



# RABINDRA NATH TAGORE GOVT. DEGREE COLLEGE

NAAC ACCREDITED 'B' GRADE INSTITUTION



## Prospectus cum Information Brochure 2021-22

**BBA**

**BCA**

**PGDCA**



**Bachelor of Computer Application (BCA)**

**Bachelor of Business Administration (BBA)**

**Post Graduate Diploma in Computer Application (PGDCA)**

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Tel/Fax: 01905-292938



Sh. R.C.Thakur  
Principal



Dr. Gulshan Kumar  
(Co-ordinator SFS)

## TEACHING FACULTY

### Department of Computer Science



Prof. Neeraj Thakur



Prof. Anubhav Sharma



Prof. Suman Lata



Prof. Anil Kumar



Prof. Preeti Chopra



Prof. Reena Thakur

### Department of Management



Dr. Lata Thakur



Prof. Pankaj Thakur



Prof. Dinesh Patyal



Sh. Anoop Kumar (Clerk)



Sh. Vikrant (Peon)

**Sh. R.C.Thakur**

**Principal-cum-Director(SFS)**

**RNT Govt.College Sarkaghat.**



### **From the desk of Principal.....**

*“Education is not the learning of facts, but the training of the mind to think”*

I feel immense pleasure in extending my good wishes to the students who wish to get enrolled for education in the field of Computer Application and Business Administration. I welcome you in this prestigious institution located in rural area of Distt. Mandi. This institution has shown the potential in all walks of life through its ever excelling students. “The aim of education is all round development of innate abilities of the man and to inculcate the moral values”.

This institution is blessed with experienced, talented and young professionally committed teachers in every faculty. The institution has added a new feature in the field of Professional Education by starting BCA/BBA/PGDCA under ‘Self financing Scheme’ with intake capacity of BBA-40, BCA-60 & PGDCA-60 students respectively. This will facilitate to accommodate more students to acquire the professional **knowledge near their houses at nominal expenses.**

The computer & Business industries are booming and expanding like a wild fire. It means there will be explosive growth in computer and business related jobs. With large number of private and public sector computerizing their operations, there is a wide gap between demand and supply of trained computer and business professionals. Realizing the future demand for trained manpower, Rabindra Nath Tagore Govt. College Sarkaghat has taken the initiative to start professional degree and diploma courses like BCA/BBA and PGDCA a long time back.

I wish you good luck for the fulfillment of your longstanding dreams and desires.

**R. C.Thakur**

## 1. Historical Perspective-An Introduction

Rabindra Nath Tagore Govt. College Sarkaghat was established in the year 1985. Since its inception, it has grown up as premier institution of higher learning with strength of 2000 plus students on its roll and establishing high standards of human values.

This institution is situated among lush green sprawling ground and surrounded by the Chandrakri and Maseran small hills, presenting a nice view of sunrise and sunset. It is located two kilometer away from Sarkaghat town at the left bank of Sirkhad, which is one of the major tributary of Satluj river, originated from the holy Shiv Mandir of Sarkaghat. The college has wide open campus of about twenty acre along with right side of Sarkaghat-Shimla state highway.



This college is having the largest land mass in the state. The infrastructure has also developed to the need of hour. Two modern computer labs with latest configuration, Broadband internet, smart class with interactive power board, projector and Podium facility is at the disposal of students. A Girls hostel with capacity of 105 students is functioning. There is an automated library with internet facility having more than 13000 volumes of books. A separate departmental Library with broadband ICT connectivity under National Education Mission in the IT labs, e-books, e-journals facility and latest edition of BCA/BBA/PGDCA books is also running in the SFS block to help the students. A facility of book bank is available in the college for needy students.

The college has separate administrative block, main teaching block, new Science block. PTA building and a multipurpose hall. There is a separate teaching block for SFS courses. A newly constructed canteen facility is available during this session. Two well equipped computer Labs with 50 latest PCs with Broadband internet and smart class facility for the students.



## 2. ADMINISTRATIVE AND TEACHING STAFF:

### A. Administrative Staff

- |                                 |                   |
|---------------------------------|-------------------|
| 1. Director-Cum-Principal:      | Sh. R.C. Thakur   |
| 2. Co-ordinator(BCA/BBA/PGDCA): | Dr. Gulshan Kumar |
| 3. Clerk (BCA/BBA/PGDCA):       | Sh. Anoop Kumar   |
| 4. Incharge (Library):          | Prof. Suman Lata  |
| 5. Office Assistant:            | Sh. Vikrant       |

### B. Teaching Staff: BCA & PGDCA

1. Prof. Neeraj Thakur (MCA,M.Com)
2. Prof. Priti Chopra (MCA)
3. Prof. Reena Thakur (MCA)
4. Prof. Anubhav Sharma (M.Com, M.Phil.)
5. Prof. Anil kumar (M.Sc. Maths)
6. Prof. Suman Lata(M.A., M.Phil-Eng)

### C. Teaching Staff: BBA

1. Dr. Lata Thakur (M.COM, M.Phil,Ph.D)
2. Mr. Pankaj Thakur (MBA)
3. Mr. Dinesh Patyal (MBA)

### 3. Different Committees

➤ **Admission Committee:**

**BCA/PGDCA:**

1. Dr. Gulshan Kumar(Convener)
2. Prof. Neeraj Thakur (Member)
3. Prof. Anil Gupta (Member)
4. Prof. Reena Thakur (Member)
5. Prof. Priti Chopra (Member)

**BBA**

1. Dr. Gulshan Kumar (Convener)
2. Prof. Dinesh Patyal (Member)
3. Dr. Lata Thakur (Member)
4. Prof. Pankaj Thakur(Member)
5. Prof. Anubhav Sharma(Member)

➤ **Leave Sanction Committee:**

1. Prof. Neeraj Thakur (BCA/PGDCA)
1. Prof. Dinesh Patyal (BBA)

➤ **Anti-Ragging Committee:**

1. Sh. R.C. Thakur
2. Dr. Gulshan Kumar
3. Prof. Neeraj Thakur
4. Prof. Pankaj Thakur

**Anti-Ragging Squad:**

1. Prof. Dinesh Patyal
2. Prof. Anil Gupta
3. Prof. Anubhav Sharma
4. Prof. Priti Chopra

➤ **Discipline Committee:**

1. Dr. Lata Thakur
2. Prof. Dinesh Patyal
3. Prof. Anil Kumar
4. Prof. Suman Lata
5. Prof. Priti Chopra

➤ **Student Grievance and Redressal Committee:**

1. Prof. Neeraj Thakur (Convener) Mob. 9418620766
2. Prof. Dinesh Patyal (Member) Mob. 9816526179
3. Prof. Suman Lata (Member)Mob. 9418292478
4. Prof. Priti Chopra(Member)Mob. 9816106657

➤ **Student Facilitation and Maintenance Committee:**

1. Dr. Gulshan Kumar(Convener)
2. Prof. Neeraj Thakur (Member)
3. Prof. Priti Chopra (Member)
4. Prof. Anil Gupta (Member)
5. Prof. Anubhav Sharma (Member)

➤ **Physical Verification Committee:**

1. Prof. Anubhav Sharma
2. Prof. Lata Thakur
3. Prof. Suman Lata
4. Prof. Reena Thakur

#### 4. Courses Offered

**A. Under-Graduate Course:-**

**BCA & BBA**

**B. Post Graduate Course:-**

**PGDCA**

##### - Under-Graduate Course:-

**BCA/BBA-Bachelor of Computer Application/Bachelor of Business Administration** is an undergraduate degree course over three years (Six semesters). These courses are being run at Govt. College Sarkaghat for the last 10 years and they fulfill the requirement of Computer/Business education of the region. The summary of the courses is given below:

	BCA	BBA
Duration	03 years(Six semester)	03 years(Six semester)
Number of Seats	60	40
Subsidized Seats	40	20
Non-Subsidized Seats	20	20

##### - Post-Graduate Course:-

**PGDCA –Post Graduate Diploma in Computer Application** is a post graduate one year diploma course spread over in two semesters. This course is being run in Govt. College Sarkaghat for the last 10 years. The summary of the course is given below:

	PGDCA
Duration	01 year(Two semester)
Number of Seats	60
Subsidized Seats	40
Non-Subsidized Seats	20

## 5. Eligibility for Admission in UG Courses (BCA/BBA 1<sup>st</sup> Semester)

- **Overview:**

The admission to the BCA/BBA courses will be done on the basis of MERIT in qualifying examination.

- **Eligibility Condition:**

- **For BCA 1<sup>st</sup> Semester:** Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any of examination considered equivalent to 10+2 by the Himachal Pradesh University, Shimla-5 with 40% Marks (35% for SC/ST category), shall be eligible.
- **For BBA 1<sup>st</sup> Semester:** Candidates who have passed 10+2 examination from H.P. Board/ CBSE/ ICSE or any examination considered equivalent to 10+2, by the Himachal Pradesh University Shimla, with 45% marks (40% marks in case of SC/ST category) shall be eligible.

- **Age Limit:**

- **For BCA 1<sup>st</sup> Semester:** Maximum age limit for admission to BCA -1<sup>st</sup> semester is 21 years for general category, 24 years for SC/ST category and 23 years for girl candidates, as on the 1<sup>st</sup> July 2021. The Vice-Chancellor may permit age relaxation up to maximum of three months.
- **For BBA 1<sup>st</sup> Semester:** Maximum age limit of the admission to BBA course is 23 years for general category and 25 years for girls candidates, as on 1<sup>st</sup> July of the year 2019. Relaxation of three years is given to SC/ST candidates and the Vice-Chancellor may permit age relaxation up to maximum of six months.

**Note:** Admission to BCA/BBA 3<sup>rd</sup> and 5<sup>th</sup> semester will be done under ROLL-ON basis as per H.P. University schedule.



## 6. Filling & Submission of Application Form

### Important Instructions for Filling Up The Application Form:

1. Please make ensure that you are using the prescribed Application Form .
2. You must read the instructions carefully before filling in the Application Form and submit Application Form before the last date at the time of Admission in the BCA/BBA/PGDCA (For BCA/BBA 1<sup>st</sup> Sem/PGDCA 1<sup>st</sup> Sem.).
3. The application form should be filled in by the candidate in his/her own handwriting.
4. Overwriting, striking off or erasing in any of the forms may lead to rejection and should be avoided. Any discrepancy in the statement or submission in incomplete application forms shall lead to rejection of application/cancellation of candidature.
5. Incomplete Application Forms filled-in in a language other than English will summarily be rejected.
6. You are advised to ensure correctness of your mailing address, Pin code and Mobile No and Aadhar number.
7. You must quote your application form No. as reference in all your future correspondence.
8. Application form can also be submitted in person in the college Office.
9. If you wish to send it by post, the same should be sent to the Principal Govt. College Sarkaghat.
10. Incomplete Application form filled in a language other than English will be summarily rejected.
11. The cost of information Brochure is non-refundable.
12. The college has the right to amend or modify any inadvertent errors in the Information Brochure.
13. Any dispute arise due to any reason will be subject to settlement in the jurisdiction of local court.
14. The candidate must sign the declaration. The place & date should also be entered.

### ➤ Submission of Application Form:

Application Form duly filled in and accompanying the following documents and should be submitted to **The Principal RNT Govt. College Sarkaghat Distt. Mandi H.P. 175024.**

1. Two self addressed envelopes of size 28x12cms. Bearing stamps of Rs. 6/- be submitted along with Application Form.
2. Three passport size photographs: one fixed on Application Form and two copies are required for office record.
3. Attested copies of following certificates are to be attached with Application Form :
  - (i) Matriculation and 10+2 Pass Certificate.
  - (ii) Proof of date of Birth (Matriculation Certificate)
  - (iii) Certificate of SC/ST/IRDP/OBC/Wards of Freedom Fighters/Physical Handicapped

/Himachali Bonafide etc.

➤ **Reservation Rules(Ordinance 3.1):**

120 point roster for reservation to various categories shall be followed while determining the merit list for admission in BCA/BBA/PGDCA 1<sup>st</sup> Semester.

**120 Points Reservation Roaster**

1	21	41ST	61CUL	81CUL	101
2	22	42	62	82	102
3	23	43	63	83	103
4	24	44	64	84	104
5	25	45	65SC	85SC	105
6	26SC	46SC	66PwD	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	34PwD	54	74	94	114
15	35	55	75	95	115
16	36	56	76	96	116
17	37	57	77	97SC	117SP
18SC	38CUL	58	78SC	98CUL	118CUL
19SP	39SC	59SC	79SP	99SP	119SC
20CUL	40SP	60SP	80ST	100PwD	120ST

**SC**-Schedule Caste(15%)18Seats,**ST**-ScheduleTribe(7.5%)9Seats,**CUL**-Cultural(5%)6-Seats  
**SP**-Sports Person(5%)6 Seats, **PwD**-Persons with Disability(3%)=3 Seats

**Note: One Seat** over & above is reserved for **Single Girl Child** (only of parents, that too a girl). For seeking admission against this seat parents will have to submit an affidavit in support their claim.



➤ **Detail of Fee and Funds:**

Sr.No	Category	BCA	BBA
1.	Subsidized	6000/-per semester	4500/-per semester
2.	Non-subsidized	12500/-per semester	10000/-per semester

**The College will charge fee and funds as per following schedule:**

- ✓ Above mentioned fee is subject to change by the H.P. University Ordinance from time to time.
- ✓ College will be charge fee for academic year for full twelve months in two installments.
- ✓ The fee is to be deposited by the candidate with in the given date and time at the time of admission, failing which seat will be allotted to the next candidate in the merit list.
- ✓ First installment: At the time of admission.
- ✓ Second installment: November/December.
- ✓ Fee once deposited shall not be refunded as per the AICTE norms.
- ✓ Fines and other dues, if any, shall be charged as and when these are notified.

## 9. Dress Code

Students of BCA/BBA will be required to wear the prescribed dress on all working days except one day as decided by college authority and notified in the notice board. It shall consist of shirt and trouser for boys and girls.

- **Summer:** White Shirt, Black Trouser, Black leather shoes, Black Belt, Black Necktie and white socks.
- **Winter:** In winter, both boys and girls can wear Black coat/blazer and black sweater with summer dress.

**Note: Fine @ Rs. 50/- per day will be charged for not wearing the prescribed dress.**

## 10 . Detailed Courses Outline for BCA 1<sup>st</sup> to 6<sup>th</sup> Semester under

### BCA 1st Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	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
<b>Total</b>					<b>600</b>	

### BCA 2<sup>nd</sup> Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	50	50	100	3
BCA0202	Communicative English	4	50	50	100	3
BCA0203	Digital Electronics	4	50	50	100	3
BCA0204	Data Structures	4	50	50	100	3
BCA0205	Database Management System	4	50	50	100	3
BCA0204(P)	Data Structures Lab-III	3	35	15	50	3
BCA0205(P)	Database Management System Lab-IV	3	35	15	50	3
<b>Total</b>					<b>600</b>	

### BCA 3<sup>rd</sup> Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	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
<b>Total</b>					<b>600</b>	

### BCA 4<sup>th</sup> Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	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	25	25	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	25	25	50	3
Total					600	

### BCA 5<sup>th</sup> Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3
BCA0504	ASP.net Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
Total					600	

### BCA 6<sup>th</sup> Semester

Paper No.	Paper Title	Credit	University Examination	Internal Assessment	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	

### BBA First Semester



Course No.	Title of the Course	Category	Credits	Marks		
				CCA	ESE	Total
101	Environment Science	Ability Enhancement Compulsory(AECC)-1	Common with Ba/BSc/BCom (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.) 13(Min.)	100(Max) 45(Min)
103	Statistics for Business Decision	Core course C-2	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 13(Min.)	100(Max) 45(Min)
104	Entrepreneurship Development	Generic Elective (GE)-1	6(L4+T2)	30(Max.) 13(Min.)	70(Max.) 13(Min.)	100(Max) 45(Min)

### BBA Second Semester

Course No.	Title of the Course	Category	Credits	Marks		
				CCA	ESE	Total
201	Business Communication (Language:English/MIL)	Ability Enhancement Compulsory(AECC)-2	Common with Ba/BSc/BCom (to be decided by the University)			
202	Managerial Economics	Core course C-1	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 13(Min.)	100(Max) 45(Min)
203	Business Accounting	Core course C-2	6(L5+T1)	30(Max.) 13(Min.)	70(Max.) 13(Min.)	100(Max) 45(Min)
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)-2	6(L4+T2)	30(Max.) 13(Min.)	70(Max.) 13(Min.)	100(Max) 45(Min)

### BBA Third semester

Course No.	Title of the Course	Category	Credits	Marks		
				CCA	ESE	Total
301	Macroeconomics	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
302	Principles of Marketing	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
303	Management Accounting	Core Course	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
304	India's Diversity & Business	Generic Elective (GE)-3	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
305	Personality Development & Communication Skills	Skill Enhancement Course-I	6 (L4 +P2)	30 (Max.) 13 (Min)	<b>Theory</b> 50(Max.) 23(Min)	<b>Practical</b> 20(Max.) 9(Min.) <b>Internal</b> 100 (Max) 45(Min)

### BBA Fourth Semester

Course No.	Title of the Course	Category	Credits	Marks		
				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 (GE)-IV	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
405	IT Tools in Business	Skill Enhancement Course-I	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)

### BBA Fifth Semester

Course No.	Title of the Course	Category	Credits	Marks		
				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	<b>(DSE-I Finance)</b> Investment Banking & Financial Services OR <b>(DSE-II Marketing)</b> Consumer Behavior OR <b>(DSE-III Human Resource)</b> HRD: Systems and Strategies OR <b>(DSE-IV Management of Global Business)</b> International Trade: Policies and Strategies .	DSE Note: Students can opt any one of the specialization in Vth Semester and the same will continue in the VIth Semester .	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
504	<b>(DSE-I Finance)</b> Investment Analysis & Portfolio Management OR <b>(DSE-II Marketing)</b> Retail Management OR	DSE	6 (L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45Min)

	(DSE-III Human Resource) Training and Management Development					
	OR (DSE-IV Management of Global Business ) Global Business Environment					

### BBA Sixth Semester

Course No.	Title of the Course	Category	Credits	Marks		
				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-II Marketing) Distribution & Supply Chain Management OR (DSE-III Human Resource) Performance and Compensation Management OR (DSE-IV Management of Global Business) Multinational Business Finance	DSE	6 (L5 + T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
604	(DSE-I Finance) Project Report Or DSE-II Marketing)Project Report OR (DSE-III Human Resource) Project Report OR (DSE-IV Management of Global Business ) Project Report	DSE	6)			100 (Max) 45(Min) (External Evaluation)

## 12. Student Course-wise Assessment and Evaluation

All courses involve an evaluation system of students that has the following two components:

- i) Continuous Comprehensive Assessment (CCA-30Marks).
- ii) End-Semester Examination (ESE-70marks)

### ➤ Continuous Comprehensive Assessment (CCA-30Marks):

This would have the following components:

- a) **Class Attendance( 5 marks)**:- Each student will have to attend a minimum 75% lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination(ESE).
- b) **Mid Term Test (15 marks)**: There will be a Mid Term Test in month of September for odd semesters and March for even semesters. The Mid Term Test will be for 15 marks. 14
- c) **Seminar/Assignment(10 Marks)**: The remaining 10 marks of the CCA will be awarded on the basis of seminar/assignment etc. that the course teacher might give to the students.

### ➤ End Semester Examination (70 Marks):

- a) **Theory Paper**: For Regular students each paper will be of 100 marks (70 marks for End Semester Examination and 30 marks for Continuous Comprehensive Assessment) and duration of each paper will be 3 hours. Internal Assessment will be given on the basis of Mid-Term Test, Assignment/Presentation and regularity.
- b) **Practical Examination: Duration: 3 hours.**

**Max. Marks: 50**

**CCA (Continuous Comprehensive Assessment): 35**  
**ESE (End Semester Examination): 15**

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.

#### c) **Project Work :**

In the **6th semester** the students of BCA/BBA have to develop one project, which will be evaluated by the external examiner from the panel submitted to The Chairman, Computer Science Department for BCA and Department of Management for BBA, 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)

**Note: 1. The pass percentage in each subject will be 40% for BCA & BBA.**

## 13. Post-Graduate Course (PGDCA)

**PGDCA: Post Graduate Diploma in Computer Application** is one year program spread over in two semester and examination will be at the end of each semester.

➤ **Eligibility Condition:**

- Candidates who have passed graduation in any stream from the recognized university or its equivalent at least 50% marks (45% marks in case of SC and ST) shall be eligible.

➤ **Number of Seats:**

PGDCA	
Duration	01 year(Two semester)
Number of Seats	60
Subsidized Seats	40
Non-Subsidized Seats	20

➤ **Age Limit:**

Candidates seeking admission in PGDCA programme should not be more than 28 year of age as on 1<sup>st</sup> July of the reporting year concerned whereas relaxation in upper age limit will be of three years to the SC/ST candidate.

➤ **Basis of Admission:**

The admission will purely be on the basis of marks (rounded up to the decimal places) obtained in graduation. If there is a tie then older candidate will be given preference.

➤ **Fee Structure:**

Sr.No	Category	Amount
1.	Subsidized	15000 p.a. or 7500 per semester
2.	Non-subsidized	25000p.a. or 12500 per semester

## 14. Detail Course Outline for PGDCA

Detailed course outline for PGDCA program as prescribed by Himachal 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, Shimla.

### SCHEME OF EXAMINATION FOR PGDCA (SEMESTER-I)



Paper code Title	Title	Weekly M. Period	Max. Period	Internal Marks	Duration of Examination
DCS-101	Fundamental of Programming using C	4	75	25	3 Hrs.
DCS-102	PC software	4	75	25	3 Hrs.
DCS-103	Operating System	4	75	25	3 Hrs.
DCS-104	Computer Organization & Architecture	4	75	25	3 Hrs.
DCS-105	Practical-1(C language)	4	50	50	3 Hrs.
DCS-106	Practical-2( PC Software)	4	50	50	3 Hrs.

#### SCHEME OF EXAMINATION FOR PGDCA (SEMESTER-II)

Paper code Title	Title	Weekly M. Period	Max. Period	Internal Marks	Duration of Examination
DCS-201	Data and File Structure	4	75	25	3 Hrs.
DCS-202	System Analysis and Design	4	75	25	3 Hrs.
DCS-203	Object Oriented Programming in C++	4	75	25	3 Hrs.
DCS-204	Database Management System	4	75	25	3 Hrs.
DCS-205	Practical-3(C++)	4	75	25	3 Hrs.
DCS-206	Practical-4(DBMS)	4	75	25	3 Hrs.
DCS-207	Project Work		200		

### ➤ Student Course-wise Assessment and Evaluation

#### ✓ THEORY PAPER

Examination for PGDCA will be on semester pattern and marks will be 75 in each course. In each paper of theory eight questions are to be set .Three questions are to be set from PART-A and four from PART-B of the syllabus. Student is required to attempt two questions from each PART. Question No. 8 will be compulsory covering the entire syllabus of at least 5 parts. The medium of instructions and Examination shall be English

#### ✓ INTERNAL ASSESSMENT

Maximum marks of internal assessment will be 25 in case of theory paper and 50 marks in case of practical. Internal Assessment will be given on the basis of class test and attendance. Maximum marks will be 25.

✓ **PROJECT WORK**

The project should include development of application software for industry/institute.

- |     |                                |                                  |
|-----|--------------------------------|----------------------------------|
| i)  | <b>Project Report 50 marks</b> | (iii) <b>Viva-Voce 100 marks</b> |
| ii) | <b>Seminar 50 marks</b>        | (iv) <b>Total 200 marks</b>      |

## 15. Leave/Attendance/Mid Term/Fine Rules

➤ **Leave Rules:**

- ✓ All students are expected to attend their classes regularly and punctually. In case the candidate is unable to attend the class he/she may apply leave on the proper application form.
- ✓ Before proceeding on leave, it must be got sanctioned from appropriate authority and submitted to the office.
- ✓ In case of illness the leave application must be supported by the medical certificate from Govt. hospital indicating the period advised for rest.
- ✓ Leave up to two days will be sanctioned by tutor, upto four days by the senior tutor/coordinator and more than four days only by the Principal on the recommendation of the coordinator.

➤ **Identity Card:**

Every student will be issued an identity card and will wear the card all the time while on the campus. The college authorities may ask the candidate to produce the same at any time.

➤ **Fine:**

**Fine as shown below will be charged from the students who fail to follow the leave rules:**

- ✓ Absence fine per period is Rs. 5/-
- ✓ Library fine is Rs. 1/- per day per book.
- ✓ Absence fine for class test is Rs. 10/-
- ✓ Absence fine for practical class is Rs. 10/-
- ✓ Absence fine for seminar is Rs. 10/-
- ✓ Absence fine from Mid Test is Rs. 50/- per paper.

- ✓ Fine for not wearing dress is Rs. 50/- per day.

➤ **Lecture Attendance & Mid-Term:**

As per HPU Ord.62(b) and (c) Lecture attendance and mid-term/house test are compulsory in order to be eligible to appear in the University Exam. A candidate should have to attend 75% Lectures in each of the concerned course in theory as well as practical to be eligible for University exams. A student must have secure at least 20% marks in each subjects in the house examination or 25% of the aggregate marks.

- ✓ His/her name will be struck off from the college roll if he remains absent for ten days continuously
- ✓ Re-admission will be allowed only twice.

➤ **Re-admission Fee**

✓ First time	Rs. 500
✓ Second time	Rs. 1000

## 16. Ragging - A Menace and Social Evil

- **“Ragging” means the following:-** Any conduct whether by words spoken or written or by an act which has the effect of teasing treating or handling with rudeness any other student, including in rowdy or undisciplined activities which causes or is likely to cause annoyance harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of fresher or a junior student.

➤ **PUNISHABLE INGREDIENTS OF RAGGING**

- Abetment to ragging/Criminal conspiracy to ragging
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful Confinement/Wrongful restraint/Use of Criminal force
- Assaults as well as sexual offence or unnatural offences
- Extortion/Criminal trespass/Offences against property/Criminal Intimidation

- ix) Attempt commit any or all of the above mentioned offences against the victim
- x) Physical or psychological humiliation

➤ **PUNISHMENTS**

- i. The ragging is banned in the institution and any one including in ragging likely to be punished which included imprisonment, fine or both, expulsion from the institution, suspension from institution or classes for a limited period or fine with a public apology
- ii. The punishment also takes the shape of withholding scholarship or other benefit debarring from representation in events, withholding of result, suspension or expulsion from hostel or mess and the like.

➤ **DISCIPLINE:** Discipline is essential to maintain the academic atmosphere in the college. The following acts of commission whether overt or covert shall constitute breach of discipline and the guilty shall be punishable under Ordinance 22.17 of HPU, which includes:

- Writing indecent remarks on blackboard, walls or piece of furniture.
- Making noise and disturbing classes/Smoking and drinking in or around the campus.
- Plucking of flowers, chewing of pan, gutka and bubble gum.
- Coming to college under the influence of intoxicants/drugs.
- Spoiling, damaging or breaking college property such as-furniture, blackboard, electrical installations, fittings and window pans etc.

# Admission Schedule

PARTICULARS	IMPORTANT DATES		
	BBA	BCA	PGDCA
Online registration and submission of online application form started w.e.f.	26 <sup>th</sup> July 2021	26 <sup>th</sup> July 2021	Not Notified by HPU yet
Date of counseling	First come First Serve	10 <sup>th</sup> August 2021	-
Date of Fee deposit by the selected candidates in counseling.	First come First Serve	11 <sup>th</sup> August to 14 <sup>th</sup> August 2021	-
If seats available after fee deposited by selected candidates in counseling , then seats will be allotted under First Come First Serve basis.			
Regular classes w.e.f	16 <sup>th</sup> August 2021	16 <sup>th</sup> August 2021	-

WHOM AND HOW TO CONTACT		
Principal	Sh. R.C. Thakur	9418164967
Co-ordiinator	Dr. Gulshan Kumar	9418195031