

Government College Nalagarh



BBA PROSPECTUS

BACHELOR OF BUSINESS ADMINISTRATION

ACADEMIC SESSION:2026-2027



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Principal's Communique

Dear Students and Parents

It gives me immense pleasure to welcome you to Government College Nalagarh, an institution with a rich legacy of academic excellence and value-based education. Nestled in the serene surroundings of the Doon Valley, our college has been serving society with dedication by nurturing generations of young minds and preparing them to contribute meaningfully to the nation. The college, since its inception has developed a strong reputation for quality education and holistic growth.

At Government College Nalagarh, we firmly believe that education extends beyond classrooms and textbooks. Our aim is to create an environment that fosters intellectual curiosity, critical thinking, creativity, and ethical values. Through quality teaching, modern educational resources, and co-curricular activities, we strive to empower students with the knowledge and skills required to face future challenges with confidence. The institution offers opportunities for academic, cultural, social, and personality development through various platforms and student activities.

Our dedicated faculty and staff remain committed to guiding students toward excellence and helping them realize their full potential. We encourage our students to cultivate discipline, leadership qualities, social responsibility, and a spirit of lifelong learning.

I invite all aspiring students to become a part of this vibrant institution and embark upon a journey of learning, growth, and achievement. I am confident that your association with Government College Nalagarh will be rewarding and memorable. With best wishes for a bright future,

Principal

Government College Nalagarh

Dear young Aspirants,

ABOUT THE COLLEGE

Government College Nalagarh, one of the premier co-educational institutes of HP, came into being in 1973. Cradled amidst beautiful Doon valley, it provides a picturesque view of the Shivalik Hills past Sirsa River. Serving as an entryway to HP, the College attracts a strength of students not only from Himachal, but also from the domains of Punjab and Haryana. Since its inception, the prestigious institution stands tall with its promise of value oriented education in today's competitive world. Over the past forty nine years of its glorious journey, this college has established a distinguished record of academic excellence and scintillating achievements in sports and other extra-curricular activities.

The campus of Government College Nalagarh spreads over 30 acres, which is set amidst lush green, serene and scenic surroundings of Nalagarh. The hallowed gate facing NH 105 fascinates the pedestrians and appears to greet the students to its sprawling campus. The college is undoubtedly making exponential strides in the field of education which is implicit from the fact that it provides quality education in three streams- Arts, Science and Commerce along with postgraduate courses in Commerce, Chemistry, English, Economics and Political Science. The college runs BCA, BBA and PGDCA under the self-financing scheme. The College also provides an Advanced Diploma in Hospitality and Tourism under UGC sponsored Community College Scheme.

The College has highly qualified, dedicated and competent teaching faculty supported by sincere and co-operative non-teaching staff. The institute was accredited B++ by National Assessment and Accreditation council in 2016.

The College has state-of-the-art infrastructural facilities to carry out various academic and co-curricular activities. The extensive educational infrastructure of the institution includes a well-stocked library, well-equipped laboratories, well-furnished classrooms, multipurpose hall, playground and last but not the least its very own canteen where eatables can get as sumptuous as the discussions. To safeguard a comfortable stay, the College has separate hostel facilities for boys and girls. Great care has been taken to make these hostels a home away from home.

Government College Nalagarh provides a liberal, lively and competitive environment enabling students to carve out a niche for themselves in their chosen arenas. The College offers community outreach activities like NSS, NCC, Rovers & Rangers, Women Cell (Pink Brigade), Red Ribbon Club, Road Safety Club and Red Cross to instill a sense of social responsibility among students. A College magazine "**Parbat Rekha**" is published every year to provide a platform to those very students who have a flair for creative writing. The institution regularly organises cultural academic, sports activities, both at inter and intra college level, to enable students from different parts of the state to interact and appreciate each other. Ample opportunities are provided to the young-minds for the expression of their talent, personal and individual development through extra and co-curricular activities. More information about the institute can be accessed on college website <http://gdcnalagarh.com>.

Government College Nalagarh is committed to vouchsafing the quality of leadership and providing direction for the times ahead in every sphere of human enterprise and endeavor. Holistic and all round development of the students has remained its prime objective so as to chisel and prepare the young minds as valuable assets for serving the society and the nation.

Vision

The College aspires to create a holistic learning environment by raising academic potential, integrating academics with community outreach and providing access, equity, and quality education for overall development of students.

Vision Statement of the college is to **“Nurture attitude, knowledge and skill in individuals to ensure a Vibrant Society”**.

Mission

- To instill scientific zeal and develop skilled human resource to meet contemporary challenges.
- To facilitate young learners with opportunities to hone their ethics and leadership potential.
- To strengthen the academic environment and enhance the quality of Teaching-Learning by using modern ICT tools and techniques.
- To create the best possible infrastructure for achieving excellence in education.
- To inculcate, the spirit of social service and communal harmony particularly among the students and the society in general.
- To undertake the technological advancement and innovations in Education and Research.
- To sensitize learner towards inclusive social concerns, human rights, gender and environmental issues.
- Attention on capacity building of learners for national development and inculcate global competencies in them.

Mission statement of the College is to: *‘Incorporate Values according to Societal needs’.*

Bachelor of Business Administration (BBA)

Bachelor of Business Administration(BBA) is one of the most popular Bachelor Degree Programme after (10+2) XII. It is a course run under the Self Financing scheme by Higher Education Institute Society(HEIS), at Government College Nalagarh.. The BBA course is a gateway to numerous job opportunities in plethora of fields- like Marketing, Human Resource, Finance, Sales, Risk Management, Academic and Research in Private and Government sectors. Give herein under are some salient features of the BBA program/degree that are vital to know and understand before seeking admission to thiscourse:

- Admission to the Three Year Professional undergraduate course in Business Administration and Management is open to all such students who have done their 10+2 in any of the streams: Science, Arts or Commerce.
- The BBA course offers knowledge and training in business administration and management and focuses on developing leadership skills so as to prepare the students in a better way for managerial roles and entrepreneurship.
- During the tenure of this course candidates learn various aspects of business administration and management through class room lectures, practical projects and internship..

Objectives of Bachelor of Business Administration (BBA) Programme:

- To provide knowledge regarding the basic concepts, principles and functions of business administration and management.
- To develop business and entrepreneurial aptitude among the students.
- To provide knowledge and requisite skills in different areas of business management like human resource, finance, sales, operations and marketing to give a holistic understanding of a business system.
- To equip the students with knowledge related to qualitative and quantitative techniques for critical thinking and problem solving.
- To develop IT skills in the areas of information search, word processing, office management software and presentation software needed to excel in business.
- To provide practical industrial exposure to the students to hone their managerial competencies and business acumen while attaining a holistic understanding of a business/industry.
- To prepare the students for effective oral business presentations using a variety of appropriate technologies and achieve excellence in written communication.
- To inculcate global view of the industrial and organizational establishments and their functions for taking viable decisions in international business setting.
- The course provides various specializations in the nature of:
 - Human Resource Management
 - Finance
 - Sales & Marketing
 - Information Technologies

Career Prospects:

Some of the relevant career opportunities available after BBA are:

- Customer Care Executive
- Junior Operations Manager or Senior Operations Manager
- Project Analyst
- Business Solutions Developer
- Engagement Manager
- Project Manager or Solutions Architect (from a business point of view)

Financial Services:

- Management Trainee
- Business Development Executives
- Relationship Associates
- Financial Analysis

Marketing & Sales:

- Sales/ Marketing Executive
- Data Analyst
- Management Trainee for Business development,
- Brand Manager

Hospitality & Tourism:

- Executive Trainee
- Management Trainee for customer management and operations

Administration and HRM:

- Client Relation Executive
- Management Executive in operations and logistics
- Recruitment-related research process and Human Resource Management
- Office Administrator
- Office Assistant
- Back Office In-charge

Retail Placements:

- Management Trainee for operations and supply chain management
- Sales Personnel
- Store Manager
- Retail Manager
- Visual Merchandiser
- Retail Buyer

GUIDELINES FOR ADMISSION TO BBA

Bachelor of Business Administration (BBA) programme was introduced by the Himachal Pradesh University, Shimla in the University College of Business Studies with the objective of training and meeting man power requirements for junior management positions. Adhering to the similar guidelines and in consonance with the pattern laid down by the HP University we are offering this most desirable and in demand programs at your doorstep.

The total duration of BBA Course is three years that is spread over a period of six semesters. There shall be an examination at the end of each semester termed as End Semester Examination(ESE) in which whole of the syllabus will be incorporated.

At Government College Nalagarh, we have a total number of 50 seats in the Department of BBA which are only under Subsidized pattern. :

1. SUBSIDISED SEATS 50 SEATS

ELIGIBILITY CONDITIONS FOR BBA

Aspirants seeking admission to Three Year Full-time BBA Programme should meet the following requirements/criteria as has been specified by the HP University and adopted by the Institute as the basic parameters of Admission.

BASIS OF ADMISSION:

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

Or

2. Any examination of a Board/University/School in a Foreign Country recognized as equivalent for the purpose of eligibility by the Vice-Chancellor/Equivalent committee or on the recommendation of Association of Indian university, with 50% marks (45% in case of SC/ST).

AGE LIMIT FOR BBA:

The maximum age limit for BBA course is 23 years (25 years for girls) as on 01-07-2022.However, in case of candidates belonging to scheduled castes / scheduled tribes, there will be a relaxation of three years. The Vice-Chancellor shall have the power to permit an age relaxation for reason to be recorded in writing up to a maximum of six months.

Admission to BBA shall be subject to the following conditions:

□ **Admission shall be made on the basis of Merit determined on the basis of marks obtained in 10+2 examination.**

□ **A candidate with Commerce or Mathematics at plus two levels will be given additional 10% of the percentage marks obtained in plus two, while computing**

merit for admission.

□ **In case of a tie the percentage of marks (rounded up to two decimal places) obtained in matriculation will be considered, and if again a tie takes place the candidate older in age will be given preference.**

Note:- The above norms are however subject to change as per HPU/HP Govt. instructions.

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Department of BBA

DIRECTOR: Dr LALIT GULERIA(Principal)

CO-ORDINATOR : DR. ISHA DHIMAN (Assistant Professor (Commerce))

Faculty Profile

COMMERCE & MANAGEMENT

Dr. Rishi Jerath: M.Com ,B.ED M.Phil., Ph.D, Advance Diploma in Finance and Tax

Dr. Ina: M.Com,Ph.D.

MS RituParihar :M.Com,,NET

LANGUAGE & COMMUNICATION

Dr. Shipra Sood:M.A., M.Phil,. Ph.D. (English)

Dr. Poonam Sharma PHD

COMPUTER APPLICATION

Mr Rajeev Sharma Phd (Computer Science)

Mr Pankaj Sharma B.Tech

Ms Kirti Chaturvedi M.sc)IT)

Admission Committee

Dr Rishi Jerath (Covenor)

Dr Mandeep Kumar (Member)

Dr Sunil Kumar (Member)

FEE STRUCTURE

Application Forms for Admission to BBA will be available both online/offline@ Rs. 300.

Sr. No.	Particulars	Amount for BBA
1	Admission fee	25
2	Tuition fess	600
3	HPU Registration Fees(for BBA I)	400*
4	HPU Youth Welfare Fund	100
5	HPU Holiday Fund	01
6	HPU Sports Fund	100
7	Book Replacement	100
8	Society/Club Fund	100
9	Games Development Fund	50
10	House Exam Fee	150
11	College magazine Fee	50
12	Identity Card fund	50
13	Medical fund	30
14	StudentAid Fund	50
15	N.C.C.	1
16	Building Fund	500
17	Annual Function	50
18	Amalgamated Fund	813
19	Campus development & Upkeep	50
20	Furniture Replacement	50
21	Cultural activities	50
22	Library Fees	200
23	Security Deposit(Refundable)	1100
24	Guest Faculty Fees	4000
25	Computer Fees	550
26	Rover and Rangers	60
27	Red Cross Fund	40
28	University Development fund	500
29	P.T.A Fund	600
	Total Amount	9970

Note: HPU Exam fee payable at the time of filling online Examination.

Important Note:

1. The name of the student who remains absent from the classes without a duly sanctioned leave for a period of Ten Continuous Days will be struck off from the college-rolls.
2. Uniform is compulsory to all students except Wednesday and Saturday. Fine will be charged for violating the Dress-Code.
3. Fee once deposited shall not be refunded as per the AICTE norms.
4. At least 75% attendance is compulsory for appearing in End Semester Examination (ESE).
5. Taking the House Test and submitting the Assignments/Project is compulsory for all.

6. Internal Assessment is based on Continuous Comprehensive Assessment (CCA) pattern.

APPLICATION FORM AND FEE

Application form duly filled in and accompanied by the following documents should be submitted to the Principal/Director BBA Program, Govt. PG College (Education Society) Nalagarh (H.P.)

1. Attested copy of certificate of Matriculation and Plus Two with the conversion formula of grades in percentage whatever applicable with relevant testimonial for BBA.
2. Proof of the date of birth (Matriculation certificate).
3. Certificate in original from appropriate authority.
 - i) Certificate of SC/ST/IRDP/BPL/EWS.
 - ii) Bonafide Himachali
 - iii) Certificate of physically handicapped.

RESERVATION OF SEATS:

As per the Government and HP University norms 200 Points Roster will be applied for making Admissions in the Academic Session 2023-2024

SCHEME OF EXAMINATION

End Semester Examination(ESE)

MaximumMarksAllotted	MinimumPassMarks	TimeAllowed
70	28	3:00hrs.

Continuous Comprehensive Assessment (CCA) Pattern:

Minor Test(Marks)	ClassTest/Tutorials/ Assignments(Marks)	Attendance(Marks)	TotalMarks
15	10	05	30

DETAILED COURSE OUTLINE FOR BBA

Detailed course outline for BBA programme as prescribed by Himachal Pradesh University is given below, which is subject to change by the Board of studies approved by Academic Council and the Executive Council of Himachal Pradesh University.

Program Structure Proposed Scheme of Teaching & Evaluation for BBA Programme

Semester-I								
Sr. No.	Course Code	Title of Courses	Course Type	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
1	BBA 101	Business Organisation & Management	DSC -1	4+0+0	70	30	100	4
2	BBA 102	Statistics for Business Decisions	DSC- II	4+0+0	70	30	100	4
3	BBA 103	Managerial Economics	MC -1	4+0+0	70	30	100	4
4	BBA 104	Business Environment	MDC-1	3+0+0	50	25	75	3
5	BBA 105	Personality Development	SEC-1	3+0+0	50	25	75	3
6		To be chosen from the basket of language provided by	AEC-1	2+0+0	35	15	50	2
Sub-Total (A)					345	155	500	20

Semester-II								
Sr No.	Course Code	Title of Courses	Course Type	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
7	BBA 201	Business Accounting	DSC -III	4+0+0	70	30	100	4
8	BBA 202	Macroeconomics	DSC- IV	4+0+0	70	30	100	4
9	BBA 203	Entrepreneurship Development	MC -II	4+0+0	70	30	100	4
10	BBA 204	Ethics & Corporate Social Responsibility	MDC-II	3+0+0	50	25	75	3
11	BBA 205	IT Tools in Business	SEC-II	3+0+0	50	25	75	3
12		Environment related course (as offered by the University)	VAC-I	2+0+0	35	15	50	2
13		Internship	I/A/P/C	As per guidelines of the University				4
Sub-Total (B)								24

Name of the Program: Bachelor of Business Administration (BBA)		
Course Code: BBA105		
Name of the Course: Personality Development & Communication Skills		
Course Category: SEC-I		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits (L+T+P= 3+0+0)	3 Hours	45 Hours
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
Course Outcomes: On successful completion of the course, the students will be able to: develop their personality in relation to various behavioral dimensions that play a crucial role in enhancing organizational effectiveness.		

Course Structure			Credits	Marks		
Course No.	Semester III			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)	Theory 50(Max.) 23(Min)	Practical 20(Max.) 9(Min.)	Internal 100(Max) 45(Min)
Semester IV							
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)	Theory 50(Max.) 23(Min)	Practical 20(Max.) 9(Min.) Internal	100 (Max) 45(Min)
Semester V							
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)
503	(DSE-I Finance) Investment Banking & Financial services OR	DSE Note: Students can opt anyone	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)		100(Max) 45(Min)
	(DSE-II Marketing) Consumer Behaviour OR	of the specialization in Vth Semester and the same will continue in the VIth Semester.					
	(DSE-III Human Resource) HRD: Systems and Strategies OR						

	(DSE-IV Management of Global Business) International Trade: Policies and Strategies					
504	(DSE-I Finance) Investment Analysis & Portfolio Management OR	DSE	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)
	(DSE-II Marketing) Retail Management OR					
	(DSE-III Human Resource) Training and Management Development OR					
	(DSE-IV Management of Global Business) Global Business Environment					
Semester VI						
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) Project Appraisal & Analysis OR	DSE	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)

	(DSE-II Marketing) Distribution & Supply Chain Management OR					
	(DSE-III Human Resource) Performance and Compensation Management OR					
	(DSE-IV Management of Global Business) Multinational Business Finance					
604	(DSE-I Finance) Project Report OR	DSE	6			100(Max) 45(Min) (External Evaluation)
	(DSE-II Marketing) Project Report OR					
	(DSE-III Human Resource) Project Report OR					
	(DSE-IV Management of Global Business) Project Report					

DRESS CODE

A formal dress code implies cultivation of special attitude among students; so as to embolden them with an elite appearance and to add vibrant colors to their persona. **Adhering to the norms of approved dress code is mandatory.**

Dress Code: Plain Grey Shirt and Black Trousers.

Note: Dress Code is mandatory for all days except Wednesday and Saturday. On these two days students are free to wear dress of their choice. However, the dress should be decent and modest in appearance.

ATTENDANCE&CONTINUOUSCOMPREHENSIVEASSESSMENT(CCA)&ENDSEMESTER EXAMINATION(ESE)

1. A student has to attend a minimum of 75% lectures in each course in Theory and Practical separately, otherwise his/ her Examination form will not be forwarded to the University. If he / she does not attend a class for 10 continuous days or absents himself / herself for more than 10 days his/her name shall be struck-off from the college rolls. Student can seek re-admission within 3 days from the date his / her name is struck-off by paying Rs.2000/- as a fine for the first time and for the second time fine amount would be Rs 3000/-. Furthermore, an undertaking from parents will also be taken in presence of Head of Institution/Committee Members that if his / her ward does not complete 75% lectures then his/her examination form will not be forwarded to the University.
2. The Fine Charges (for absence without a duly sanctioned Leave) will be @ Rs.05 per period for theory class/ per subject and Rs.10 per practical lab.
3. The Fine Charges for absence from Mid-Term (MTT Exam) will be @ Rs.50/- .Whereas, fine for not wearing dress (as per approved dress code) will be Rs.50 per day
4. Provided that in the case of a candidate provisionally admitted to a higher class, but reverted to the lower class, as provided herein after, this condition shall only be required to be fulfilled in respect of attendances or assignments as the case may be from the date of his reversion to the lower class.
5. NCC and NSS enrolled students are required to undergo NCC and NSS training or other activity approved by the university. 75 per cent attendance, at such training or participation in such activities shall be compulsory: Provided that the Head of the Institution may for reasons to be recorded in writing can condone the absence up to an extent of 15% of the total attendance.
6. Provided further that the Principal may for reasons to be recorded in writing can condone shortage of lectures delivered in each of the concerned courses up to a maximum of 10 percent lectures in Theory and Practicals.
7. Fee once deposited shall not be refunded.
8. Absence from lectures, tutorials, seminars, practicals on account of participation in the University, State, Inter-University, National, International tournaments, Youth Festivals and cultural and any other sports activities or N.C.C., N.S.S. camps including the actual time spent of Journey, therefore shall be deemed to be attendance for the purpose. However, the absence shall not exceed 20% of Lectures delivered.

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that a student gets in a course;

1. Mid-Term (Minor) Test – There will be one mid-term test; to be conducted when approximately 2/3 of the syllabus has been covered. This mid-term test will be of 15 marks weightage. Mid-term test will be conducted by the college House Exam Committee in consultation with the Principal and concerned Teachers
2. Seminar/Assignment/Term Paper – The remaining 10 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.
3. Attendance: The remaining 5 marks of the CCA will be awarded on the basis of attendance of students in the class.

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 of three hours duration and will be covering the whole syllabus of the course.

Note:

Only those students will be allowed to appear in the ESE who have been successful in the CCA. A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.

COLLEGE DISCIPLINE

Discipline is an indispensable part of every educational institution. In our college we lay great emphasis on maintaining discipline in the college premises. The following points are to be kept in mind by all the students.

Students are expected to show due respect to teachers and courtesy to employees of college. Students should abstain from bringing outsiders to the college campus.

Consumption of tobacco, pan-
etc. and smoking is strictly banned in the college premises. Any student found smoking in the college campus or in the hostel premises will be fined Rs. 500/- and may also face expulsion.

Proper care of college property – furniture, walls, windows etc. must be taken by all the students. Students found indulging in vandalism are liable for heavy fines and/or rustication from the college.

NATIONAL CADET CORPS (NCC)

The National Cadet Corps is statutory organization functioning under the Ministry of Defence, Government of India. Over the last 60 years the Corps has evolved itself as the biggest uniform youth organizations in the world crossing all boundaries of caste, creed, sex and society symbolizing the state motto of '**Unity and Discipline**'. The Corps aims to develop qualities of leadership, character building and good citizenship amongst the youth of our country. In our Institution the NCC unit is functioning under 1 HP Boys/ Girls BN NCC Solan. Besides the scheduled NCC activities, these units help in spreading the message of Zero Tolerance towards Ragging, awareness on social issues and sensitization on eco-friendly initiatives in formal and informal meetings.

The students of BCA and PGDCA can join NCC by filling the enrolment form which can be obtained from the NCC Office for a period of two years. During this training can obtain 'BEE and CEE certificates.

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme is a lifeline of any educational institution. It inculcates the spirit of voluntary work among the students and teachers through sustained community interaction. To for get and surrender the self and

- i) to render selfless service to the Society/Nation

NSS teaches the students to become socially aware and play a constructive role in the development of society. Enrolment in NSS is done through a procedural and approved selection mode. The students interested in joining NSS can contact the NSS In-charge of the Institution for getting themselves enrolled in this esteemed Organization.

ROVERS AND RANGERS

The college is affiliated to the state association of Rovers and Rangers. Boys and Girls are enrolled every year as Rovers and Rangers respectively. The students are trained to serve community, society and humanity. '**Love, Unity and Mutual Brotherhood**' is the main motto of Rovers and Rangers.

SPORTS

College life would be indeed lifeless without sports activities; hence the college calendar gives great importance to various activities of Sports. We have the proud privilege of representing the University and State in many National and Zonal level Sports Competitions. From time to time the college students participate in various sports activities like: Boxing, Cricket, Judo, Kabaddi, and Badminton etc. that are conducted by the University/State bodies. Annual Athletic meet is organized by the Department of Physical Education every year with full colors.

ANNUAL PRIZE DISTRIBUTION FUNCTION

Meritorious students and students excelling in co-curricular activities, sports are given prizes at the end of the session in Annual Prize Distribution Function.

COLLEGE MAGAZINE

The college publishes its magazine 'PARBAT REKHA' annually to provide a platform to the budding writer so as to give them an opportunity to explore and fortify their flair for creative writing. Through this magazine the young minds give vent to their thoughts and perceptions.

COLLEGE LIBRARY

There are over 16,000 books in the college library, related to different subjects taught in the college. In addition to this, there is a regular subscription of various newspapers (Hindi and English) and magazines and journals for the benefit of students and teachers. From this academic session Book – Bank facility is being provided to the poor students who are unable to buy books. Under this scheme they would be issued books from college library for the full academic session by depositing a meagre amount of security.

PARENT TEACHERS ASSOCIATION (PTA)

To encourage community participation in education a Parent Teacher Association was established in the Academic Session 2004-2005. Election to PTA executive body is held regularly every year. In addition to it the parents are welcome to visit the college anytime to inquire about the progress of their wards. They are also advised to attend the Annual Meetings of PTA as and when held. An advance notice about this meeting is affixed on the college notice board and the students are also notified about it through the regular classes.

CAREER GUIDANCE AND JOB PLACEMENT CELL

The Cell sensitizes the students about myriad career avenues available to them in their respective fields and also enables them to seek job placement in various government, non-government and private enterprises. To achieve these ends lectures by the experts and concerned officials are also arranged for students on a regular basis.

HOSTELS

The college has a boys and a girls hostel. Boys' hostel has a capacity of 99 beds whereas; the girls hostel has 108 beds. The students who apply for hostel accommodation must adhere to the following rules and instructions.

1. A student can apply for hostel accommodation only after he/she is admitted to the college.
2. Admission forms for hostel accommodation are available in the college office.
3. Students will be admitted to the hostel on first come first serve basis.
4. The recommendation of concerned Warden is necessary for admission to the hostels.
5. The room will be allotted on a due date by the authorities.
6. The residents of the hostel are not permitted to change the room allotted to them without prior permission of the warden.
7. Fresh admission to the hostel will have to be sought in every academic year.
8. Every boarder shall have to abide by the time-schedule as laid down from time to time.
9. No guest can stay in the hostel without prior permission of the Warden.
10. The general disciplinary rules of the college shall be applicable to the boarders as well.
11. Any other rule and regulation as may be deemed necessary by the Principal according to the circumstances are to be observed by the residents scholars/boarders.
12. Hostel students will not indulge in any act that may come under the definition of ragging; they will not participate in acts of ragging or abetting ragging in any form.
13. At the time of admission at least one of the parents must accompany the ward.
14. Visiting hours : Sunday/Holiday : 10:00 AM to 05:00 PM
On Working Days : 03:00 PM to 05:00 PM
15. Visitors are not allowed to enter the students' rooms. They can meet their wards only in the visitor room.

Annual Hostel Funds/Fees

Non Refundable	Admission Fee	10.00
	Seat Rent	360.00
	Utensil Fund	300.00
	Identity Card	15.00
	Electricity Charges	2000.00
	Water Charges	300.00
	Maintenance Charges	600.00
	Medical, Common Room Charges	180.00
	Sweeper Charges	1500.00
Security	Hostel (subject to the adjustment of excess bill of water & electricity if	1500.00
Refundable	Mess Security (may be adjusted in the last month mess bill)	1000.00
	Total Charges	7765.00

Note: The above fee and funds are subject to change as per HPU/HP government instructions.

Important University/College Rules for Strict Compliance

- (i) All the students are hereby advised to take admission as per the admission schedule.
- (ii) Students found making use of mobiles in classrooms are liable to pay fine or face suspension from the classes.
- (iii) Smoking in college campus is strictly prohibited by law and any student found smoking, will be fined up to Rs. 500/- and may even face expulsion or rustication from the college.
- (iv) Ragging (like introduction) in any form inside the campus or on approach road(s) leading to college campus is a crime and will entail heavy fines and even expulsion or other actions as recommended by the Government of India.
- (v) Each and every student will have to give an undertaking (as given in the prospectus) certifying that He/She will not indulge in acts of Ragging in any way whatsoever.
- (vi) Crowding, standing in corridors causes disturbance in classes, hence students are advised to not to do the same.
- (vii) Only those functions can be held in college campus (premises and ground) which are organized or allowed by the college authorities/administration. Such functions should also be completed within a definite time-frame and permission must be sought for them well in advance.
- (viii) Pasting of unauthorized posters in the college, writing on the walls, blackboards, notice boards is strictly prohibited. A student bringing outsiders in the college campus will be severely punished. Outsiders are not allowed to roam about in the college campus.
- (ix) The use of alcohol and drugs is strictly prohibited. Any student found using or having used drinks, drugs or any other intoxicants will be summarily dismissed from the college.
- (x) **A student who remains absent from the college for more than ten days without prior sanction of the Principal, will no longer remain on the college-rolls. A student whose name is struck off twice from the college-rolls will not be readmitted.**

It is mandatory to carry your identity card with you in the college. It will have to be produced whenever asked for, by the Principal or by any Teacher. Failure to do so may entail disciplinary