RABINDRA NATH TAGORE

GOVT. DEGREE COLLEGE SARKAGHAT

NAAC ACCREDITED 'B' GRADE INSTITUTION

ESTD 1985

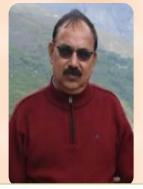## Prospectus cum Information Brochure 2023-24

BBA BCA PGDCA

Bachelor of Computer Application (BCA)

Bachelor of Business Administration (BBA)

Post Graduate Diploma in Computer Application (PGDCA)

Email: gcsarkaghat-hp@nic.in

website: www.rntgcs.com
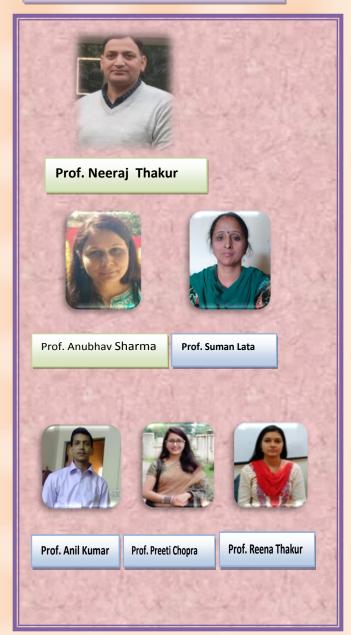
Tel/Fax: 01905- 230004

Dr. Rikhi Ram Kondal
Principal

ESTD 1985

Prof. Kamlesh Prashar
(Co-ordinator SFS)

TEACHING FACULTY

Department of Computer Science

Department of Management

Prof. Neeraj Thakur

Dr. Lata Thakur

Prof. Anubhav Sharma

Prof. Suman Lata

Prof. Pankaj Thakur

Prof. Dinesh Patyal

Prof. Anil Kumar

Prof. Preeti Chopra

Prof. Reena Thakur

Sh. Anoop Kumar (Clerk)   Sh. Vikrant (Peon)

Dr. Rikhi Ram Kondal
 Principal-cum-Director (SFS)
RNT Govt.College Sarkaghat.

"Education is the most powerful weapon which you can use to change the world." — Nelson Mandela

I am very happy to welcome you all for the Academic Year 2023-24. Our college offers BBA, BCA and PGDCA courses and has adequate infrastructure. The college provides a platform to the students to showcase their talents through cultural, co-curricular and extracurricular activities alongwith academic activities. The college is focusing on organization of seminars, workshops for students and accordingly class seminars have been successfully organized for last three years.

The college has experienced faculties who take keen interest in solving the difficulties of the students both academic as well as other matters. The teachers have fostered good relations with students over the years and that has become the strength of our institution.

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 teaching learning process has undergone tremendous changes in the past year due to the new "normal" imposed by the pandemic. Despite this, teachers and students have adjusted well with online classes and examinations. Let us keep the good work going this academic year too. I wish you the very best for this academic year.

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 16000 volumes of books. A separate departmental Library with broadband ICT connectivity under National Education Mission in the computer lab, Text Books, 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

Director-Cum-Principal:	Dr. R.R. Kondal
Co-ordinator (BCA/BBA/PGDCA):	Prof. Kamlesh Prashar
Clerk (BCA/BBA/PGDCA):	Sh. Anoop Kumar
Incharge (Library):	Prof. Suman Lata
Office Assistant:	Sh. Vikrant Guleria

B. Teaching Staff: BCA & PGDCA

Prof. Neeraj Thakur (MCA, M.Com)
Prof. Priti Chopra (MCA)
Prof. Reena Thakur (MCA)
Prof. Anubhav Sharma (M.Com, M.Phil.)
Prof. Anil Kumar (M.Sc. Maths)
Prof. Suman Lata (M.A., M.Phil-Eng)

C. Teaching Staff: BBA

Dr. Lata Thakur (M.COM, M.Phil, Ph.D)
Mr. Pankaj Thakur (MBA-UGC NET)
Mr. Dinesh Patyal (MBA)

3. Different Committees

Admission Committee:

BCA/PGDCA:	**BBA**
Prof. Kamlesh Prashar (Convener)	1. Prof. Kamlesh Prashar (Convener)
Prof. Neeraj Thakur (Member)	2. Dr. Lata Thakur (Member)
Prof. Reena Thakur (Member)	3. Prof. Pankaj Thakur(Member)
Prof. Priti Chopra (Member)	4. Prof. Dinesh Patyal (Member)

Leave Sanction Committee:

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

Anti-Ragging Committee: Anti-Ragging Squad:

Anti-Ragging Committee	Anti-Ragging Squad
Sh. R.R. Kondal	1. Prof. Dinesh Patyal
Prof. Kamlesh Prashar	2. Prof. Anil Gupta
Prof. Neeraj Thakur	3. Prof. Anubhav Sharma
Prof. Pankaj Thakur	4. Prof. Priti Chopra

Discipline Committee:

Dr. Lata Thakur

Prof. Dinesh Patyal

Prof. Anil Kumar

Prof. Suman Lata

Prof. Priti Chopra

Student Grievance and Redressal Committee:

Prof. Neeraj Thakur (Convener)

Prof. Dinesh Patyal (Member)

Prof. Suman Lata (Member)

Prof. Priti Chopra(Member)

Student Facilitation and Maintenance Committee:

Prof. Kamlesh Prashar (Convener)

Prof. Neeraj Thakur (Member)

Prof. Priti Chopra (Member)

Prof. Anil Gupta   (Member)

Prof. Anubhav Sharma (Member)

Physical Verification Committee:

Prof. Anubhav Sharma

Prof. Lata Thakur

Prof. Suman Lata

Prof. Reena Thakur

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4. Courses Offered

Under-Graduate Course:- BCA & BBA
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 1st Semester))under RUSA)

Overview:

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

Eligibility Condition:

For BCA 1st 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 1st 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 1st Semester: Maximum age limit for admission to BCA -1st semester is 21 years for general category, 24years for SC/ST category and 23 years for girl candidates, as on the 1st July 2022 .The Vice-Chancellor may permit age relaxation up to maximum of three months.

For BBA 1st Semester: Maximum age limit of the admission to BBA course is 23 years for general category and 25 years for girl candidates, as on 1st July of the year 2022. 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 3rd and 5th semester will be done under ROLL-ON basis as per SPU and H.P. University schedule.

6. Filling & Submission of Online Application Form

Important Instructions for Online Registration /Filling up Online Application Form:

Please make ensure that you are using the prescribed Application Form.

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 1st Sem/PGDCA 1st Sem.).

The application form should be filled in by the candidate in his/her own handwriting.

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.

Incomplete Application Forms filled-in in a language other than English will summarily be rejected.

You are advised to ensure correctness of your mailing address, Pin code and Mobile No and Aadhar number.

You must quote your application form No. as reference in all your future correspondence.

Application form can also be submitted in person in the college Office.

If you wish to send it by post, the same should be sent to the Principal Govt. College Sarkaghat.

Incomplete Application form filled in a language other than English will be summarily rejected.

The cost of information Brochure is non-refundable.

The college has the right to amend or modify any inadvertent errors in the Information Brochure.

Any dispute arise due to any reason will be subject to settlement in the jurisdiction of local court.

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.**

Two self addressed envelopes of size 28x12cms. Bearing stamps of Rs. 6/- be submitted along with Application Form.

Three passport size photographs: one fixed on Application Form and two copies are required for office record.

Attested copies of following certificates are to be attached with Application Form :

Matriculation and 10+2 Pass Certificate.

Proof of date of Birth (Matriculation Certificate)

Certificate of SC/ST/IRDP/OBC/Wards of Freedom Fighters/Physical Handicapped

Reservation Rules:

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Annexure-A

Reservation of seats in the Educational institutions for admission in various courses

Vertical Reservation :   (i) SC 22%,   (ii) ST 5%, (iii) OBC 15%, (iv) EWS 10%

Horizontal Reservation: (i) Ex Man/Ward of Ex Man=15%, (ii) PH=5%,   (iii) WFF=2%,

(iv) IRDP=15%

UR=Un reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Sections, IRDP-Integrated Rural Development Programme, PH=Physically Handicapped, WFF- Ward of Freedom Fighter, Ex-Man= Ex Serviceman.

200 POINT ROSTER

Sr. No. of Seat(s)	Category for which the seat(s) remarked	Sr. No. of Seat(s)	Category for which the seat(s) remarked
1	UR- PH-1	34	UR
2	UR	35	OBC-5- IRDP-2
3	UR	36	UR
4	UR	37	SC-8
5	SC-1	38	EWS-4
6	UR	39	UR
7	UR- Ex-man-1	40	ST-2- Ex-man-6
8	OBC-1	41	SC-9
9	EWS-1	42	OBC-6
10	SC-2	43	UR
11	UR	44	UR
12	UR	45	UR
13	UR	46	SC-10
14	SC-3- Ex-man-2	47	UR- Ex-man-7
15	UR	48	UR
16	UR	49	OBC-7- PH-3
17	OBC-2	50	SC-11
18	EWS-2	51	UR-WFF-1
19	SC-4	52	UR
20	ST-1	53	EWS-5
21	UR- Ex-man-3	54	UR- Ex-man-8
22	OBC-3	55	SC-9
23	SC-5- PH-2	56	OBC-8
24	UR	57	UR
25	UR	58	UR
26	UR	59	EWS-6
27	UR	60	SC-13-Ex-man-9
28	SC-6- IRDP-1	61	ST-3
29	OBC-4- Ex-man-4	62	UR
30	EWS-3	63	OBC-9- IRDP-3
31	UR	64	SC-14- IRDP-4
32	SC-7	65	UR
33	UR- Ex-man-5	66	UR

No.	Category		No.	Category	
67	UR		116	UR	
68	UR		117	OBC-17	
69	SC-15		118	EWS-12	
70	EWS-7		119	SC-26	
71	UR		120	ST-6	
72	OBC-10-	Ex-man-10	121	UR-	Ex-man-18
73	SC-16		122	OBC-18	
74	UR-	Ex-man-11	123	SC-27-	PH-7
75	UR		124	UR	
76	UR		125	UR	
77	OBC-11		126	UR	
78	SC-17		127	UR	
79	EWS-8		128	SC-28 -	IRDP-8
80	ST-4-	IRDP-5	129	OBC-19 -	Ex-man-19
81	UR-	Ex-man-12	130	EWS-13	
82	SC-18		131	UR	
83	UR-	PH-4	132	SC-29	
84	OBC-12		133	UR-Ex-man-20	
85	UR		134	UR	
86	UR-	Ex-man-13	135	OBC-20-	IRDP-9
87	SC-19		136	UR	
88	UR		137	SC-30	
89	OBC-13		138	EWS-14	
90	EWS-9		139	UR	
91	SC-20-	WFF-2	140	ST-7 -	Ex-man-21
92	UR		141	SC-31	
93	UR-PH-5		142	OBC-21	
94	UR-	Ex-man-14	143	UR	
95	OBC-14-	IRDP-6	144	UR	
96	SC-21-	IRDP-7	145	UR	
97	EWS-10		146	SC-32	
98	ST-5		147	UR-	Ex-man-22
99	OBC-15		148	UR	
100	SC-22-	Ex-man-15	149	OBC-22-	PH-8
101	UR-	PH-6	150	SC-33	
102	UR		151	UR-	WFF-3
103	UR		152	UR	
104	UR		153	EWS-15	
105	SC-23		154	UR-	Ex-man-23
106	UR		155	SC-34	
107	UR-	Ex-man-16	156	OBC-23	
108	OBC-16		157	UR	
109	EWS-11		158	UR	
110	SC-24		159	EWS-16	
111	UR		160	SC-35	Ex-man-24
112	UR		161	ST-8	
113	UR		162	UR	
114	SC-25 -	Ex-man-17	163	OBC-24 - IRDP-10	
115	UR		164	SC-36 - IRDP-11	

165	UR		183	UR-	PH-9
166	UR		184	OBC-27	
167	UR		185	UR	
168	UR		186	UR-	Ex-man-28
169	SC-37		187	SC-41	
170	EWS-17		188	UR	
171	UR		189	OBC-28	
172	OBC-25- Ex-man-25		190	EWS-19	
173	SC-38		191	SC-42- WFF-4	
174	UR- Ex-man-26		192	UR	
175	UR		193	UR-	PH-10
176	UR		194	UR-	Ex-man-29
177	OBC26		195	OBC-29 -IRDP-13	
178	SC-39		196	SC-43- IRDP-14	
179	EWS-18		197	EWS-20	
180	ST-9- IRDP-12		198	ST-10	
181	UR- Ex-man-27		199	OBC-30	
182	SC-40		200	SC-44- Ex-man-30	

The seats under 200 Point Roster for different categories are as under:-

Category	SC (22%)	ST (5%)	OBC(15%)	General	EWS(10%)	Total
Open	28	06	18	70	20	142
Ex. Man/WES	06	02	04	18	--	30
WFF	02	---	---	02	--	04
IRDP	06	02	06	---	--	14
PH	02	---	02	06	--	10
Total	44	10	30	96	20	200

Horizontal Reservation:

Ex. Serviceman	=15%
Ward of Freedom Fighter	= 2%
IRDP	= 7%
Physically Handicapped	= 5%

Points Earmarked:

Ex Serviceman (15%) :	7, 14, 21, 29, 33, 40, 47, 54, 60, 72, 74, 81, 86, 94, 100, 107, 114, 121, 129, 133, 140, 147, 154, 160, 172, 174, 181, 186, 194, 200
Ward of Freedom Fighter: (2%)	51, 91, 151, 191
IRDP (7%)	28, 35, 63, 64, 80, 95, 96, 128, 135, 163, 164, 180, 195, 196.
Physically Handicapped (5%)	1, 23, 49, 83, 93, 101, 123, 149, 183, 193,

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.

8. Fee Structure for UG Courses (BCA & BBA)

Detail of Fee and Funds:

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.

Sr.No	Category	BCA	BBA
1.	Subsidized	6000/-per semester	5000/-per semester
2.	Non-subsidized	10000/-per semester	7500/-per semester

- 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.

Note: **Rs. 100 will be charged as student welfare fund/PTA fund per semester.**

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 1st to 6th Semester under RUSA

BCA 1st Semester

Paper No.	Paper Title	Credit	University Examination	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	

BCA 2nd Semester

Paper No.	Paper Title	Credit	University Examination	CCA	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
Total					600	

BCA 3rd Semester

Paper No.	Paper Title	Credit	University Examination	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	

BCA 4th Semester

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

BCA 5th Semester

Paper No.	Paper Title	Credit	University Examination	CCA	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 6th Semester

Paper No.	Paper Title	Credit	University Examination	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	

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)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal** 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)	**Theory** 50(Max.) 23(Min)	**Practical** 20(Max.) 9(Min.) **Internal** 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	**(DSE-I Finance)** Investment Banking & Financial Services OR **(DSE-II Marketing)** Consumer Behavior OR **(DSE-III Human Resource)** HRD: Systems and Strategies OR **(DSE-IV Management of Global Business)**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)

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)**

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12. Student Course-wise Assessment and Evaluation

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

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

Continuous Comprehensive Assessment (CCA-30Marks):

This would have the following components:

Class Attendance (5marks):- 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).

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

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):

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.

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/Sardar Patel University Mandi H.P. and duly approved by the competent authority of the university.

a) **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 1st 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 in age will be given preference.

Fee Structure:

Sr.No	Category	Amount
1.	Subsidized	15000 p.a. or 7500 per semester
2.	Non-subsidized	20000 p.a. or 10000 per semester

14. Detail Course Outline for PGDCA

Detailed course outline for PGDCA program as prescribed by Sardar Patel University Mandi H.P. is given below, which is subject to any change by the board of studies approved by academic council and the executive council of Sardar Patel University Mandi H.P.

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		

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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.

Project Report 50 marks	**(iii) Viva-Voce 100 marks**
Seminar 50 marks	**(iv) Total 200 marks**

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 SPU/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
Attempts commit any or all of the above mentioned offences against the victim
Physical or psychological humiliation

PUNISHMENTS
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
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 panes etc.

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रैगिंग - एक खतरनाक और सामाजिक बुराई

"रैगिंग" का अर्थ निम्नलिखित है: - कोई भी आचरण, चाहे वह बोले गए या लिखित शब्दों से हो या किसी ऐसे कृत्य से, जिसमें किसी अन्य छात्र के साथ छेड़खानी करने या अशिष्ट व्यवहार करने का प्रभाव हो, जिसमें उपद्रवी या अनुशासनहीन गतिविधियाँ शामिल हों, जो झुंझलाहट का कारण बनती हैं या होने की संभावना है या किसी फ्रेशर या जूनियर छात्र में डर या आशंका पैदा करना या छात्र को कोई ऐसा कार्य करने या कुछ ऐसा करने के लिए कहना जो ऐसा छात्र सामान्य पाठ्यक्रम में नहीं करेगा और जिससे शर्म या शर्मिंदगी की भावना पैदा करने या उत्पन्न करने का प्रभाव हो फ्रेशर या जूनियर छात्र के शरीर पर प्रतिकूल प्रभाव के रूप में।

रैगिंग की दंडनीय सामग्री:

- रैगिंग के लिए उकसाना/रैगिंग के लिए आपराधिक साजिश
- अवैध रूप से जमा होना और रैगिंग करते हुए दंगा करना
- रैगिंग के दौरान बनाया जन उपद्रव
- रैगिंग के माध्यम से शालीनता और नैतिकता का उल्लंघन
- शरीर पर चोट, चोट या गंभीर चोट पहुंचाना
- गलत कारावास/गलत संयम/आपराधिक बल का प्रयोग
- हमले के साथ-साथ यौन अपराध या अप्राकृतिक अपराध
- जबरन वसूली/आपराधिक अतिचार/संपत्ति के विरुद्ध अपराध/आपराधिक धमकी
- पीड़ित के खिलाफ उपरोक्त उल्लिखित अपराधों में से कोई एक या सभी अपराध करने का प्रयास
- शारीरिक या मनोवैज्ञानिक अपमान

दंड :

संस्था में रैगिंग पर प्रतिबंध है और रैगिंग सहित किसी को भी दंडित किए जाने की संभावना है जिसमें कारावास, जुर्माना या दोनों, संस्था से निष्कासन, सीमित अवधि के लिए संस्थान या कक्षाओं से निलंबन या सार्वजनिक माफी के साथ जुर्माना शामिल है। यह सजा छात्रवृत्ति या अन्य लाभ को रोकने, आयोजनों में प्रतिनिधित्व से वंचित करने, परिणाम को रोकने, छात्रावास या मेस से निष्कासन या निष्कासन आदि का भी रूप लेती है।

अनुशासन:

कॉलेज में शैक्षणिक माहौल बनाए रखने के लिए अनुशासन आवश्यक है। आयोग के निम्नलिखित कार्य चाहे खुले हों या गुप्त अनुशासन के उल्लंघन का गठन करेंगे और दोषी एचपीयू के अध्यादेश 22.17 के तहत दंडनीय होंगे, जिसमें शामिल हैं:

ब्लैकबोर्ड, दीवारों या फर्नीचर के टुकड़े पर अभद्र टिप्पणी करना।

परिसर में या उसके आसपास शोर और परेशान करने वाली कक्षाएं / धूम्रपान और शराब पीना।

फूल तोड़ना, पान चबाना, गुटखा और बबलगम चबाना।

नशीले पदार्थों/नशीले पदार्थों के प्रभाव में महाविद्यालय आना।

कॉलेज की संपत्ति जैसे-फर्नीचर, ब्लैकबोर्ड, इलेक्ट्रिकल इंस्टालेशन, फिटिंग और खिड़की के शीशे आदि को खराब करना, नुकसान पहुंचाना या तोड़ना।

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Admission Schedule

PARTICULARS	IMPORTANT DATES		
	BBA	**BCA**	**PGDCA**
Online registration and submission of online application	11th June 2023 to 30th June 2023	11th June 2023 to 30th June 2023	11th June 2023 to 30th June 2023
Date of counseling	**First come First Serve**	3rd July 2023	**As per SPU notification**
Display of Merit List of Selected candidates	---	4th July 2023	
Date of Fee deposit by the selected candidates in counseling.	**First come First Serve**	**5th July to 10th July 2023**	-
If seats available after fee deposited by selected candidates, then seats will be allotted under First Come First Serve basis.			
Regular classes w.e.f	15th July 2023	15th July 2023	-

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