

**HIGHER EDUCATION INSTITUTE SOCIETY (HEIS)**

# **PROSPECTUS 2023-24**

**FOR ADMISSIONS TO**

**DEPARTMENT OF MANAGEMENT STUDIES (MBA & BBA)**

**DEPARTMENT OF COMPUTER SCIENCE (PGDCA & BCA)**



**राजकीय महाविद्यालय  
ढलियारा**

## **GOVT.COLLEGE,DHALIARA**

**DISTRICT KANGRA**

**HIMACHAL PRADESH -177103**

**NAAC ACCREDITED GRADE 'B' INSTITUTION**

**WEBSITE: <https://www.gcdhaliara.in/>**

**E-mail: [gcdhaliara-hp@nic.in](mailto:gcdhaliara-hp@nic.in) Tel./Fax-01970-268124**

## IMPORTANT DATES FOR ADMISSIONS IN POST GRADUATE COURSES (MBA & PGDCA)

START DATE FOR RECEIVING ONLINE APPLICATIONS	20.07.2023
LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS	07.08.2023
DISPLAY OF MERIT LIST	08.08.2023
DATE FOR COUNSELLING	09.08.2023
DUE DATE TO DEPOSIT ADMISSION FEE	09.08.2023 to 12.08.2023

### NOTE

1. Candidates seeking admissions in the above courses at Government College, Dhaliara has to submit online applications at <http://www.gcdhaliara.in>
2. The students are warmly encouraged to seek out the College Guidance and Counseling Committee's expert assistance if they encounter any hurdles while completing their admission form within college hours.
3. The merit lists will be displayed as per schedule mentioned in the prospectus.
4. On approval of admission, applicants are advised to complete their fee submission online through a range of secure and hassle-free payment options, which include Internet Banking, Mobile Banking and UPI Payments (BHIM/Google Pay/PhonePe/Paytm).

### DOCUMENTS REQUIRED TO BE UPLOADED WHILE SUBMITTING ONLINE APPLICATIONS

1. **MATRICULATION CERTIFICATE** (Class 10 Certificate with detail of Marks).
2. **SECONDARY SCHOOL CERTIFICATE** (Class 12 Certificate with Details of Marks).
3. **HIMACHAL PRADESH DOMICILE CERTIFICATE** (For exemption in tuition fees for female students only).
4. **QUOTA AND CATEGORY CERTIFICATE** (In case of candidates seek in admission against any reserved seats including Sports/Cultural or Handicap Quota (Minimum of 40% Disability Certificate)
5. **CHARACTER CERTIFICATE** (From Head of the Institution last attended. In case of private candidates, the character certificate must be issued by a Gazetted Officer/ Panchayat Pradhan/ Ward Counsellor and should not be older than 6 months from the day of submission of admission form)
6. **AFFIDAVIT**(For seats claimed under the 'Single Girl Child Category' an Affidavit proclaiming the same from the parents is to be submitted along with the admission form)
7. **MIGRATION CERTIFICATE** (Students seeking admission from Boards/Universities situated outside of Himachal Pradesh will have to upload the copy of the Migration Certificate and submit the original at the time of counseling)
8. **CERTIFICATE OF SC/ST**: Such certificates shall only be provided/attested by Class-1 Magistrates for those seeking relaxation in Age/Marks.
9. **AFFIDAVIT OF ACADEMIC GAP**: Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence/affidavit as proof of his/ her activities during the period of gap.

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## ABOUT THE INSTITUTION

Originally established in July 1973 as Thakur Kesho Dass College, Dhaliara. The College became a beacon of quality education when it was taken over by the Himachal Pradesh government in August 1984 and rechristened as Government College, Dhaliara.

The college has consistently strived to meet the evolving needs of the students and the society. In September 2001, the college expanded academic offerings by introducing post-graduate classes in English and Hindi. Recognizing the demand for skilled computer professionals, a bold step was taken in the session of 2007-08 with the introduction of self-financing courses, including a three-year degree course in Bachelor of Computer APPLICATIONS (BCA) and a one-year Post Graduate Diploma in Computer Applications (PGDCA). The commitment to nurturing business professionals led to the introduction of Bachelor of Business Administration (BBA) in the session 2008-09 and Master of Business Administration in the session 2020-21. The college is proud to offer these courses under the self-financing scheme, creating opportunities for students to excel in their chosen fields.

The success story does not stop here; the college forged a partnership with Dew-Soft Private Limited to offer additional courses in Personality Development, Communication Skills, and Computer Proficiency, expanding the horizons of our students' knowledge and skills.

The college boasts a magnificent campus, featuring spacious and well-ventilated classrooms, well equipped laboratories for both Medical and Non-Medical streams of science, modern computer labs with broadband connectivity, and a well-stocked library equipped with SOUL software for national networking. Through the N-LIST project, we provide access INFLIBNET so that the students have access to international books and journals, ensuring that students stay abreast of the latest research and knowledge. We also house two units of NSS, one unit of NCC, two units of Rovers, two units of Rangers an IGNOU study center, a Gymnasium, a Girls' Common Room, a Canteen, and a Dedicated Career Guidance and Counseling Cell. The Higher Education Institute Society at the college utilizes Modern Cutting-Edge teaching aids, including LCD multimedia projectors with broadband connectivity, to enhance the learning experience. Mr. Pratham Rajput and Ms. Kritika Rana have won state level medals in shooting and weightlifting.

Our picturesque campus, nestled amidst the snow-clad peaks of Dhauladhar with the Shivalik hills as a backdrop and the serene Pong Lake in the foreground, provides an ideal environment for academic pursuits.

At our institution, we take pride in our competent faculty, fostering an eco-friendly environment that promotes holistic development. We are affiliated with the esteemed Sardar Patel University, Mandi/Himachal Pradesh University, Shimla and our self-financing courses are registered under the H.P. Society Act as HEIS Govt. College Dhaliara, effective from November, 2014.

Join us as we continue to make strides in education, empowering our students to shape a brighter future.

## **AT PRESENT THERE ARE TWO DEPARTMENTS UNDER THE SELF-FINANCING COURSES:**

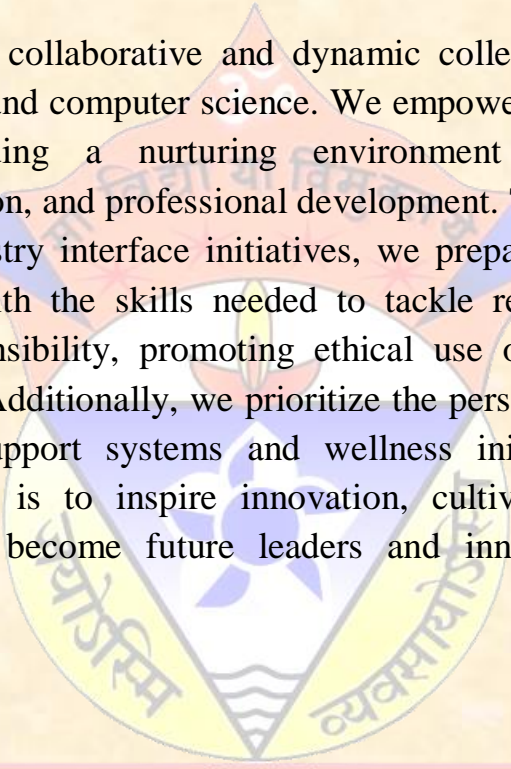
1. DEPARTMENT OF MANAGEMENT
2. DEPARTMENT OF COMPUTER SCIENCE

### **VISION**

To foster a vibrant community of future leaders and innovators, bridging the realms of management and computer science, and empowering students to excel in their chosen fields through collaboration, knowledge sharing, and holistic development."

### **MISSION**

Our mission is to foster a collaborative and dynamic college society that integrates the disciplines of management and computer science. We empower our students to excel in their chosen fields by providing a nurturing environment that promotes excellence, interdisciplinary collaboration, and professional development. Through industry partnerships, research projects, and industry interface initiatives, we prepare the students for successful careers and equip them with the skills needed to tackle real-world challenges. We are committed to social responsibility, promoting ethical use of technology, and making a positive impact in society. Additionally, we prioritize the personal growth and well-being of our students, providing support systems and wellness initiatives to ensure a holistic development. Our mission is to inspire innovation, cultivate leadership qualities, and empower our students to become future leaders and innovators in Management and Computer science.



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## FROM THE PRINCIPAL-CUM-DIRECTOR'S DESK

With immense pleasure, a hearty welcome to self-financing courses of this premier institute and assuring you a highly prospective and rewarding journey during the course study!

Under the aegis of HEIS, Self-Financing Courses inculcate quality education, operational efficiency and convenience.



BBA and MBA courses equip the aspirants for prospective managers in Finance, Human Resource Management and Marketing Management. To fill the gaps between theoretical concepts and practical aspects, industrial trainings, soft skills and managerial skills et.al. are part of the curriculum that adds in shaping personality & making responsible business leaders.

BCA & PGDCA provide a platform for the budding techno savvies for prospective in IT sector.

It is a matter of pride that such courses bring unparalleled access to a range of skills and students are highly sought after in the industrial and IT sector while making them capable of facing the future with optimism. Under the able guidance of experienced team of faculty, this institute has left no stone unturned in producing successive and successful batches and ensure to strengthen your capabilities in order to achieve excellence and efficiency.

Dear Students, give wings to your dreams; work hard a lot and best wishes for your successful career and placement ahead!

Loads of Happiness and blessings!!!

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Dr. Anju Chauhan  
Principal-cum-Director

## FROM THE MBA CO-ORDINATOR'S DESK

**"EFFECTIVE MANAGEMENT IS NOT JUST ABOUT REACHING THE TOP  
IT IS ABOUT INSPIRING OTHERS TO JOIN YOU ON THE JOURNEY."**

Dear Prospective Students,

I am pleased to extend a warm welcome to you on behalf of the Department of Management Studies at Government College, Dhaliara. As the MBA Co-Ordinator, it gives me immense pleasure to witness the growth and progress of our programme, which was launched in 2020 and has now, gained momentum in imparting quality education to future leaders in the corporate industry.

We are committed to providing you with an exceptional learning experience that prepares you to excel in the dynamic and ever-evolving world of business.

In the present scenario, it is always expected from youngsters that they must possess management skills. The Management Courses open up a window to join fresh avenues. Indeed, Artificial intelligence is continuously altering the job market. Nowadays, most of industries are demanding employees with management skills rather than only laborers to perform the task. Moreover, in daily life management and soft skills support us in decisive moments.

As you go through the prospectus, you can find that the institute has a motto of all-around development of its students. In this respect, the college has hired versatile and experienced teachers. Along with this, the college provides the students with a learning atmosphere. The Department of Management Studies organises an induction programme for new entrants in MBA. Also, seminars, Conferences, Workshops and Symposiums are organised for the students. Group Discussion, Case Studies and Brainstorming Sessions remain an essential medium of learning for the students.

The modern world is more competitive. The employers desire that their managerial staff must have learned market analysis. The college understands the employers' BENT OF MIND, so there is a special focus on industrial visits for the students of professional courses. Thus, it fills up the gap between theory and practical. Moreover, the students are assigned research projects during the MBA course to develop research aptitude among them.

Our campus boasts modern facilities, including smart classrooms, well-stocked libraries, and advanced computer labs, creating an ideal environment for learning and research. The college also has a Conference Hall with sitting capacity of over one hundred students. Moreover, we emphasize experiential learning through internships, industry collaborations, and case studies, enabling you to apply theoretical knowledge to real-world scenarios.

Join us as we shape the future generation of business leaders who possess not only the required knowledge and skills but also the ethical foundation to make a positive impact. We look forward to welcoming you to our institution and supporting you in achieving your academic and career aspirations.

*We Present a Unique Atmosphere for Students and Teachers with A Motto of Holistic Education.*



Dr. Gulshan Kumar  
Co-Ordinator, MBA



## FROM THE BBA CO-ORDINATOR'S DESK

Dear Prospective Students,

It gives me immense pleasure to welcome you all to the academic session 2023-2024. Remember what you are doing today, you are doing it for tomorrow. You are going to build a portfolio of knowledge and skills pertinent to your vision of your own future in this world. Unconditionally we will be pleased to assist you to realize that vision in every way we can. Nevertheless, training for tomorrow is about empowering yourself. This prospectus will introduce you to Government College Dhaliara and provides detailed information of courses offered, fee structure, general rules and eligibility criteria etc.



I advise you to read this document carefully and once you join this institution, I expect you to cooperate in our mission of providing new dimension to education.

In this era of cut throat competition, it is of paramount importance to be equipped with all round development (Physical, Mental & Social) appropriate knowledge, habits, attitudes and values leading to holistic development. Co-curricular and extra-curricular activities organised by various clubs and societies facilitate the process of creative and critical thinking. They not only inculcate social and moral values, compassion for nature, pride for Indian culture and tradition and awareness for one's rights and duties but also make students good human beings and confident citizens. I intently believe that you would develop versatile personality during your stay in this temple of learning. To be successful in life, have ambitions and define your goals clearly. Discipline, dedication and hard work is key to success. Be regular in your classes and focus on your studies. Your concerted effort with the able guidance of your teachers would definitely provide you a blissful and successful future.

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With blessing and Best Wishes

Prof. Sushil Kumar

Co-Ordinator BBA



# FROM THE COMPUTER SCIENCE CO-ORDINATOR'S DESK

Dear Prospective Students,

I am thrilled to introduce our esteemed BCA and PGDCA programmes, designed to provide you with a solid foundation in the dynamic field of computer science. We at the Department of Computer Science strongly believe in providing quality education with technology being its driving force which has resulted in our department being considered among top Computer Science Departments in District Kangra in Himachal Pradesh. The college grooms the latest talents of the students to face the challenges of globalisation and intense competition.



Our comprehensive curriculum combines theoretical knowledge with practical hands-on experience, ensuring that you acquire the skills necessary to excel in the rapidly evolving IT industry. From programming languages and database management to software development and system analysis, our courses cover a wide range of topics essential for your success.

Our experienced faculty members are dedicated to providing you with personalized attention and guidance throughout your academic journey. We strive to create a supportive and engaging learning environment that encourages critical thinking, problem-solving, and innovation.

Moreover, our computer labs are equipped with the latest technology and software, allowing you to gain practical exposure and stay up-to-date with industry trends. Additionally, we offer internships and industry collaborations to enhance your professional experience and help you build a strong network of contacts.

At our institution, we prioritize holistic development and believe in nurturing well-rounded individuals. Therefore, we offer various co-curricular activities, including seminars, workshops, and guest lectures by industry experts, to supplement your academic growth.

Join us at the forefront of the digital revolution and embark on a journey towards a rewarding and fulfilling career in the IT sector. Enroll in our BCA or PGDCA programme today and unlock endless opportunities in a technology-driven world.

Prof Anita Kumari  
Co-Ordinator  
Department of Computer Science

# **DEPARTMENT OF MANAGEMENT STUDIES**

The Department of Management currently offers two courses:

1. Master of Business Administration (MBA)
2. Bachelor of Business Administration (BBA)

## **MASTER OF BUSINESS ADMINISTRATION: EMPOWERING FUTURE LEADERS**

The Master of Business Administration (MBA) degree has emerged as a cornerstone of modern business education, providing aspiring professionals with a comprehensive understanding of management principles and strategic decision-making. With its versatile curriculum, emphasis on leadership development, and global outlook, an MBA equips graduates with the skills and knowledge required to thrive in today's dynamic and competitive business landscape.

### **BROAD BUSINESS EDUCATION**

The MBA programme offers a diverse range of core business courses, including Finance, Marketing, Operations, Statistics, Research, Human Resources, and Strategic Management. This broad education enables students to gain a holistic perspective of how organizations function and the interconnections between different functional areas. MBA students at Government College Dhaliara, acquire a solid foundation in business principles, fostering analytical thinking and problem-solving skills that are vital in decision-making roles.

### **LEADERSHIP AND MANAGERIAL SKILLS**

One of the key strengths of an MBA programme lies in its focus on developing leadership and managerial capabilities. Through Specialized Courses, Workshops, Industry Interactions and Practical Experiences, students learn to lead teams, communicate effectively, motivate employees, and make strategic decisions. The MBA programme at Government College Dhaliara offers Industrial Trips, Brainstorming Sessions, Group Discussion Programmes and Case Studies that expose students to different business environments. This global perspective equips graduates with the ability to navigate multicultural settings, adapt to diverse business practices, and seize opportunities in the marketplace. The emphasis on leadership equips graduates with the ability to navigate complex organizational challenges, inspire others, and drive innovation within their respective industries.

### **NETWORKING OPPORTUNITIES**

MBA provides a unique platform for networking with a diverse group of talented individuals from various professional backgrounds. Classmates, professors, guest speakers, and alumni offer valuable networking opportunities that can lead to collaborations, mentorship, and career advancement. Building relationships with like-minded professionals broadens perspectives, fosters knowledge exchange, and enhances future career prospects.



## **CAREER ADVANCEMENT**

Obtaining an MBA degree often opens doors to a wide range of career opportunities. Employers value the comprehensive skill set and strategic mindset acquired during the programme. Whether graduates seek to advance within their current organization, transition to a different industry, or start their own business, an MBA provides a competitive edge. Graduates often command higher salaries, assume leadership roles, and enjoy accelerated career growth due to their advanced business acumen.

## **OPPORTUNITIES AFTER MBA**

An MBA equips individuals with the necessary skills, knowledge, and mindset to lead organizations and tackle complex business challenges. By fostering leadership abilities, promoting global perspectives, and providing extensive networking opportunities, MBA empowers future leaders to drive innovation, make informed decisions, and contribute to the sustainable growth of organizations and economies worldwide.

- MANAGEMENT POSITIONS
- FINANCE AND INVESTMENT
- HUMAN RESOURCES
- ENTREPRENEURSHIP
- MARKETING AND BRAND MANAGEMENT
- NONPROFIT AND SOCIAL IMPACT

## **AVAILABILITY OF SEATS**

The Masters of Business Administration (MBA) programme is a two years course, divided into four semesters. At the end of each semester, students are required to take an examination as prescribed by the university. The total capacity for the MBA course is planned to be 60 seats which will all be in the subsidised category.

Government College, Dhaliara accepts 60 students in the MBA Course and these seats are filled according to Sardar Patel University standards. The Himachal Pradesh University 120 points roster is being followed for reservation of various categories for the session 2023-24 for admission to the MBA course.

## **ELIGIBILITY CRITERIA**

Minimum eligibility for the course is Bachelor Degree in any discipline from any University established by law in India, with at least 50% aggregate marks. The candidates who are appearing for their final examination of Bachelor Degree examination in April/May, 2023 shall be allowed to appear in HP University Management Aptitude Test (HPU-MAT), but the final selection is subject to their satisfying the eligibility condition.

## **AGE LIMIT**

Except for Non-subsidized, serving or retired defense personnel, the maximum age limit is 26 years for boys and 28 years for girls (29 years in case of SC/ST candidates both for boys and girls) as on 1st of July of the year concerned. Provided that the Vice Chancellor shall have the power to permit age relaxation for reason to be recorded in writing up to a maximum of six months. Provided further that age bar shall not apply in case of non-subsidized students, defense personnel, and State / Government of India nominees.

## **BASIS OF ADMISSION**

### **HPU MANAGEMENT APTITUDE TEST (HPU-MAT)**

The admission is based on the merit in competitive examination, which comprises of Application Rating, Management Aptitude Test, Group Discussion and Personal Interview. HPU-MAT will be of objective type consisting of Multiple-Choice Questions (MCQ). The weightage assigned in computing merit is as follows: -

- i. Application Rating (10 % of the percentage of marks obtained in each of the following examinations i.e., matriculation, 10+2 and graduation.) – 30 Marks
- ii. Management Aptitude Test: (HPU-MAT) – 50 Marks
- iii. Group Discussion - 10 Marks
- iv. Personal Interview – 10Marks

## **FEE STRUCTURE**

The Fee Structure for MBA is as below

- Subsidized Seats: Rs. 31,319, /- per annum.

It is for the information of the students that the cost of the Mandatory Industrial Tour will be borne by the students themselves. The college does not collect any fee in this regard.

Note:

- a) Fee once deposited shall not be refunded.
- b) The student admitted to the course of MBA will be governed by the rules and regulations of the university.

### **REFUNDABLE LIBRARY SECURITY FEE**

An amount of Rs. 1000/- will be charged extra as library security fee at the time of admission.

### **PTA FUND**

In addition to above mentioned fee structure PTA fund of Rs. 500/- will be charged from each candidate per semester.

### **UNIVERSITY DEVELOPMENT FUND**

For Subsidized Seats: Rs. 250/- per student

For IRDP/BPL Candidates: Rs. 100/- per student

### **EXAMINATION & MIGRATION FEE**

Examination, Migration Fee & other charges will be as per the guidelines from Sardar Patel University.



## MANDATORY CONDITIONS TO APPEAR IN SEMESTER END UNIVERSITY EXAMS

To be eligible to appear in University Exams the student must at the end of each semester fulfill certain conditions. The conditions are laid below:

1. Attendance should be at least 75% in each theoretical subject individually.
2. On-the-Job training and its presentation and preparation of reports are mandatory to appear in the examination.
3. Maternity/ Paternity Leave is not allowed to any student during the course.

Each student should secure at least 40% marks in each subject in MTT/House Examinations to be able to appear in the semester end University Examinations.



## DETAILED COURSE OUTLINE

Detailed course outline for the MBA programme as prescribed by Sardar Patel University, Mandi is given below, which is subject to changes by the Board of Studies approved by Academic Council and the Executive Council of Sardar Patel University, Mandi.

### MBA 1<sup>st</sup> Semester

S. No.	Subject Code	Subject Name
1	101	Management Practices & Organizational Behaviour
2	102	Business Statistics
3	103	Managerial Economics
4	104	Business Environment
5	105	Indian Ethos & Business Ethics
6	106	Accounting for Managers
7	107	Inter Disciplinary Course-1: Business Communication

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

S. No.	Subject Code	Subject Name
1	201	Organizational Change & Development
2	202	Management Science
3	203	Human Resource Management
4	204	Financial Management
5	205	Marketing Management
6	206	Operations Management
7	207	Research Methodology
8	208	Educational Cum Industrial Tour
9	209	Viva-Voce (Based on Courses taught in 1 <sup>st</sup> Semester and 2 <sup>nd</sup> Semester)

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

S. No.	Subject Code	Subject Name
1	301	Strategic Analysis
2	302	Management Information System
3	FM-01	Indian Financial System
4	FM-07	Advanced Financial Management
5	MM-01	Marketing Research
6	MM-03	Strategic Marketing
7	HRM-01	Industrial Relations
8	HRM-06	Labour Legislation: An Overview

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

S. No.	Subject Code	Subject Name
1	401	Strategic Management
2	FM-02	Security Analysis & Investment Management
3	FM-10	Project Planning Analysis and Management
4	MM-02	Advertising Management
5	MM-04	Rural Marketing
6	HRM-02	Advanced Industrial Psychology
7	HRM-05	Strategic Human Resource Development
8	406	Project Report
9	407	On the Job Training Report
10	408	Viva Voce



## DRESS CODE

A professional look with a formal dress communicates unique look and identity of the students. A magnified appearance adds to the enhancement in their confidence level.

1. Dark Grey Pants
2. White Shirt
3. Black leather Shoes with laces
4. Black Tie
5. Black Sweater
6. Black Blazer
7. Black Leather Belt

During summer (March to October) the dress code will be same except Blazers & Sweaters. It will be mandatory for all the students of MBA to follow dress code as per above mentioned schedule and requirement.



NOTE: The students will be exempted from above mentioned dress code only on Wednesday every week.

## ABSENTEE AND OTHER FINES

Absence Fine (Per Lecture)	Re. 1.00
Absence Fine (Per Practical/GD/Presentation)	Rs. 10.00
Absence From House Test/MTT	Rs. 100.00
Late Return of Library Books (Per Day)	Re. 1.00
Uniform Fine (First Time)	Rs. 20.00
Uniform Fine (Subsequently)	Rs. 50.00
Indiscipline Fine up to Rs. 2000.00	

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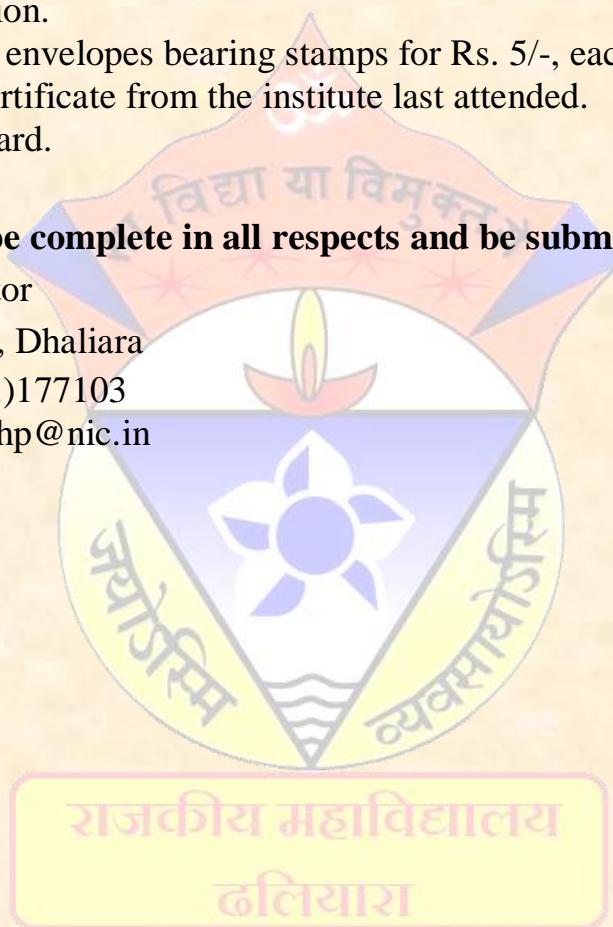
## SUBMISSION OF APPLICATION FORM

Application form duly filled is to be submitted in the office of HEIS, Government College, Dhaliara. The form should accompany the following documents:

- i. Attested copies of the certificates of Matriculation or its equivalent examination. Secondary School Certificates (Class 12) or its equivalent examination with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- ii. Attested copies of certificates of BACHELOR Degree (all years/semesters with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- iii. Two self-addressed envelopes bearing stamps for Rs. 5/-, each affixed by the applicant.
- iv. Latest Character Certificate from the institute last attended.
- v. Copy of Aadhaar Card.

**The application should be complete in all respects and be submitted to:**

Principal-cum-Director  
Government College, Dhaliara  
District Kangra (H.P.)177103  
E-mail:- gcdhaliara-hp@nic.in





# **BACHELOR OF BUSINESS ADMINISTRATION: UNLOCKING A WORLD OF OPPORTUNITIES**

The Bachelor of Business Administration (BBA) is a 3-year undergraduate degree programme which is widely recognized and highly sought-after qualification that equipped students with a comprehensive understanding of various aspects of business and management. With a focus on developing critical thinking, analytical skills, and a strong foundation in business principles, a BBA degree opens up a plethora of opportunities for graduates in the dynamic and competitive global business landscape.

Bachelor of Business Administration programme aim to empower students with the knowledge, skills, and mindset required to succeed in the dynamic and competitive world of business. The curriculum is designed to develop critical thinking, problem-solving, and communication, teamwork, and leadership abilities. Students learn about the fundamental principles and practices of business, gain insights into different business functions, and understand the interrelationships between various departments within organizations.

The Bachelor of Business Administration programme offers specialization options, allowing students to concentrate their studies in a specific area of interest such as finance, marketing, international business, and Human Resources. These specializations provide students with in-depth knowledge and skills in their chosen field, enhancing their employability and career prospects in that particular domain.

## **Foundational Knowledge**

The BBA curriculum lays the groundwork for students by providing a broad understanding of core business disciplines such as accounting, finance, marketing, human resources, operations, and entrepreneurship. These courses offer a comprehensive overview of business functions, enabling students to grasp the interconnectedness of various organizational departments and their impact on overall performance.

## **Skill Development**

One of the key strengths of a BBA programme is its emphasis on developing essential skills that are highly valued by employers. Through case studies, group projects, presentations, and internships, students enhance their communication, teamwork, problem-solving, and leadership abilities. These skills are crucial for success in the professional world, allowing BBA graduates to adapt to diverse work environments and contribute effectively to organizational goals.

## **Industry Exposure**

Our BBA programme often incorporates industry exposure through internships, guest lectures, and industrial visits. These experiences provide students with real-world insights into business operations, market trends, and challenges faced by organizations. Exposure to industry professionals helps bridge the gap between theory and practice, equipping students with a practical understanding of business concepts and fostering networking opportunities.

## **Entrepreneurial Mindset**

A BBA degree nurtures an entrepreneurial mindset, encouraging students to think innovatively and develop an entrepreneurial spirit. Courses on entrepreneurship equip students with the knowledge and skills required to identify business opportunities, create business plans, and manage start-ups. This prepares graduates to embark on their entrepreneurial journeys or contribute to the growth of existing enterprises.

## **Career Opportunities**

A BBA degree opens up a wide range of career opportunities across industries and sectors. Graduates can pursue careers in finance, marketing, consulting, human resources, operations, sales, and more. The versatile nature of a BBA qualification allows graduates to adapt and excel in various roles, including management positions.

## **OBJECTIVES OF THE COURSE**

The Bachelor of Business Administration (BBA) course work is designed to provide students with a comprehensive education in business and management, equipping them with the necessary knowledge, skills, and mindset to excel in the field. Here are some common objectives of the BBA course at Government College, Dhaliara

- |  |   |
|--|---|
| <b>1. Business Knowledge</b>                 | <b>2. Skill Development</b>                 |
| <b>3. Analytical and Quantitative Skills</b> | <b>4. Ethical and Social Responsibility</b> |
| <b>5. Entrepreneurial Mindset</b>            | <b>6. Professional Development</b>          |

## **OPPORTUNITIES AFTER BBA**

After completing a Bachelor of Business Administration (BBA) degree, there are several paths that graduates can consider based on their interests, career goals, and aspirations.

- 1. MBA:** An MBA programme offers advanced coursework in areas such as finance, marketing, strategy, operations, and entrepreneurship, and provides opportunities for networking and internships.
- 2. Professional Certifications:** Acquiring professional certifications can add value to a BBA degree and enhance job prospects in specific industries or functional areas. For example, certifications such as Financial Analyst, Project Management Professional, or Certified Human Resources Professional can provide specialized knowledge and demonstrate expertise in a particular domain.
- 3. Entrepreneurship:** BBA graduates with an entrepreneurial mindset may choose to start their own business ventures. Their education in business principles, entrepreneurship courses, and exposure to industry practices can provide a solid foundation for launching and managing a business.
- 4. Corporate Careers:** BBA graduates can pursue careers in various industries and sectors. They can apply for entry-level positions in areas such as finance, marketing, sales, human resources, operations, or consulting. With experience and further education, they can progress into management roles, where they oversee teams and contribute to strategic decision-making within organizations.



## AVAILABILITY OF SEATS

The BACHELOR of Business Administration (BBA) programme is a three years course, divided into six semesters. At the end of each semester, students are required to take an examination as prescribed by the university. The total capacity for the BBA course is planned to be 60 seats, which will be distributed as follows:

1. Subsidised Seats
2. Non-Subsidised Seats

Category of Seats	Number of Seats
Subsidised Seats	40
Non-Subsidised Seats	20
Total Seats	60

Government College, Dhaliara accepts 60 students in the BBA Course and these seats are filled according to Sardar Patel University/Himachal Pradesh University standards. The Himachal Pradesh University 120 point roster is being followed for reservation of various categories for the session 2023-24 for admission to the BBA course as per Annexure 1 attached.

## ELIGIBILITY CRITERIA

Senior Secondary Examination (10+2) with any stream or other examination equivalent thereto of a Board/University Established by law in India with at least 45% marks (40% in case of SC/ST Candidates).

Or

Any examination of a Board/University/College/School in a foreign country recognized as equivalent for the purpose of eligibility by the Vice-Chancellor/Equivalent Committee or on the recommendation of Association of Indian Universities.

## AGE LIMIT

The maximum age limit for admission is 23 years as on 1<sup>st</sup> July, 2023. However, in case of candidates belonging to SC/ST categories the upper age limit will be raised by three years i.e., 26 years as on 1<sup>st</sup> July of 2023. The Vice-Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing, up to maximum period of three months.

## BASIS OF ADMISSION

### Subsidised Seats

Admission shall be made on the basis of merit list determined on the basis of marks obtained in Senior Secondary Examinations (Class 12 Examination). The Himachal Pradesh University 120 points roster is being followed for admission to BBA and reservation of various categories for the session 2023-24. It shall be followed from 41-80 points.



### **Non-Subsidised Seats**

This applies only to NRI's Payment Categories. In case of NRI's, this scheme admits students as per the merit in the past examinations passed by the candidate. Top 20 NRI's candidates shall be admitted to this programme.

Proof of status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proper proof:

- i. Copy of the Non-resident card/Employment card issued by the employers.
- ii. Photocopy of the immigration card/employment VISA entry on the passport along with details of passport.
- iii. Certificate issued by Indian Embassy/High Commission in the country where the NRI is residing.
- iv. Photocopy of the latest assessment order of income Tax Authorities either in India or the country of Employment filled in the status of NRI.

In case of non-availability of NRI's, the seats under Non-Subsidised category will be filled on First Come First Serve basis.

To Resolve a Tie: In case of tie, the candidate having higher aggregate marks in the qualifying examination shall be admitted first. If the tie is still not resolved the candidate younger in age will be admitted first.

### **FEE STRUCTURE**

The Fee Structure for BBA is as below

- Subsidized Seats: Rs. 5,000 /- per semester
- Non-Subsidized Seats: Rs. 10,000/- per semester

Note:

- a) Fee once deposited shall not be refunded.
- b) The student admitted to the course of BBA will be governed by the rules and regulations of the university.

### **REFUNDABLE LIBRARY SECURITY FEE**

An amount of Rs. 1000/- will be charged extra as library security fee at the time of admission.

### **PTA FUND**

In addition to above mentioned fee structure PTA fund of Rs. 260/- will be charged from each candidate per semester.

### **UNIVERSITY DEVELOPMENT FUND**

For Subsidized/Non-Subsidized Seats: Rs. 250/-

For IRDP/BPL Candidates: Rs. 100/-

### **EXAMINATION FEE**

Examination, Migration Fee & other charges will be as per the guidelines from Himachal Pradesh Government and the Himachal Pradesh University/Sardar Patel University.

## DETAILED COURSE OUTLINE

Detailed course outline for the BBA programme as prescribed by the University is given below, which is subject to changes by the Board of Studies approved by Academic Council and the Executive Council of the University.

Subject Code	Course Structure		Credits	CCA	ESE	Total
Semester I						
101	Ability Enhancement Compulsory Course (AECC-I)	Common with BA/ B. Sc /B. Com To be Decided by the University				
102	Fundamentals of Management & Organizational Behaviour	Core Course C-1	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
103	Statistics for Business Decisions	Core Course C-2	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
104	Entrepreneurship Development	Generic Elective	6(L4+T2)	30(Max)	70(Max)	100(Max)
		(GE-1)		13(Min)	32(Min)	45(Min)
Semester II						
201	Business Communication (Language: English/ MIL)	Ability Enhancement Compulsory Course AECC-II Common with B. Com Hon's				
202	Managerial Economics	Core Course C-1	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
203	Business Accounting	Core Course C-2	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
204	Ethics and Corporate Social Responsibility	Generic Elective (GE-II)	6 (L4+T2)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
Semester III						
301	Macro Economics	Core Course	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
302	Principles of Marketing	Core Course	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
303	Management Accounting	Core Course	6 (L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
304	Indian Diversity & Business	Generic Elective (GE-III)	6 (L4+T2)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
305	Personality Development & Communication Skills	Skill Enhancement Course- I	6 (L4+T2)	30(Max)	70(Max)	100(Max)
				13(Min)	32(min)	45(Min)
Semester IV						
401	Business Research	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
402	Human Resource Management	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
403	Financial Management	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
404	Tax Planning	Generic Elective(GE-IV)	6(L4+T2)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
405	IT Tools in Business	Skill Enhancement	6(L4+T2)	30(Max)	70(Max)	100(Max)
		Course-I		13(Min)	32(min)	45(Min)



Semester V						
501	Quantitative Techniques for Management	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
502	Legal Aspects of Business	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
503	(DSE-I Finance) Investment Banking and Financial Services OR (DSE-II Marketing) Consumer Behaviour OR (DSE-III Human Resource) HRD: Systems and Strategies OR (DSE-IV Management of Global Business) International Trade: Policies and Strategies	Note: Students can opt any one of the specializations in 5th Semester and the same will continue in the 6th semester.	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
504	(DSE-I Finance) Investment Analysis & Portfolio Management OR (DSE-II Marketing) Retail Management OR (DSE-III Human Resource) Training and Management Development OR (DSE-IV Management of Global Business) Global Business Environment		6(L4+T2)	30(Max)	70(Max)	100(Max)
				13(Min)	32(min)	45(Min)
Semester VI						
601	Business Policy Strategy	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
602	Financial Institution & Markets	Core Course	6(L5+T1)	30(Max)	70(Max)	100(Max)
				13(Min)	32(Min)	45(Min)
603	(DSE-I Finance) Project Appraisal and Analysis OR (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)	70(Max)	100(Max)
				13(Min)	32(Min)	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)

## MANDATORY CONDITIONS TO APPEAR IN SEMESTER END UNIVERSITY EXAMS

To be eligible to appear in University Exams the student must at the end of each semester fulfill certain conditions. The conditions are laid below:

1. Attendance should be at least 75% in each theoretical subject individually.
2. Attendance should be at least 75% in each practical subject individually.

Each student should secure at least 40% marks in each subject in MTT/House Examinations to be able to appear in the semester end University Examinations.

### DRESS CODE

A professional look with a formal dress communicates unique look and identity of the students. A magnified appearance adds to the enhancement in their confidence level.

1. White Shirt
2. Black Pants
3. Black leather Shoes with laces
4. Maroon Tie
5. Black Sweater
6. Black Blazer
7. Black Leather Belt



During summer (March to October) the dress code will be same except Blazers & Sweaters. It will be mandatory for all the students of BBA to follow dress code as per above mentioned schedule and requirement.

NOTE: The students will be exempted from above mentioned dress code only on Wednesday every week.

### ABSENTEE AND OTHER FINES

Absence Fine (Per Lecture)	Re. 1.00
Absence Fine (Per Practical/GD/Presentation)	Rs. 10.00
Absence From House Test/MTT	Rs. 100.00
Late Return of Library Books (Per Day)	Re. 1.00
Uniform Fine (First Time)	Rs. 20.00
Uniform Fine (Subsequently)	Rs. 50.00
Indiscipline Fine up to Rs. 2000.00	



## SUBMISSION OF APPLICATION FORM

Application form duly filled is to be submitted in the office of HEIS, Government College, Dhaliara. The form should accompany the following documents:

- i. Attested copies of the certificates of Matriculation or its equivalent examination. Secondary School Certificates (Class 12) or its equivalent examination with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- ii. Two self-addressed envelopes bearing stamps for Rs. 5/-, each affixed by the applicant.
- iii. Latest Character Certificate from the institute last attended.
- iv. Copy of Aadhaar Card.

**The application should be complete in all respects and be submitted to:**

Principal-cum-Director  
Government College, Dhaliara  
District Kangra (H.P.) 177103  
Email- gcdhaliara-hp@nic.in



## DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science currently offers two courses:

1. Post Graduate Diploma in Computer Applications (PGDCA)
2. Bachelor of Computer Applications (BCA)

### POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

Post Graduate Diploma in Computer Applications is a comprehensive programme designed to equip students with advanced knowledge and skills in the field of computer applications. This diploma course is a popular choice among individuals seeking to enhance their career prospects in the ever-expanding IT industry.

The PGDCA curriculum covers a wide range of subjects, including programming languages, database management systems, computer networks, web development, software engineering, and more. Students are exposed to both theoretical concepts and practical applications, ensuring they acquire a well-rounded understanding of computer science principles.

One of the key highlights of the PGDCA programme is its focus on hands-on training and project work. Students have the opportunity to work on real-world projects, enabling them to apply their knowledge to practical scenarios and develop problem-solving skills. This practical approach enhances their ability to tackle challenges in the dynamic field of computer applications.

The PGDCA also emphasizes industry-relevant skills, preparing students for the demands of the job market. Through guest lectures, workshops, and industry visits, students gain exposure to the latest trends and technologies in the IT industry. This exposure helps them stay updated with the rapidly evolving field of computer applications and increases their employability.

Furthermore, the PGDCA programme fosters teamwork and collaboration by encouraging students to work in groups on various assignments and projects. This collaborative environment enhances their interpersonal skills and prepares them for effective teamwork in professional settings.

Upon completion of the PGDCA, graduates possess a strong foundation in computer applications and are well-equipped to pursue careers in areas such as software development, database administration, system analysis, web development, and IT consulting. They can also choose to further their education by pursuing a Master's degree in computer applications or related fields.

PGDCA is a comprehensive programme that equips students with advanced knowledge, practical skills, and industry-relevant expertise in the field of computer applications. This diploma opens up a wide range of career opportunities in the IT industry, making it an excellent choice for individuals seeking to excel in this rapidly growing field.



## AVAILABILITY OF SEATS

The Post Graduate Diploma in Computer Application (PGDCA) programme is a one-year course, divided into two semesters. At the end of each semester, students are required to take an examination as prescribed by the university. The total capacity for the PGDCA course is planned to be 40 seats, which will be distributed as follows:

1. Subsidised Seats
2. Non-Subsidised Seats

Category of Seats	Number of Seats
Subsidised Seats	30
Non-Subsidised Seats	10
Total Seats	40

Government College, Dhaliara accepts 40 students in the PGDCA Course and these seats are filled according to Sardar Patel University/Himachal Pradesh University standards.

## ELIGIBILITY CRITERIA

Bachelor's degree in any discipline with at least 50% marks from any university established by law in India with at least one full paper of Mathematics at the graduation level.

OR

Bachelor's Degree in any discipline with at least 50% marks from a university established by law in India with at least one full paper of Mathematics at 10+2 level along with Bridge course.

## AGE LIMIT

Candidates seeking admission in PGDCA programme shall not be more than 26 years for male candidates, 28 years for female candidates & 29 years for SC/ST candidates (both girls & boys) as on 1<sup>st</sup> July 2023.

## BASIS OF ADMISSION

Admission will be made on merit basis determined from Bachelor Degree. The Himachal Pradesh University 120 point roster is being followed for admission to PGDCA and reservation of various categories for the session 2023-24 as per Annexure 1. It shall be followed from 31-60 points.

## MANDATORY CONDITIONS TO APPEAR IN SEMESTER END UNIVERSITY EXAMS

To be eligible to appear in University Exams the student must at the end of each semester fulfill certain conditions. The conditions are laid below:

1. Attendance should be at least 75% in each theoretical subject individually.
2. Attendance should be at least 75% in each practical subject individually.
3. Secure at least 20% marks in each subject or 25% in aggregate in the House Examination.

## FEE STRUCTURE

The Fee Structure for PGDCA is as below

- Subsidized Seats: Rs. 13,000 /- per annum
- Non-Subsidized Seats: Rs. 25,000/- per annum

Note:

- a) Fee once deposited shall not be refunded.
- b) The student admitted to the course of PGDCA will be governed by the rules and regulations of the university.

## REFUNDABLE LIBRARY SECURITY FEE& PTA FUND

An amount of Rs. 1000/- will be charged extra as library security fee at the time of admission. In addition to above mentioned fee structure PTA fund of Rs. 260/- will be charged from each candidate per semester.

## UNIVERSITY DEVELOPMENT FUND

For Subsidized/Non-Subsidized Seats: Rs. 250/-

For IRDP/BPL Candidates: Rs. 100/-

## EXAMINATION FEE

Examination, Migration Fee & other charges will be as per the guidelines from Himachal Pradesh Government and the Himachal Pradesh University/Sardar Patel University.

## DETAILED COURSE OUTLINE

Detailed course outline for the PGDCA programme as prescribed by the University is given below, which is subject to changes by the Board of Studies approved by Academic Council and the Executive Council of the University.

Semester I		Semester II		W.P.	M.M.	I.A.	Duration of Examination
Paper code	Paper code	Paper code	Title				
DCS-101	Fundamental of Prog. using C	DCS-201	Data File Structure	4	75	25	3hrs.
DCS-102	PC Software	DCS-202	System Analysis & Design	4	75	25	3hrs.
DCS-103	Operating System	DCS-203	Object Oriented Programming & C++	4	75	25	3hrs.
DCS-104	Computer Organizations & Architecture	DCS-204	Data Base Management System	4	75	25	3hrs.
DCS-105	Practical-1 (C - Language)	DCS-205	Practical-3 (DFS Using C++)	6	75	25	3hrs.
DCS-106	Practical-2 (PC)	DCS-206	Practical-4(DBMS)	6	75	25	3hrs.
		DCS-207	Project	-	200	-	-



## ABSENTEE AND OTHER FINES

Absence Fine (Per Lecture)	Re. 1.00
Absence Fine (Per Practical)	Rs. 10.00
Absence From House Test/MTT	Rs. 100.00
Late Return of Library Books (Per Day)	Re. 1.00
Uniform Fine (First Time)	Rs. 20.00
Uniform Fine (Subsequently)	Rs. 50.00
Indiscipline Fine up to Rs. 2000.00	

## SUBMISSION OF APPLICATION FORM

Application form duly filled is to be submitted in the office of HEIS, Government College, Dhaliara. The form should accompany the following documents:

- Attested copies of the certificates of Matriculation or its equivalent examination. Secondary School Certificates (Class 12) or its equivalent examination with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- Attested copies of certificates of Bachelor's Degree (all years/semesters with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- Two self-addressed envelopes bearing stamps for Rs. 5/-, each affixed by the applicant.
- Latest Character Certificate from the institute last attended.
- Copy of Aadhaar Card.

**The application should be complete in all respects and be submitted to:**

Principal-cum-Director  
Government College, Dhaliara  
District Kangra (H.P.) 177103  
E-mail:- gcdhaliara-hp@nic.in

## **BACHELOR IN COMPUTER APPLICATIONS (BCA)**

The Bachelor in Computer Applications (BCA) at Government College, Dhaliara is a comprehensive undergraduate programme that offers students a strong foundation in computer science and its applications. This three-year degree programme is designed to equip students with the necessary knowledge, skills, and practical experience to excel in the field of computer applications.

The BCA curriculum covers a wide range of subjects, including programming languages, data structures, algorithms, computer networks, software engineering, database management systems, web development, and more. This diverse range of courses ensures that students gain a holistic understanding of computer science principles and their practical applications. The BCA programme emphasizes on practical training and project work. Students have the opportunity to apply their theoretical knowledge to real-world scenarios through hands-on projects. This practical approach helps students develop problem-solving skills, enhance their programming abilities, and gain valuable experience in working with industry-standard tools and technologies.

In addition to the technical aspects, the BCA programme also focuses on developing essential skills such as critical thinking, analytical reasoning, communication, and teamwork. These skills are essential for success in the professional world, as they enable graduates to effectively communicate their ideas, work collaboratively in teams, and solve complex problems.

The BCA programme also offers students the opportunity to specialize in specific areas of computer applications. Students can choose elective courses or concentrations in fields such as artificial intelligence, data science, cyber-security, mobile application development, and more. This flexibility allows students to align their education with their interests and career goals, preparing them for specialized roles in the IT industry.

Furthermore, this programme incorporates industry-relevant practices and trends into its curriculum. Guest lectures, workshops, and industry visits provide students with insights into the latest advancements in the field of computer applications. This exposure to industry professionals and real-world scenarios helps students stay updated with emerging technologies and prepares them for the demands of the job market.

Upon completion of the BCA programme, graduates have a wide range of career opportunities available to them. They can pursue roles such as software developer, system analyst, database administrator, web developer, IT consultant, and more. The IT industry is known for its high demand for skilled professionals, and a BCA degree equips graduates with the necessary skills and knowledge to succeed in this competitive field. The BCA programme also serves as a stepping stone for further education. Many graduates choose to pursue higher studies, such as a Master's degree in computer applications, computer science, or related fields. The BCA degree provides a solid foundation for advanced research and specialization in specific areas of computer applications.



## AVAILABILITY OF SEATS

The Bachelor of Computer Applications (BCA) programme is a three years course, divided into six semesters. At the end of each semester, students are required to take an examination as prescribed by the university. The total capacity for the BCA course is planned to be 60 seats, which will be distributed as follows:

1. Subsidised Seats
2. Non-Subsidised Seats

Category of Seats	Number of Seats
Subsidised Seats	40
Non-Subsidised Seats	20
Total Seats	60

Government College, Dhaliara accepts 60 students in the BCA Course and these seats are filled according to Sardar Patel University/Himachal Pradesh University standards.

## ELIGIBILITY CRITERIA

Candidates who have passed Senior Secondary Examination (Class 12 Examinations) from H.P. Board/CBSE/ICSE or any other examination considered equivalent to Senior Secondary, by the Sardar Patel University, Mandi/Himachal Pradesh University, Shimla-5 with 40% Marks(35% marks for SC/ST category) shall be eligible.

## AGE LIMIT

Maximum age limit for admission to BCA course is 21 years for Male candidates and 24 years for SC/ST Category and 23 years for Female candidates as on 1<sup>st</sup>July, 2023. The Vice Chancellor may permit age relaxation up to maximum of three months.

## BASIS OF ADMISSION

The admission to BCA course will be made on the basis of merit of the qualifying examination. As per University rules 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in the Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of the University shall be applicable. The Himachal Pradesh University 120 point roster is being followed for admission to BCA and reservation of various categories for the session 2023-24. It shall be followed from 41-80 points.

### Subsidised Seats

The admission to BCA course will be made on the basis of merit of the qualifying examination.

### Non-Subsidised Seats

This applies only to NRI's Payment Categories. In case of NRI's, this scheme admits students as per the merit in the past examinations passed by the candidate. Top 20 NRI's candidates shall be admitted to this programme.

Proof of status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proper proof:

- i. Copy of the Non-resident card/Employment card issued by the employers.
- ii. Photocopy of the immigration card/employment VISA entry on the passport along with details of passport.
- iii. Certificate issued by Indian Embassy/High Commission in the country where the NRI is residing.
- iv. Photocopy of the latest assessment order of income Tax Authorities either in India or the country of Employment filled in the status of NRI.

In case of non-availability of NRI's, the seats under Non-Subsidised category will be filled on First Come First Serve basis.

To Resolve a Tie: In case of tie, the candidate having higher aggregate marks in the qualifying examination shall be admitted first. If the tie is still not resolved the candidate younger in age will be admitted first.

## **FEE STRUCTURE**

The Fee Structure for BCA is as below

- Subsidized Seats: Rs. 13000/- per annum (Rs. 6,500 /- per semester)
- Non-Subsidized Seats: Rs. 25000/- per annum (Rs. 12,500/- per semester)

Note:

- a) Fee once deposited shall not be refunded.
- b) The student admitted to the course of BCA will be governed by the rules and regulations of the university.

## **REFUNDABLE LIBRARY SECURITY FEE**

An amount of Rs. 1000/- will be charged extra as library security fee at the time of admission.

## **PTA FUND**

In addition to above mentioned fee structure PTA fund of Rs. 260/- will be charged from each candidate per semester.

## **UNIVERSITY DEVELOPMENT FUND**

For Subsidized/Non-Subsidized Seats: Rs. 250/-

For IRDP/BPL Candidates: Rs. 100/-

## **EXAMINATION FEE**

Examination, Migration Fee & other charges will be as per the guidelines from Himachal Pradesh Government and the Himachal Pradesh University/Sardar Patel University.

## **ABSENTEE AND OTHER FINES**

Absence Fine (Per Lecture)	Re. 1.00
Absence Fine(Per Practical)	Rs. 10.00
Absence From House Test/MTT	Rs. 100.00
Late Return of Library Books (Per Day)	Re. 1.00
Uniform Fine (First Time)	Rs. 20.00
Uniform Fine (Subsequently)	Rs. 50.00
Indiscipline Fine up to Rs. 2000.00	



## DETAILED COURSE OUTLINE

Detailed course outline for the BCA programme as prescribed by the University is given below, which is subject to changes by the Board of Studies approved by Academic Council and the Executive Council of the University.

### HIMACHAL PRADESH UNIVERSITY BACHELOR OF COMPUTER APPLICATIONS (BCA)

Effective from 2012 onwards

#### First Year (1<sup>st</sup> 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
<b>Total</b>					<b>600</b>	

#### First Year (2<sup>nd</sup> 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 System Lab-IV	3	35	15	50	3
<b>Total</b>					<b>600</b>	

#### Second Year (3<sup>rd</sup> Semester)

Paper Code	Paper Title	Credit	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
<b>Total</b>					<b>600</b>	

### Second Year (4<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	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
<b>Total</b>					<b>600</b>	

1.70 in

### Third Year (5<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	ESE	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
<b>Total</b>					<b>600</b>	

### Third Year (6<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	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	
<b>Total</b>					<b>600</b>	



## MANDATORY CONDITIONS TO APPEAR IN SEMESTER END UNIVERSITY EXAMS

To be eligible to appear in University Exams the student must at the end of each semester fulfill certain conditions. The conditions are laid below:

1. Attendance should be at least 75% in each theoretical subject individually.
2. Attendance should be at least 75% in each practical subject individually.

Each student should secure at least 40% marks in each subject in MTT/House Examinations to be able to appear in the semester end University Examinations.

### DRESS CODE

A professional look with a formal dress communicates unique look and identity of the students. A magnified appearance adds to the enhancement in their confidence level.

1. White Shirt
2. Silver Gray Pants\*\*
3. Black leather Shoes with laces
4. Navy Blue Tie
5. Navy Blue Sweater
6. Navy Blue Blazer
7. Black Leather Belt



During summer (March to October) the dress code will be same except Blazer & Sweater. It will be mandatory for all the students of BCA to follow dress code as per above mentioned schedule and requirement.

\*\* (Sample of Silver Gray Pant cloth is available in self-financing office/notice board.)

### ABSENTEE AND OTHER FINES

Absence Fine (Per Lecture)	Re. 1.00
Absence Fine(Per Practical)	Rs. 10.00
Absence From House Test/MTT	Rs. 100.00
Late Return of Library Books (Per Day)	Re. 1.00
Uniform Fine (First Time)	Rs. 20.00
Uniform Fine (Subsequently)	Rs. 50.00
Indiscipline Fine up to Rs. 2000.00	

## **SUBMISSION OF APPLICATION FORM**

Application form duly filled is to be submitted in the office of HEIS, Government College, Dhaliara. The form should accompany the following documents:

- i. Attested copies of the certificates of Matriculation or its equivalent examination. Secondary School Certificates (Class 12) or its equivalent examination with the conversion formula of grades into percentage wherever applicable with the relevant testimonials or Certificate of being appeared in the qualifying examination from the Head of the Institution.
- ii. Two self-addressed envelopes bearing stamps for Rs. 5/-, each affixed by the applicant.
- iii. Latest Character Certificate from the institute last attended.
- iv. Copy of Aadhaar Card.

**The application should be complete in all respects and be submitted to:**

Principal-cum-Director  
Government College, Dhaliara  
District Kangra (H.P.) 177103  
PHONE -01970-268124  
E-mail:- [gcdhaliara-hp@nic.in](mailto:gcdhaliara-hp@nic.in)

## **PUBLIC INFORMATION OFFICER**

Dr. ANJU R. CHAUHAN  
PRINCIPAL-CUM-DIRECTOR  
GOVERNMENT COLLEGE DHALIARA,  
DISTT KANGRA (H.P.)-177103  
PHONE -01970-268124  
E-mail:- [gcdhaliara-hp@nic.in](mailto:gcdhaliara-hp@nic.in)

## **ASSISTANT PUBLIC INFORMATION OFFICER**

Mr. AMIT KAUSHAL  
SUPERINTENDANT  
GOVERNMENT COLLEGE DHALIARA,  
DISTT KANGRA (H.P.)-177103  
PHONE -01970-268124



## CONDUCT AND DISCIPLINE OF STUDENTS

1. Ragging is strictly banned in Govt. College Dhaliara. There shall be no ragging in and outside the teaching departments of the College campus, or the hostels, and also on roads/approaches leading to such college.
2. Ragging refers to any form of physical or mental torture perpetrated by an individual or group, whether via words or an action that causes a person to fear that he would be unable to continue his studies due to the mental disturbance/trauma caused.
3. Ragging is prohibited in the college, and any student who engages in ragging will most certainly face disciplinary action. Expulsion from the college, suspension from the college or classes for a certain length of time, or a fine with a public apology are all possible punishments. The punishment may also include (a) the withdrawal of a scholarship, (b) the prohibition of participation in activities/ events, (c) the withholding of results.
4. Notwithstanding anything contained in this Prospectus/Handbook of Information, the students will have to abide by provisions of the Himachal Pradesh University/Sardar Patel University Act(s), Statutes, Ordinances, and Rules & Regulations as may be framed and amended from time to time.



## ANNEXURE I

### 120 POINT ROASTER

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

### POINTS EARMARKED

EWS	1, 11, 22, 32, 43, 54, 64, 75, 88, 96, 105, 115	12
SPORTS	19,40,60,79,99,117	6
CULTURAL	20,38,61,81,98,118	6
SC	7, 12, 18, 26, 33, 39, 46, 52, 59, 65, 72, 78, 85, 91, 97, 106, 113, 119	18
ST	13,27,41, 53, 67, 80, 93, 107, 120	9
PC	19, 42, 62, 82, 100, 116	6
TOTAL		57



## ANNEXURE II

### RESERVATION OF SEATS

(A) 15% and 7.5% seats shall be reserved for SC and ST candidates respectively, having domicile of Himachal Pradesh – irrespective of the Institutions from where they have passed their qualifying examination.

(B) The remaining 77.5% seats shall be filled as under:

1. 25% of the seats for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination.
2. 75% of the 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 H.P. or any other school boards e.g., CBSE or ICSE etc. or in case of PG Courses candidates have passed their qualifying examination from HP University or HP Krishi Vishwavidyalaya Palampur or Dr. Y. S. Parmar University of Horticulture and Forestry, HP Technical University and Central University of Himachal Pradesh or the candidates who are Himachal domicile irrespective of passing qualifying examination from any other University established by Law in India which is equivalent to the qualifying examination of Sardar Patel University/Himachal Pradesh University, subject to the following reservations:
  - a) 5% of the seats shall be reserved for outstanding Sportsmen/Women.
  - b) 5% of seats shall be reserved for outstanding cultural activists.
  - c) 5% of seats shall be reserved for physically handicapped candidates.
  - d) 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.
  - e) The rules of Sardar Patel University, Mandi/Himachal Pradesh University, Shimla shall be applicable in the case of above reservations in the college.

*Total management seats will be 10% of the seats for Himachali Bonafide candidates i.e., 10% of 42 seats in case of 50 seats and 10% of 85 seats in case of 100 seats allotted to the Colleges as per Orders of the Hon'ble High Court of H.P. vide CWP No. 4500 of 2009 dated July 29, 2010. The management seats will be filled up by the management of Institute on the basis of merit of the Entrance Test through its own counseling in a transparent manner. There shall be no reservation, whatsoever, in respect of the prescribed management quota seats. The basic eligibility criteria shall remain the same as in case of other students.*

## **SPORTS SEATS SHALL BE FILLED ACCORDING TO FOLLOWING RULES**

- Sportsmen / Women seeking admission to any course offered by the college should be eligible to play in the Inter-College / Inter-University Championship as per rules and regulations for Inter- University Tournaments.
- Admission against outstanding sports quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
- Only those Sportsmen/Women would be considered for admission against outstanding sports quota, who have represented the University or State in the Inter-University or Inter-State Championship Tournaments respectively.
- The Sportsmen/Women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.

*In order to judge the suitability of players for admission in the sports quota, trials would be held in the respective games/sports, by a committee to be constituted by the Director of Physical Education and Youth Programmes, who will be the Chairman of the Committee and the recommendation of the committee would be kept in view while giving admission. The original certificates would also be seen by the Committee at the time of trials. In case, a certificate is issued on the Association pad, it should be duly signed and stamped by both the President and the Secretary of the respective Association.*

The admission against sports quota would be given to such candidates who have represented the University state in the inter- university/inter State competition in the following games.

### **Men's Section**

*Hockey, Football, Volleyball, Basketball, Kabaddi, Wrestling, Boxing, Table Tennis, Badminton, Cross- Country, Cricket, Athletics, Weight Lifting, Handball, Chess, Kho-Kho, Judo, Taekwondo and other games included in the list of Inter College tournaments by the Sports & Co- curricular Activities Council of Sardar Patel University, Mandi/ Himachal Pradesh University, Shimla from time to time.*

### **Women's Section**

*Hockey, Athletics, Basketball, Volleyball, Table Tennis, Badminton, Kho-Kho, Kabaddi, Hand Ball, weightlifting, Boxing, Cross-Country Judo, Chess, Taekwondo and other games included in the list of Inter College tournaments by the Sports & Co- curricular Activities Council of Sardar Patel University Mandi/Himachal Pradesh University, Shimla from time to time.*

- For students who are given admission on sports basis, it will be compulsory to attend the sports activities (in his/her sport) regularly.
- Any student who without adequate reasons is found to be avoiding his / her games / sports activities, will be liable for disciplinary action, leading to the cancellation of his / her admission.



## **CULTURAL SEATS SHALL BE FILLED ACCORDING TO FOLLOWING RULES**

- Admission against outstanding cultural quota at par with sports quota would be made once, in the beginning of the academic session. No forms for such admission would be entertained after the expiry of the last date of the submission of forms for admission in the University.
- Candidates who are employed are not eligible for admission against cultural quota in any of the courses.
- Only those students will be eligible for admission against outstanding cultural quota who are having at least I, II, III in Inter-School Cultural Competition in any of the previous three years.

*In order to judge the suitability of the candidates for admission against cultural quota, trials would be held in the respective cultural items by a committee comprising coordinators and two persons to be nominated by the Principal-cum-Director and the recommendations of the committee will be final. Original certificates would be seen by the Committee at the time of trials.*

While considering admissions against cultural quota only the following cultural items will be considered

*Debate, Indian Folk Dance, Indian Classical Music (Vocal), Indian Classical Music (Instrumental), Light Vocal Music, Vadya Vadan, Group Singing, Indian Classical Dance, One Act Play/Short Play/Skit, Symposium, Poetic Symposium, Spot Painting, Quizzing, Western Group Song, Western Solo, Rangoli, Clay Modelling, Elocution, Poetic Recitation, Cartooning, Collage, Poster Making Photography, Folk Dance, Orchestra and mimicry.*

Note: The Distinction in the individual item will be given preference over the Team Items. The students seeking admission against outstanding cultural quota should also qualify the minimum eligibility condition for admission in that course provided under rules.

- For students who are given admission on cultural quota basis it will be compulsory to represent the College at various events in cultural activities.
- Any student who without adequate reason is found to be avoiding his / her cultural activity, will be liable for disciplinary action leading to the cancellation of his/her admission.

As per the Hon'ble High Court in case No.642 of 2006, Abhishek V/s Himachal Pradesh the admission under cultural quota will be made on the basis of marks obtained in Entrance Test/ qualifying examination. The trials would be held to judge the suitability of the candidates only. For the selection under cultural quota, those candidates are entitled to be admitted in the course, who possess higher merit in the entrance test/ qualifying examination than others.

(d) Any other reservation rules of Sardar Patel University/Himachal Pradesh University shall be applicable if no suitable sportsman, cultural candidate and physically challenged candidate is available than the seat/seats will be offered to general category.