

# Government College Nalagarh

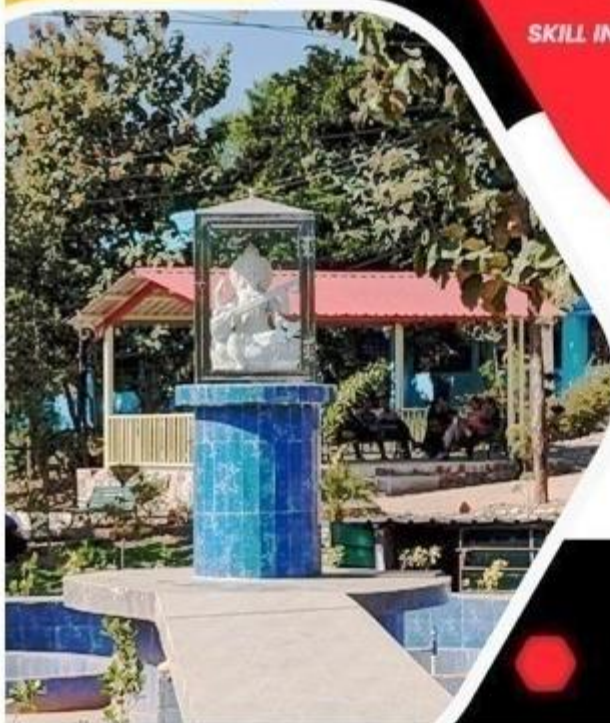


## BBA PROSPECTUS

ACADEMIC SESSION

2025-2026

"NURTURE ATTITUDE, KNOWLEDGE AND  
SKILL IN INDIVIDUALS TO ENSURE A VIBRANT SOCIETY"



# *Principal's Communiqué*



Dear Aspirants

As we embark on another exciting academic year, I want to take a moment to reflect on the incredible journey we are all going to be part of. Each one of you is a vital member of our institution, bringing your unique talents, perspectives and energy,

Education is not just about books and exams it's all about personal growth, building character, and preparing for the future. Embrace every opportunity to learn whether in classroom, on the sports field, or through extracurricular activities, Remember that mistakes are not failures but stepping stones to success. Learn from them, adapt, and continue moving forward.

As you pursue your academic goals, I encourage you to foster a spirit of curiosity and creativity. Challenge yourselves to think critically, ask questions, and engage with your peers and teachers. Collaborations and support are keys to overcoming obstacles and achieving greatness together.

I also urge you to find balance. While your studies are important, so is your well being. Make time for hobbies, friendships, and self care. A healthy mind and body will enhance your learning and empower you to face challenges with resilience.

Lastly be kind and compassionate towards one another. A positive environment nurtures everyone's potential. Together, let us create a community where we uplift each other and celebrate our achievements, big and small.

We are here to support you in your journey. Let's make this year a memorable one filled with growth, learning, and joy. Believe in yourselves, work hard, and know that your dreams are within reach. Wishing you all a successful and fulfilling year ahead.

Warm regards

## **RAGGING IS AN OFFENCE, WHY RISK A BEAUTIFUL CAREER**

### **ANTI RAGGING SQUAD, GDC NALAGARH**

<b>Dr. SAPNA SANJAY PANDIT (PRINCIPAL)</b>	<b>9418159159</b>
<b>Sh. SHASHI KUMAR (MEMBER)</b>	<b>8629867001</b>
<b>Dr. ANUJ KUMAR SAWHNEY (MEMBER)</b>	<b>9418497732</b>
<b>Dr. HARVINDER SINGH (MEMBER)</b>	<b>9805925098</b>
<b>Dr. NARESH KUMAR (MEMBER)</b>	<b>9816419397</b>

### **IMPORTANT CONTACT DETAILS**

**SDM OFFICE, NALAGARH 01795-223024**

**POLICE STATION, NALAGRHR 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 : gdcnalagarh.com**

- **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**

## 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 students in abundance 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 fifty 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, PGDCA and BBA under self -financing scheme.

The college runs Advanced Diploma in Hospitality and Tourism under UGC sponsored Community College Scheme. 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.

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 society to instill 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 <http://gdcnalagarh.com>. Government College Nalagarh is



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

**Annexure-B**

**Schedule of Admission/Teaching/Examination and Vacation for the Academic Session 2025-26 onwards in r/o all Govt./Private/GIA Degree/ Sanskrit Colleges affiliated to HPU/SPU**

Sr. No.	Particulars	Period	Days
	Submission of admission forms	01 June to 19 June	19
	Pre-admission counselling of students	12 June to 19 June	08
	Display of 1 <sup>st</sup> Merit List (UG 1 <sup>st</sup> year students)	20 June up to 05:00 PM	
	Fee to be deposited	21 June to 23 June	03
	Display of 2 <sup>nd</sup> Merit List	24 June up to 03:00 PM	
	Fee to be deposited	25 June to 27 June	03
	Orientation for 1 <sup>st</sup> Year Students	28-30 June	03
	Admission of other UG classes on Roll On Basis	01 June to 19 June	19
	Fee to be deposited	12 June to 23 June	12
	Post admission counselling, online submission of scholarship forms and student feedback	24 June to 30 June	07
	Regular Teaching	01 July to 15 March of next year excluding vacation period	
	<b>Total Teaching Days</b>		<b>&gt;180</b>
	8. Annual Practical Examinations/ Remedial/ Need Based Classes/ Self-study by students	16 March to 25 March	
	9. Theory Examinations	26 March to 10 May	
	10. Evaluation of answer scripts	07 April to 17 May	
	11. Results of all UG Classes	up to 30 June	
	12. Result of re-evaluation	up to 20 August	
	13. Supplementary Examinations	September	
	14. Result of Supplementary Examination	October	
	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
	<b>Total Vacation period</b>		<b>=65</b>

**Note: - If any activity of Admission Process falls (starts) on a Gazetted Holiday/Sunday in ibid schedule, it will be shifted to next working day. However, adjustment on this account will be made by curtailing orientation/ post-admission counselling period accordingly.**

## BBA Co-ordinator



Dr. Isha Dhiman  
M.Com, NET, PH.D

## Faculty of Commerce & Management



Dr. Mamta  
M.Com, M.Phil, Ph.D



Dr. Rishi Jerath  
M.Com, M.Phil, Ph.D



Dr. Shweta  
M.Com, M.Phil, Ph.D

## Faculty of Language/Communication



Dr. Punam Chauhan  
M.A. M.Phil. B.Ed. Ph.D



Dr. Shipra Parmar  
M.A, M.Phil, Ph.D

## Faculty of Information Technology



Dr. Ankur Sharma  
MCS, M.Phil, Ph.D



Sh. Pankaj Sharma  
MCA



Ms. Kirti Chaturvedi  
MCA



Sh. Jetinder Singh  
MCA

## VISION

The college aspires to create a holistic learning environment by raising academic potential, integrated academic with community out rich and providing access equality and quality education for 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 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 sense of responsibilities the spirit of social service and communal harmony particularly among the students and the society in general.
- To undertake the technological advancement and innovation in education and research.
- To sensitize learners 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:**

*“Incorporate values according to societal needs”*

## Activity Calendar For the Session 2025-26

S.No.	Date and Month	Name of Activity	To be organized by
<b>1</b>	<b>July-2025</b>		
	14-16 <sup>th</sup> July2025	Orientation of II <sup>nd</sup> year & III <sup>rd</sup> year students	School of Business Administration
	18 <sup>th</sup> July2025	Regular Teaching of II <sup>nd</sup> year & III <sup>rd</sup> year students	School of Business Administration
	III <sup>rd</sup> Week,July2025	Orientation &Fresher party of I <sup>st</sup> year students	School of Business Administration
	IV <sup>th</sup> week ,July 2025	Plantation Derive	Different Students clubs of School of Business Administration
<b>2</b>	<b>August-2025</b>		
	I <sup>st</sup> week, August2025	Staff meeting	School of Business Administration
	9 <sup>th</sup> August2025	Raksha Bandhan celebration	Different Students clubs of School of Business Administration
	29 <sup>th</sup> August2025	National Sports Day	Different sports events organized by School of Business Administration
<b>3</b>	<b>September-2025</b>		
	1 <sup>st</sup> September 2025	Career Counseling Session	School of Business Administration
	5 <sup>th</sup> September 2025	TeachersDay	School of Business Administration
	15 <sup>th</sup> September 2025	Industrial visit	School of Business Administration
	16 <sup>th</sup> September 2025	World Ozone Day	Different Students clubs of School of Business Administration
	IV <sup>th</sup> Week,September2025	Lecture series	School of Business Administration
<b>4</b>	<b>October-2025</b>		
	2 <sup>nd</sup> October2025	Gandhi Jayanti	Different Students clubs of School of Business Administration
	4 <sup>th</sup> October	Entrepreneurship Mela	School of Business Administration
	II <sup>nd</sup> Week of,October2025	Minor Test	School of Business Administration



	IV <sup>th</sup> Week, October2025	Term end Examination	HPU SHIMLA
<b>5</b>	<b>November-2025</b>		
	I <sup>st</sup> Week to II <sup>nd</sup> week of November2025	Examinations will carry on including Festival vacations	HPU SHIMLA
	IV <sup>th</sup> Week,November2025	Admission open for 2 <sup>nd</sup> 4 <sup>th</sup> and 6 <sup>th</sup> semester	School of Business Administration
<b>6</b>	<b>Decmber-2025</b>		
	II <sup>nd</sup> Week,December2025	Career Counseling Session	School of Business Administration
	24 <sup>th</sup> December,2025	Consumer day	Different Students clubs of School of Business Administration
<b>7</b>	<b>February-2026</b>		
	II <sup>nd</sup> Week, February2026	Techno-Bizz event	School of Business Administration
	21 <sup>st</sup> , February 2026	National management day	School of Business Administration
	IV <sup>th</sup> Week, February2026	Lecture on Stress Management	School of Business Administration
<b>8</b>	<b>March-2026</b>		
	4 <sup>th</sup> Mrach 2026	Holi Celebrations	School of Business Administration
	8 <sup>th</sup> March2026	International Women Day	Different Students clubs of School of Business Administration
	III <sup>rd</sup> Week,March2026	Annual Prize Distribution Function	College
	IV week, march 2026	Minor Test	School of Business Administration
<b>9</b>	<b>April-2026</b>		
	I Week,April 2026	Farewell Party	School of Business Administration
	II Week,April 2026	Term end Examination	HPU
	III <sup>rd</sup> & IV <sup>th</sup> Week, April,2026	Conference/Workshop/Skill Base Training Programme	School of Business Administration
<b>10</b>	<b>June -2026</b>		
	II <sup>nd</sup> week of june,2026	Admission open for 1 <sup>st</sup> semester	School of Business Administration
	III <sup>rd</sup> & IV <sup>th</sup> Week June ,2026	Admission open for roll over 3 <sup>rd</sup> and 5 <sup>th</sup> semester	School of Business Administration

## **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. Given herein under are some salient features of the BBA program/degree that are vital to know and understand before seeking admission to this course:

- 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 and Sales and Marketing / IT

## 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)

### **a) Financial Services:**

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

### **b) Marketing & Sales:**

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

### **c) Hospitality & Tourism:**

- Executive Trainee
- Management Trainee for customer management and operations

### **d) 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

### **e) 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 manpower 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 programme 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. SUBSIDIZED 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 01-07-2023. 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 level 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.

## **Department of BBA**

**DIRECTOR :** Dr. Sapna Pandit (Principal)

**CO-ORDINATOR :** Dr Isha Dhiman

## **Faculty Profile**

### **COMMERCE & MANAGEMENT**

Dr.Mamta Sharma	:	M.Com, Ph.D
Dr.Rishi Jerath	:	M.Com, B.Ed, M.Phil, Ph.D, Advance Diploma in Finance & Tax
Dr.Shweta Sharma	:	M.Com, Ph.D

### **LANGUAGE & COMMUNICATION**

Dr. Shipra Parmar	:	M.A, M.Phil, Ph.D (English)
Dr Punam Chauhan	:	M.A, M.Phil, Ph.D (English)

### **COMPUTER APPLICATION**

Dr. Ankur Sharma	M.Sc, M.Phil, Ph.D (Computer Science)
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## **Admission committee of BBA**

- **Dr. Rishi Jerath, Assistant Professor in Commerce**
- **Sh. Deepak Sharma, Assistant Professor in Music (V)**

### **Support staff**

1. Mrs. Kannu Devi ( **Dealing Assistant**)

## Committees for Session 2025-26

**1. College Advisory & CSCA Committee:**

Sh. Shashi Kumar, Convener  
Dr. Anuj Sawhney, Member  
Ms. Shipra (History), Member  
Dr. Shipra Parmar, Member  
Dr. Jaswant Singh, Member

**2. Discipline Committee:**

Ms. Shipra (History), Convener  
Dr. Vikas Guleria, Member  
Dr. Naresh Kumar, Member  
Dr. Harvinder Singh, Member  
Lt. Pooja Kashyap, Member  
Ms. Anita (Chem), Member  
Dr. Prashant Rohta, Member  
Ms. Anchala Singh, Member  
Ms. Kumari Shalu, Member  
Sh. Sunil, Member  
Supd. Gr I, Member

**3. Prospectus & Student's Charter Committee:**

Dr. Anuj Sawhney, Convener  
Dr. Shipra Parmar, Member  
Lt. Pooja Kashyap, Member  
Ms. Sonia Mohil, Member  
Dr. Mamta, Member  
Dr. Rishi Jerath, Member  
Dr. Sandeepika, Member  
Sh. Jetinder, Member

**4. Mid-Term Exam Conduct Committee**

Sh. Sanjay Sharma, Convener  
Dr. Kumari Bandana, Member  
Dr. Shweta, Member  
Ms. Anita (Hindi), Member  
Dr. Sandeepika, Member  
Sh. Sunil Kumar, Member

**5. Library Committee:**

Ms. Bimla (Librarian), Convener  
Ms. Shashi Prabha, Member

Ms. Veena, Member

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

Dr. Anuj Sawhney, Convener  
Dr. Ankur Sharma, Member  
Dr. Shipra Parmar, Member  
Lt. Pooja Kashyap, Member  
Dr. Mamta, Member  
Ms. Kirti, Member  
Sh. Satwinder Singh, Ext. Member  
Sh. Ravindra Thakur (Advocate), Ext. Member  
President and Secretary CSCA for 2025-26, Student Member

**7. Grants:**

**a) UGC Affairs:**

Dr. Anuj Sawhney, Convener  
Dr. Harvinder Singh, Member

**b) PM – Usha / RUSA Committee:**

Dr. Jaswant Singh, Convener  
Dr. Vikas Guleria, Member  
Dr. Naresh, Member  
Dr. Ankur Sharma, Member

**8. General Purchase Committee:**

Ms. Shipra (History), Convener  
Sh. Sanjay Sharma, Member  
Dr. Shalini Sharma, Member  
Ms. Vandana Sharma, Member  
Dr. Shweta Rani, Member  
Dr. Shukla Rani, Member  
Sh. Baldev (Store Incharge)

**9. Bus Pass & Other Form & Attestation Committee**

Ms. Anita (Chemistry), Convener  
Sh. Anuj Sharma, Member  
Ms. Vandana Sharma, Member  
Dr. Shweta Rani, Member

Ms. Anchala Singh, Member  
Dr. Prashant Rohta, Member  
Ms. Isha Dhiman, Member  
Ms. Anita (Hindi), Member  
Dr. Shukla Rani, Member  
Sh. Sunil Kumar, Member

**10 Campus Beautification Committee**

Sh. Anuj Sharma, Convener  
Dr. Mamta, Member  
Ms. Kumari Shalu, Member  
Ms. Sindhuja Sharma, Member  
Ms. Sandeepika, Member  
Ms. Sindhuja, Member

**11 Clubs**

**a) Red Ribbon Club:**

Ms. Vandana Sharma, Convener  
Ms. Sindhuja Sharma, Member

**b) Road Safety Club :**

Dr. Punam Chauhan, Convener  
Ms. Kumari Shalu, Member  
Dr. Chandresh Kumari, Member

**c) Eco Club:**

Ms. Anita (Chem.), Convener  
Dr. Shweta, Member

**d) Entrepreneurship Club :**

Dr. Rishi Jerath, Convener  
Mr. Daves, Member

**e) Literary Club:**

Dr. Shipra Parmar, Convener  
Sh. Sunil, Member

**f) Electoral Literacy Club :**

Dr. Naresh Kumar, Convener

Dr. Prashant Rohta, Member

**g) Energy Club :**

Dr. Shalini Sharma, Convener  
Sh. Daves Sharma, Member

**12 College Development and Maintenance Committee:**

**a) Hygiene and Sanitation:**

Dr. Sandeepika, Convener  
Sh. Sunil, Member  
Sh. Daves Sharma, Member  
Ms. Chandresh Kumari, Member  
Sh. Baldev, Store Keeper

**b) Electricity Furniture, Fixture and Property**

Ms. Vandana Sharma, Convener  
Sh. Deepak Sharma, Member  
Dr. Prashant Rohta, Member  
Ms. Isha Dhiman, Member  
Sh. Sunil, Member  
Sh. Hardev Singh, Member

**13 Property & Assets / Building / Campus Maintenance Committee**

Dr. Harvinder Singh, Convener  
Dr. Naresh Kumar, Member  
Sh. Deepak Sharma, Member  
Ms. Isha Dhiman, Member  
Sh. Hardev Singh, Member  
Ms. Kannu Devi

**14 Career Counseling and Placement Cell:**

Dr. Ankur Sharma, Convener  
Dr. Vikas Guleria, Member  
Dr. Harvinder Singh, Member  
Sh. Deepak Sharma, Member

Dr. Rishi Jerath, Member  
Ms. Deeksha, Member

**15. Cultural Committee for Youth Festival Committee:**

**GROUP-I (Literary Events / Quiz)**

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

**GROUP-II (Classical / Vocal)**

Sh. Deepak Sharma, Convener  
Ms. Kumari Shalu, Member  
Sh. Daves Sharma, Member  
Ms. Sindhuja Sharma, Member

**GROUP-III (Folk Dance)**

Dr. Mamta, Convener  
Dr. Shukla Rani, Member  
Ms. Sindhuja Sharma, Member

**GROUP-IV (Theatre)**

Sh. Deepak Sharma, Member  
Dr. Shukla Rani, Member  
Sh. Daves Sharma, Member

**16. Press / Media Coverage and Photography Committee:**

Sh. Deepak Sharma, Convener  
Ms. Anita (Hindi), Member  
Sh. Sunil Kumar, Member  
Ms. Sindhuja, Member

**17. Hostel Committee :**

Dr. Kumari Bandana, Convener  
Ms. Kumari Shalu, Member  
Dr. Rishi Jerath, Member  
Sh. Jetinder Singh, Member

**18. SPARSH (Sensitization, Prevention & Redressal of Sexual Harassment) Committee**

Ms. Shipra (History), Convener  
Dr. Vikas Guleria, Member  
Sh. Anuj Sharma, Member  
Dr. Navita Sharma, Member  
Ms. Sonia Mohil, Member  
Supd. Gr. I, Member  
Ms. Pankaj Vashisht, Ext. Member  
Ms Kavita Devi, MA (Pol.Science),  
Student Member

**19. Counseling Cell for Adolescent :**

Ms. Anita (Chemistry), Member  
Lt. Pooja Kashyap, Member  
Dr. Sandeepika Rani, Member  
NSS and NCC Volunteers

**20. Time Table Committee :**

Dr. Jaswant Singh, Convener  
Dr. Kumari Bandna, Member  
Dr. Navita Sharma, Member  
Ms. Sonia Mohil, Member  
s. Isha Dhiman, Member  
Sh. Pankaj Sharma, Member

**21. College Magazine Committee :**

Dr. Shipra Parmar  
*chief Editor*  
Dr. Sandeepika  
*Editor (Chronicle)*  
Dr. Shalini Sharma,  
*Editor (Science)*  
Dr. Ankur Sharma,  
*Editor (Computer)*  
Dr. Mamta  
*Editor (Planning)*  
Dr. Shukla Rani,  
*Editor (Pahari)*  
Dr. Punam Chauhan (English)



*Editor (English)*  
Ms. Anita (Hindi)  
*Editor (Hindi)*

**22. Scholarship Student's Aid /Fee**

**Concession Committee:**

Sh. Sanjay Sharma, Convener  
Ms. Anita (Chemistry), Member  
Dr. Ankur Sharma, Member  
Dr. Mamta, Member  
Dr. Shweta, Member  
Sh. Pankaj Sharma, Member  
Ms. Kirti, Member  
Sh. Kishore, Member  
Sh. Ashish Kumar, Member

**23. Disaster Management Committee**

Dr. Navita Sharma, Convener  
Ms. Sonia Mohil, Member  
Dr. Prashant Rohta, Member  
Ms. Sindhuja Sharma, Member  
Dr. Chandresh Kumari, Member

**24. Records, Information Management & RTI Committee :**

Sh. Shashi Kumar, Convener  
Dr. Jaswant Singh, Member  
Dr. Naresh Kumar, Member  
Supd. Gr.- I, Member  
Ms. Kannu

**25. First Aid Committee :**

Dr. Shalini Sharma, Convener  
Dr. Kumari Bandana, Member  
Sh. Daves Sharma, Member  
Ms. Sandeepika, Member

**26. Website / E-Content / Online**

**admission /Management Committee:**

Dr. Ankur 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. Daves Sharma, Member  
Dr. Sandeepika, Member  
Sh. Sunil, Member  
Sh. Ashish (Sports)

**30. College Canteen Committee / Refreshment Committee :**

Dr. Kumari Bandana, Convener  
Dr. Navita Sharma, Member  
Ms. Anchala Singh, Member  
Dr. Deepak Sharma, Member  
Dr. Shukla Rani, Member  
Ms. Kumari Shalu, Member  
Sh. Daves Sharma, Member  
Ms. Sindhuja Sharma, Member  
Dr. Chandresh Kumari, Member

**31 Research Guidance & Innovation Committee :**

Dr. Jaswant Singh, Convener

Dr. Shipra Parmar, Member  
Dr. Kumari Bandana, Member  
Dr. Navita Sharma, Member

**32 Institution Incubation Centre :**

Dr. Vikas Guleria, Convener  
Dr. Harvinder Singh, Member  
Dr. Rishi Jerath, Member  
Ms. Anchala Singh, Member  
Ms. Isha Dhiman, Member

**33 Faculty & Student Empowerment Committee :**

Dr. Shalini Sharma, Convener  
Ms. Pooja Kashyap, Member  
Ms. Sonia Mohil, Member  
Sh. Daves Sharma, Member

**34 Academic and Co-curricular Activities Committee :**

Dr. Vikas Guleria, Convener  
Dr. Prashant Rohta, Member  
Ms. Isha Dhiman, Member  
Ms. Shukla Rani, Member

**35 New Initiative Committee :**

Dr. Vikas Guleria, Convener  
Dr. Navita Sharma, Member  
Dr. Shweta Rani, Member  
Sh. Anuj Sharma, Member

**36 Academic Credit Bank Committee:**

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

## FEE STRUCTURE

Application forms for admission to BBA will be available both online/offline @ Rs. 500.

Sr. No.	Particulars	Amount for BBA
1	Admission fee	25
2	Tution fess	600
3	HPU Registration Fees(for BBA I)	400*
4	HPU Youth Welfare Fund	15
5	HPU Holiday Fund	01
6	HPU Sports Fund	15
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	9800.00

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

## **IMPORTANT NOTES**

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 grade 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 120 Points Roster will be applied for making Admissions in the Academic Session 2025-26.



## 120 Points Roaster For Academic Session 2025-2026

1	26 SC	51	76	101
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 SC	58	83	108
9	34 PWD	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62	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 PWD	91 SC	116
17	42	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	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	
(PwD-3%)	(CUL-5%)	(SP-5%)	(SC-15%)	(ST-7.5%)

## **SCHEME OF EXAMINATION**

### **End Semester Examination(ESE)**

MaximumMarksAllotted	MinimumPassMarks	TimeAllowed
70	28	3:00 hrs.

### **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.

### **CBCS BACHELORS IN BUSINESSADMINSTRATION :144 Credits** **Three Years( Six Semester Course)**

Course Structure			Credits	Marks		
Course No.	SEMESTER I			CCA	ESE	Total
101	Environmental Science	Ability Enhancement Compulsory (AECC)-1	Common with B.A./B.Sc./B.Com. (To be decided by the University)			
102	Fundamental of Management & Organizational Behavior	Core Course C-1	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)

103	Statistics for Business Decisions	Core Course C-2	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
104	Entrepreneurship Development	Generic Elective (GE)-1	6(L4+T2)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)

Course Structure			Credits	Marks		
Course No.	SEMESTER II			CCA	ESE	Total
201	Business Communication (Language : English /MIL)	Ability Enhancement Compulsory (AECC)-2	Common with B.A./B.Sc./B.Com. (To be decided by the University)			
202	Managerial Economics	Core Course C-1	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
203	Business Accounting	Core Course C-2	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
204	Ethics and Corporate Social Responsibility	Generic Elective (GE)-2	6(L4+T2)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)

Course Structure			Credit	Marks		
Course No.	SEMESTER III			CCA	ESE	Total
301	Macro Economics	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.) 3(Min)	<b>Theory</b> 50(Max.) 23(Min)	<b>Practical</b> 20(Max.) 9(Min.) <b>Internal</b> 100(Max) 45(Min)
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Course Structure			Credit	Marks		
Course No.	SEMESTER IV			CCA	ESE	Total
401	Business Research	Core Course	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)
402	Human Resource Management	Core Course	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)
403	Financial Management	Core Course	6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)
404	Tax Planning	Generic Elective-IV	6(L4+T2)	30(Max.) 13(Min)	70(Max) 32(Min)	100(Max) 45(Min)
405	IT Tools in Business	Skill Enhancement Course-II	6(L4+P2)	30(Max.) 13(Min)	<b>Theory</b> 50(Max.) 23(Min)	<b>Practical</b> 20(Max.) 9(Min.) <b>Internal</b> 100(Max) 45(Min)

Course Structure		Credits	Marks		
Course No.	<b>SEMESTER V</b>		CCA	ESE	Total



501	Quantitative Techniques for Management	Core Course	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
502	Legal Aspects of Business	Core Course	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
503	(DSE-I Finance) Investment Banking & Financial services <b>OR</b> (DSE-III Human Resource) HRD: Systems and Strategies <b>OR</b> (DSE-IV Management of Global Business) International Trade : Policies and strategies	DSE Note : Students can opt anyone of the following	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
504	(DSE-I Finance) Investment Analysis and Portfolio Management <b>OR</b> (DSE-II Marketing) Retail Management <b>OR</b> (DSE-III Human Resource) Training and Management Development <b>OR</b> (DSE-IV Management of Global Business ) Global Business Environment	DSE	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)

Course Structure			Credits	Marks		
Course No.	SEMESTER VI			CCA	ESE	Total
601	Business Policy & Strategy	Core Course	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
602	Financial Institutions & Markets	Core Course	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)

603	(DSE-I Finance)Project Appraisal &Analysis <b>OR</b>	DSE Note: Students can opt anyone of the following.	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 32(Min.)	100(Max.) 45(Min.)
	(DSE-II Marketing) Distribution &Supply Chain Management <b>OR</b>					
	(DSE-III Human Resource) Performance and Compensation Management <b>OR</b>					
	(DSE-IV Management of Global Business)Multinational Business Finance					
604	(DSE-I Finance) Project Report <b>OR</b>	DSE	6			100(Max.) 45(Min.) (External Evaluation)
	(DSE-II Marketing) Project Report <b>OR</b>					
	(DSE-III Human Resource) Project Report <b>OR</b>					
	(DSE-IV Management of Global Business ) Project Report					

**NOTE :** Students can opt anyone of the specialization in SemesterV and the same will continue in the SemesterVI.

### **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 & CONTINUOUS COMPREHENSIVE ASSESSMENT (CCA) & END SEMESTER 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 per cent lectures in Theory and Practicals.

7. 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.
8. Fee once deposited shall not be refunded.

### **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- 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 of 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, awaresss 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 life line of any educational institution. It inculcates the spirit of voluntary work among the students and teachers through sustained community interaction. It brings academic institution closer to the society. In fact the motto of NSS is ‘**Not Me but You**’ It stands for the following two ideas:

- to forget and surrender the self and
- 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.

### **ANNUAL PRIZE DISTRIBUTION FUNCTION**

Meritorious students and students excelling in co- curricular activities, sports are given prizes at the end of t session in Annual Prize Distribution Function. Those students would qualify for Annual Prizes who have passed all optional and compulsory subjects.

He / She must secure at least C grade/above 5.0 SGPA in the subject for which the prize is being given. Students who hold position in the University merit list are given Special Prizes.

### **COLLEGE MAGAZINE**

The college publishes its magazine ‘PARBAT REKHA’ annually to provide a platform to the budding writer so as 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 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 Wardens 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 discipline 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 resident 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 abet 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 adjustment of excess bill of water & electricity)	1500.00
Refundable	Mess Security (may be adjusted in the last month mess bill)	1000.00
	<b>Total Charges</b>	<b>7765.00</b>

**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 more 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.

## STUDENT CHARTER

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

### **A) Responsibilities of the institution towards the students: Govt. Degree College, Nalagarh is committed to fulfil the following needs of its pupils:**

-  Healthy atmosphere for their academic, individual and collective growth and development.
-  Creating awareness about the value and purpose of education as upheld in the vision, goals, programmes of study, instructional methodology and various co-curricular as outlined in the Annual Calendar of Activities.
-  To provide free access to the students to every kind of information about college/university statutes ordinances, acts, regulations, policies, procedure and curriculum.
-  To inculcate amongst the students the values of social responsibility, religious and cultural tolerance and other values of human and national importance as per the Constitution of India and the vision document of the University Grants commission.
-  To adopt a student centric approach in teaching – learning methodology.
-  To develop the competence of the students at different levels, especially with regard to:
  - a) Linguistic competence, b) Logical and Analytical ability, c) scientific temperament and d) entrepreneurship.
-  To provide support and guidance to the students through continuous mentoring viz. regular tutorials, remedial course and career counseling.
-  To provide the students adequate exposure to the teaching –learning methodology through conventional and smart Classrooms.

- ✚ To receive constant feedback from the students and other stakeholders like the Parents'-Teachers' Association, the Old Students' Association for improving and strengthening the activities of the institution and to act upon the same in an empathic and pragmatic manner.

## **B) Responsibilities of the students towards the Institution:**

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

- ✚ To understand, appreciate and follow the vision and goals of the institution.
- ✚ To have clear and adequate knowledge of various programmes of study, admission policy, programme completion requirements, assessment mechanism and other students services of the college.
- ✚ To undertake regular and intense study of their course material.
- ✚ To adhere to the general norms of the institution with regard to the course of study time schedule as per ordinance/rules/acts of HP Government or HP University /UGC as framed and implemented from time to time.
- ✚ To abide by the decision of the college administration in case any grievance, individual or pertaining to more than one student/group and to help the college administration.
- ✚ To make optimum use of learning resources available in the college and to participate actively in academically enriching programmes such as seminars, workshops debates etc.
- ✚ To provide neutral feedback on the quality of teaching and various other activities undertaken by the college, both in a formal as well as informal way, whenever they are asked for the same.
- ✚ To contribute to the enrichment of institutional life of the college through their engagement in all the student related activities of the institution as outlined in Part A of Students' Charter.
- ✚ Not to indulge in acts of Ragging or to make use of any kind of intoxicants in and around the institution.

- ✚ Not to shout slogans, damage college property, deface walls or desks, spit or spread litter in the campus, or indulge in other acts of violence which tend to disrupt academic and general atmosphere of the college and amount to unlawful or criminal acts.
- ✚ To follow the moral and constitutional values as enshrined in our multi-dimensional culture, the Constitution of India including respect for diversity of ideas/thinking. Inculcation of inclusive culture without any preconceived notions of caste, creed or religion.

## **BBA-ENTREPRENEUR MELA -2024**





## **CAREER COUNSELLING AND GUIDANCE SEMINAR**





## GLIMPSES OF FRESHERS AND TEACHERS DAY





**TEACHING STAFF**



**NON-TEACHING STAFF**

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