



**NAAC ACCREDITED**  
**GRADE 'B' COLLEGE**  
**(CGPA 2.4)**



**Maharana Pratap Govt. Degree College**

**AMB, DISTT. UNA, HIMACHAL PRADESH - 177203**



**Prospectus**

**2023-2024**

**Department of Computer Applications (BCA / PGDCA) &  
Department of Management (BBA)**  
**(Under Self-Finance Scheme)**

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## ADMISSION SCHEDULE

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**SCRUTINY** .....

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**NOTE :** Admission to 3rd and 5th semester will be on Roll - on basis  
From.....

**PRICE AT THE COUNTER GOVT. COLLEGE, AMB**

**₹ 400/- BY POST ₹ 450/-**

## PRINCIPAL'S MESSAGE

Dear Students,

Government College Amb, a premier co-educational institute, is a Grade "B" accredited institution with a CGPA of 2.4 by NAAC. Over the years of its establishment, the students of the college have succeeded in carving a niche for themselves in various fields like Politics, Administration, Business, and more. The aim and vision of the college are to provide top-quality education to its students. Various courses provided by the college include UG Courses under the RUSA scheme and PG Courses in English, Commerce, and PGDCA.



The strength of any educational institution lies in its teachers and students as a whole. Government College Amb boasts the best teachers in different subjects who strive tirelessly and endlessly to help the students succeed. Additionally, the college has a total of 2221 students, with 793 boys and 1428 girls. The college strives to focus on the overall development of the students.

Furthermore, the college provides BCA, BBA, and PGDCA courses under the self-finance schemes. These programs are governed by the Higher Education Institute Society (HEIS) and affiliated with the H.P. University. The college also has well-equipped computer and science labs, smart classrooms, a library, a canteen, and a girls' common room.

I am positive that in the coming times, the college will become one of the best institute in different fields and will provide the best possible education to everyone.

Wish you all the best

**(Prof. Rajesh Kumar)**  
**Chairman-cum Principal**



## RAGGING IS AN OFFENCE

Ragging in and out of the college campus is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be under obligation under rule 22,17(a) (b) (c) (d) of the HP University ordinance, to expel the guilty students from the college. “Ragging includes any type of physical or mental torture inflicted by any individual or group by words or in conduct, which creates an apprehension in the mind of a person that he/she studies free from any mental disturbance or torture created there by any person who aids or abets such action shall be guilty of such ragging”.

All students who seek admission in the college shall submit an undertaking to this effect in their admission forms.

Any student found guilty of ragging shall have to face disciplinary action and a FIR will be lodged.



Ragging is strictly prohibited. It is a Punishable offence leading to Fine, Rustication and Imprisonment.



## INTRODUCTION

Maharana Pratap Govt. College, Amb came into being on 18th, June 1997 when the Govt. of Himachal Pradesh took over the erstwhile National College, Amb established in 1970. This College is situated in the center of Amb town, 32 Kilo-meters away from Una, the District head-quarters, on the National Highway leading to the famous shrine of Goddess Maa Chintpurni. This college is imparting education in Science, Arts and Commerce at undergraduate level and post graduate degree courses in English and Commerce to the students mostly from the rural & remote areas with an emphasis on the moral values and personality development so as to make them ideal citizens and good human beings.

To fulfill the persistent demand of the people of area adjoining Amb, Self-Financing courses BBA, BCA & PGDCA were introduced in the College from the academic session 2010-2011 with the permission and approval of H.P. Govt. and Himachal Pradesh University, respectively. These courses equip the students with technical skill and proficiency and open for them avenues of job opportunities in the public and private sectors.

The College has sufficient infrastructure in the form of a spacious campus, a well-equipped Central Library & a Departmental Library, Two IT Labs, One Computer Hardware Lab, Two Smart class rooms, a multi-purpose hall, a separate girl's common room, a gymnasium and lecture - theatres.

## OBJECTIVE

The main objective of introducing these courses is to provide quality education in computer applications and business management to the aspirants of the remote & rural areas of the district so that they can earn their livelihood anywhere in the country by competing with those who are pursuing such professional courses from other institutes.

## DEPARTMENT OF MANAGEMENT & COMPUTER APPLICATIONS

### DETAIL OF COURSES UNDER THE DEPARTMENT

#### 1. BACHELOR OF COMPUTER APPLICATIONS (BCA), BACHELOR OF BUSINESS ADMINISTRATION (BBA) and POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

The duration of BBA & BCA courses are three years, spread over six semesters and for PGDCA duration of course is one year spread over two semesters. There shall be an examination at the end of each semester. The total number of seats in each course is 60, distributed as under:-

Category/Department	BBA	BCA	PGDCA
Subsidized	50	50	50
Non -Subsidized	10	10	10
Total Seats	60	60	60

## **MODE OF ADMISSION**

### **A) SUBSIDIZED SEATS**

The admission to these courses will be made on the basis of merit of their qualifying examination. As per H.P. University rules 75% seats will be filled out of the candidates who have passed their 10+2(for BBA & BCA) and Graduation (for PGDCA) examination from the school/college situated in Himachal Pradesh irrespective of the Board/University. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

### **B) NON-SUBSIDIZED SEATS**

This applies only to NRIs and payment categories. In case of NRIs, students will be admitted as per the merit in last examination passed by candidate.

## **PROOF OF STATUS IN THE CASE OF NRIs**

**For this purpose, any of the following documents shall be considered as a proper proof:**

- (a) Copy of Non-Resident card /Employment Card issued by the employers.
- (b) Photocopy of the Immigration card / Employment VISA entry on the passport along with detail of passport.
- (c) Certificate issued by Indian Embassy/ High Commission in the country where NRI is residing.
- (d) Photocopy of the latest assessment order of Income Tax Authorities either in India or the country of employment filled in the status of NRIs.

In case of non-availability of NRIs, the seats under non – subsidized category will be filled as per the consolidated merit in application rating and interview. No reservation of any kind will be given under this category.

## **TO RESOLVE A TIE**

- (a) In case of a tie, the candidate having higher aggregate marks in the qualifying examination shall be admitted first.
- (b) If the tie is still not resolved, the candidate older in age will be admitted first.

## **ELIGIBILITY CONDITIONS**

### **A) FOR BBA & BCA**

1. Candidates who have passed 10+2 examination from H.P. Board /CBSE/ICSE or any other examination considered equivalent to 10+2, by Himachal Pradesh University, Shimla-05, with 50% Marks (45% marks for SC/ST category) shall be eligible.



Candidates who have appeared in the qualifying examination are also eligible to apply in this course, but they will be entitled for admission only if they have secured the minimum prescribed percentage of marks in their qualifying examination and also submit all relevant documents including final mark- sheet of qualifying examination at the time of counseling.

### 1. AGE LIMIT

Maximum age limit for admission to BBA & BCA is 23 years for General category, 26 years for SC/ST category and 25 years for girl candidates, as on 1st July of the year concerned i.e. on 01.07.2023. The Vice - Chancellor may permit age relaxation up to maximum of six months.

### B) FOR PGDCA

1. Candidates who have passed under graduate examination from H.P. University or any other University recognized by UGC with 50% Marks (45% marks for SC/ST category) shall be eligible.

### 2. AGE LIMIT

The maximum age limit PGDCA course is 26 years (28 years for girls) as on 01.07.2023. However, in case of candidates belonging to scheduled castes/scheduled tribes, there will be relaxation of three years. The Vice-Chancellor shall have the power to permit age relaxation for reason to be recorded in writing up to a maximum of six months.

Candidates who have appeared in the qualifying examination are also eligible to apply in this course, but they will be entitled for admission only if they have secured the minimum prescribed percentage of marks in their qualifying examination and also submit all relevant documents including final mark- sheet of qualifying examination at the time of counseling.

**The H.P. University 120 points roster will be followed for admission of BCA, BBA & PGDCA and reservation of various categories for the session 2023-24 shall be followed from 1 to 60**

### CONDITIONS FOR MIGRATION CASES

1. Original Migration certificate of a Board/University from which the candidate migrates to this college will be submitted.
2. Migration from another college affiliated to HPU and vice versa is governed by the HP University rules.
3. The migrating student must bring with him/her:
  - i) Lecture attendance statement
  - ii) Statement of marks obtained in the Minor Tests
  - iii) Character Certificate from the Head of Institution last attended.
4. After the migration has been sanctioned and notified by the University the student must join the new college within the given period of time i.e. by the date given by the University.
5. On joining new college, the student will have to pay all the funds for full year whereas the tuition fee will be payable from month of his joining.
6. No migration certificate can be issued unless the student is registered with the other University.
7. A candidate migrating from this college will have to obtain clearance from the college office, Library, NCC, NSS, sports and other concerned departments.

## FEE STRUCTURE FOR SUBSIDIZED SEATS BCA/BBA/PGDCA

A) GOVERNMENT FUND (ANNUAL)				BCA	BBA	PGDCA
	1	ADMISSION FEE	Rs. 25			
	2	TUITION FEE	Rs.600	625	625	625 (I)
<b>B) UNIVERSITY FUND(ANNUAL)</b>						
	1	UNIVERSITY DEVELOPMENT FUND (FOR IRDP RS. 100)	Rs. 250	<b>Only for 1<sup>st</sup> Semester</b>		
	2	HPU SPORTS FEE	Rs. 15			
	3	YOUTH WELFARE FUND	Rs. 15			
	4	HOLIDAY HOME FEE	Rs. 1	281	281	281 (II)
	5	CONTINUATION FEES (FOR 3rd +5 <sup>th</sup> Sem.)	Rs. 10	10	10	0 (III)
<b>C) COLLEGE FUND(ANNUAL)</b>						
	1	MEDICAL FEE	Rs. 6			
	2	STUDENT AID FUND	Rs. 2			
	3	LIBRARY IDENTITY CARD	Rs. 10			
	4	COLLEGE MAGAZINE FUND	Rs. 50			
	5	BOOK REPLACEMENT FUND	Rs. 25			
	6	CAMPUS DEVELOPMENT FUND	Rs. 10			
	7	ROVER AND RANGER FUND	Rs. 60			
	8	NCC	Rs. 10			
	9	HOUSE EXAMINATION FUND	Rs. 40			
	10	A/F	Rs. 300			
	11	CULUTURAL ACTIVITY FUND	Rs. 20			
	12	BUILDING FUND	Rs. 120			
	13	FURNITURE REPAIR/REPLACEMENT FUND	Rs. 10			
	14	SPORTS FUND	Rs. 240			
	15	COMPUTER AND INTERNET FACILITY	Rs. 20	923	923	923 (IV)
<b>D) BCA/BBA/PGDCA FEE</b>						
	1	LIBRARY FEE		450	450	450 (V)
	2	FACULTY FEE/COMPUTER FEE		10500	9050	12000 (VI)
<b>E) PTA FUND (ANNUAL)</b>						
				600	600	600 (VII)
<b>F) LIBRARY SECURITY (REFUNDABLE)</b>						
				1000	1000	1000 (VIII)
<b>GRAND TOTAL (For BCA/ BBA 1<sup>ST</sup> SEM) (For Subsidized)</b>		<b>( I+II+IV+V+VI+VII+VIII)</b>		14379	12929	
<b>GRAND TOTAL (For BCA/ BBA 1<sup>ST</sup> SEM IRDP STUDENTS)</b>		<b>( I+II+IV+V+VI+VII+VIII)</b>		14229	12779	
<b>GRAND TOTAL (PGDCA)</b>						15879
<b>GRAND TOTAL (PGDCA IRDP STUDENTS)</b>						15729
<b>FOR BCA/BBA IIIrd &amp; Vth SEM</b>		Less Rs. 1250(1000 Lib. Security & 250 Uni. Dev. Fund) + Add ( Rs. 10 Cont. Fund)		13139	11689	
<b>For Non Subsidized RE-ADMISSION</b>		For BCA & BBA 1 <sup>st</sup> Year FIRST TIME	Rs. 100.00	<b>25000</b>	<b>20000</b>	<b>25000</b>
		SECOND TIME	Rs. 200.00			

\*\*\*\*\* H.P.U. EXAMINATION FEE IS NOT INCLUDED IN TOTAL FEE OF BCA, BBA AND PGDCA \*\*\*\*\*



## **WITHDRAWAL OF ADMISSION BY THE CANDIDATE & REFUND OF FEE**

If a student chooses to withdraw from the program of study in which he /she is enrolled. The institution concerned shall follow the following four tier system for the refund of fee remitted of student as per letter no 1-3/87-hpuniv(academic) part-III dated 19/09/2017 of Himachal Pradesh University and D.O.NO,1-3/2007 (cpp-II) dated 0612-2016 of UGC.

Sr. No	% of Refund of aggregate	Point of time when notice or withdrawal of admission is served to HEI(Higher Education Institution )
1	100%	15 days before the formally notified last date of admission
2	80%	Not more than 15 days after the formally notified last date of admission
3	50%	More than 15 days but less than 30 days after the formally notified last date of admission
4	NIL	More than 30days after the formally notified last date of admission

- \* (Inclusive of course fee and Non tuition fee but exclusive of caution money and security deposit)
- \* In case of (1.) In the table above, the HEI concerned shall deduct an amount not more than the 10% of aggregate fee as processing charges from the refundable amount.
- \* Fee shall be refunded by all HEIs to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.

### **ABSENTEE & MISC. FINE**

1.	Absence Fine (Per period)	1.00	3.	Absence from House test (per paper)	100.00
2.	Absence Fine (per practical)	3.00	4.	Dress Fine	50.00

### **LEAVE AND RE-ADMISSION RULES**

1. Leave/duty leave will be applied on prescribed Performa available in the college office. Leave up to 3 days shall be recommended by teachers concerned and sanctioned by the Co-ordinator. For leave exceeding 3 days, the application duly recommended by the teachers must be submitted to the Principal.
2. Leave of absence from the examination/tests and sports etc. shall be granted only by the Principal.
3. The name of the student who remains absent for 10 days continuously from any class, shall be struck off from the college rolls. However, the Principal at his/her discretion and after the recommendation from teacher concerned may re-admit such student on the payment of the re-admission fee (which will be Rs. 100/- for first time and Rs. 200/- for second time). Such students must get re-admitted within 15 days from the date on which his/her name is struck off.

**Note: A candidate whose name is struck off three times will not be re-admitted in the college.**

## **ANNUAL PRIZE DISTRIBUTION FUNCTION**

Annual prize distribution function will be held in Feb/March of every year and Prizes will be given to the students securing positions in the University, Academics, Sports, NCC, NSS and other Co-Curricular activities. The Prize money is decided by the college Advisory Committee.

### **ACADEMIC PRIZES**

1. Students securing first to tenth positions in HPU Merit List.
2. Students securing first and second position in Core subject.

### **SPORTS/CULTURAL/NCC/NSS ETC.**

1. Participation in International Events, Gold / Silver / Bronze Medal in Inter-University / Inter-College Championships / Annual College Athletic meet.
2. Youth festival prizes.
3. NCC/NSS students participating in RD Parade, NCC cadets appointed as SUO and UO for the session and declared best Cadet.
4. NSS overall best volunteer during the session.
5. CSCA Office bearers and members.
6. Blood donors, special prizes for extra ordinary contribution in the college activities.

## MINOR TEST AND LECTURE ATTENDANCE RULES

It is compulsory to fulfill following conditions:

1. Minimum 75% lecture attendance, Minor Test and Seminar/Assignment/Quiz etc. in each semester of BBA & BCA. Degree course under CBCS System.

**Important Note:** In case a student fails to fulfill any of these conditions, he/she will not be allowed to appear in the End Semester Examination (ESE).

### A) CRITERIA FOR /CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

1. **BBA & BCA**
  - (a) First/Second/ Third /Fourth/Fifth/ Sixth Semester :- CCA-30% THEORY-70%
  - (b) In case of Practical Papers :- CCA-30%, Practical 20% & THEORY-50%
2. **PGDCA**
  - (a) First/Second Semester :- Internal Assessment-25% THEORY-75%
  - (b) In case of Practical papers :- Internal Assessment -25% THEORY-75%

### (b) Criteria for weightage of attendance:

75% but < 80%	1 marks
80% but < 85%	2 marks
85% but < 90 %	3 marks
90% but < 95 %	4 marks
95%	5 marks

## SCHOLARSHIPS

The following scholarships are available to the eligible students in the college:

1. Merit Scholarship
2. SC/ST Scholarship
3. OBC Scholarship
4. Distt. Soldiers Board Scholarship
5. IRDP Scholarship
6. Balmiki Scholarship
7. Post Graduate Indira Gandhi Single girl child scholarship
8. Swami Vivekanand Scholarship
9. Maulana Azad merit scholarship for minority student.
10. Kalpana Chawla scholarship.
11. Inspire Programme scholarship (Department of Science & Technology).

## IMPORTANT NOTE

The eligible students have to produce their income certificate at the time of applying for the scholarship for first time.(Notification No. EDN.-H (10) B 2005-06 misc-dated 30 Jan. 2006). For further details contact the college office.

## LIBRARY

The department has a library and the library rules are given below: -

1. There is provision for library card for the students who wish to avail themselves of library facilities. Duplicate card can be issued on payment of Rs. 50/-.
2. A book issued can be kept for a period of 15 days. Fine will be charged @ Rs. 1/- per day for any delay.
3. Text books and reference books will not be issued.
4. Students in all streams can borrow maximum 2 books for UG and 4 for PG classes at a time. The book must be handled carefully. Any loss or damages will have to be paid by the student with the permission of the principal

## COLLEGE MAGAZINE "AMBIKA"

The college Magazine "Ambika" is brought out every year to provide a forum to the students for an expression of their creative talents in form of articles, poems and stories etc. It also includes photographs of students who have participated in different college activities/events and those who have excelled in academics during the session.

## COLLEGE STUDENTS' CENTRAL ASSOCIATION (CSCA)

The CSCA of the college students is elected / nominated in the beginning of the new session as per the rules supplied by the university from time to time. The body helps the college authorities to maintain discipline in the college and facilitates the development activities. Election dates are notified by HPU after the admission process is over.



## CAREER GUIDANCE AND PLACEMENT CELL

With the objective of providing timely information to the students regarding various career opportunities, a career guidance cell is functioning in the college. A team of dedicated teachers collects the information from various sources and disseminates the same by displaying it on the Notice-Board.

### NCC AND NSS

**NCC:** The College has separate NCC units for boys and girls. NCC inculcates in students sense of duty, discipline and leadership.

**NSS:** National Service Scheme (NSS) is currently having two units in this college with enrolment of 100 volunteers each under the guidance of programme officers. Enrolment to NSS is made soon after the admission process is over.

### SPORTS

The college provides adequate facilities for athletics and games like Volleyball, Kabaddi, Boxing, Football, Cricket, Basketball, Badminton, Table tennis, Chess etc.

### CODE OF CONDUCT

1. The Principal has discretionary powers regarding admissions, appearing for examination, Disciplinary action, remission of fine, special punishment etc.
2. The Principal has the right to regulate the activities of all bonafide students of the college inside and outside the college campus. If the Principal is convinced that the conduct of a student is against the rules and regulations, he/she can be expelled and rusticated without assigning any reason.
3. No Students will be allowed to take part in any political and disruptive activity.
4. All the rules mentioned in the prospectus and notified from time to time are binding on all students. Defaulters can be punished monetarily or through disciplinary action depending upon the seriousness of misconduct.
5. Willful absence from the classes will be viewed seriously and the name will be struck off.
6. Entry into college office without any specific reason is prohibited. The student can meet the Principal only during visiting hours notified on the board.
7. Schedule for filling up all the forms of HP University including examination forms will be displayed prominently on the notice Board. Any students not adhering to the displayed schedule will himself be responsible for any administrative delay and late fee.

### FOLLOWING ACTIVITIES WILL BE TREATED AS BREACH OF DISCIPLINE

1. Any disruptive activities or use of force.
2. Writing obscenities on walls, desks and blackboards.
3. Making noise or raising slogans that disturb teaching in the campus.
4. Smoking and entering the campus under the influence of drugs, Liquor etc.
5. Plucking flowers or damaging the plants in college campus.
6. Bringing outsiders into the campus.
7. Tampering with electrical fittings, fans etc.
8. Misbehavior of any kind.
9. Use of cell phones in campus, classrooms, library and unauthorized use of loudspeakers, public address systems.
10. Coming to college without Identity-Card.

**NOTE:** The teaching staff is vested with all the rights to punish or recommend for punishment for any Activity/activities that amount to the breach of discipline.

### SCHEME OF EXAMINATION FOR BBA 1<sup>ST</sup> TO 6<sup>TH</sup> SEMESTER

The detailed list of courses outlined for BBA programme is given below, which is subject to any change by the board of studies approved by academic and executive council of H.P. University, Shimla. The pass percentage in each subject is 45%. For regular student each paper will be of 100 marks (70 marks for theory exam and 30 marks for internal assessment) and duration of each paper will be 3 hours

**FIRST YEAR (1ST SEMESTER)**

Course No.	Course Structure		Credits	Marks		
				CCA	ESE	Total
101	Environmental Science	Ability Enhancement Compulsory (AECC)-I	<b>Common with B.A./B.Sc./B.Com.</b>			
102	Fundamental of Management & Organizational Behavior	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 Max 32(Min)	100 (Max) 45(Min)
103	Statistics for Business Decisions	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 Max 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-I	6 (L4 +T2)	30 (Max.) 13 (Min)	70 Max 32(Min)	100 (Max) 45(Min)

**FIRST YEAR (2ND SEMESTER)**

Course No.	Course Structure	Credits	Marks	Course No.	Course Structure	Credits
BCH2.1	Business Communication (Language: English/MIL)	Ability Enhancement Compulsory (AECC)-II	<b>Common with B.Com. Hon's</b>			
202	Managerial Economics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
203	Business Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)-II	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)

**SECOND YEAR (3RD SEMESTER)**

Course No.	Course Structure		Credits	Marks			
				CCA	ESE	Total	
301	Macroeconomics	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
302	Principles of Marketing	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
303	Management Accounting	Core Course	6 (L5+T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
304	India's Diversity & Business	Generic Elective -III	6 (L4+T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)	
305	Personality Development & Communication Skills	Skill Enhancement Course-I	6 (L4+P2)	30 (Max.) 13 (Min)	<b>Theory</b> 50(Max.) 23(Min)	<b>Practical</b> 20(Max.) 9(Min.) <b>Internal</b>	100 (Max) 45(Min)

**SECOND YEAR (4TH SEMESTER)**

Course No.	Course Structure		Credits	Marks			
				CCA	ESE	Total	
401	Business Research	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45 (Min)	
402	Human Resource Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45 (Min)	
403	Financial Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45 (Min)	
404	Tax Planning	Generic Elective-IV	6 (L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32 (Min)	100 (Max) 45 (Min)	
405	IT Tools in Business	Skill Enhancement Course-II	6 (L4 +P2)	30 (Max.) 13 (Min)	<b>Theory</b> 50 (Max.) 23(Min)	<b>Practical</b> 20 (Max.) 9 (Min.) <b>Internal</b>	100 (Max) 45 (Min)



**THIRD YEAR (5TH SEMESTER)**

Course No.	Course Structure		Credits	Marks		
				CCA	ESE	Total
501	Quantitative Techniques for Management	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)
502	Legal Aspects of Business	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)
504	DSE –I (Finance) <b>OR</b> DSE –II (Marketing) <b>OR</b> DSE-III (H.R.) <b>OR</b> DSE-IV (Mgt. of Global Business)	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)

**THIRD YEAR (6TH SEMESTER)**

Course No.	Course Structure		Credits	Marks		
				CCA	ESE	Total
601	Business Policy & Strategy	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)
602	Financial Institutions & Markets	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)
603	DSE –I (Finance) <b>OR</b> DSE –II (Marketing) <b>OR</b> DSE-III (H.R.) <b>OR</b> DSE-IV (Mgt. of Global Business)	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45 (Min)

<b>604</b>	DSE –I (Finance) (Project Report) <b>OR</b> DSE –II (Marketing) (Project Report) <b>OR</b> DSE-III (H.R.) (Project Report) <b>OR</b> DSE-IV (Mgt. of Global Business) (Project Report)	DSE	6			100 (Max) 45 (Min) <b>(External</b>
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### SCHEME OF EXAMINATION FOR BCA 1ST TO 6TH SEMESTER

The detailed list of courses outlined for BCA programme is given below, which is subject to any change by the board of studies approved by academic and executive council of H.P. University, Shimla. The pass percentage in each subject is 45%.

For regular student each paper will be of 100 marks (70 marks for theory exam and 30 marks for internal assessment) and duration of each paper will be 3 hours.

### FIRST YEAR (1ST SEMESTER)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0101	Mathematics-I	4	70	30	100	3
BCA0102	Applied English	4	70	30	100	3
BCA0103	Computer Fundamentals	4	70	30	100	3
BCA0104	C Programming	4	70	30	100	3
BCA0105	Office Automation Tools	4	70	30	100	3
BCA0104(P)	C Programming Lab-I	3	35	15	50	3
BCA0105(P)	Office Automation Tools Lab-II	3	35	15	50	3
<b>Total</b>					<b>600</b>	

**FIRST YEAR (2ND SEMESTER)**

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204(P)	Data Structures Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3
<b>Total</b>					<b>600</b>	

**SECOND YEAR (3RD SEMESTER)**

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0301	Mathematics- III	4	70	30	100	3
BCA0302	Business Practices and Management	4	70	30	100	3
BCA0303	Computer Organization	4	70	30	100	3
BCA0304	Object Oriented Programming with C++	4	70	30	100	3
BCA0305	Desktop Publishing and Designing	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3	35	15	50	3
BCA0305(P)	Desktop Publishing and Designing Lab-VI	3	35	15	5	3
<b>Total</b>					<b>600</b>	



**SECOND YEAR (4TH SEMESTER)**

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0401	Personnel Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis and Design	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3	35	15	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50	3
<b>Total</b>					<b>600</b>	

**THIRD YEAR (5TH SEMESTER)**

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	E-Commerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab- IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
<b>Total</b>					<b>600</b>	

**THIRD YEAR (6TH SEMESTER)**

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50	3
BCA0606	Major Project	3	35	15	50	
<b>Total</b>					<b>600</b>	

**DETAILED COURSE OUTLINE FOR PGDCA**

The detailed list of courses outlined for PGDCA programme as prescribed by H.P. University is given below, which is subject to any change by the Board of studies approved by Academic Council and the Executive Council of H.P. University, Shimla.

**SEMESTER –I**

Course Code	Paper	Max. Marks Theory	Internal Assess.	Exams. Duration Hrs.
DCS-101	Fundamentals of Programming Using C	75	25	3
DCS-102	PC Software	75	25	3
DCS-103	Operating system	75	25	3
DCS-104	Computer Organization and Architecture	75	25	3
DCS-105	Practical-I (C Language)	75	25	3
DCS-106	Practical-I I (PC Software)	75	25	3

**SEMESTER –II**

Course Code	Paper	Max. Marks Theory	Internal Assess.	Exams. Duration Hrs.
DCS-201	Data and File Structure	75	25	3
DCS-202	System Analysis and Design	75	25	3
DCS-203	Object Oriented Programming & C ++	75	25	3
DCS-204	Data base Management system	75	25	3
DCS-205	Practical-III (DFS Using C ++)	75	25	3
DCS-206	Practical-IV (Data base Management system)	75	25	3
DCS-207	Project Work	200	-	-

The project should involve development of application software for some industry/ Institute

## DRESS CODE

‘Apparel makes the man’ said the Bard of Avon, long ago. It holds true even today. So, the following formal dress code is prescribed to make our students look smart, confident and impressive.

**For winter (November to February) (Both Boys and Girls)**

1. White shirt (for both BCA & BBA)
2. Navy Blue pant for BCA & Black pant for BBA
3. Black Lace –ups (Shoes) (for both BCA & BBA)
4. Navy Blue Tie for BCA & Maroon tie for BBA
5. Navy Blue Sweater for BCA & Black Sweater for BBA
6. Navy Blue Blazer for BCA & Black Blazer for BBA

**During summer (March to October) the dress code will be same except coat & sweater**



## LIBRARY



## ELIGIBILITY FOR PROMOTION

A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd semester to get admission in the 3rd semester of 2nd year and all the papers of 1st year i.e. 1st & 2nd sem. along with 50% of the papers of the 2nd year shall determine the eligibility for admission to the 5th semester of 3rd year as:

- a) The pass marks in each subject shall be 45% while appearing in the examination within two available chances. The candidate placed in compartment may be exempted from appearing in paper in which he/she has already obtained required pass marks.
- b) The aggregate marks obtained by the candidate in BBA examination shall be sum total of the marks obtained by him in which he/she has passed

## CAREER GUIDANCE & PLACEMENT CELL

Career Guidance & Placement Cell of this College organizes lectures, seminars and workshops on career related issues for the welfare of BBA, BCA & PGDCA students from time to time. Various lectures and workshops on career guidance were conducted during the session 2022-2023.

1. A lecture on “Career Counselling for preparation of competitive exams” on 05th March, 2022 by Mr. Ravinder Thakur Director Vaterns academy Chandigarh.
2. “Career Counselling investor awareness programme” on 11th March 2022 by Mukesh Kumar area Manager LIC Chandigarh and Abhishek Choudhary Chartered Accountant, Chandigarh.
3. A lecture on “Career guidance on Higher education” on 22nd March 2022 by Harvinder Goyal from Baadi university.
4. A lecture on “Career guidance and awareness section” on 24th March 2022 by Shikha Sharma (Research Scholar).
5. A lecture on “Career in Civil services Exam” was delivered by Mr. Naman Sharma. From Chandigarh.
6. A lecture on “Career Counselling” on 17th March 2023 was delivered by Dr. Arun from Baddi University.
7. A lecture on “Career Counselling & guidance and awareness section regarding Higher Studies” on 21st March 2023 by Dr. Sameer Verma (Dean GNA Business School ,GNA University Phagwara (PB.)



**GYMNASIUM**

**CHAIRMAN**

Prof. Rajesh Kumar

Officiating Principal

**CO-ORDINATORS**

- |   |                          |
|---|--------------------------|
| 1. Mr. Ajay Kumar (Assistant Professor of Mathematics)    | Co-Ordinator BCA & PGDCA |
| 2. Mr. Amit Kumar Sharma (Assistant Professor of Physics) | Co-Ordinator BBA         |

**ADVISORY COMMITTEE**

- |                          |  |
|--------------------------|--|
| 1. Mrs. Rekha Sharma     | (Assistant Professor of Physics)                         |
| 2. Dr. Sat pal Singh     | (Assistant Professor of Mass Communication & Journalism) |
| 3. Mr. Sukh Dev          | (Assistant Professor of English)                         |
| 4. Mr. Amit Kumar Sharma | (Assistant Professor of Physics)                         |
| 5. Mr. Anil Verma        | (Assistant Professor of Computer Applications)           |
| 6. Mr. Jeet Kumar        | (Superintendent Grade-1)                                 |
| 7. Mr. Ravinder Verma    | (Office Superintendent)                                  |

**TEACHING FACULTY**

S. N.	DEPARTMENT OF BCA	S. N.	DEPARTMENT OF BBA
1	Miss Monika Jaswal (H.O.D) M.Sc (IT), M. Phil. English Designation : Assistant Professor	5	Dr. Vijaiinder Singh (H.O.D) Ph.D (Business Management), Designation : Assistant Professor
2	Mrs. Renu Bala M.Sc. (Maths), PGDCA Designation : Assistant Professor	6	Mrs. Neha M. Phil, Commerce SET Designation : Assistant Professor
3	Mr. Harjeet Singh MCA Designation : Assistant Professor	7	Mrs. Rekha Rani (M. Com, SET) Designation : Assistant Professor
4	Mr. Ashutosh MCA Designation : Assistant Professor		

**NON TEACHING STAFF**

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Mr. Ravinder Verma | Office Superintendent Grade-II |
| 2. Mrs. Sapna Sood    | Clerk (Self-Finance Courses)   |
| 3. Mrs. Poonam Sharma | Asst. Librarian                |
| 4. Mr. Sandeep Kumar  | Lab Attendant                  |
| 5. Mr. Balwinder Pal  | Peon                           |
| 6. Mr. Sashi Kumar    | Gate Keeper                    |
| 7. Mr. Paramjit       | Sweeper                        |

**NOTE: ALL the students will fill & submit the undertaking form (Annexure-II) at the time of admission**

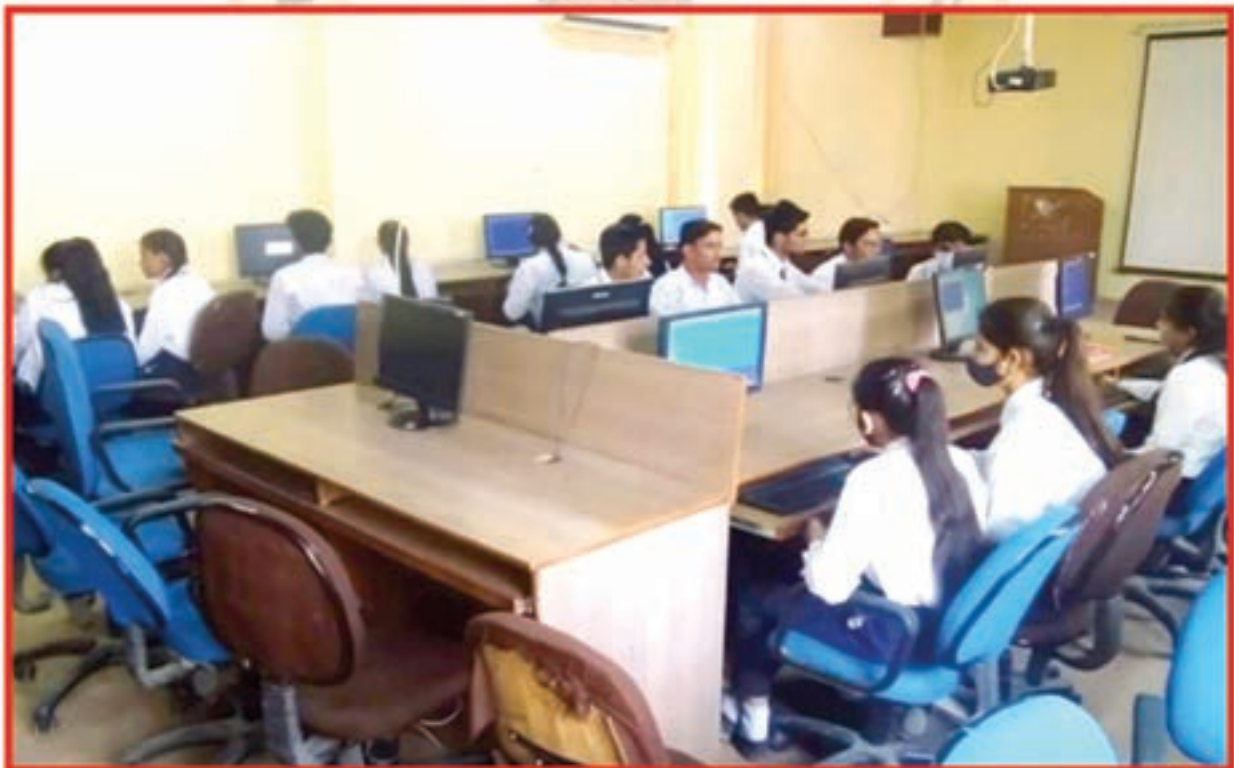








**STUDENT OF THE COLLEGE PRESENTING BHANGRA DURING ANNUAL PRIZE DISTRIBUTION FUNCTION**



**COMPUTER LAB**





**Teaching & Non Teaching Staff**

