

HAND BOOK OF INFORMATION 2021-22



FOR ADMISSION TO The Department of Computer Sciences (PGDCA)



HIGHER EDUCATION INSTITUTE SOCIETY (HEIS) GOVT. COLLEGE, DHALIARA (KANGRA) H.P.-177103

NAAC ACCREDITED GRADE 'B' INSTITUTION

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ABOUT INSTITUTION

Established in July, 1973 in the name of Thakur Kesho Dass, the college was taken over by the H.P.Govt. In August, 1984 and rechristened as Govt. College, Dhaliara. The college was upgraded in September, 2001 with the opening of post-graduate classes in English and Hindi. Living up to the expectations of the people, and to meet the growing demand of computer professionals at all levels, self-financing courses viz. A three-year degree course in Bachelor of Computer Applications (BCA) and one year Post Graduate Diploma in Computer Applications (PGDCA) was introduced during the session 2007-08. With the aim of creating business professionals and contributing our share to the development of our country, Bachelor of Business Administration, (BBA) was also introduced in the college in the session 2008-09 under the banner of self-financing scheme. The success story does not stop here; this college entered into partnership with Dew-Soft Pvt. Ltd. to start the courses offered by them. These courses include Personality Development, Communication Skills & Computer Proficiency etc.

The college has a splendid complex with spacious and airy classrooms, well-equipped laboratories for Medical and Non-Medical Streams of Science faculty, two Modern Computer Labs with Broadband facility, a big Library with SOUL software for National Networking, access to INFLIBNET through N-LIST project facility to access international books & Journals, two units of NSS, an IGNOU study center, a Gymnasium, Girls' Common Room, a canteen, a Career Guidance and Counseling Cell. The Department of Computer Science has started using the latest teaching aids like LCD Multimedia Projector for effective and qualitative teaching having Broadband facility. The campus has a splendid look of snow-line of Dhouladhar with the Shiwalik hills in its background and Pong Lake in the forefront which lends it an ideal location for studies. The institute has competent faculty and eco-friendly environment. The Institution is affiliated to the Himachal Pradesh University, Shimla.

Self-financing courses of the College are registered under the H.P. Society Act in the name of HEIS Govt. College Dhaliara w.e.f 1st November,2014.

At present, there are two departments under self-financing courses:

- 1. Department of Management Studies.**
- 2. Department of Computer Science.**

Vision

By the year 2025, both the Departments aspire to place the students in the top-rated organizations.

Mission

The mission of both the Departments (Management Studies and Computer Sciences) is to provide quality education to the students that kindles creativity, encourages innovation & instills ethical practices, enabling them to compete successfully at the international arena.

From the Principal -cum-Director's Desk



Dear Students

The College is a premier co-educational institute in the region and provide quality education in the field of Science, Arts, Commerce, Management and Computer Applications. The College also offers post-graduation in the subjects of Chemistry, Physics, MBA, Commerce, English, Hindi, Economics and post graduate diploma in Computer Application. New courses may be added in the coming session for the benefits for the students with the permission of H.P Government.

This college is one of the oldest colleges in the state. The College has produced excellent educationist, bureaucrats, leaders, sport persons, army men and prominent citizens. Dedicated and brilliant faculty is always there to make your dreams come true.

The College has well equipped laboratories, well stocked library, canteen, girl's common room, water coolers, multipurpose hall and modern conference hall. In the addition college has many smart classrooms and all are well ventilated. The College campus and classrooms are under CCTV surveillance to provide protective environment to the students.

I hope you will establish healthy tradition and bring laurels to the institution by the hardwork and smart approach to the studies so that this institution may be recognised as college of excellence.

I welcome to you all in the portal of this institution.

(Dr.Pramod Singh Patial)
Principal -Cum-Director

From Computer Sciences Co-ordinator's Desk



The changes definitely bring expansion growth and development of any institution and human. If you really want to move forward, you should be ready for the changes. Education is the internal feeling of students to learn. Computer education is different as it is imparted through applications.

It is my proud privilege to be a part of Computer Science Department of Govt. College Dhaliara.

Sincerity, hardwork and commitment as the motto of the department, we wish to take computers to every student of college.

Under the guidance of worthy Principal Dr. Pramod Singh Patial. I wish to take the department to new heights. The contribution of highly qualified, dedicated and inspiring faculty cannot be ignored. With the cooperation of faculty, parents and students I assure you all to continue with the progress of the department.

I extend hearty welcome to you all.

Wish you every success in your life.

**Dr. Swadeep Sood
Co-ordinator Computer Science**

Guidelines of MHA and MHRD regarding the preventive measures and SOP COVID-19.

Protect Others by Protecting Yourself

Student are required to follow these

Do's	Don'ts
1. Wash your hands with soap and water frequently or use alcohol-based hand rub/sanitizer. Wash hands even if they appear to be clean.	1. Don't be in close contact with anyone, if you are experiencing cough and fever.
2. Wear a mask while you are on the campus.	
3. Cover your nose and mouth with hanker chief/tissue paper while sneezing and coughing.	2. Don't touch your eyes, nose and mouth.
4. Throw used tissue napkins into closed bins immediately after use.	
5. See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting a doctor, wear a mask/cloth to cover your mouth and nose.	3. Don't spit in the campus/public places.

If you have signs/symptoms or Covid-19 infection

Please call state helpline number 1070

Avoid participating in large gatherings in the college.

1.1 POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

1.1.1 Seats, Eligibility Condition, Age limit, Basis of admission

The duration of PGDCA is one year, spread over in two semesters and an examination will be held at the end of each semester. The total numbers of seats in PGDCA course are 40, distributed as under:

Category	Seats
Subsidised	30
Non-Subsidised	10
Total Seats	40

Bachelor degree in any discipline (with atleast 50% marks) from a University established by law in India with atleast one full paper of Mathematics at the graduate level.

OR

Bachelor's Degree in any discipline (with atleast 50% marks) from a University established by law in India with atleast one full paper of Mathematics at 10+2 level alongwith Bridge course.

1.1.2 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 1st July 2021.

1.1.3 BASIS OF ADMISSION

Admission will be made on merit basis determined from Bachelor Degree.

1.1.4 FEE STRUCTURE

SUBSIDISED SEATS: Rs. 12,000/-per annum.

NON-SUBSIDISED/NRI SEATS: Rs. 23,000/-per annum.

PTA Fund

In addition to above fee structure, PTA Fund of Rs. 300/- per semester will be charged from each Candidate. The candidates who have not passed their graduation from H.P. University will also be charged Rs. 200/- as H.P.U. Migration fee.

Refundable Library Security

An amount of Rs. 1000 will be charged extra as library security at the time of admission which is refundable.

University Development Fund

SUBSIDISED SEATS: Rs.250

NON-SUBSIDISED: Rs.500

IRDI/BPL: Rs.100

Examination Fee

Examination fee will be charged as per university rules

ABSENTEE AND OTHER FINE:-

	Rupees
1. Absence Fine(Per Period)	01.00
2. Absence Fine(Per Practical)	10.00
3. Absence From House Test/MTT(Per Paper)	100.00
4. Late Return Of Library Books(Per Day)	01.00
5. Indiscipline	upto 2000

Note:-

(A) Fee Once Deposited Shall Not Be Refunded.

(B) The student admitted to the faculty of PGDCA will be governed by the rules & regulations of HPU Shimla.

1.1.5 DETAILED COURSE OUTLINE

Detailed course outline for PGDCA programme as prescribed by Himachal Pradesh University is given below, which is subject to any change by the board of studies approved by Academic Council and the Executive Council of Himachal Pradesh University.

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	-	-

1.1.6 House Examination & Class attendance:

For a student to be eligible to appear in University Exams he/she must

- i) Attend atleast 75% lectures both in theory & practical separately and
- ii) Secure atleast 20% marks in each subject or 25% in aggregate in the House Examination.

2.1.3 Students are advised to fill the admission form Online Mode on the link available on the college website and upload the following documents:

- (A) Certificates of Matriculation or its equivalent examination
- (B) Certificate of Bachelor degree/appeared certificate in the qualifying examination from the Head of the Institution.
- (C) Latest Character Certificate from the institution last attended.

SUBMISSION OF APPLICATION FORM:

Downloaded application form should accompany the following documents at the time of counseling (date of counseling will be intimated on the e-mail/college website):-

- (A) Original Matriculation Certificates or its equivalent examination
- (B) Certificate of Bachelor degree/appeared certificate in the qualifying examination from the Head of the Institution.
- (C) Two self addressed envelopes bearing stamps for Rs. 6/-, each affixed by the applicant.
- (D) Latest Character Certificate from the institution last attended.

The application complete in all respects should be submitted to the admission committee.

**Principal-Cum-Director
G. C. Dhaliara**

3.1 FACULTY PROFILE

Dr Pramod Patial	Principal-cum-Director
Dr. Swadeep Sood	Co-ordinator, Department of Chemistry
Prof. Karan Singh Pathania	Department of English
Prof. Sanjeev Kumar	Department of Physics
Prof. Sanjeev Jaswal	Department of Mathematics
Prof. Sharmita Pathania	Department of English
Prof. Raman Choudhary	Department of Physics

Guest faculty in computer science will also be engaged.

OFFICE STAFF

- Sh. Dinesh Kumar Clerk
- Sh. Raj Kumar Lab Attendent

4. COMMITTEES

4.1 WOMEN REDRESSAL CELL

1) Prof. Sunita 2) Prof. Anita Kumari

4.2) SPORTS

1.) Prof. Sushil Kumar 2) Dr. Swadeep Sood 3). Laxmi Versain

4. 3) BUS PASS COMMITTEE

1) Dr. Swadeep Sood 2) Prof. Karan Singh Pathania

4. 4) LEAVE SANCTION COMMITTEE

1) Dr. Swadeep Sood 2) Prof. Karan Singh Pathania

4. 5) DISCIPLINE CUM ANTI-RAGGING COMMITTEE

1) Dr. Swadeep Sood 2) Prof. Sushil Kumar 3) Prof. Karan Pathania

4) CSCA President and two toppers (One each from BCA & BBA)

4.6) PUBLIC INFORMATION OFFICER

Dr. Pramod Singh Patial

PRINCIPAL-CUM-DIRECTOR

GOVT. COLLEGE DHALIARA, DISTT KANGRA (H.P.)

PHONE 01970-268124

5. SCHOLARSHIPS

A scholarship is a financial aid for a student to further his or her education. Himachal Government provides various scholarships for following Categories of students.

5.1 IRDP Scholarship:-

All those students who belong to the families identified as IRDP by the State Govt. are eligible for this scholarship. The copy of IRDP certificate is required for record.

5.2 SC/ST Scholarship:-

The scholarship can be availed by any candidate belonging to Schedule Cast category. The candidate should be a bonafide Himachali student. The copy of SC certificate is required for record.

5.3 OBC Scholarship:-

The scholarship can be availed by any candidate belonging to schedule tribe category and an Other Backward Class. The candidate should be a bonafide Himachali student.

6. Awards for Meritorious Students

There are some awards for meritorious students. To encourage meritorious students this institution has started Thakur Hari Ram Memorial Prizes sponsored by Sh. Ishwar Pal Singh in the memory of his father Late Shri Thakur Hari Ram (President Awardee Teacher) in 2015-16 to the students of BBA, BCA & PGDCA. The detail is as under:-

Class	Amount
HPU Topper of PGDCA	Rs.1000/-
Class Topper of BCA-III (Among Boys)	Rs.1000/-
Class Topper of BCA-III (Among Girls)	Rs.1000/-
Class Topper of BCA-I, II (Among Boys)	Rs. 500/-
Class Topper of BCA-I, II (Among Girls)	Rs. 500/-
Class Topper of BBA-III (Among Boys)	Rs.1000/-
Class Topper of BBA-III (Among Girls)	Rs.1000/-
Class Topper of BBA-I, II (Among Boys)	Rs. 500/-

7. BOOK BANK:--Books are the best medium of education. Without books no students can get education,worth the name. But books have become so costly that a large majority of students cannot afford to buy eventheir text-books, what to speak of reference. Hence, the necessity of book-banks has emerged. Keeping in view the need of hour the self-financing deptt. has started book bank from the year 2015.

8. Code of Conduct:

- 8.1 Keep your identity Card with you during college hours.
- 8.2 Read the notice board daily.
- 8.3 Don't bring outsiders to the college.
- 8.4 Use of mobile phones is strictly prohibited in the college campus.
- 8.5 Ragging is strictly prohibited.

Extract of Himachal Pradesh Educational Institutions (prohibition of Ragging) Act2009

1. (c) 'Ragging' means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or who are in any way considered junior by other students and includes individual or collective act of practices which-
 - i) Involve physical or psychological assault or threat or use of force or wrongful confinement orrestraint; or
 - ii) Violate the status, dignity and honour of such students; or
 - iii) Expose students to ridicule and contempt and affect their self esteem;
 - iv) Entail verbal abuse and aggression, indecent gesture and obscene behavior.
2. (1) No person shall practice ragging in any form, within or outside the premises of an educationalinstitution.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction be punished with imprisonment for a term which may be extended to 3years or with fifty thousand rupees or withboth.
3. Every offence under this act shall be cognizable, non-bail able and compoundable with permission ofthe court.
4. (1) Any student convicted of an offence under this act shall be expelled from the educationalinstitution.

(2) Student expelled under sub-section (1) or expelled otherwise on account of ragging shall not be admitted in any other educational institute for a period of three years from the date of such expulsion.

Helpline for Anti Ragging:

Principal, Govt.

college,

DhaliaraPhone-

01970-268124

Toll-Free helpline for Anti Ragging: 1800-180-5522