Govt. College Nalagarh

PROSPECTUS BCA&PGDCA SESSION (2025-26)

PRINCIPAL:-9317223068
www.gdcnalagarh.com
UGC/AICTE Approved

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 about to undertake together. Each of you brings unique talents, perspectives, and energy that will enrich our institution.

Education extends far beyond textbooks and examinations—it is about personal growth, character building, and preparing for the future. I encourage you to embrace every learning opportunity, whether in the classroom, on the sports field, or through extracurricular activities. Remember, mistakes are not failures but valuable lessons that propel us forward. Learn from them, adapt, and continue striving for excellence.

As you pursue your academic goals, nurture your curiosity and creativity. Challenge yourself to think critically, ask questions, and engage meaningfully with peers and faculty. Collaboration and mutual support are essential to overcoming challenges and achieving collective success.

Equally important is maintaining balance. While academic dedication is crucial, so is your well-being. Prioritize time for hobbies, friendships, and self-care. A healthy mind and body will enhance your learning and resilience in facing obstacles.

Let us also foster a culture of kindness and compassion. A positive and inclusive environment enables everyone to thrive. Together, we can build a community that celebrates each achievement, big or small, and uplifts one another.

We are committed to supporting you throughout this journey. Let us make this year memorable—filled with growth, discovery, and joy. Believe in your potential, persevere with determination, and know that your aspirations are attainable.

Wishing you a rewarding and successful academic year.

Warm regards,

SAPNA SANJAY PANDIT

(Principal Govt. College Nalagarh)

Annual Calendar of Activities of the College from June 2025 to May 2026

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

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 Swachhtta 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, 2025 onwards till 31st December, 2025.

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 2025-26 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, 2025 onwards till 31st May, 2025

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 (2025–26)

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	Annual Practical Examinations/Remedial/Need Based Classes/Self-study by students	16 March to 25 March
13	Theory Examinations	26 March to 10 May
14	Evaluation of answer scripts	07 April to 17 May
15	Results of all UG Classes	up to 30 June
16	Result of re-evaluation	up to 20 August
17	Supplementary Examinations	September
18	Result of Supplementary Examination	October

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

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. Sapna Sanjay Pandit (Principal)
Co-Ordinator	Dr. Shalini Sharma (BCA/PGDCA)
Dealing Assistant	Ms. Kannu Devi
Peon	Sh. Rakesh Kumar

ADMISSION COMMITTEE

Sh. Shashi Kumar	DEAN (BCA/PGDCA)
Ms. Kirti Chaturvedi	Member
Sh. Pankaj Sharma	Member
Sh. Jetinder Singh	Member

BCA BUS PASS COMMITTEE

Dr. Shalini Sharma	CONVENOR
Ms. Kirti Chaturvedi	Member
Sh. Pankaj Sharma	Member
Sh. Jetinder Singh	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 (2025-26)

1. College Advisory & CSCA Committee
- **Convener:** Sh. Shashi Kumar
- **Members:**
  - Dr. Anuj Sawhney
  - Ms. Shipra (History)
  - Dr. Shipra Parmar
  - Dr. Jaswant Singh

2. Discipline Committee
- **Convener:** Ms. Shipra (History)
- **Members:**
  - Dr. Vikas Guleria
  - Dr. Naresh Kumar
  - Dr. Harvinder Singh
  - Lt. Pooja Kashyap
  - Ms. Anita (Chem)
  - Dr. Prashant Rohta
  - Ms. Anchala Singh
  - Ms. Kumari Shalu
  - Sh. Sunil
  - Supd. Gr I

3. Prospectus & Student's Charter Committee
- **Convener:** Dr. Anuj Sawhney
- **Members:**
  - Dr. Shipra Parmar
  - Lt. Pooja Kashyap
  - Ms. Sonia Mohil
  - Dr. Mamta
  - Dr. Rishi Jerath
  - Dr. Sandeepika
  - Sh. Jetinder Singh

4. Mid-Term Exam Conduct Committee
- **Convener:** Sh. Sanjay Sharma
- **Members:**
  - Dr. Kumari Bandana
  - Dr. Shweta
  - Ms. Anita (Hindi)
  - Dr. Sandeepika
  - Dr. Sunil Kumar

5. Library Committee
- **Convener:** Ms. Bimla (Librarian)
- **Members:**
  - Ms. Shashi Prabha
  - Ms. Veena

6. Internal Quality Assurance Cell (IQAC) / NAAC Committee
- **Convener:** Dr. Anuj Sawhney
- **Members:**
  - Dr. Ankur Sharma
  - Dr. Shipra Parmar
  - Lt. Pooja Kashyap
  - Dr. Mamta
  - Ms. Kirti
  - 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 Committee
- **Convener:** Dr. Anuj Sawhney
- **Member:** Dr. Harvinder Singh

b) PM-Usha / RUSA Committee
- **Convener:** Dr. Jaswant Singh
- **Members:**
  - Dr. Vikas Guleria
  - Dr. Naresh
  - Dr. Ankur Sharma

8. General Purchase Committee

- **Convener:** Ms. Shipra (History)
- **Members:**
    - Sh. Sanjay Sharma
    - Dr. Shalini Sharma
    - Ms. Vandana Sharma
    - Dr. Shweta Rani
    - Dr. Shukla Rani
    - Sh. Baldev (Store Incharge)

9. Bus Pass & Other Form & Attestation Committee

- **Convener:** Ms. Anita (Chemistry)
- **Members:**
    - Ms. Vandana Sharma
    - Dr. Mamta
    - Ms. Anchala Singh
- Sh. Anuj Sharma
- Dr. Prashant Rohta
- Ms. Isha Dhiman
- Ms. Anita (Hindi)
- Dr. Shukla Rani
- Sh. Sunil Kumar

10. Campus Beautification Committee

- **Convener:** Dr. Mamta
- **Members:**
    - Sh. Anuj Sharma
    - Ms. Kumari Shalu
    - Ms. Sindhuja Sharma
    - Ms. Sandeepika

11. Clubs

a) Red Ribbon Club

- **Convener:** Ms. Vandana Sharma
- **Member:** Ms. Sindhuja Sharma

b) Road Safety Club

- **Convener:** Dr. Punam Chauhan
- **Members:**
    - Ms. Kumari Shalu
    - Dr. Chandresh Kumari

c) Eco Club

- **Convener:** Ms. Anita (Chem.)
- **Member:** Dr. Shweta

d) Entrepreneurship Club

- **Convener:** Dr. Rishi Jerath
- **Member:** Mr. Davesh

e) Literary Club

- **Convener:** Dr. Shipra Parmar
- **Member:** Sh. Sunil

f) Electoral Literacy Club

- **Convener:** Dr. Naresh Kumar
- **Member:** Dr. Prashant Rohta

g) Energy Club

- **Convener:** Dr. Shalini Sharma
- **Member:** Sh. Davesh Sharma

12. College Development and Maintenance Committee

a) Hygiene and Sanitation

- **Convener:** Dr. Sandeepika
- **Members:**
    - Sh. Sunil
    - Sh. Davesh Sharma
    - Ms chandresh Kumari
    - Sh. Baldev (Store Keeper)

b) Electricity, Furniture, Fixture and Property

- **Convener:** Ms. Vandana Sharma
- **Members:**
    - Sh. Deepak Sharma
    - Dr. Prashant Rohta
    - Ms. Isha Dhiman
    - Sh. Sunil
    - Sh. Hardev Singh

13. Property & Assets / Building / Campus Maintenance Committee

- **Convener:** Dr. Harvinder Singh
- **Members:**
  - Dr. Naresh
  - Dr. Mandeep Kumar
  - Sh. Deepak Sharma
  - Ms. Isha Dhiman
  - Sh. Hardev Singh
  - Ms. Kanu Devi

14. Career Counseling and Placement Cell

- **Convener:** Dr. Ankur Sharma
- **Members:**
  - Dr. Vikas Guleria
  - Dr. Harvinder Singh
  - Sh. Deepak Sharma
  - Dr. Rishi Jerath
  - Ms. Deeksha

15. Cultural Committee for Youth Festival Committee

GROUP-1 (Literary Events/Quiz)

- **Convener:** Dr. Punam Chauhan
- **Members:**
  - Ms. Anita (Hindi)
  - Dr. Rishi Jerath
  - Dr. Chandresh Kumari
  - Dr. Sandeepika

GROUP-II (Classical/Vocal)

- **Convener:** Sh. Deepak Sharma
- **Members:**
  - Ms. Kumari Shalu
  - Sh. Davesh Sharma
  - Ms. Sindhuja Sharma

GROUP-III (Folk Dance)

- **Convener:** Dr. Mamta
- **Members:**
  - Dr. Shukla Rani
  - Ms. Sindhuja Sharma

GROUP-IV (Theatre)

- **Members:**
  - Sh. Deepak Sharma
  - Dr. Shukla Rani
  - Sh. Davesh Sharma

16. Press/Media Coverage and Photography Committee

- **Convener:** Sh. Deepak Sharma
- **Members:**
  - Ms. Anita (Hindi)
  - Sh. Sunil Kumar
  - Ms. Sindhuja

17. Hostel Committee

- **Convener:** Dr. Kumari Bandana
- **Members:**
  - Ms. Kumari Shalu
  - Dr. Rishi Jerath
  - Sh. Jetinder Singh

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

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

19. Counseling Cell for Adolescent

- **Members:**
  - Ms Anita(chemistry)
  - Lt. Pooja Kashyap
  - Dr. Sandeepika Rani
  - NSS and NCC Volunteers

20. Time Table Committee

- **Convener:** Dr. Jaswant Singh
- **Members:**
  - Dr. Kumari Bandna
  - Dr. Navita Sharma
  - Ms. Sonia Mohil
  - Ms. Isha Dhiman
  - Sh. Pankaj Sharma

21. College Magazine Committee

- **Chief Editor:** Dr. Shipra Parmar
- **Editors:**
  - Sandeepika (Chronicle)
  - Dr. Shalini Sharma (Science)
  - Dr. Ankur Sharma (Computer)
  - Dr. Mamta (Planning)
  - Dr. Shukla Rani (Pahari)
  - Dr. Punam Chauhan (English)
  - Ms. Anita (Hindi)

22. Scholarship Student's Aid/Fee Concession Committee

- **Convener:** Sh. Sanjay Sharma
- **Members:**
  - Ms. Anita (Chemistry)
  - Dr. Ankur Sharma
  - Dr. Mamta
  - Dr. Shweta
  - Sh. Pankaj Sharma
  - Ms. Kirti
  - Sh. Kishore
  - Sh. Ashish Kumar

23. Disaster Management Committee

- **Convener:** Dr. Navita Sharma
- **Members:**
  - Ms. Sonia Mohil
  - Dr. Prashant Rohta
  - Ms. Sindhuja Sharma
  - Dr. Chandresh Kumari

24. Records, Information Management & RTI Committee

- **Convener:** Sh. Shashi Kumar
- **Members:**
  - Dr. Jaswant Singh
  - Dr. Naresh Kumar
  - Supd. Gr.– I
  - Ms. Kannu

25. First Aid Committee

- **Convener:** Dr. Shalini Sharma
- **Members:**
  - Dr. Kumari Bandana
  - Sh. Davesh Sharma
  - Ms. Sandeepika

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

- **Convener:** Dr. Ankur Sharma
- **Members:**
  - Sh. Pankaj Sharma
  - Ms. Kirti Chaturvedi
  - Sh. Jetinder Singh
  - Sh. Ashish Kumar

27. House Allotment Committee

- **Convener:** Dr. Kumari Bandana
- **Members:**
  - Dr. Naresh Kumar
  - Lt. Pooja Kashyap
  - Ms. Sonia Mohil

28. OSA (Executive Body)

- **President:** Sh. Satwinder Singh
- **Secretary:** Dr. Harvinder Singh

29. Sports Committee

- **Convener:** Sh. Anuj Sharma
- **Members:**
  - Sh. Davesh Sharma
  - Dr. Sandeepika
  - Sh. Sunil
  - Sh. Ashish (Sports)

30. College Canteen Committee / Refreshment Committee

- **Convener:** Dr. Kumari Bandana
- **Members:**
  - Dr. Navita Sharma
  - Ms. Anchala Singh
  - Dr. Deepak Sharma
  - Dr. Shukla Rani
  - Ms. Kumari Shalu
  - Sh. Davesh Sharma
  - Ms. Sindhuja Sharma
  - Dr. Chandresh Kumari

31. Research Guidance & Innovation Committee

- **Convener:** Dr. Jaswant Singh
- **Members:**
  - Dr. Shipra Parmar
  - Dr. Kumari Bandana
  - Dr. Navita Sharma

32. Institution Incubation Centre

- **Convener:** Dr. Vikas Guleria
- **Members:**
  - Dr. Harvinder Singh
  - Dr. Rishi Jerath
  - Ms. Anchala Singh
  - Ms. Isha Dhiman

33. Faculty & Student Empowerment Committee

- **Convener:** Dr. Shalini Sharma
- **Members:**
  - Ms. Pooja Kashyap
  - Ms. Sonia Mohil
  - Sh. Davesh Sharma

34. Academic and Co-curricular Activities Committee

- **Convener:** Dr. Vikas Guleria
- **Members:**
  - Dr. Prashant Rohta
  - Ms. Isha Dhiman
  - Ms. Shukla Rani

35. New Initiative Committee

- **Convener:** : Dr. Vikas Guleria
- **Members:**
  - Sh. Anuj Sharma
  - Dr. Navita Sharma
  - Dr. Shweta Rani

36. Academic Credit Bank Committee

- **Convener:** Dr. Punam Chauhan
- **Members:**
  - Ms. Sonia Mohil
  - Sh. Pankaj Sharma
  - Sh. Ashish Mahajan

TEACHING FACULTY

DEPARTMENT OF ENGLISH

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

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

MS.SUMAN LATA
MASTER DEGREE

DEPARTMENT OF MATHEMATICS

Dr. Jaswant Singh
M.Sc.,Ph.D

Dr. Naresh
M.A.,B.Ed, M.Phil. Ph.D

DEPARTMENT OF COMMERCE

Dr.Isha Dhiman
Mcom,Ph.D

Dr. Mamta Sharma
M.Phil ,Ph.D

Dr. Rishi Jereth
M.Phil ,Ph.D

Dr. Shweta
M.Phil,Ph.D

College website:-www.gdcnalagarh.com

DEPARTMENT OF PHYSICS

Dr. Shalni Sharma
M.Sc.(Hons.),M.Phil Ph.D

Sh. Sanjay Sharma
M.Sc.,M.Phil

Sh.Anuj Sharma
M.Sc

DEPARTMENT OF BCA/PGDCA

Ms. Kirti Chaturvedi (MCA)

Sh Pankaj Sharma (MCA)

Sh. Jetinder Singh (Msc, MCA)

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.

College website:-www.gdcnalagarh.com

➤ 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   25 seats   Nationals/on payment of seats) category.

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   10 seats
   Nationals/On payment of seats) category.

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 I"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 HFU norms 120 points roasters will be applied for making admission in the academic session 2025-26.

RESERVATION ROSTER FOR ADMISSION as per HFU

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 2025-26. If these seats remain vacant than these seats neither be filled with other category nor will carry forward.

College website:-www.gdcnalagarh.com

120 Points Roster for Academic session 2025-2026

1 PwD	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%)

College website:-www.gdcnalagarh.com

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	12,955/- per annum for 1st year, 12965/- per annum for 2nd Year and 12,965/- for BCA 3rd Year
Non-Subsidized Fee	25,000/- per annum

PGDCA	
Subsidized Fee	14,820/- 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 HFU/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.

DETAILED COURSE OUTLINE FOR BCA

Detailed course outline for BCA 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.

First Year (1st Semester)

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

First Year (2nd Semester)

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

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

College website:-www.gdcnalagarh.com

Second Year (3rd Semester)

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

Second Year (4th Semester)

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

	Total				600	

Third Year (5th Semester)

Paper Code	Paper Title	Credi	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	OperatingSystem	4	70	30	100	3
BCA0502	E Commerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.netTechnologies	4	70	30	100	3
BCA0505	Computer Oriented StatisticalMethods	4	70	30	100	3
BCA0504(P)	ASP.netTechnologies 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	Credi	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	

DRESS CODE

A formal dress code implies cultivation of special attitude and gives different look to the students and also adds to his/her personality. Wearing dress is compulsory.

Summer Dress Code :Light Blue Plain Shirt, Navy Blue Trouser and Black Leather shoes with Navy Blue Tie (striped)

Winter Dress Code :Navy Blue Blazer Coat shall be the dress code during the winter for BCA Students

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.

PGDCA (1st Semester)

Course Code	Paper	Max. Marks Theory	Internal Assessment	Exam Duration Hours
DCA-101	Fundamental of Programming in C	75	25	3
DCA-102	PC Software	75	25	3
DCA-103	Operating System	75	25	3
DCA-104	Computer Organization and Architecture	75	25	3
DCA-105	Practical-I (C Language)	75	25	3
DCA-106	Practical -II (PC Software)	75	25	3

PGDCA (2nd Semester)

Course Code	Paper	Max. Marks Theory	Internal Assessment	Exam Duration Hours
DCA-201	Data and file structure	75	25	3
DCA-202	System Analysis and Design.	75	25	3
DCA-203	Object Orinted programming & C++	75	25	3
DCA-204	Data base Management System.	75	25	3
DCA-205	Practical-III (DFS using C++)	75	25	3
DCA-206	Practical -IV (Data base Management system)	75	25	3
DCA-207	Project work	200	–	–

The project work for PGDCA (2nd Semester) should be involve development of application software for some industry/Institute.

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 website:-www.gdcnalagarh.com

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**.

College website:-www.gdcnalagarh.com

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.

College website:-www.gdcnalagarh.com

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. SAPNA SANJAY PANDIT (PRINCIPAL)	9418159159
Sh. SHASHI KUMAR (MEMBER)	8229867001
Dr. ANUJ KUMAR SAWHNEY (MEMBER)	9418497732
Dr. HARVINDER SINGH (MEMBER)	9805925098
Dr. NARESH KUMAR (MEMBER)	9816419397

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

→ 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

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