



Govt. College Nalagarh

PROSPECTUS BCA & PGDCA SESSION (2026-27)

Empowering Minds,
Shaping Futures



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PRINCIPAL:-9317223068



www.gdcnalagarh.com



UGC/AICTE Approved





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

Wishing you a rewarding and successful academic year.

Warm regards,

Dr. Lalit Kumar Guleria
(Principal Govt. College Nalagarh)

Annual Calendar of Activities of the College from June 2026 to May 2027

JUNE

1. Cleaning and updating all labs before beginning of the academic year
2. IQAC meeting
3. Staff meeting to discuss admission related issues and planning of new academic year

College website:-www.gdcnalagarh.com

4. International Yoga Day : 21st June (Deptt. of Physical Education; NCC & NSS Units)
5. Anti-Drug Day : 26th June (Rally by NCC cadets)

JULY

1. Display of theory and practical time table in 1st Week of July
2. Orientation courses of NCC/NSS/ Rovers and Rangers/ Library/ Anti Ragging Awareness and Women grievance redressal.
3. Celebration of fresher's day as well as Principal's address
4. Guest lectures by Departments of Science Faculty
5. Acceptance of various scholarship applications and fee - concession applications.
6. PTA/ OSA Meetings if needed
7. World Population Day: 11th July (Deptt. Of Economics)

AUGUST

1. Guest Lectures by Departments of Computer Applications faculty
2. Preparation by NCC/ Music students etc. for Independence Day – 15th August.
3. Formation of student council according to the norms notified by HP university and Oath taking ceremony.
4. Staff Meeting if required
5. Sadhbhavana Diwas : 20th August (Deptt. of Sociology)
6. National Sports Day: 29th August (Deptt. Of Physical Education)
7. Tree plantation (Afforestation) in the college

SEPTEMBER

1. Submission of Detailed Admission Report to the University and statistical information to the Government.
2. College's Cultural Festival for talent hunt
3. Teacher's Day: 5th September
4. World Literacy Day: 8th September
5. Hindi Day: 14th September, Deptt. Of Hindi
6. NSS day: 24th September

OCTOBER

1. Program under Swachhhta Abhiyan in the college
2. Midterm 1st week of October.
3. Online Examination form filling start from 2nd week of October.

NOVEMBER

1. Examination starts from 1st week of November.

2. Evaluation of answer scripts-1st December, 2026 onwards till 31st December, 2026.
3. Flag Day/ Bharat Scout and Guide Foundation Day: (Rovers and Rangers unit)
4. Children's Day: 14th November (NCC and NSS units)
5. NCC day: 4th Sunday of November.

DECEMBER

1. Regular classes start from 2nd week of December.
2. IQAC meeting
3. AIDS Day Awareness Program: 1st December (Red Ribbon Club)
4. Counselling / Awareness Program by Placement Cell
5. Human Right's Day: 10th December (Deptt. of Public Administration)
6. National Consumer Day: 24th December (Deptt. of Commerce)

JANUARY

1. Organization of N.S.S. Camp.
2. National Voter's Day: 25th January (Deptt. of Political Science)

FEBRUARY

1. Stock Verification of Departments, Library and Stores
2. National Science Day: 28th Feb (Deptt. of Physics, Chemistry, Biology, Math & Computer)
3. World Cancer Day: 4th Feb 9 (Deptt. of Zoology)

MARCH

1. Midterm Examination (1st and 2nd week of March)
2. Organization of Annual Prize Distribution Function
3. Online submission of examination forms to University
4. International Women Day: 8th March (Women Cell of College)
5. Feedback forms for 2026-27 to be filled by Students according to suitable time.

APRIL

1. End Semester Examination starts from 2nd week of April (Practical / Theory)
2. Completion of University Practical Examinations and uploading of awards.
3. IQAC meeting
4. Earth Day – 22nd April (Geography Deptt).

MAY

1. Evaluation of answer scripts-1st May, 2026 onwards till 31st May, 2026

2. To print and collect stationeries, prospectus, receipt books, various concession forms and other necessary things for the forthcoming academic year.
3. Preparation for University examinations
4. Anti-Terrorist Day: 20th May

Schedule of Admission/Teaching/Examination and Vacation for the Academic Session (2026-27)

Sr. No.	Particulars	Period	Days
1	Submission of admission forms	01 June to 19 June	19
2	Pre-admission counseling of students	12 June to 19 June	08
3	Display of 1st Merit List (UG 1st year students)	20 June up to 05:00 PM	-
4	Fee to be deposited	21 June to 23 June	03
5	Display of 2nd Merit List	24 June up to 03:00 PM	-
6	Fee to be deposited	25 June to 27 June	03
7	Orientation for 1st Year Students	28-30 June	03
8	Admission of other UG classes on Roll On Basis	01 June to 19 June	19
9	Fee to be deposited	12 June to 23 June	12
10	Post admission counseling, online submission of scholarship forms and student feedback	24 June to 30 June	07
11	Regular Teaching	01 July to 15 March of next year (excluding vacation period)	>180

Examination Schedule

Sr. No.	Particulars	Period
12	Semester I,III,V Practical Examinations/Remedial/Need Based Classes/Self-study by students Semester II,IV,VI Practical Examinations/Remedial/Need Based Classes/Self-study by students	16 November to 25 November 25 March to 5 April
13	Theory Examinations I,III,V Theory Examinations II,IV,VI	26 November to 5 December 10 April to 25 April

Vacation Schedule

Particulars	Period	Days
Festival Break	2 days before and 2 days after Diwali	05
Winter Vacation	01 January to 04 February	35
Summer Vacation	18 May to 11 June	25
Total Vacation Period	-	65

Note:-Examinations of Odd Semester start from 2nd week of November and Examination of Even Semester start from 2nd week of April.

Campus at Glance

College website:-www.gdcnalagarh.com



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 eight years of its glorious journey, this college has established a distinguished record of academic excellence and scintillating achievements in sports and other co-curricular activities.

The campus of Government College Nalagarh spreads over 30 acres of land set amidst lush green, serene and scenic surroundings of Nalagarh. The hallowed gate facing NH 105 fascinates the pedestrians walking on the narrow trail along and appears to greet the students in the 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 and PGDCA under self -financing scheme and also aspires to start BBA from this session. The college runs Advanced Diploma in Hospitality and Tourism under UGC sponsored Community College Scheme.

The college has highly qualified, dedicated and competent teaching faculty supported by a motivated and co-operative non-teaching staff. The institute has been 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 the hostel, 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, Red Ribbon Club, and Red Cross to instil a sense of social responsibility among students. A college magazine “**Parbat Rekha**” is published every year providing platform for those students who have a flair for creative writing. The institution regularly organizes cultural activities to enable students from different parts of the state to interact and appreciate each other. Ample opportunity is provided for the expression of talent, personal and individual development through extra and co-curricular activities. More information about the institute can be accessed on college website www.gdcnalagarh.com.

Government College Nalagarh is committed to providing leadership and direction for the times ahead in every sphere of human enterprise and endeavor. Holistic development of students has been the prime objective of this institute to make students valuable assets of the nation.

GOVT. COLLEGE, NALAGARH

Department of BCA/PGDCA

Director	Dr. Lalit Kumar Guleria (Principal)
Co-Ordinator	Dr. Jaswant (BCA/PGDCA)
Dealing Assistant	Ms. Kannu Devi
Peon	Sh. Rakesh Kumar

ADMISSION COMMITTEE

Dr. Jaswant singh	DEAN (BCA/PGDCA)
Ms. Kirti Chaturvedi	Member
Sh. Pankaj Sharma	Member
Sh. Jetinder Singh	Member

BCA BUS PASS COMMITTEE

Dr. Jaswant singh	CONVENOR
Ms. Kirti Chaturvedi	Member
Sh. Pankaj Sharma	Member

DOCUMENTS REQUIRED TO UPLOAD FOR ADMISSION IN BCA - 1st Sem.

- ✓Matriculation Certificate
- ✓+2 Certificate (1 photocopy)
- ✓Photograph of student (Photograph should be with white background and genuinely clear and proper)
- ✓Original School Leaving & Character Certificates issued by the school
- ✓If +2 class is passed as a private candidate, in that case character certificate may be obtained from a Gazetted Officer/Panchayat Pradhan/Municipal Councilor
- ✓In case of opting for category benefit, SC/ST/OBC/IRDP/BPL/Minority Community/Physically Disabled, the certificate must be enclosed from a competent authority
- ✓Statement of disclosure for gap year(s)
- ✓Himachal Bonafide Certificate must be attached by girl students to avail tuition fees concession
- ✓Copy of Aadhaar Card
- ✓Those who have passed their eligibility exam from a Board/University other than Himachal Pradesh must upload original Migration Certificate

Committees for the Session 2026-27

1. College Advisory & CSCA Committee

- Dr. Anuj Sawhney – Convener
- Dr. Neelkant Sharma – Member
- Ms. Shipra (History) – Member
- Dr. Shipra Parmar – Member
- Dr. Daleep Bali – Member
- Dr. Jaswant Singh – Member

2. Discipline Committee

- Ms. Shipra (History) – Convener
- Sh. Sanjay Sharma – Member
- Dr. Naresh Kumar – Member
- Dr. Harvinder Singh – Member
- Lt. Pooja Kashyap – Member
- Ms. Anita (Chem.) – Member
- Dr. Prashant Rohta – Member
- Ms. Kumari Shalu – Member
- Sh. Sunil Dutt Sharma – Member
- Supdt. Gr. I – Member

3. Prospectus & Student's Charter Committee

- Dr. Anuj Sawhney – Convener
- Sh. Jetinder – Member
- Dr. Shipra Parmar – Member
- Ms. Sonia Mohil – Member
- Sh. Pankaj – Member
- Dr. Rishi Jerath – Member
- Dr. Ina Rani – Member

4. Mid-Term Exam Conduct Committee

- Dr. Neelkant Sharma – Convener
- Sh. Sanjay Sharma – Member
- Dr. Kumari Bandana – Member
- Ms. Sonia Mohil – Member

5. Library Committee

- Dr. Prem Parkash Negi – Convener
- Dr. Shivani Abrol – Member
- Ms. Sindhuja Sharma – Member
- Ms. Bimla (Librarian) – Convener

- Ms. Shashi Prabha – Member

6. Internal Quality Assurance Cell (IQAC) / NAAC / SAR Committee

- Dr. Anuj Sawhney – Convener
- Dr. Daleep Bali – Member
- Dr. Ina Rani – Member
- Dr. Rajeev – Member
- Ms. Kirti – Member
- Sh. Satwinder Singh – External Member
- Sh. Ravindra Thakur – External Member

7. Grants - UGC Affairs

- Dr. Anuj Sawhney – Convener
- Dr. Harvinder Singh – Member

7(b). PM-USHA / RUSA Committee

- Dr. Jaswant Singh – Convener
- Dr. Isha Dhiman – Member
- Dr. Naresh Kumar – Member
- Dr. Rajeev Sharma – Member

8. General Purchase Committee

- Dr. Neelkant Sharma – Convener
- Ms. Shipra (History) – Member
- Sh. Sanjay Sharma – Member
- Dr. Anuradha Sharma – Member
- Dr. Ina – Member
- Dr. Priyanka Verma – Member
- Sh. Shubham (Store Incharge) – Member

9. Bus Pass & Other Form / Attestation Committee

- Ms. Anita (Chemistry) – Convener
- Dr. Naresh – Member
- Dr. Prashant Rohta – Member
- Dr. Isha Dhiman – Member
- Ms. Anita (Hindi) – Member
- Dr. Priyanka Verma – Member
- Sh. Sunil Dutt Sharma – Member
- Dr. Mandeep Singh – Member

10. Campus Beautification Committee

- Dr. Shipra Parmar – Convener
- Dr. Ina Rani – Member

- Ms. Kumari Shalu – Member
- Ms. Sindhuja Sharma – Member
- Dr. Sandeepika – Member

11. Red Ribbon Club

- Ms. Anuradha Sharma – Convener
- Ms. Sindhuja Sharma – Member

12. Hygiene and Sanitation Committee

- Dr. Sandeepika – Convener
- Sh. Sunil Dutt Sharma – Member
- Dr. Mandeep Singh – Member
- Sh. Daves Sharma – Member
- Dr. Chandresh Kumari – Member
- Sh. Shubham – Member

13. Property & Assets / Building / Campus Maintenance Committee

- Dr. Harvinder Singh – Convener
- Dr. Naresh Kumar – Member
- Sh. Deepak Sharma – Member
- Dr. Isha Dhiman – Member
- Sh. Rajesh Kumar – Member
- Ms. Kannu Devi – Member

14. Career Counseling and Placement Cell

- Dr. Daleep Bali – Convener
- Dr. Harvinder Singh – Member
- Dr. Naresh – Member
- Sh. Deepak Sharma – Member
- Dr. Rishi Jerath – Member
- Sh. Ashish – Member

15. Cultural Committee for Youth Festival

- Dr. Punam Chauhan – Convener
- Ms. Anita (Hindi) – Member
- Dr. Rishi Jerath – Member
- Dr. Chandresh Kumari – Member
- Dr. Sandeepika – Member

16. Press / Media Coverage and Photography Committee

- Sh. Deepak Sharma – Convener
- Ms. Anita (Hindi) – Member
- Dr. Mandeep Singh – Member

- Dr. Chandresh Kumari – Member

17. Hostel Committee

- Dr. Kumari Bandana – Convener
- Ms. Kumari Shalu – Member
- Dr. Rishi Jerath – Member
- Sh. Jetinder Singh – Member
- Ms. Kannu – Member

18. SPARSH Committee

- Ms. Shipra (History) – Convener
- Sh. Anuj Sharma – Member
- Ms. Sonia Mohil – Member
- Ms. Shivani Abrol – Member
- Supdt. Gr. I – Member

19. Counseling Cell for Adolescent

- Ms. Anita (Chemistry) – Member
- Lt. Pooja Kashyap – Member
- Dr. Sandeepika – Member
- NSS and NCC Volunteers – Members

20. Time Table Committee

- Dr. Jaswant Singh – Convener
- Dr. Kumari Bandana – Member
- Dr. Prashant Rohta – Member
- Ms. Sonia Mohil – Member
- Dr. Isha Dhiman – Member
- Sh. Pankaj Sharma – Member

21. College Magazine Committee

- Dr. Shipra Parmar – Chief Editor
- Dr. Daleep Bali – Editor (Chronicle)
- Dr. Harvinder Singh – Editor (Science)
- Dr. Rajeev Sharma – Editor (Computer)
- Dr. Ina Rani – Editor (Planning)
- Dr. Priyanka Verma – Editor (Pahari)

22. Scholarship Student's Aid / Fee Concession Committee

- Sh. Sanjay Sharma – Convener
- Ms. Anita (Chemistry) – Member
- Dr. Rajeev Sharma – Member
- Dr. Ritu – Member
- Sh. Pankaj Sharma – Member

- Ms. Kirti – Member

- Sh. Ashish Kumar – Member

23. Disaster Management Committee

- Dr. Shivani Abrol – Convener
- Dr. Daves Sharma – Member
- Ms. Sindhuja Sharma – Member
- Dr. Chandresh Kumari – Member

24. Records, Information Management & RTI Committee

- Dr. Daleep Bali – Convener
- Dr. Jaswant Singh – Member
- Dr. Naresh Kumar – Member
- Supdt. Gr.-I – Member
- Supdt. Gr.-II – Member
- Ms. Kannu – Member

25. First Aid and Red Cross Committee

- Dr. Kumari Bandana – Convener
- Dr. Ina Rani – Member
- Dr. Ritu – Member
- Sh. Daves Sharma – Member

26. Website / E-Content / Online Admission / Management Committee

- Dr. Rajeev Sharma – Convener
- Sh. Pankaj Sharma – Member
- Ms. Kirti Chaturvedi – Member
- Sh. Jatinder Singh – Member
- Sh. Ashish Kumar – Member

27. House Allotment Committee

- Dr. Kumari Bandana – Convener
- Dr. Naresh Kumar – Member
- Lt. Pooja Kashyap – Member
- Ms. Sonia Mohil – Member

28. OSA (Executive Body)

- Sh. Satwinder Singh – President
- Dr. Harvinder Singh – Secretary

29. Sports Committee

- Sh. Anuj Sharma – Convener
- Sh. Deepak Sharma – Member

- Sh. Davesh Sharma – Member
- Dr. Sandeepika – Member
- Sh. Sunil Dutt Sharma – Member
- Sh. Ashish (Sports) – Member

30. College Canteen Committee / Refreshment Committee

- Dr. Kumari Bandana – Convener
- Dr. Priyanka Verma – Member
- Ms. Kumari Shalu – Member
- Dr. Mandeep Singh – Member
- Sh. Davesh Sharma – Member
- Ms. Sindhuja Sharma – Member
- Dr. Chandresh Kumari – Member

31. Research Guidance & Innovation Committee

- Dr. Jaswant Singh – Convener
- Dr. Shipra Parmar – Member
- Dr. Punam Chauhan – Member
- Dr. Navita Sharma – Member

32. Institution Incubation Centre

- Dr. Harvinder Singh – Member
- Dr. Rishi Jerath – Member
- Dr. Isha Dhiman – Member

33. Faculty & Student Empowerment Committee

- Ms. Pooja Kashyap – Member
- Dr. Ritu – Member
- Dr. Mandeep Singh – Member

34. Academic and Co-curricular Activities Committee

- Dr. Prem Parkash – Convener
- Dr. Prashant Rohta – Member
- Dr. Isha Dhiman – Member
- Ms. Anita (Hindi) – Member

35. New Initiative Committee

- Sh. Sanjay Sharma – Convener
- Sh. Anuj Sharma – Member
- Dr. Shivani Abrol – Member

- Dr. Ritu – Member

36. Academic Credit Bank Committee

- Dr. Punam Chauhan – Convener
- Ms. Sonia Mohil – Member
- Sh. Pankaj Sharma – Member
- Sh. Ashish Mahajan – Member

37. National Educational Policy (NEP) Committee

- Dr. Neelkant Sharma – Convener
- Ms. Shipra (History) – Member
- Dr. Shipra Parmar – Member
- Sh. Rajeev Sharma – Member
- Sh. Ashish (Office) – Member

38. Grievance Redressal Cell for Students and Employees

- Dr. Jaswant Singh – Convener
- Sh. Sanjay Sharma – Member
- Dr. Harvinder Singh – Member
- Ms. Sonia Mohil – Member

39. CCTV / Surveillance Committee

- Dr. Rajeev Sharma – Convener
- Sh. Pankaj Sharma – Member
- Sh. Jetinder Singh – Member
- Sh. Kehar Singh – Member

40. N-Chord Committee / Anti Drug Cell

- Dr. Prem Parkash Negi – Member
- Dr. Pooja Kashyap – Member
- Dr. Prashant Rohta – Member
- Sh. Davesh Sharma – Member
- Ms. Sindhuja Sharma – Member

41. Anti-Ragging Squad

- Sh. Sanjay Sharma – Convener
- Dr. Kumari Shalu – Member
- Ms. Kannu Devi – Member
- Mr. Jitender Singh – Member
- Mr. Prem Prakash Negi – Member

TEACHING FACULTY

Department of English

- Dr. Daleep Bali
- Dr. Shipra Parmar
- Dr. Punam Chauhan

Department of Mathematics

- Dr. Jaswant Singh
- Dr. Naresh

Department of Commerce

- Dr. Isha Dhiman
- Dr. Ina Rani
- Dr. Rishi Jerath
- Dr. Ritu

Department of Computer Application (BCA / PGDCA)

- Sh. Pankaj Sharma
- Ms. Kirti Chaturvedi
- Sh. Jetinder Singh Kuttaal

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 the overall development of students.

Vision statement:

"Nurture attitude, knowledge, and skill in individuals to ensure a vibrant society"

MISSION

- To instill scientific zeal and develop skilled human resources 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 a sense of responsibility, the spirit of social service, and communal harmony, particularly among the students and the society in general.
- To undertake technological advancement and innovation in education & research.
- To sensitize learners towards inclusive social concerns, human rights, gender, and environmental issues.
- Attention to capacity building of learners for national development and inculcating global competencies in them.

Mission statement:

"Incorporate values according to societal needs"

PROGRAMME OBJECTIVES

- Developing systems thinking and abstract skills to analyze and synthesize data .
- Aims to provide hands on practical experience for various hardware/software environments to enable technological adaption.
- Enhance social interaction skills, communication skills, life skills and research skills which are necessary for career growth and for leading quality life.

SCOPE OF EMPLOYEMENT

- ▲ Options to pursue MCA, M.Sc. (IT) & MBA.
- ▲ Work as system analysts, Programmer, Web Developer and database administrator in IT enabled service sector.

GUIDELINES FOR ADMISSION TO BCA

Bachelor of Computer Application (BCA) is three years undergraduate course spread over six semesters under self financing scheme. At Government College Nalagarh, we have a total number of 50 seats in the Department of BCA which are distributed as into two distinct categories:

The admission to the course is open under two categories

- | | | |
|----|--|----------|
| 1. | Subsidized Category | 25 seats |
| 2. | Non-Subsidized (NRI's/NRI Sponsored/Foreign/
Nationals/on payment of seats) category. | 25 seats |

ELIGIBILITY CONDITION FOR BCA

Candidates who have passed 10+2 examination from H.P. Board / CBSE / ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla -5, with 40% Marks (35% marks for SC / ST category), shall be eligible.

AGE LIMIT FOR BCA

The maximum age limit for the course is 21 years for male candidates of general category 23 years for female candidates of general category and 24 years for both male and female candidates of SC/ST category as on 1st July of the year concerned. The Vice Chancellor may permit age relaxation up to maximum of three months.

GUIDELINES FOR ADMISSION TO PGDCA

The duration for PGDCA is one year, spread over in two semesters and examination will be held at the end of the each semester

The total number of seats in PGDCA course are 20 distributed as follows:

1. Subsidized Category 10 seats
2. Non-Subsidized (NRI's/NRI Sponsored/Foreign Nationals/On payment of seats) category. 10 seats

ELIGIBILITY CONDITION FOR PGDCA

Any graduate from the recognized university or its equivalent with at least 50% marks or 5.0 CGPA (45% or 4.5 CGPA in case of SC/ST Candidates)

AGE LIMIT FOR PGDCA

Candidates seeking admission in PGDCA programme should not be more than 26 year (28 year for girls) of age as on 1st July of the year concerned whereas relaxation in upper age limit will be of three years to the SC/ST candidates. Under H.P. University ordinance 3.3(A), Vice- Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing up to maximum of six months.

BASIS OF ADMISSION FOR BCA AND PGDCA

(Subsidized and Non-Subsidized)

The admission will be purely on merit basis. Separate merit list shall be prepared for subsidized category and non-subsidized category. The 25 subsidized seats for BCA and 10 subsidized seats for PGDCA would be filled first and the remaining 25 seats for BCA and 10 for PGDCA in non-subsidized category would be filled after all the seats in subsidized categories are filled.

The non-subsidized seats will be applicable to NRI's/NRI sponsored/Foreign Nationals/Payment category.

RESERVATION OF SEATS

Reservation of seats as per Government and HPU norms 120 points roasters will be applied for making admission in the academic session 2026-27.

RESERVATION ROSTER FOR ADMISSION as per HPU

RESERVATION:

- Admission shall be subject to the following conditions: A. 15% and 7.5% seats shall be reserved for SC and ST 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 from any other Board like CBSE or ICSE etc. B. The remaining 77.5% seats shall be filled as under:
- 25% of seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination
- 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 the territorial jurisdiction of Himachal Pradesh from any other Board like CBSE or ICSE etc. Subject to the following reservations:
- 5% of the seats shall be reserved for outstanding sportsmen/Women.
- 5% of seats shall be reserved for outstanding cultural activists.
- 5% of seats shall be reserved for physically handicapped candidates.
- Provided that the minimum eligibility for admission to the course in the case of SC/ST will be 5% lower than the eligibility condition for other students.
- The rules of H P University shall be applicable in the case of above reservations in the college.

Note: There are 10% additional seats reserved for the Economically Weaker Session Category for the admission to BBA and BCA for the academic session 2026-27. If these seats remain vacant than these seats neither be filled with other category nor will carry forward.

120 Points Roster for Academic session 2026-2027

1 PwD	26 SC	51	76	101 PwD
2	27 ST	52 SC	77	102
3	28	53 ST	78 SC	103
4	29	54	79 SP	104
5	30	55	80 ST	105
6	31	56	81 CUL	106 SC
7 SC	32	57	82 PwD	107 ST
8	33	58	83	108

9	34	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62 PwD	87	112
13 ST	38 CUL	63	88	113 SC
14	39 SC	64	89	114
15	40 SP	65 SC	90	115
16	41 ST	66	91 SC	116
17	42 PwD	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	69	94	119 SC
20 CUL	45	70	95	120 ST
21 PwD	46 SC	71	96	
22	47	72 SC	97 SC	
23	48	73	98 CUL	
24	49	74	99 SP	
25	50	75	100	
(PwD-5%)	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)

SCHEME OF EXAMINATION FOR BCA

The pass percentage in each subject will be 40%

PRACTICAL EXAMINATION

MAX. MARKS : **50**

CCA (CONTINUOUS COMPREHENSIVE ASSESSMENT) : **35**

ESE (END SEMESTER EXAMINATION) : **15**

Duration: 3 hours.

Practical exam will be conducted by the external examiner from the panel submitted to The Chairman, Computer Science Department, Himachal Pradesh University and duly approved by the competent authority of the university, Himachal Pradesh University, Shimla.

PROJECT WORK

MAX. MARKS	:	50
CCA (CONTINUOUS COMPREHENSIVE ASSESSMENT)	:	35
ESE (END SEMESTER EXAMINATION)	:	15

In the 6th semester the student has to develop one project, which will be evaluated by the external examiner from the panel submitted to The Chairman, Computer Science Department, Himachal Pradesh University, and duly approved by the university authority/evaluation branch, Himachal Pradesh University, Shimla on the following basis:

1. Project Report	10 Marks (To be evaluated externally)
2. Seminar	15 Marks (To be evaluated internally)
3. Viva Voce	25 Marks (To be evaluated externally)

SCHEME OF EXAMINATION FOR PGDCA

English shall be the medium of instructions and examination. The examination for PGDCA will be on semester pattern. Each theory paper shall be of 3 hours duration and shall carry 100 marks (75 mark for written semester examination and 25 marks for internal assessment). In all, eight questions will be set, 3 from PART-A and 4 from PART-B of the syllabus. Question No. 8 will be an objective/short answer type question. Examinees will attempt five questions in all. Two each from PART-A and PART-B. Question No. 8 will be compulsory. There will be a project work of 200 marks in 2nd Semester. The project should involve development of application software for some industry/institute.

FEE STRUCTURE

BCA	FEE
Subsidized Fee	13,375/- per annum for 1 st year, 12965/- per annum for 2 nd Year and 13,38512,965/- for BCA 3 rd Year
Non-Subsidized Fee	25,000/-per annum
PGDCA	
Subsidized Fee	15,500/- per annum
Non-Subsidized Fee	25,000/-per annum

PROSPECTUS CHARGE @ RS. 500/- EXTRA.

Fees and funds once paid shall not be refunded in any case.

1. The above fees and funds are subject to change as per HPU/HP Government instructions.
2. Rs. 100/- will be charged extra from students migrating from other colleges on account of library Security.

3. Fine, if any, from the student, will be collected at the end of the session.
4. Candidate has to apply for the refund of security within the period of six months after the completion of his/her course failing which the security will be forfeited.
5. If student has migrated from other college he/she will be given admission only on non-subsidized seat.

PROGRAMME OUTCOMES OF BCA (NEP)

PO 1 Computational Knowledge: Acquire and apply knowledge of computing fundamentals.

PO 2 Problem Analysis: Identify, interpret and analyze computing problems using fundamental principles of mathematics, computing sciences and relevant domain disciplines.

PO 3 Design / Development of solutions: Design, develop (coding, testing and implementation) and evaluate software solutions for computing problems, to meet specific requirements with appropriate considerations for public health and safety, in addition to societal and cultural considerations.

PO 4 Modern Tool Usage: Create, select and apply appropriate techniques, skills, resources and modern computing tools to computational activities, with an understanding of limitations.

PO 5 Environment and Sustainability: Understand and assess the impact of computing solutions in societal and environmental context, and demonstrate the knowledge and need of sustainable development.

PO 6 Ethics: Apply ethical principles and commit to professional ethics and responsibilities and develop operational software for enterprises satisfying economic, social and ethical constraints.

PO 7 Individual and Team Work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary environments.

PO 8 Communication Efficacy: Communicate effectively in diverse groups about computing activities, by being able to comprehend, document and present technical information in oral and written form.

PO 9 Project Management: Demonstrate knowledge and understanding of computing and management principles and apply these to one's own work, as a member and leader in a team to manage projects and in multidisciplinary environments.

PO 10 Lifelong Learning: Recognize the need and have the ability to engage in independent learning, in the broadest context of technology transformation, for continual development as a computer professional.

PO 11 Innovation and Entrepreneurship: Identify timely opportunity and using innovation to pursue that opportunity to create value and wealth for the betterment of the individual and society at large.

Semester I

Sr. No	Course Code	Course Type	Course Title	L	T	P	H	C	EE	IA
1.	COMP-101	DSC-A1	Fundamentals of Computers and Office Productivity Tools	4	0	0	4	4	70	30
2.	COMP-102	DSC-B1	Programming using C	4	0	0	4	4	70	30
3.	COMP-103	MDC-1	Accounting	3	0	0	3	3	50	25
4.	COMP-151	SEC-1	Fundamentals of Computers and Office Productivity Tools - Lab	0	0	6	6	3	50	25
5.	COMP-152	MC-1	Programming using C-Lab	0	0	8	8	4	70	30
6.	—	AEC-1	To be chosen from corresponding Pool	-	-	-	-	2	35	15
			TOTAL					20	345	155
									Total = 500	

Semester II

Sr. No	Course Code	Course Type	Course Title	L	T	P	H	C	EE	IA
1.	COMP-201	DSC-A2	Internet and Web Technologies	4	0	0	4	4	70	30
2.	COMP-202	DSC-B2	Data Structures	4	0	0	4	4	70	30
3.	COMP-203	MDC-2	To be chosen from Mathematics Pool	-	-	-	-	3	50	25
4.	COMP-251	SEC-2	Internet and Web Technologies-Lab	0	0	6	6	3	50	25
5.	COMP-252	MC-2	Data Structures - Lab	0	0	8	8	4	70	30
6.		I/A/P/C-1	As per HPU Guidelines	-	-	-	-	4	70	30

7.		VAC-1	To be chosen from VAC Pool	-	-	-	-	2	35	15
			TOTAL					24	415	185

- Student on exit will be awarded undergraduate certificate after securing 44 credits in semester I and II in the relevant discipline.

Note:-Students are also required to pass a paper of Environmental science to be eligible for degree.

Second Year (3rd Semester)

Second Year (4th Semester)

Paper Code	Paper Title	Credit	ES E	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	50	3
Total					600	

Paper Code	Paper Title	Credit	ESE	CC A	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
Total					600	

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
Total					600	

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	3
Total					600	

PROGRAMME OUTCOMES (POs)

PO1: Foundational Knowledge in Computer Applications: Graduates will have a strong foundational knowledge in various aspects of computer applications including software, hardware, and their maintenance.

PO2: Programming Proficiency: Students will gain proficiency in various programming languages and software development tools, enabling them to develop applications effectively.

PO3: Database Management Skills: Graduates will acquire skills in database management systems, enabling them to design, implement, and manage databases for various applications.

PO4: Understanding of Operating Systems: Students will understand the working of different operating systems and will be able to efficiently use and manage them.

PO5: Network and Security Awareness: Graduates will have a basic understanding of networking concepts, security issues, and the implementation of secure networks and systems.

PO6: Web Development Skills: Students will learn web technologies and acquire the skills needed to design and develop web applications.

PO7: Problem-solving and Analytical Skills: The program will enhance students' problem-solving abilities and analytical thinking, enabling them to apply these skills in computing and IT-related challenges.

PO8: Preparedness for Industry or Further Studies: Graduates will be well-prepared to enter the workforce in the IT and computing industry or to pursue further studies in related fields.

PROGRAMME SPECIFIC OUTCOMES (PSOs)

PSO1 Technical Proficiency: Graduates will gain advanced knowledge and skills in programming, database management, software development, and web technologies, enabling them to design, develop, and implement complex computer applications efficiently.

PSO2 Analytical and Problem-Solving Skills: The course enhances analytical thinking and problem-solving capabilities, preparing students to tackle diverse challenges in computing and technology with innovative solutions.

PSO3 Adaptability to Technological Changes: The PGDCA course instills a foundation for lifelong learning, ensuring graduates are adaptable and can keep pace with the continuous advancements in computer science and technology.

DETAILED COURSE OUTLINE FOR PGDCA

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

SEMESTER – I

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-101	Fundamentals of Programming	4	75	25	100

	Using C				
DCS-102	Office Automation Tools	4	75	25	100
DCS-103	Computer Organization	4	75	25	100
DCS-104	Elective - 1	4	75	25	100
DCS-105	Practical-I (C Language)	3	75	25	100
DCS-106	Practical-II (Office Automation Tools)	3	75	25	100
	Total	22			600

Elective-1

Course Code	Paper
DCS-104 (i)	Operating System
DCS-104 (ii)	Software Engineering
DCS-104 (iii)	Multimedia Technology

SEMESTER – II

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-201	Data and File Structure	4	75	25	100
DCS-202	Web Technology and Designing	4	75	25	100
DCS-203	Database Management system	4	75	25	100
DCS-204	Elective - 2	4	75	25	100
DCS-205	Practical-III (Web Technology and Designing)	3	75	25	100
DCS-206	Practical-IV (DBMS)	3	75	25	100
	Total	22			600

Elective-2

Course Code	Paper
DCS-204 (i)	Data Communication and Networks
DCS-204 (ii)	Object oriented programming using JAVA
DCS-204 (iii)	Artificial Intelligence

Total Credits: 22 + 22 = 44

ATTENDANCE & CONTINUOUS COMPREHENSIVE ASSESSMENT

(i) A student must attend a minimum of 75% lectures in each course in Theory and Practicals separately; otherwise, his/her Examination form will not be forwarded to the University. If a student does not attend a class for 10 continuous days or is absent for more than 10 days, his/her name shall be struck off from the college rolls. The 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, the fine would be Rs. 3000/-. Simultaneously, an undertaking from parents will be taken in the presence of the Head of Institution that if his/her ward does not complete 75% lectures, then his/her examination form will not be forwarded to the University.

(ii) The Fine charges (for absence without a duly sanctioned leave) will be Rs. 5 per period for a theory subject and Rs. 10 per practical lab.

(iii) The fine charges for absence from the Mid-Term Test (MTT Exam) will be Rs. 50/-, whereas the fine for not wearing the dress (as per dress code) will be Rs. 50 per day.

(iv) In the case of a candidate provisionally admitted to a higher class but reverted to the lower class, this condition shall only be required to be fulfilled in respect of attendance or assignments from the date of his/her reversion to the lower class.

(v) NCC and NSS enrolled students are required to undergo NCC and NSS training or other activities approved by the university. 75% attendance in such training or participation is compulsory. The head of the institution may, for reasons recorded in writing, condone absence up to an extent of 15% of the total attendances.

(vi) Fee once deposited shall not be refunded.

(vii) Absence from lectures, tutorials, seminars, and practical's on account of participation in University, State, Inter-University, National, or International tournaments, Youth Festivals, Cultural and other sports activities, or NCC/NSS Camps, including the actual time spent on the journey, shall be deemed as attendance for this purpose. However, the absence shall not exceed 20% of lectures delivered.

CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA)

Continuous Comprehensive Assessment (CCA) accounts 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, conducted when approximately 2/3 of the syllabus has been covered. This mid-term test will carry a weightage of 15 marks. The 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 a 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 students' attendance 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 cover 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 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 the college.
- Students should abstain from bringing outsiders to the college campus.
- Consumption of tobacco, pan-parag, 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 a statutory organization functioning under the Ministry of Defence, Government of India. Over the last 60 years, the Corps has evolved itself as the biggest uniformed youth organization 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 enrollment form, which can be obtained from the NCC office, for a period of two years. During this training, they 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 students and teachers through sustained community interaction. It brings academic institutions closer to society. In fact, the motto of NSS is '**Not Me but You**'. It stands for the following two ideas:

- i) To forget and surrender the self
- ii) To render selfless service to the Society/Nation

NSS teaches 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. 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 with 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 the 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 sports activities. We have the proud privilege of representing the University and State in many National and Zonal level Sports Competitions. From time to time, college students participate in various sports activities like **Boxing, Cricket, Judo, Kabaddi, and Badminton**, etc., which are conducted by the University/State bodies. The **Annual Athletic Meet** is organized by the **Department of Physical Education** every year with full enthusiasm and vibrant participation.

ANNUAL PRIZE DISTRIBUTION FUNCTION

- **Meritorious students** and students excelling in **co-curricular activities and sports** are awarded prizes at the end of the session during the **Annual Prize Distribution Function**.
- Only those students qualify for **Annual Prizes** who have **passed all optional and compulsory subjects**.
- The student must secure at least a **C grade or above 5.0 SGPA** in the subject for which the prize is being awarded.
- **Students who secure positions in the University merit list** are honored with **Special Prizes**.

COLLEGE MAGAZINE

The college publishes its magazine **‘PARBAT REKHA’** annually to provide a platform for budding writers, giving them an opportunity to explore and enhance their flair for **creative writing**. Through this magazine, young minds express their **thoughts and perceptions**.

COLLEGE LIBRARY

The college library houses **over 16,000 books** covering various subjects taught in the institution. In addition, the library subscribes to multiple **newspapers (Hindi and English), magazines, and journals** for the benefit of students and teachers.

From this academic session, a **Book-Bank facility** is being provided for **economically weaker students** who are unable to buy books. Under this scheme, they can **borrow books for the entire academic session** by depositing a **nominal security amount**.

PARENT-TEACHER ASSOCIATION (PTA)

To encourage **community participation in education**, a **Parent-Teacher Association (PTA)** was established in the **Academic Session 2004-2005**. Elections for the **PTA executive body** are held **regularly every year**.

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 scheduled. An **advance notice** about these meetings is **displayed on the college notice board**, and students are **notified through regular classes**.

CAREER GUIDANCE AND JOB PLACEMENT CELL

The **Career Guidance and Job Placement Cell** sensitizes students about the **myriad career avenues** available to them in their respective fields. It also enables them to **seek job placements** in various **government, non-government, and private enterprises**.

To achieve these objectives, **lectures by experts and concerned officials** are arranged for students **on a regular basis**.

HOSTELS

The College has **hostels for both boys and girls**. The capacity of the **Boys' Hostel** is **99 beds**, while the **Girls' Hostel** has **108 beds**. Students applying for hostel accommodation must adhere to the following **rules and instructions**:

1. A student can apply for hostel accommodation **only after securing admission** in the college.
2. Admission forms for hostel accommodation are **available in the College Office**.
3. Students will be admitted to the hostel on a **first-come, first-serve** basis.
4. The **recommendation of the Warden** is necessary for admission to the hostel.
5. **Room allotment** will be done on a due date by the authorities.
6. The **general discipline rules** of the college shall be applicable to hostel boarders as well.
7. Any **other rules and regulations** deemed necessary by the Principal, according to circumstances, must be followed by resident scholars/boarders.
8. Hostel students **must not** indulge in any act that comes under the definition of **ragging**.
9. Residents **are not permitted** to change their allotted rooms without prior permission from the **Warden**.
10. **Fresh admission** to the hostel must be sought **every academic year**.
11. Every boarder must abide by the **time schedule** as laid down from time to time.
12. **Guests are not permitted** to stay in the hostel without prior permission from the **Warden**.

Important University / College Rules for Strict Compliance

a) **Mobile Phone Usage**: Students must **switch off their mobile phones** upon entering classrooms. **Playing music or songs** on mobile phones that may cause disturbance is strictly prohibited. **Violators will be penalized**.

b) **Tobacco Ban**: Use of tobacco products is banned under **COPTA 2003 (Cigarette & Other Tobacco Products Act, 2003)**. **Anyone found violating this will be penalized** under the Act.

c) **Ragging**: Ragging in any form inside the campus or on approach roads leading to the college campus is a **crime** and will result in **heavy fines, expulsion, or other actions as recommended by the Government of India**. Every student must submit an **anti-ragging undertaking** (provided in the prospectus).

- d) **Corridor Discipline: Standing or crowding in corridors** causes disturbances in classes; students are advised to **avoid doing so**.
- e) **College Functions:** Only **college-approved functions** may be held on the **college campus**. These **must be completed within the time frame** for which permission has been granted.
- f) **Defacement of College Property:** **Pasting unauthorized posters, writing on walls, blackboards, or notice boards** is strictly prohibited.
- g) **Outsiders on Campus:** **Students bringing outsiders into the college campus** will be **severely punished**. **Outsiders are not allowed to roam** within the campus.
- h) **Alcohol & Drugs:** **Consumption of alcohol and drugs is strictly prohibited**. Any student found indulging in such activities **will be penalized**.
- i) **Attendance Requirement:** **75% attendance** in each course (**theory and practical separately**) is **compulsory** to be eligible for the **End Term Examination**.
- j) **Continuous Absence:** If a student remains absent **for more than 10 days without prior approval** from the Principal, **their name will be struck off from college rolls**.
- k) **Readmission Rules:** A student whose name has been **struck off twice** from the college rolls **will not be readmitted**.
- l) **Absentee Fine & Leave Application:**
- **Fine for missing one class period: ₹5/-**
 - **Fine for missing one practical: ₹10/-**
 - Students must **seek prior leave approval** if they need to be absent. **Leave applications must be countersigned by parents/guardians**. In case of a **long medical leave, a medical certificate must be attached**.
- m) **Identity Card:** It is **mandatory to carry your identity card** at all times in the college. It must be **produced whenever asked**.
- n) **Loss of Identity Card:**
- If an **identity card is lost**, the student must **file an FIR at the Police Station**.
 - A duplicate **ID card** will be issued upon **submission of a copy of the FIR** and payment of **₹20/-**.
- o) **Simultaneous Degree Courses:** **Students are not allowed to enroll in two full-time regular degree courses simultaneously**.

STUDENT CHARTER

Students are important stakeholders in any educational institution. The **Students' Charter**, as adopted by the **IQAC** of the college, is a document that **defines and confers rights, responsibilities, and privileges** of the students to achieve **holistic growth**.

A) Responsibilities of the Institution Towards the Students:

Govt. Degree College, Nalagarh is committed to fulfilling the following needs of its students:

- Providing a **healthy atmosphere** for academic, individual, and collective growth and development.
- Creating **awareness** about the **value and purpose of education**, as outlined in the vision, goals, programs of study, instructional methodology, and **Annual Calendar of Activities**.
- Ensuring **free access** to students to **college/university statutes, ordinances, acts, regulations, policies, procedures, and curriculum**.
- Inculcating values of **social responsibility, religious and cultural tolerance**, and other **humanitarian and national values**, in accordance with the **Constitution of India** and the **University Grants Commission (UGC) vision document**.
- Adopting a **student-centric approach** in teaching-learning methodology.
- Enhancing students' competence, particularly in:
 - a) **Linguistic skills**
 - b) **Logical and analytical abilities**
 - c) **Scientific temperament**
 - d) **Entrepreneurial skills**
- Providing **support and guidance** through **continuous mentoring, tutorials, remedial courses, and career counseling**.
- Offering students **exposure to teaching-learning methodologies** through **conventional and smart classrooms**.
- **Receiving and acting upon student feedback** from stakeholders such as the **Parents-Teachers Association (PTA)** and the **Old Students' Association**, to improve and strengthen institutional activities.

B) Responsibilities of the Students Towards the Institution:

All students of the college are expected to adhere to the following guidelines **in the larger interest of the institution**:

- **Understand, appreciate, and follow** the **vision and goals** of the institution.
- Have **clear and adequate knowledge** of various programs of study, **admission policies, program completion requirements, and assessment mechanisms**.
- **Engage in regular and focused study** of their course materials.
- **Follow general institutional norms** regarding courses, study schedules, and ordinances/rules set by **HP Government, HP University, or UGC**.
- **Abide by college administration decisions** in case of grievances and help maintain discipline.

- Make **optimal use of learning resources** and participate **actively in academic programs** such as seminars, workshops, and debates.
- **Provide honest feedback** about teaching quality and institutional activities when requested.
- **Contribute to institutional growth** by engaging in **student-related activities** as outlined in **Part A of the Students' Charter**.
- **Avoid engaging in ragging or the use of intoxicants** in or around the institution.
- **Respect campus property** by refraining from **shouting slogans, damaging property, defacing walls or desks, spitting, littering, or indulging in disruptive activities**.
- **Uphold moral and constitutional values**, respecting **diverse ideas and cultures**, while fostering an **inclusive and unbiased environment**, free from **caste, creed, or religious discrimination**.

RAGGING IS AN OFFENCE, WHY RISK A BEAUTIFUL CAREER

ANTI RAGGING SQUAD, GDC NALAGARH

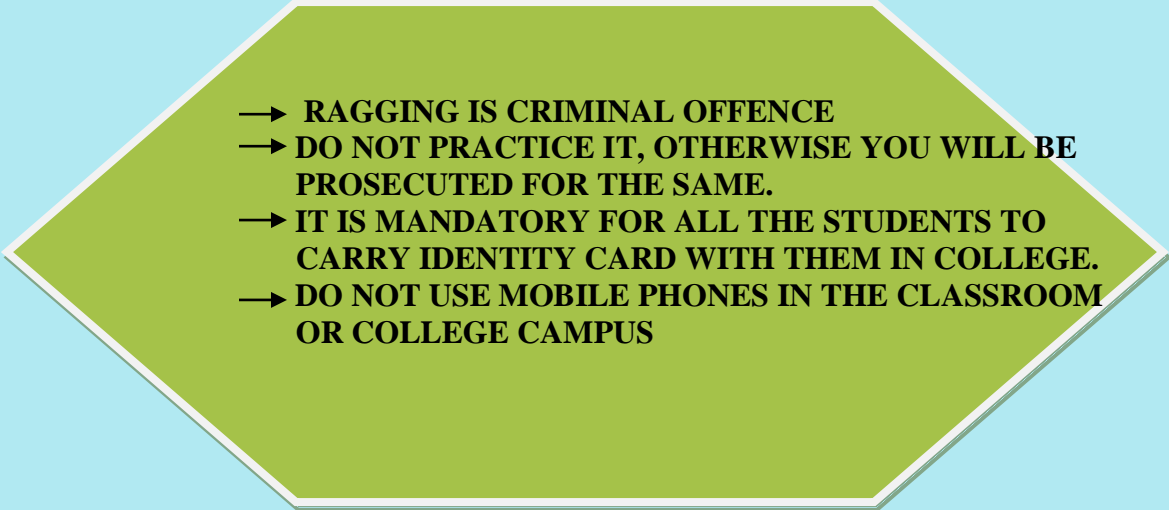
Dr. Lalit Kumar Guleria (PRINCIPAL)	9317223068
Dr. ANUJ KUMAR SAWHNEY (MEMBER)	9418497732
Dr. Dr. Neelkant Sharma (MEMBER)	9418497486
Ms Shipra	9816619017
Dr .Shipra Parmar	9878085860
Dr. Dalip Balli	7018561012
Dr. Jaswant	9816619645

IMPORTANT CONTACT DETAILS

SDM OFFICE, NALAGARH 01795-223024
 POLICE STATION, NALAGARH 01795-223045
 UGC TOLL FREE NUMBER 18001805522
 UGC WEBSITE helpline @ antiragging.in
 COLLEGE OFFICE (1) 01795-292815 (2) 01795-292818

COLLEGE'S email ADDRESS: gcnalagarh@gmail.com

COLLEGE'S WEBSITE: www.gdcnalagarh.com

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- **RAGGING IS CRIMINAL OFFENCE**
 - **DO NOT PRACTICE IT, OTHERWISE YOU WILL BE PROSECUTED FOR THE SAME.**
 - **IT IS MANDATORY FOR ALL THE STUDENTS TO CARRY IDENTITY CARD WITH THEM IN COLLEGE.**
 - **DO NOT USE MOBILE PHONES IN THE CLASSROOM OR COLLEGE CAMPUS**