



Information Book of Community College
A Govt. Of India (MHRD) Scheme, approved by UGC in May, 2014



ADVANCED DIPLOMA IN HOSPITALITY AND TOURISM
NAAC ACCREDITED
Government Degree College
Nalagarh, Solan-174101 (H.P.)



PROSPECTUS 2025-2026

ABOUT THE COLLEGE

Government College Nalagarh, one of the premier co-educational institutes of HP, came into being in 1973. Cradled amidst beautiful Doon Valley, it provides a picturesque view of the Shivalik hills past Sirsa River. Serving as an entryway to HP, the college attracts a strength of students not only from Himachal but also from the domains of Punjab and Haryana. Since its inception, the prestigious institution stands tall with its promise of value oriented education in today's competitive world. Over the past forty 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.

INTRODUCTION OF COMMUNITY COLLEGE

Education plays a major role for the all around development of a human being. It is an unique investment both for present as well as future. Every country develops its own education system to express and promote its unique socio-cultural identity.

India, at present is recognised as one of the youngest nation in the world with over 50% of its population under the age of 30 years. It is also expected that in 2025, India will have 25% of the world's total workforce. So, in order to utilize this workforce India needs an education system which is of **high quality, affordable, flexible and more over relevant** to the individual as well as society.

Now a days our country is facing Demand- Supply mismatch. Because, economy needs more skilled workforce than produced annually. At the same time it is observed that most of the contemporary institutions remain disconnected with the requirements of the work place. The skill oriented courses provided by them are of low credibility in the market.

On the other hand, Traditional Education System is also rigid in terms of duration of courses, timings, teaching-learning, choice of subjects and place of studies. Special emphasis was given on skill based education/ programme in 12th Five Year Plan document. The idea of **community college** was unanimously endorsed in the conference of state education ministers on 22nd February, 2012. A committee of nine Education Ministers was constituted to finalise the concept and framework of the community college. Committee presented its report on 6th June, 2012 in the conference of Education Ministers and was accepted. **Govt. of India** also accepted the report and introduced the scheme in 12th five year plan.

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 failure 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.

Thank you.

Principal

Govt. College Nalagarh

Community College, G.C. NALAGARH

Chairperson cum Member- Secretary

Community College

Nodal Officer

: Dr. Sapna Sanjay Pandit, Principal

: Prof. Deepak Sharma

Deptt. of Music

Mob. : 8146690051

ADMISSION COMMITTEE:

Mr. Deepak Sharma, Nodal Officer

(CC)& Teaching Faculty of ADHT

Teaching Faculty

: Prof. Vishal Mehta (9877073721)

DRESS CODE

For Students of A.D.H.T.

Blazer & Trouser----- Black

Shirt-----White

Neck Tie.....Black

Shoes -----Black

Note :- Dress is Compulsory on Monday, Wednesday, & Saturday

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B.Voc	:-	Bachelor in Vocational Course
CC	:-	Community College
HPU	:-	Himachal Pradesh university
MHRD	:-	Ministry of Human Resource Development
MTA	:-	Master of Tourism Administration
NSQF	:-	National Skill Qualification Framework
NVEQF	:-	National Vocational Education Qualification Framework
PU	:-	Punjab University
QP	:-	Qualification Pack
SSC	:-	Sector Skills Council
THSC	:-	Tourism and Hospitality Skill Council
UGC	:-	University Grant Commission
UIHTM	:-	University Institute of Hotel and Tourism Management

Community College :-

- 1) Offers high quality education at **low cost** locally
- 2) Includes both **traditional** and vocational/**skill based** education
- 3) Provides opportunities to the learner to move **directly to the employment sector** or higher education.
- 4) Offers a **flexible** and **open** education system
- 5) **Caters the needs** of the industry as well as community
- 6) **Entirely Autonomous**
- 7) **Establish synergistic relations between Community, Community College & Job Market**

OBJECTIVES OF THE COMMUNITY COLLEGE :-

- 1) To make higher education relevant to learner and community;
- 2) To integrate relevant skills into the higher education system;
- 3) To provide Skill Based Education to those who wants to enter workforce as the earliest opportunity;
- 4) To provide employable and certifiable skill to those who don't want to join existing higher education system;
- 5) To provide upgradation and certification of acquired traditional skills irrespective of age;
- 6) To offer bridge–course to certificate holders of general/ vocational education to bring them at par with appropriate NVEQF/NSQF level;
 - i) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest ;and
 - ii) To provide opportunity to move to higher education in future;

SALIENT FEATURES OF COMMUNITY COLLEGE :-

- 1) No Age Bar.
- 2) Credit Banking System i.e. Free Entry & Exit at any level without any loss of credits.
- 3) Career Oriented Education.
- 4) High Tech Remedial Education.
- 5) Easy Access to Underprivileged
- 6) Earning while learning
- 7) Better job opportunities as the Hospitality and Tourism is the second largest Industry in the world.
- 8) Job Placement records in Agencies like Himachal Tourism ,Royal Park, Le-Mariet, Sarovar Portico and many others.
- 9) Compulsory job Training and Training in good hotels to provide practical exposure and experience of the market
- 10) Assessment of the students by SSC an independent Assessing Agency
- 11) If number of Applications exceeds 50 then UGC seats will be filled by the merit of written.
There are 20 management quota seats w.e.f July, 2024

Calendar of the community college 2025-26

Sr. No.	Detail of Events	Date of Events
1	Admission Schedule	13 th June -31 st July, 2025
2	Written Test, if required	1 st Aug 2025, 10 am to 11 am
3	Merit List Displayed on Notice Board, if required	2 nd Aug, 2025
4	Last Date for fee deposit :	5 th Aug, 2025
5	Orientation Programme :	9 th Aug, 2025
6	Regular Teaching of 1st & 3rd Sem. :Regular Teaching of 2nd & 4th Sem. :	14 th Aug to 24 th Dec 2025. 07 th Feb to 18 th May 2026.
7	Examination 1st & 3rd Sem. of Courses Examination 2nd & 4th Sem. of Courses	Between 24-28 Dec, 2025 Between 25-30 July, 2026
8	Training / Industrial Visits for 1st & 3rd Sem Training / Industrial Visits for 2nd & 4 th Sem	After Examination for 45 days (Both odd & Even Semesters)

Note:- Admission to these course is entirely separate to the admission in other courses running in the college. No student can take admission simultaneously in this course when he/she is enrolled in any regular course run by any institute. Student is eligible for only one course at a time. He/ She may be awarded **Certificate**, **Diploma** and **Advanced Diploma Course** after completing **6 months**, **one year** and **two years** course respectively.

COURSES OFFERED UNDER COMMUNITY COLLEGE SCHEME:- ADVANCED DIPLOMA IN HOSPITALITY & TOURISM

(NOTE:- Vocational /skill component of these courses /programmes will be confirmed to the NVEQF/NSQF and general education component will be confirmed by our college. Skill/ vocational component of the courses will be Employment Oriented and Credit Based. Banking of the credits will be permitted so as to enable multiple entry & exit).

Entrance to Vocational Courses Under CC - Scheme / B. Voc Degree

Category 1 :- Students already acquired NSQF certification Level 4 in particular industry sector. Category 2 :- Students who have acquired NSQF certification Level 4 but may like to change their trade and may enter into skill based courses in a different trade.

Category 3 :- Students passed 10+2 examination with conventional schooling without any background of vocational training.

10+2 Students
of Category -2 & 3

10+2 Students
of Category -1

Certificate

Diploma

Advanced Diploma

**B.Voc
Degree**

to B. Voc Degree

06 Months

01 Year

02 Years

03 Years

NSQF Level 4
Assessment

NSQF Level 5
Assessment

NSQF Level 6
Assessment

NSQF Level 7 Assessment

(DURATION OF THE COURSE)

NVEQF level	Skill Component Credits	General education Credits	Total Credits (oneCredit= 14-15 Hrs for Gen Edu & 50% less in Skill component)	Normal Duration	Exit Points/ awards
7	108	72	180	6-semesters(3 Years)	B.Voc Degree
6	72	48	120	4-semesters(2 Years)	Advanced Diploma
5	36	24	60	2- semester (1 Year)	Diploma
4	18	12	30	1- Semester (6 Months)	Certificate

Entry: At least 10+2 or equivalent certificate along with certificate for meeting the learning outcomes of the vocational/ skill components of Level to -4 under NSQF.

Number of Seats recommended: 50 Seats in the Course i.e. Advanced Diploma in Hospitality & Tourism has been recommended by the expert committee of the UGC. *20 Seats in the course has been passed in management quota by BOM meeting on 26 June 2018.*

Admission Criteria :-

1. Candidate must be 10+2 Pass or equivalent in any stream.
2. Admission is purely on the merit basis of entrance exam.
3. Reservation of seats as per State/HPU-Shimla roster.
4. Any +2 Pass Candidate from any Board can get admission in these courses. Preference will be given to local Himachali students. Students from other States shall be preferred as per availability of seats.
5. Parents/ guardian must accompany the student at the time of filling admission form.

Documents Required :

1. Photocopy of Matric & 10+2 Certificate
2. Photocopy of IRDP
3. Photocopy of SC/ST Certificate.
4. Photocopy of Himachali Bonafide Certificate.
5. Two Pass Port Size & One Stamp Size photograph
6. Affidavit from the students on Rs. 3/- Stamp Paper

Fee for the courses:- UGC Seats

1. Rs 4000/- per semester for every course and Rs. 2000/- per semester as CC Development Fees
2. Rs 8,000/- for One Year i.e. for Diploma course and Rs. 4000/- per semester as CC Development Fees
3. Rs 16,000/- for two years i.e. Advanced Diploma Course and Rs. 8000/- per semester as CC Development Fees
4. Rs 200/- Re-appear (if a student does not attain minimum passing marks i.e. 35% in theory examination)

Fee for the courses under Management Quota Seats

- a. Rs. 4000/- per semester for every course and Rs. 2000/- per semester as CC Development fund and Rs. 4000/- management quota fees.
- b. Rs. 8000/- per semester for every course and Rs. 4000/- per semester as CC Development fund and Rs. 8000/- management quota fees.
- c. Rs. 16000/- per semester for every course and Rs. 8000/- per semester as CC Development fund and Rs. 16000/- management quota fees.

Note : Fee should be deposited in beginning of every semester.

Prospectus Fee& Admission Form	Rs 100/-
Maintenance Fee	Rs 600/- Annually
PTA Fund	Rs 600/- Annually
Sector Skill Council Assessment Fee	Rs 800/- per Level (Level-4.5, Level -5, Level-5.5)

Examination / Re-appear / Re-evaluation / Re-assessment Fee

Students will not be charged any examination fee but in case of re-appear & re-evaluation, he/she will be charged Rs. 200 /- & Rs. 100/- respectively. Also in case of assessment of skill component by the Sector Skill Council of Hospitality & Tourism the assessment fee for the 1st time will be paid by the students.

Fine for the courses:-

If student remain absent from the theory classes for more than 10 days in a month without prior information his name will be struck off from the college roll. She/he will be charged Rs. 100/- as Re-admission charges (Relaxation shall be given to the on job students. But he/she has to inform in writing in advance about his/her job place)

Rs 50/- (per day) for not following dress code

Fine : As per college norms

ROSTER

120 Point reservation roster for Admission to Skill based course under CC-Scheme					
1PWD	21PWD	41ST	61CUL	81CUL	101PWD
2	22	42PWD	62PWD	82PWD	102
3	23	43	63	83	103
4	24	44	64	84	104
5	25	45	65 SC	85SC	105
6	26SC	46SC	66	86	106SC
7SC	27ST	47	67ST	87	107ST
8	28	48	68	88	108
9	29	49	69	89	109
10	30	50	70	90	110
11	31	51	71	91SC	111
12SC	32	52SC	72SC	92	112
13ST	33SC	53ST	73	93ST	113SC
14	34	54	74	94	114
15	35	55	75	95	115
16	36	56	76	96	116
17	37	57	77	97SC	117SP
18SC	38 CUL	58	78SC	98CUL	118CUL
19SP	39SC	59SC	79SP	99SP	119SC
20CUL	40SP	60SP	80ST	100	120ST
PWD-Persons with disabilities, CUL-Cultural, SP-Sports person, SC-Scheduled Caste, ST-Scheduled Tribe					

EXAMINATION PROCEDURE & EVALUATION/ASSESSMENT PROCEDURE OF THE COURSES:-

Academic Assessment / Evaluation is to be done at college level. Community College has its academic linkage with MTA Department of HPU, UIHTM department of Punjab University. These institutes render their services in setting question paper, evaluation & designing curriculum of the courses etc. Skill part of the courses is assessed & certified by the respective SSCs (i.e. Sector Skill Councils of Life Sciences and Hospitality & Tourism) in each course (i.e. Certificate, Diploma, Advanced Diploma) 60% credits are given to Skill component & 40% credits to theory component. College follows the guidelines of UGC and respective Sector Skill Councils (SSCs) for the assessment/ Evaluation.

OUTLINE OF SYLLABUS/ CURRICULUM
ADVANCED DIPLOMA IN HOSPITALITY AND TOURISM
UNDER COMMUNITY COLLEGE SCHEME OF
GOVT. OF INDIA (MHRD)

;;;;;;;;;PROJECT HOTEL TRAINING ;;;;;;;;;

One credit is equivalent of 14-15 periods of 60 minutes for theory & 7-8 hours for practical/workshop/ lab visits & industrial training.

The syllabus for written test will constitute GK of H.P., General Awareness, Current Affairs, English, Hindi, Arithmetics & Reasoning. The Maximum Marks of the Test will be 100.

	COURSE TITLE			COURSE CODE
SEM-I	BASICS OF TOURISM	ADHT-101	4	18
	COMMUNICATION SKILLS	ADHT-102		
	FRONT OFFICE OPERATION	ADHT-103	4	
	FRONT OFFICE OPERATION (LAB)	ADHT-103 LAB		
	HOTEL HOUSE KEEPING-I	ADHT-104	4	
	HOTEL HOUSE KEEPING-I (LAB)	ADHT-104 LAB	12	
Industrial Training for Level -4 for 45 days				
II	BASICS OF TOURISM MANAGEMENT	ADHT-205	Theory	18
	BASIC FOOD AND BEVERAGE SERVICES	ADHT-206	3	
	BASIC FOOD AND BEVERAGE SERVICES (Lab)	ADHT-206 (LAB)	3	
	BASIC FOOD AND BEVERAGE PRODUCTION	ADHT-207	3	
	BASIC FOOD AND BEVERAGE PRODUCTION (LAB)	ADHT-207 (Lab)		
	TRAVEL AGENCY AND TOUR OPERATIONS	ADHT-208	3	
	TRAVEL AGENCY AND TOUR OPERATIONS (LAB)	ADHT-208 (LAB)	12	
Industrial Training for Level-5 for 45 days				
III	BASICS OF COMPUTER APPLICATIONS IN HOSPITALITY	ADHT-309	3	18
	BASICS OF COMPUTER APPLICATIONS IN HOSPITALITY-LAB	ADHT-309 (LAB)	3	
	MARKETING OF TOUR PACKAGES	ADHT-310	3	
	HOTEL HOUSE KEEPING-II	ADHT-311		
	HOTEL HOUEKEEPING-II (LAB)	ADHT-311 LAB		
	FOOD AND BEVERAGE SERVICE OPERATION-I	ADHT-312	3	
	FOOD AND BEVERAGE OPERATION-I (LAB)	ADHT-312 LAB		
Industrial Training for Level - 6 for 45 days				
IV	FOOD AND BEVERAGE PRODUCTION-I	ADHT-413	3	18
	FOOD AND BEVERAGE PRODUCTION-I (LAB)	ADHT-413 (LAB)		
	ADVANCED FRONT OFFICE OPERATION-I	ADHT-414		
	ADVANCED FRONT OFFICE OPERATIONS -I (LAB)	ADHT-414 (LAB)	3	
	HOTEL HOUSE KEEPING OPERATION -III	ADHT-415	3	
	HOTEL HOUSEKEEPING OPERATION -II (LAB)	ADHT-415 (LAB)	12	

FACULTY PROFILE

**Chairperson cum
Member-Secretary
Community College**



Dr Sapna Sanjay Pandit
(PRINCIPAL, Government
College Nalagarh)
[M.A.(English), M.PHIL.,Ph.D.]










Sh. Deepak Sharma
M.A, MBA

Community College
NODAL OFFICER

Teaching & Non Teaching Profile

DEPARTMENT OF HOSPITALITY & TOURISM

Mr. Vishal Mehta B.Sc., MA[Hotel Management]		Dr. Punam Chauhan M.A. M.Phil. B.Ed. Ph.D	
Dr. Ankur Sharma M.C.S, M.Phil, Ph.D		Dr. Rishi Jerath M.Com, M.Phil, NET, Ph.D, Advance Diploma in Finance and Taxation	
Ms. Kirti Chaturvedi M.C.A.		Mr. Pankaj Sharma M.C.A.	
Mr. Jitender Singh M.Sc.(IT), M.C.A.		Centre Clerk Community College	





TEACHING STAFF



NON-TEACHING STAFF

GOVERNMENT COLLEGE NALAGARH (H.P)

College Phone/Fax Number - 01795-292815, 292818

Email - gcnalagarh@gmail.com, Website - www.gdcnalagarh.com

TOLLFREE UGC HELPLINE NO - 1800-180-5532