification.)

OR

200 points roster of H.P. University showing reservation of various categories for admissions shall be followed.

NOTE: **Roster for admission will be as per the latest notification of H.P. Govt/HPU Shimla**

SUBMISSION OF APPLICATION FORM

Application form duly filled and accompanying the following documents should be filled online on the college official website www.gcpalampur.ac.in. and later a hard copy of the admission form obtained from the prospectus is to be submitted in the respective department along with the following documents:

(i) Attested copies of the certificates of Matriculation or its equivalent examination and Plus Two (10+2) or its equivalent examination with the conversion formula of grade in to percentage wherever applicable with relevant testimonials.

(ii) Proof of date of birth (if not given in the Matriculation Certificate, Attested photocopies of supporting documents).

(iii) Attested copy of latest Character Certificate and a copy of Aadhar Card.

(iv) Bonafide certificate for the girls of Himachal Pradesh if they want an exemption from the tuition fee.

(v) Attested copy of the certificate of reserve category.

The candidate will have to produce the original certificates and should be accompanied by the parents (Father or Mother) at the time of admission.

DETAILED COURSE OUTLINE FOR BCA

The final examination for BCA course will be conducted as per the following distribution of marks/credits

<u>NOTE:</u> The courses for BCA and BBA for the session 2022 onwards are yet to be finalised by the University and will be notified as received.

3rd Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BCA0301	Mathematics-III	4	70	30	100
BCA0302	Business Practice sand Management	4	70	30	100
BCA0303	Computer Organization	4	70	30	100
BCA0304	Object Oriented Programming withe ++	4	70	30	100
BCA0305	Desktop Publishing and Designing	4	70	30	100
BCA0304(P)	Object Oriented Programming with C++Lab (V)	3	35	15	50

4th Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BCA0401	Personnel Management	4	70	30	100
BCA0402	Accounting	4	70	30	100
BCA0403	System Analysis and Design	4	70	30	100
BCA0404	Internet Technology & Web Page Design	4	70	30	100
BCA0405	Programming in Visual Basic	4	70	30	100
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	35	15	50
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50

5th Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BCA0S0l	Operating System	4	70	30	100
BCA0502	E-Commerce	4	70	30	100
BCA0503	Management Information System	4	70	30	100
BCA0504	ASP. net Technologies	4	70	30	100
BCA0S0S	Computer Oriented Statistical Methods	4	70	30	100
BCA0S04(P)	ASP. net Technologies Lab-IX	3	35	15	50
BCA0S0S(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50

6th Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BCA0601	Computer Networks	4	70	30	100
BCA0602	Numerical methods	4	70	30	100
BCA0603	Multimedia Technology	4	70	30	100
BCA0604	Computer Graphics	4	70	30	100
BCA0605	Software Engineering	4	70	30	100
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50
BCA0606	Major Project	3	35	15	50

DETAILED COURSE OUTLINE FOR BBA

3ʳᵈ Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BBA0301	Macroeconomics	6	70	30	100
BBA0302	Principles of Marketing	6	70	30	100
BBA0303	Management Accounting	6	70	30	100
BBA0304	India's Diversity & Business (Generic Elective GE-III)	6	70	30	100
BBA0305	Personality Development & Communication Skills (SEC-I)	6	70 (Theory=50, Practical=2)	30	100

4ᵗʰ Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BBA0401	Business Research	6	70	30	100
BBA0402	Human Resource Management	6	70	30	100
BBA0403	Financial Management	6	70	30	100
BBA0404	Tax Planning (Generic Elective GE-IV)	6	70	30	100
BBA0405	IT Tools in Business (SEC-11)	6	70 (Theory=50 Practical=20)	30	100

5th Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BBA0S0l	Quantitative Techniques for Management	6	70	30	100
BBA0502	Legal Aspects of Business	6	70	30	100
BBA0503	(DSE-1 Finance) Investment Banking & Financial Services OR (DSE-11 Marketing) Consumer Behaviour OR (DSE-111 Human Resource) HRD: Systems and Strategies OR (DSE-IV Management of Global Business) International Trade: Policies and Strategies	6	70	30	100
BBA0504	(DSE-1 Finance) Investment Analysis & Portfolio Management OR (DSE-11 Marketing) Retail Management OR (DSE-111 Human Resource) Training and Management Development OR (DSE-IV Management of Global Business) Global Business Environment	6	70	30	100

6th Semester

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks
BBA0601	Business Policy & Strategy	6	70	30	100
BBA0602	Financial Institutions & Markets	6	70	30	100
BBA0603	(DSE-I Finance) Project Appraisal & Analysis OR (DSE-II Marketing) Distribution & Supply chain management OR (DSE-II Marketing) Distribution & Supply chain management OR (DSE-III Human Resource) Performance & Compensation management. OR (DSE-IV Management of Global Business) Multinational Business Finance	6	70	30	100
BBA0604	(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			100

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

This would have the following components:

(A) Classroom Attendance

    (i)   Each student will have to attend a minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the End Semester Examination (ESE)/Practicals.

    (ii)   Those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the head of the institution.

    (iii)   Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by a Medical Certificate from a Government Hospital to the head of the institution.

    (iv)   The exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25%. However, the condition of 50% attendance will be compulsory in these cases. The claim for this exemption should be supported by authenticated certificate from the concerned authorities.

    (v)   The candidates those getting the exemptions, except for those getting exemptions for co-curricular activities, will not been titled for getting the CCA marks for class room attendance as given below.

(B) Classroom Attendance Incentive: The incentive for the classroom attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:-

= 75% but< 80% 1 mark;= 80% but <85% 2 marks; =85 but <90% 3 marks; = 90% but< 95% 4 marks and. 2'._95% 5marks

(C) Mid-Term (Minor) Tests

(i) There will be two mid-term tests, first after 48 teaching days (8 weeks)covering the syllabus covered so far, and second after 90 teaching days (15 weeks) covering the syllabus after the first minor test. Each of these mid-term tests will be for 15 marks. The stationary for the minor tests, e.g. the 20-page test booklet, will be provided by the college/Departmentasthecasemaybe,forwhichfeemaybecharged.

(ii) Question paper for the minor tests will be made by the teacher of the course and will be evaluated by him/ her. If more than one teachers are teaching the course, they will set paper on rotation basis

(iii) Evaluated test booklets will be provided to the students (shown in the class) and they can be given photocopies of the same for the cost of photocopying and the administrative effort involved. The amount chargeable will be determined by the college administration.

(iv) In laboratory courses (having only practical (P)component),thestudents will be tested on the basis of laboratory exercises given by the course teacher concerned. Rest of the procedure will remain the same as above.

(v) For the Correspondence Courses and Distance Education Courses (through the ICDEOL of the HPU) the same can be done in an on-line mode through e-mail or other electronic mediums as per Distance Education Council, New Delhi guidelines.

(D) Seminar/ Assignment/ Term Paper The remaining 15 marks of the CCA will be awarded on the basis of seminar/ assignment/ term paper etc. that the course teacher might give to the students. For the Correspondence Courses and Distance Education Courses (through the ICDEOL of theHPU) the same can be done in an on-line mode through e-mail or other electronic mediums as per Distance Education Council, New Delhi guidelines and the best practices for distance education mode or on the basis of well designed written assignments by post.

END SEMESTER EXAMINATION (ESE)

The remaining 70% of the final grade of the student in a course will be on the basis of an end-semester examination (ESE) that will be for three hours duration and will be covering the whole syllabus of the course.

(i) For the Odd Semesters the ESE will be in the month of October/ November and for Even Semesters it will be in the month of April/May (as decided by H.P. University).

(ii) A candidate who does not pass the examination (ESE) in any course(s) (or due to some reason is not able to appear in the ESE, other conditions being fulfilled, and so is considered as 'Fail'), shall be permitted to appear in such failed course(s) 'ESE in the subsequent ESE to be held in the following October/November or April/May as the case may be.

(iii) The registration for the ESE will be done at the time of the enrollment for the course at the beginning of the semester. The fee for the ESE will also be collected at the time as decided by the university from time to time.

(iv) If a student is not permitted to appear in the ESE due to shortage of attendance beyond the exemption limit (<50% attendance) shall be deemed to have 'dropped' the course. However, such candidate, on his/ her written request to be made immediately, can be permitted to redo the missed semester after completing the rest of the programme or whenever the course is offered subsequently. This redoing would mean complete course including CCA and ESE.

DRESS CODE

A formal dress code implies cultivation of special attitude and gives a different look to the students and also adds to his/her personality. The dress code will be observed for five days a week i.e. Monday, Tuesday, Thursday, Friday, Saturday.

FOR BCA STUDENTS

Sr. No	ITEM	COLOUR
1	Shirt	Plain White
2	Trouser	Black
3	Tie	Plain Black
4	Sweater	Grey
5	Blazer	Navy Blue
6	Socks	White
7	Shoes	Black (Formal)

FOR BBA STUDENTS

Sr. No	ITEM	COLOUR
1	Shirt	Light Sky Blue
2	Trouser	Black
3	Tie	Black
4	Sweater	Gray
5	Blazer	Black
6	Socks	Black
7	Shoes	Black (Formal)

FACULTY PROFILE

BCA

Name	Designation
Dr. Pardeep Kaundal	Principal/Director
Dr. Sanjay Gupta	Coordinator
Mrs. Swati	Assistant Professor
Ms. Mehak	Assistant Professor
Ms. Disha	Assistant Professor

BBA

Name	Designation
Dr. Pardeep Kaundal	Principal/Director
Dr. Suman Sachar	Coordinator
Mrs. Anita Rana	Assistant Professor
Mr. Suresh	Assistant Professor
Mr. Bhanu Pratap Singh	Assistant Professor
Mrs. Deepti Sood	Assistant Professor
Mrs. Priyanka Chitra	Assistant Professor

FEE STRUCTURE FOR BCA/BBA

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

(i) First installment : At the time of admission

(ii) Second installment : December/January Fines and other dues, if any, shall be charged as and when these are notified. *Fee once paid is not refundable.*

The library security/ or any other security will lapse if it is not claimed within one year after leaving the College.

		1st Installment	2nd Installment
A	BCA (BBA) Faculty fee for Subsidized Category	Rs 6000 (4500)	Rs 6000 (4500)
B	BCA (BBA) Faculty fee for Non-Subsidized Category	Rs12500 (10000)	Rs12500 (10000)
1	ADMISSION FEE	Rs 25	Rs 25
2	TUITION FEE	Rs 300	Rs 300
3	SPORTS FEE	Rs 15	
4	YWF	Rs 15	
5	HHFF	Rs 1	
6	HOUSE EXAMS FEE	Rs 40	Rs 40
7	COLLEGE MAGAZINE	Rs 50	
8	HEALTH FUND	Rs 6	
9	LIBRARY BOOK REPLACEMENT	Rs 25	
10	IDENTITY CARD	Rs 10	Rs 10 (continuation fee)

11	SAF	Rs 2	
12	BUILDING FUND	Rs 60	Rs 60
13	FURNITURE REPAIR	Rs 10	
14	LIBRARY SECURITY	Rs 100	
15	CULTURAL ACTIVITIES	Rs 20	
16	AMALGAMATED FUND	Rs 150	Rs 150
17	CAMPUS BEAUTIFICATION	Rs 10	
18	SCA	Rs 10	
19	UNIV. SPORTS FEE	Rs 120	Rs 120
20	SCOUT&GUIDEFUND	Rs 30	Rs 30
21	NCC	Rs 5	Rs 5
22	COMPUTER & INTERNET FACILITY	Rs 20	Rs 20
23	UNIVERSITY DEVELOPMENT FUND	Rs 250 (for subsidized category) Rs 500 (for non-subsidized category)	
24	BCA PRACTICAL FEE	Rs 180	Rs 180
25	PTA	Rs 450	Rs 350
Approximately FUND Total		Rs 2154	Rs 1290

(17)

LEAVE/ ATTENDANCE/ HOUSE EXAM/ FINE 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 on the dates mentioned on page no. 2 failing which seat will be allotted to the next candidate in the merit list.

2. Refund of security is permitted with in 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 got sanctioned from appropriate authority and submitted to 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 four days by senior tutor/coordinator and more than four 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.

House Test/Examination

1. The house tests will be conducted in the month of December/January. All the students are here by advised to appear in house examinations.

2. As per H.P. university norms, each candidate must get a minimum of 20% marks in each subject (or 25% in aggregate) in order to be eligible to appear in the annual examination. If the candidate does not satisfy this condition, her/his candidature will be withheld/cancelled.

Fine

1. Absence fine per period is Rs.1/-

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

3. Absence fine for class test is Rs.10/-

4. Absence fine for practical class is Rs.10/-

5. Absence fine for Seminar is Rs.10/-

6. Absence fine for Tutorial class is Rs.10/-

7. Fine for not wearing dress is Rs.50/- per day.

Attendance

1. The students 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 end semester examinations.

   Lecture shortage will be notified from time to time for the information of the students.

CODE OF CONDUCT AND GENERAL RULES

1. Observance of the college rules and regulation is compulsory. Ignorance of the rules and regulation/orders issued from time to time is no excuse. Students are expected to go through the handbook of information and College notice board regularly.

2. Students are expected to conduct themselves in graceful and dignified manner.

3. Each student is expected to observe the college dress code strictly.

4. Each student is expected to be present regularly in the College (Expect during leave).

5. Name will be struck-off if the candidate remains absent continuously for 10 days. Candidate can seek re-admission after satisfying the Principal for the absence within 10 days. However, it is the discretion of the Principal to refuse the admission *(First Re-admission Fee is Rs. 100/- and Second Re-admission fee is Rs. 200/- within 7 days only that too in the presence of parents). After that no re-admission is allowed.*

6. No student is allowed to put poster in College campus/notice board, and to hold assembly in college premises or to address an unauthorized gathering on the college campus.

7. Silence is to be strictly observed. Students causing disturbance/Obstruction in the smooth functioning are liable for disciplinary action.

8. The students causing loss to the College property will be penalized and asked to make good for the loss.

9. For other rules/regulations the students are directed to consult the College Prospectus and H.P. University Ordinance.

10. The use of Mobile Phones or any other type of electronic gadgets is strictly prohibited. The defaulters will be severely dealt with and fine up to Rs.500/- may be imposed on them.

11. No student is authorized to accompany/come with an outsider in the College premises. The defaulters will be sternly punished along with fine and outsider will be handed over to Police.

12. The College does not take the responsibility for postal delay or loss of any document and letter in transit.

13. Suppression of any information or furnishing any false information by a candidate will lead to immediate cancellation of his/her admission at any time. In such cases fee paid shall not be refunded.

14. The information given is an indication of the College/University's plans as on date of publication of this document. Details can be modified from time to time for academic and operational reasons. The students will be governed by latest regulations applicable to them.

15. In the event of any inconsistency in the rules for admissions/examinations or in the event of any clarification with respect to above said rules/instructions or any other matter, the decision of the Vice-Chancellor/Principal shall be final and no claim, what so ever, shall be entertained.

HOSTEL

The college has a Girls Hostel with a capacity of 105 girls. Preference will be given to the students belonging to SC category. Interested students may apply on the prescribed performa available in the office.

CURBING RAGGING IN THE INSTITUTE:

Ragging in the institute is strictly banned according to the judgement and directions of Hon'ble Supreme Court of India, Himachal Pradesh University and guidelines issued by UGC in this regards. The following guidelines will be observed to prevent of ragging in the institute.

1. Every candidate seeking admission will give undertaking duly printed on the application form that he/ she will not indulge in ragging and if found guilty he/she will be liable punishment. Similar undertaking will be obtained from the parents/guardian of the applicant.

2. Anti -Ragging committees has been constituted in the College.

3. Whenever a ragging incident is brought to the notice of the College authorities, the disciplinary committee will hold an enquiry into the incident.

4. If any student is found guilty of ragging, after the enquiry then he/she will be punished accordingly. The punishment may include:

   i) Expulsion from the college

   ii) Suspension from the classes

   iii) Fine with a public apology

   iv) With holding scholarship or other benefits

   v) Debarring from the representation in events.

   vi) Suspension or expulsion from hostel or mess.

   vii) Legal proceeding under criminal law shall be initiated.

5.   If any student is found guilty of ragging incident occurred in the past then he/she may be expelled from the institution.

6.   As per the judgement of the Hon'ble Supreme Court delivered on 8th May, 2009 and UGC/AICTE Regulations that all the students will have to fill an Anti-Ragging undertaking every year. The undertaking can be filled online at **www.antiragging.in** or **www.amanmovement.org**.

Note: In case of an emergency, the students may contact at Tel No. 01894-235973 and contact any member of the Anti-Ragging cum Discipline Committee.

CARRIER GUIDANCE CELL

BCA/BBA is a professional course with an objective to produce professionals in the field of computer and business arena. However, it is not an end of journey, rather than it is the first step towards achieving excellence in computer and business related professions. Career Guidance Cell is a group of teachers, computer professionals and intellectuals, whose sole aim is to provide guidance to the BCA/BBA students regarding various opportunities which will be knocking their doors. The guidance is provided through multiple modes like Counseling, Seminars, Workshops, and Mock Interviews etc. The BCA/BBA students can also join NCC giving them another option to choose Defense Services as their career. The students are advised to read the notice board regularly and utilize this facility.

GRIEVANCE REDRESSAL CELL

For any grievance, the students are advised to seek the guidance from the cell to resolve them peacefully. However, the grievance must be genuine and within the preview of rules/regulations framed by College or H.P. University. For other committee, consult the main prospectus of the college.

PALAM INSTITUTIONAL SOCIETY FOR PROFESSIONAL EDUCATION (PISPE)

The PISPE is a society for the promotion of Professional Education on Self - Financing pattern. The society has a Governing Body/Management Committee which decides various issues related to the governance of these courses from time to time.

ADMISSION COMMITTEES

The Admission Committee for BCA: Co-ordinator and BCA Faculty Members

Venue: BCA Lab

The Admission Committee for BBA: Co-ordinator and BBA Faculty Members

Venue: BBA Room

TOPPERS OF BCA

RIYA MANHAS
Roll NO. U20BC001
1st Position in BCA 3RD Sem.

DIKSHA
Roll NO. U20BC016
2nd Position in BCA 3RD Sem .

SHIVALI KUMARI
Roll NO. U20BC014
3rd Position in BCA 3RD Sem.

MALVI PARMAR
Roll NO. U19BC048
1st Position in BCA 5th Sem.

SHAILZA
Roll NO. U19BC003
2nd Position in BCA 5th Sem .

MAYANK
Roll NO. U19BC011
3rd Position in BCA 5th Sem.

TOPPERS OF BBA

SHWETA
Roll NO. U20BB010
1st Position in BBA 3rd Sem.

AMISHA
Roll NO. U20BB030
2nd Position in BBA 3rd Sem.

SHRIYA
Roll NO. U20BB012
3rd Position in BBA 3rd Sem.

ANKITA
Roll NO. U19BB005
1st Position in BBA 5th Sem.

MIRDAD
Roll NO. U19BB053
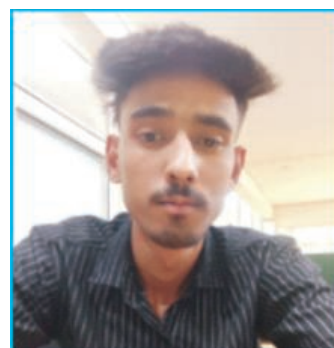2nd Position in BBA 5th Sem.

SALONI CHOUDHARY
Roll NO. U19BB071
3rd Position in BBA 5th Sem

Job Placement Drive & The Selected Students

NITIKA KUMARI
BBA Student (HR Trainee)

ASHOK KUMAR
BBA Student
(IT Sales Trainee)

SATYAM
BBA Student
(IT Recruitment)

ABHISHEK
BBA Student
(HR Trainee)

DIKSHA
BBA Student
(HR Trainee)

RITIK KATOCH
BCA Student
(IT Sales Trainee)

VIVEK JAGGI
BCA Student
(Web Designing Trainee)

Glimpses from the Department of BCA/BBA

Seminar on E-Marketing

BCA students busy with their lab work

Online Webinar on SEBI

BCA & BBA students alongwith the faculty after the job placement drive

Officials of the BCA/BBA (Self Financing Course)

S.No.	Designation	Name	Contact No.
1	Principal/Director	Dr. Pardeep Kaundal	01894-235973
2	Coordinator BCA	Dr. Sanjay Gupta	01894-235973
3	Coordinator BBA	Dr. Suman Sachar	01894-235973
4	Superintendent	Sh. Mangal Sen	01894-235973
5	Assistant-cum-Store-Incharge (BBA/BCA)	Sh. VijayKumar	01894-235973

"RAGGING IS A COGNIZABLE OFFENCE"

Ragging is originally a Western Concept and was considered a form of social interaction between seniors and juniors in educational institutions. However, with the passage of time these interactions have taken a very brutal, inhuman and anti social form. The Hon[1]ble Court has defined ragging as an on-acceptable conduct whether by words spoken or written or by an act having a teasing effect, treating or handling any other student with rudeness. It also include indiscipline activities which may cause any kind of harm or raise fear among the fresher or junior student or asking the student to do any act to perform something which a student will not do under normal circumstances or which has the effect of causing or generating shame or embarrassment so as to adversely affect the psyche of the new entrant of the college. If any student is found indulging in this heinous act, directly or indirectly, the college authority will take strict action against the guilty under rule 22,17 (a,b,c,d) of the H.P. University Ordinance.

SCVB Government College

PALAMPUR, DISTRICT KANGRA (H.P.) - 176061
Ph. 01894-235973 E-mail : gcpalampur-hp@nic.in
website : www.gcpalampur.ac.in

Rs. 500/- at Counter
Rs. 550/- by Post