

PROFESSOR SIMMI AGNIHOTRI GOVT. DEGREE COLLEGE HAROLI

Distt. Una (H.P.)-177220



A Hand Book of Information

**Bachelor of Business Administration (BBA)
Bachelor of Computer Application (BCA)**

ACADEMIC SESSION 2025-26

Admission Schedule for the Session 2025-26

Start of Registration	3 rd June 2025
Last Date of Registration	18 th June 2025
Display of 1 st Merit List	24 th June 2025
Fee deposition from	24 th June 2025 to 26 th June 2025
Display of 2 nd Merit List	27 th June 2025
Fee deposition from	27 th June 2025 to 28 th June 2025





Some Glimpses of College Activities



Ragging in any form is strictly Prohibited
Any Student Indulging in Ragging will be Rusticated
without any warning
Anti Ragging Helplines : National 24x7 Toll Free No. : 1800-180-5522
State Helpline No. : 0177-2625400 Email :cm-hp@nic.in
College Helpline No. : 01975-292573

रैगिंग गैर-कानूनी अपराध है

Rs. 120/-

From the Principal's Desk



Dear Students,

"Education is the key to unlocking the golden door of freedom"-George Washington Carver

It is with great pride and warmth, I welcome students to Professor Simmi Agnihotri Government Degree College Haroli for Academic Session 2025-26, where we believe that education holds the power to open new doors, transform lives and create a future full of opportunities.

It is with the relentless efforts of the State Government and a visionary leader whose mission to transform a small college into a big one has unfolded into an institution of glorious past and great future.

In order to accomplish our mission and vision, we are prepared to take as much effort as possible for the betterment of academic scenario in our region by taking a giant leap with commencing of BBA and BCA professional courses.

In today's world, education transcends the boundaries of textbooks and classrooms. It encompasses the acquisition of knowledge, the honing of skills and the nurturing of holistic growth. At Professor Simmi Agnihotri Government Degree College, we are committed to providing you with the tools necessary for your all round development.

As I once again, welcome you all to this temple of learning. I assure you the dedication and commitment of the staff to together embark on this journey of learning, growth and discovery. Let us try for excellence in every endeavor and work towards creating a brighter future for ourselves and our community.

Wishing you all the best for the academic year ahead.

Prof. Ranvir S. Dadhwal
Principal

Our Vision

To build an institution with excellence and holistic development imbued with knowledge, skill and integrated moral and ethical values with an aim to prepare students for meaningful personal lives, professional excellence, thereby, broadening the horizons of mind and shaping socially responsible citizens.

Our Mission

To develop a State of the Art institution in an agriculture dominated area with convergence of technology & academics signifying holistic progression with special impetus to girl education & empowerment.

About the Institution

Education is not so much as the feeding of facts into the mind as the awakening of curiosity in the soul-Albert Einstein

Ensconced in the heart of river Sombhadra, Government Degree College, Haroli, Distt. Una (H.P.) was opened in the year 2017, vide Government Notification dated 4th May 2017 with a special aim for making Higher Education accessible to girl students of rural area.

Government Degree College Haroli has been renamed as Professor Simmi Agnihotri Govt. Degree College Haroli Vide Government notification dated 12th March 2024.

Professor Simmi Agnihotri Government Degree College, Haroli, epitomizes progressive studies and quality education. Our pedagogy delves deeper into the realm of holistic growth to prepare young minds to convert challenges into opportunities while providing a safe and secure environment.

Evidently we are a team of dedicated teachers and staff for whom teaching is a passion inculcated with instilling good values. The college administration is currently offering courses in the faculty of Humanities and Commerce.

To cater to the changing education needs, professional courses of B.B.A. and B.C.A. have been incorporated under Self Finance Scheme w.e.f. 2025-26. These are being run under the aegis of Higher Education Institute of society (HIES). Also, w.e.f. from current session 2025-26, Post Graduate courses have been introduced in M.A. English, M.A. Hindi, M.A. Political Science, M.A. History and M.Com. These courses have been introduced in the larger interest of aspirants of Higher Education.

To ensure the smooth functioning of academic pursuits, Academic Calender issued by the higher competent authorities is being adhered to. In the academic arena, all the classes are conducted on regular basis with proper decorum inside and out side the class. Curriculum is followed as per the standing guidelines of HP University.

With utmost sincerity and dedication, endeavor is made for creative and innovative classroom teaching, team work, honing the cognitive and learning skills of the students and instilling a sense of learning and competition among students.

For the holistic grooming of students varied platforms viz. NSS, R&R, Road & Safety and various clubs are being put at their disposal to help them explore their potential, To ensure the smooth functioning of academic activities, a congenial and ragging free environment is provided. Strict vigil is ensured in this direction by concerned committee members. Besides all this, a well equipped library is the proud possession of the institution that promises to go a long way in quenching the thirst of knowledge by its seekers. Education resides in the harmonious blend of values and knowledge which also fulfils the requirement of the society to have promising and outstanding citizens as its members. The objective is not only to secure academic excellence but also to transform the students into good human beings. In nutshell, this institution remains fully committed to cater to the needs of students in every possible manner to bring out the potential and skills of the students in a variety of ways.

Registration No :



HPCD-21157

Certificate of Registration of Societies



Himachal Pradesh Societies Registration Act 2006 (Act No. 25 of 2006)

This is certified that the **HIGHER EDUCATION INSTITUTE SOCIETY** located at **PROF. SIMMI AGNIHOTRI GOVT. DEGREE COLLEGE HAROLI, V & PO HAROLI, TEHSIL HAROLI DISTT. UNA (H.P.) PIN 177220** has been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act No. 25 of 2006) on the **14th day of May 2025 (14/05/2025)**.

Given under my hand and seal at **SDM Office, Haroli, Himachal Pradesh**.



SDM -cum- Deputy Registrar of Societies
उप-मण्डल दर्जदार
हरोली, जिला ऊना (हिमाचल प्रदेश)

College Website : <https://gdcharoli.co.in/>

1. Department of Business Management

Department of Business management is being setup in our institution to offer Bachelor of Business Administration degree at your doorstep. Business management focuses on the organising, planning and analysing of business activities, that are required to efficiently manage and run a business. The aim of this department is to provide learning facilities to students of exceptional caliber for pursuing their career in management. The department has engaged qualified faculty with different areas of management & related basic discipline who are actively involved in teaching, training, research, counseling and career placement.

1.1 Bachelor of Business Administration (BBA)

The Bachelor of Business Administration programme started in the current academic session 2025-26 with an intake of 60 seats (all are in subsidised category). It is three year programme consists of six semester. This Degree provides a good head start for candidates who wish to develop managerial skills. It will make valuable candidate for international companies, which are always in the look out for fresh minds who can help the business evolve. Bachelor of administration graduates can provide this and add a lot of value. The admission shall be made on the basis of entrance test/merit drawn on the basis of previous qualifying examination the written test shall be conducted if the number of applicants exceeds three times the number of available seats in the course. The course is specifically designed to meet the challenges of rapidly changing business environment in the globalized world of today.

1.2 Eligibility Criteria

- **Eligibility Condition for BBA**

Candidates who have passed 10+2 examination from H.P. Board / CBSE / ICSE or any other examination established by law in India considered equivalent to 10+2 by the Himachal Pradesh University Shimla, with at least 45% Marks (40% marks for SC/ST category), shall be eligible.

- **Age limit**

The maximum age limit for fresh admission to BBA course is 21 years for boys and 23 years for girls, as on 1st July 2025. However, for candidates of SC/ST categories, there is relaxation of three years. The Vice-Chancellor shall have the power to permit age relaxation for reason (s) to be recorded in writing up to a maximum period of three months.

- **Detailed Course Outline**

Detailed Course Outline for BBA programme as prescribed by Himachal Pradesh University is given below, which is subject to any change by the board of studies followed by approval of Academic Council and Executive.

1st Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-101	Environmental Science	70	30	100	3 Hrs
BBA-102	Fundamental of Management Organizational Behaviour	70	30	100	3 Hrs
BBA-103	Statistics for Business Decisions	70	30	100	3 Hrs
BBA-104	Entrepreneurship Development	70	30	100	3 Hrs

2nd Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-201	Business Communication (Language : English/MIL)	70	30	100	3 Hrs
BBA-202	Managerial Economics	70	30	100	3 Hrs
BBA-203	Business Accounting	70	30	100	3 Hrs
BBA-204	Ethics & Corporate Social Responsibility	70	30	100	3 Hrs

3rd Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-301	Macro Economics	70	30	100	3 Hrs
BBA-302	Principles of Marketing	70	30	100	3 Hrs
BBA-303	Management Accounting	70	30	100	3 Hrs
BBA-304	India's Diversity & Business	70	30	100	3 Hrs
BBA-305	Personality Development & Communications Skills	70	30	100	3 Hrs

4th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-401	Business Research	70	30	100	3 Hrs
BBA-402	Human Resource Management	70	30	100	3 Hrs
BBA-403	Financial Management	70	30	100	3 Hrs
BBA-404	Tax Planning	70	30	100	3 Hrs
BBA-405	IT Tools in Business	70	30	100	3 Hrs

5th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-501	Quantitative Techniques for Management	70	30	100	3 Hrs
BBA-502	Legal Aspects & Business	70	30	100	3 Hrs
BBA-503	(DSE-1 Finance) Investment Banking & Financial Services	70	30	100	3 Hrs
BBA-504	(DSE-1 Finance) Investment Analysis & Portfolio Management	70	30	100	3 Hrs

6th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BBA-601	Business Policy and Strategy	70	30	100	3 Hrs
BBA-602	Financial Institution & Markets	70	30	100	3 Hrs
BBA-603	(DSE-1 Finance) Project Appraisal and Analysis	70	30	100	3 Hrs
BBA-604	Project Report	NA	NA	100	NA

Project Report : In third year (6th Semester the student have to prepare project report based on primary/secondary research, which will be evaluated by the external examiner from the panel submitted by the chairman of university business HPU Shimla.

2. Department of Computer Application

An application programme is a computer programme designed to prepare a group of co-ordinated functions, tasks, activities for the benefits of the user. There are several real life uses of computer in education such as teaching learning process, testing and evaluation, guiding process, school administration, internet and so on. There is importance of computer application programme in creating jobs in new fields like programming computer aided design and animation, internet marketing and online publishing. To cater these need of computer in digitalized economy, Department of Computer Application was established. The department of PSA GDC Haroli is laced with modern ICT tools and equipments that include web conferencing devices, projectors, interactive boards, digital podium and high speed internet line. The qualified staff is engaged as per requirement of the students and for betterment fo the institute.

2.1 Bachelor of Computer Application (BCA)

There is a growing needs for qualified computer engineers and a Bachelor of Computer Application degree can help to create a multi-faceted career in the industry. In this age of Computer everything being digitalized, knowledge about computer is become very important. It helps the persons have a distinct advantage over the other who do not have a degree in computer application. From the current academic session 2025-26, a three year degree course spread over six semesters is being started. Students will be taught subjects which are related to the technological applications, that are required in today's IT industry in India. The admission shall be made on the basis of entrance test/merit drawn on the basis of previous qualifying examination, the written test shall be conducted if the number of applicants exceeds three times the number of available seats in the course.

2.2 Eligibility Criteria

Eligibility conditions Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination established by law in India considered equivalent to 10+2 by the Himachal Pradesh University Shimla, with at least 45% Marks (40% marks for SC/ST category), shall be eligible.

OR

Any examination of a school/Board/College / University 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 the India Universities (AIU) House, 16 Kotla Marg, New Delhi-110002 with at least 40% marks in case of SC/ST candidate.

Age Limit

The maximum age limit for fresh admission to BCA course is 21 years for boys and 23 years for girls, as on 1st July, 2025 However, for candidates of SC/ST categories, there is relaxation of three years. The Vice-Chancellor shall have the power to permit age relaxation for reason (s) to be recorded in writing up to a maximum period of three months.

Detailed Course Outline

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

1st Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0101	Mathematics-I	70	30	100	3 Hrs
BCA-0102	Applied English	70	30	100	3 Hrs
BCA-0103	Computer Fundamental	70	30	100	3 Hrs
BCA-0104	C_Programming	70	30	100	3 Hrs
BCA-0105	Office Automation Tool	70	30	100	3 Hrs
BCA-0104(P)	C_Programming (Lab-I)	35	15	50	3 Hrs
BCA-0105(P)	Office Automation Tool (Lab-II)	35	15	50	3 Hrs

2nd Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0201	Mathematics-II	70	30	100	3 Hrs
BCA-0202	Communicative English	70	30	100	3 Hrs
BCA-0203	Digital Electronics	70	30	100	3 Hrs
BCA-0204	Data Structure	70	30	100	3 Hrs
BCA-0205	Data Base Management System	70	30	100	3 Hrs
BCA-0204(P)	Data Structure (Lab-III)	35	15	50	3 Hrs
BCA-0205(P)	Data Base Management System (Lab -IV)	35	15	50	3 Hrs

3rd Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0301	Mathematics-III	70	30	100	3 Hrs
BCA-0302	Business Practice and Management	70	30	100	3 Hrs
BCA-0303	Computer organization	70	30	100	3 Hrs
BCA-0304	Object Oriented Programming with C++	70	30	100	3 Hrs
BCA-0305	Desktop publishing and Designing	70	30	100	3 Hrs
BCA-0304(P)	Object Oriented Programming with C++ (Lab-V)	35	15	50	3 Hrs
BCA-0305(P)	Desktop Publishing and designing (Lab-VI)	35	15	50	3 Hrs

4th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0401	Personnel Management	70	30	100	3 Hrs
BCA-0402	Accounting	70	30	100	3 Hrs
BCA-0403	System Analysis and Design	70	30	100	3 Hrs
BCA-0404	Internet technology & Web Page Design	70	30	100	3 Hrs
BCA-0405	Programming in Visual Basic	70	30	100	3 Hrs
BCA-0404(P)	Internet Technology & Web Page Design (Lab-VII)	35	15	50	3 Hrs
BCA-0405(P)	Programming in Visual Basic (Lab-VIII)	35	15	50	3 Hrs

5th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0501	Operating System	70	30	100	3 Hrs
BCA-0502	e-Commerce	70	30	100	3 Hrs
BCA-0503	Management Information System	70	30	100	3 Hrs
BCA-0504	ASP. Net technologies	70	30	100	3 Hrs
BCA-0505	Computer Oriented Statistical Methods	70	30	100	3 Hrs
BCA-0504(P)	ASP. Net Technology (Lab-IX)	35	15	50	3 Hrs
BCA-0505(P)	Computer Oriented Statistical Methods (Lab-X)	35	15	50	3 Hrs

6th Semester

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0601	Computer Networks	70	30	100	3 Hrs
BCA-0602	Numerical Methods	70	30	100	3 Hrs
BCA-0603	Multimedia Technology	70	30	100	3 Hrs
BCA-0604	Computer Graphics	70	30	100	3 Hrs
BCA-0605	Software Engineering	70	30	100	3 Hrs
BCA-0604(P)	Computer Graphics (Lab-XI)	35	15	50	3 Hrs
BCA-0605(P)	Major Project	35	15	50	3 Hrs

Project Work : In third Year, (6th Semester) the students have to develop one software project, which will be evaluated by the external examiner from the panel submitted by the chairman, Department of computer sciences HPU Shimla and duly approved by the university authorities/evaluation branch, HPU Shimla on the following basis :

Project Report	10 Marks
Seminar	15 Marks
Viva-Voce	25 Marks

2.3 Scheme of Examination For BBA & BCA

- There shall be an examination at the end of each semester in the month of April and October to be notified by the controller of exam. (HP)
- The Courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from time to time or the rules will be similar to those for the corresponding examination by University.
- The pass marks in each paper shall be 45% for BBA & 40% for BCA.
- A candidate obtaining pass marks in any course shall not be required re-appear in that course again. however, the candidate shall be required to complete his/her degree within at a maximum of five years.
- English will be medium of instructions and examination.

i) Internal Assessment

There shall be a component of internal assessment in all the classes. It will be 30% for theory papers and practical. The remaining 70% marks in theory and practical will be for the annual University examination.

30% marks assigned to the internal assessment shall be sub-divided as follow :

- a) 15% for house examination b) 5% for regularity in attendance c) 10% for seminars etc.

ii) **House Examination**

House examination shall cover ordinarily around two third of the syllabus in each paper and shall follow the same format as that of the university examination in all respects including the format of question papers, the time duration for each paper and maximum marks allotted each paper. the marks obtained shall be scaled down to 15% If their are fractions in the marks obtained in any paper as a result of scaling down or otherwise, these shall be carried as such and shall not be converted into whole numbers. Conversion of fraction into whole number shall be done at the final stage of calculating internal assessment.

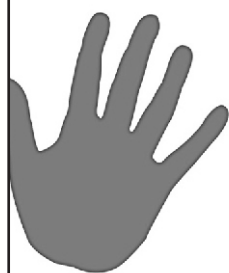
iii) **Weightage for Attendance**

At the end of the term examination, the marks scored by every student in house examination in each paper will be added to the marks allotted for attendance in that paper as follows :

1.	75% to 80%	Attendance	1 Marks
2.	80% to 85%	Attendance	2 Marks
3.	85% to 90%	Attendance	3 Marks
4.	90% to 95%	Attendance	4 Marks
5.	95% and above	Attendance	5 Marks

2.4 **Eligibility Conditions to Appear in the Annual Examination for BBA & BCA**

- ◆ 75% attendance is compulsory in theory and practical.
- ◆ 75% attendance is mandatory in seminars and submission of assignments.
- ◆ It shall be mandatory for all the students to appear in the House Examination. A minimum of 50% mark in aggregate shall be an essential condition to be eligible to appear in the annual examination.
- ◆ It shall also be mandatory to participate in activities of subject societies.
- ◆ The University annual examination form shall be treated as provisional unless and until the eligibility criteria as mentioned above for appearing in annual examination in fulfilled by the candidate and a certificate to this effect is given by the Principal.



**SAY NO TO
RAGGING**

*Ragging does not break the ice, it
breaks lives, careers and Families.*

2.5 Detail of Fee Structure

BCA & BBA Details of Fee and Fund for the Session 2025-26 (in Rs.)

Description		Boys	Girls
		1st Year (I & II Sem.)	1st Year (I & II Sem.)
Govt. Fee/Funds	Admission Fee	25	25
	Re-Admission Fee		
	Late Admission Fee per day		
	Tuition Fee	300	
	Late Payments of dues (per day)		
University Fee /Funds	Registration Fee	210	210
	Cost of Registration Form		
	Continuation Fee		
	Youth Welfare Fund	15	15
	Holiday Home Fund	1	1
	University Development Fund	100 (IRDP/BPL) & 250 (For others)	100 (IRDP/BPL) & 250 (For others)
	University Sports Fund	15	15
	University Examination Fee		
Annual College Dues	Computer Practical Fee	90	90
	Library Security (Refundable)	300	300
	Identity Card	30	30
	NCC Fund	10	10
	College Magazine Fund	50	50
	Campus Development	10	10
	Medical Fund	6	6
	Student Aid Fund	2	2
	Furniture Repair	10	10
	Computer & Internet Faculty	20	20
	Book Replacement Fund	25	25
	Cultural Activity	20	20
	Rover & Rangers @Rs 5.00 per month	30	30
	Building Fund @Rs 10.00 per month	60	60
	Amalgamated Fund @Rs. 25.00 per month	150	150
	Sports Fund @Rs. 20.00 per month	120	120
	Internal Examination Fund	40	40
	BCA College Tuition Fee	5500 per sem	5500 per sem
	BBA College Tuition Fee	4000 per sem	4000 per sem
	Education Tour	500	500
	Red Cross	40	40
	P.T.A.	400	400

BCA Fee Structure		
Semester	Boys	Girls
1st	8229	7929
2nd	6700	6400

BBA Fee Structure		
Semester	Boys	Girls
1st	6729	6429
2nd	5200	4900

Note :

Fee/Fund are subject to change as per the directions fo University /Higher Authorities from time to time

3. Reservation of seats

Admission to the course shall subject to the following conditions.

15% and 7.5% seats shall be reserved for scheduled caste / scheduled tribe candidates respectively, who have passed their qualifying examination from H.P. Board of School Education or any other institution considered equivalent by the university and located within the territorial jurisdiction of H.P. as per rules.



The remaining 77.5% seats shall be filled as under :-

25% of seats for admission shall be open to all the candidates irrespective of the institution from where they have passed their qualifying examination.



75% of the seats shall be filled out of the ones who have passed their qualifying examination from H.P. Board of School Education or any other school or board (e.g. CBSE or ICSE etc.) located within the territorial jurisdiction of H.P. subject to the following reservation parameters :



- 5% of the seats shall be reserved for outstanding sports persons.
- 5% of the seats shall be reserved for candidates with outstanding in cultural activities.
- 5% of the seats shall be reserved for physically handicapped candidates (only in the absence of a or b above)

The minimum eligibility condition for admission to the course in case of SC/ST will be 5% lower than the eligibility condition for other students. 120 points reservations roster for admission showing reservations of the various categories shall be used as per rules of Himachal Pradesh.

Some of the abbreviations used in the roster are :

Ph	= Physically Handicapped	SC	= Scheduled caste
EWS	= Economically weaker section	ST	= Scheduled Tribe
WFF	= Ward of freedom fighter	OBC	= Other Backward Class
IRDP	= Intergrated Rural Development Programme	Ex-Man	= Ex-Service Man

Certificate from competent authorities is required at the time of filling of examination form to claim reservation in any of the categories mentioned in the roster, failing which the applicant will have no right to get admission in the said category.

ROSTER to be followed for admission

1	26SC	51	76	101
2	27ST	52SC	77	102
3	28	53ST	78	103
4	29	24	79SP	104
5	30	55	82ST	105
6	31	56	81CUL	106SC
7SC	32	57	82	107ST
8	33SC	58	83	108
9	34SC	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12SC	37	62	87	112SC
13ST	38CUL	63	88	113
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41	66HC	91SC	116
17	42	67ST	92	117SP
18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100HC	
HC-3%	CU P-5%	SP- % %	SC-15%	ST-7.5%
3	6	6	18	9

Note : One seat will be reserved for single girl child over & above the allotted 40 seats

4. Rules and Regulations

All the students are required to adhere to the rules & regulations strictly given are as under :

4.1 Dress Code

There will be definite Dress Code for students of BBA & BCA as per the ethics of Professional courses. Students will have to follow dress code approved by the college advisory committee.

4.2 Ragging

In pursuance of the directions of Hon'ble Supreme Court and vide UGC Letter No. F-8-1/97 (C.P.P.II) of dated 07-07-2001 for curbing the menace of ragging in educational institutions, ragging is strictly prohibited.

Ragging is strictly prohibited inside or outside the campus. If any student is found indulged in ragging directly or indirectly, the provisions of HP University ordinance vide rule 22,17 (a)(b)(c)(d) shall be attracted and student (s) found guilty will be expelled from the college accordingly.

4.3 (Absence fine and Other Fines) :

Absence fine per Period	Rs. 2.00
Without Dress Code	Rs. 20.00 per day
Absence from House Practical	Rs. 25.00 per Practical
Absence from House Test all papers	Rs. 200.00
Late payment of dues	Rs. 5.00 per day
Late return of Library Books	Rs. 1.00 per day
Using Mobile Phone in Class Rooms & un prescribed area (s)	Rs.50.00 per day
Any act of indiscipline	Rs. 50.00 or more
Issuance of Duplicate Identity Card	Rs.20.00

4.4 Leave Rules

Leave shall be sanctioned on the prescribed application form obtained from the college Library. The application should be duly signed by the parents / guardian. Leave shall be granted only on the recommendation of concerned tutor (s). Leave for more than 5 days shall be granted on the basis of a medical certificate issued by a Physician.

The Names (s) of the students (s) who remain a absent for 10 days or more continuously from any class without prior sanction of Leave, shall be struck off the college rolls.

However, the Principal may re-admit such students (s) on the recommendation of teacher (s) concerned and on the payment of prescribed re-admission fee with in 10 days after the struck off his/her name.



4.5 Readmission Fee

First Time Rs. 100.00

Second Time Rs. 200.00

Important : No student will be re-admitted for the third time during a given semester.

4.6 Library Rules

There is a provision of library cards for the students to avail of library facilities.

The library cards shall be issued by the library in-charge on the production of admission fee slip.

Books are issued for maximum period of 15 days. Any unauthorized delay shall be charged @Rupee 1.00 per book.

Reference books shall not be issued in any case.

Students shall not be issued more than 3 books at a time.

4.7 General Conduct / Discipline Rules :

All the students must note that Ragging inside / outside the college campus is a cognizable offence.

Any of the following activities will be considered a breach of discipline :

1. Ragging in any form
2. Graffiti i.e. any sort of writing on the wall/blackboards/room etc.
3. Damaging the college property in any manner.
4. Loitering in corridors and causing disturbance in the classes.
5. Possession or use of drugs and indulgence in smoking in the campus.
6. Bringing outsider to the college.
7. Sticking any kind of bill/notice on the notice board without the prior permission of the Principal.
8. Creating any kind of violence or nuisance in the campus.
9. Coming without I-Card in the college.
10. Use of mobile phones by the students is strictly prohibited except the allotted area. Violator should be fined accordingly.

5. Scholarship and awards

5.1 Scholarship and exemption in Fee

- a) The Govt. has a provision for scholarship to the students belonging to scheduled castes/scheduled tribes, Low income groups and IRDP families. The candidate has to apply on a prescribed HP e-pass portal for electronic payment and application system of scholarship whose dates shall be notified on the college notice board by the scholarship committee.
- b) As per Govt. Notification No. EDN & H (8) 3 (7) 1/76 of dated 29-06-2007, all the beneficiaries shall have to submit a bona-fide certificate of a permanent residence issued by a competent Revenue authority.

5.2 Academic Prizes

1. Students who figure among first ten positions in HPU End Semester Examination.
2. First, Second and Third position in aggregate during End Semester Examination.
3. First & Second position in each subject during HPU End Semester Examination.

5.3 Sports, Cultural activities & NSS Awards

1. Participants conferred with Gold, Silver & Bronze Medal during International events, Inter-university events, Inter College championship and Annual College Athletic Meet and those who participate in inter-university events are eligible for as per the university sports norms.

2. Youth festival prizes are at par with that of sports prizes.
3. NSS volunteers elect their official like President, Vice-President, and General Secretary. Such officials may be bestowed with the award of best volunteer of the National Social Services (NSS) unit of the college.
4. College Students Central Association (CSCA) office bearers are presented Blazer exhibiting college Insignia during Oath Taking Ceremony.
5. Rangers and Rovers oftenly participate in state level camp and one of them is essentially chosen as best Ranger or Rover for his/her outstanding performance.
6. Blood donors are also conferred with prizes for their extra- ordinary service to the society.
7. Industrial tour is mandatory for the students of Bachelor of Business Administration (BBA) to provide a pragmatic knack of the market. Its expenditure is borne by the students at their own.

6. Facilities and Activities

6.1 Old Students' Association (OSA)

One of the main purposes of this association is to provide platform to bring together the former graduates of this institution to share and utilize their rich experience for the benefit and progress of present student sin their endeavour for better employment and higher studies. The registration of this society is in progress and efforts are being made to expedite the process.

6.2 Education Tours

Educational tours are arranged only during winter vacation :-

1. Routes will be recommended by the concerned committee and approved by the principal.
2. Students will have to produce written permission from their parents for joining such tours.
3. The college will provide limited financial support as permitted under rules.

6.3 College Students' Central Association (CSCA)

The college gives due representation to students as a link between students, teachers and administration. The students body called CSCA is elected as per the norms and direction of HPU. It follows commendations of Lyngdoh committee. The contribution of CSCA is instrumental in the smooth functioning of college activities.

6.4. Youth Festival

It is organized by HP University in four groups-I, II, III & IV. The student having highly commended position in youth festival are given reservation in HP University PG Courses.

6.5 National Service Scheme (NSS) : It is voluntary association of young students participating in various activities that aims at developing their personality through community service. Presently the college has one NSS Unit, In each unit 33% seats are reserved for girls. The students who attend 240 hours of special service and attend :7 days" special camp are given a special benefit of 2% marks at the time of admission to the H.P. University P.G. Course.

6.6 Rovers & Rangers (R & R) : It is a worldwide association of well disciplined volunteers. It has two wings, one for girls (rangers) and one for boys (rovers). The students who obtain a (NIPUN) certificate are eligible for 2% marks weight age while seeking employment in railways and other government institutions.

6.7 College Magazine :

To nourish the creativity among the students, the college magazine "UTKALIKA" is published every year. It has many sections like Hindi, Pahari, English and Commerce & Planning Section etc. One student editor for each section is also appointed at the beginning of the Academic Session.

6.8 Career Guidance-cum-counselling and placement cell :

The UGC formulated " Career Guidance-cum-Counselling and Placement Cell" has been constituted in the college with an aim to prepare the students for job or self reliance. This cell is fully devoted to help the students in proper choice of courses and ultimate choice of their career as per their potential and capabilities. The cell ensures to provide proper counselling as and when needed ny any student.

7 Documents Required & Submitted in the following order :

1. Application form complete in all respects and filled up in capital.
2. Three photograph (two loose and one affixed on the Identity Card)
3. Two passport size photograph of his/her father/mother/guardian
4. Matriculation Certificate as a proof of date of birth (self-attested copy)
5. Plus Two (10+2)/Intermediate Certificate. (Self -attested copy)
6. Original Character certificate from the institution last attended.
7. Photocopy of Adhaar Card & Bank Account No.
8. Certificate of SC/ST/differently abled/outstanding performance in Sports and Cultural activities.
9. Bonafide certificate of Himachal Pradesh in case of girl students (self -attested copy)
10. Migration Certificate for those students who have passed their senior secondary certificate of education (SSSCE+2) outside Himachal Pradesh board of school education.
11. It is mandatory for all students and their parents/guardians to fill up anti-ragging undertaking online on the website www.amanmovement.org.anti.ragging.in. & attach the printout along with all other documents in the admission form.

Note : Postal Stamp of Rs. 6/- is essentially to be affixed on Admit Card and Acknowledgment Card.

8. Admission Procedure

1. Every candidate seeking admission to any class has to apply on the prescribed form available in the college prospectus.
2. The application form is to be filled up neatly by the applicant in her/his own handwriting carefully after reading all rules and eligibility conditions.
3. It is mandatory for all the applicant to bring his/her mother/father/guardian at the time of admission. A student of college cannot act as a guardian of any applicant even if he/she is in blood relation.
4. The sequence in which certificates are to be attached is given in the admission form.
5. After getting the admission form fully approved by the admission committee the applicant will go to the final admission committee.
6. In case of any clarification/guidance, the applicant can approach the guidance admission committee of the college.

Note : If the students fails to deposit his/her fee with in specify date (s) his or her admission will be deemed as cancelled and seat so vacated may be allotted to the next candidate in the merit list.

Important Instructions :

General Instructions

1. It is mandatory for every student to maintain strict discipline within the college campus as well as outside the college.
2. Any act performed by the student that amounts to indiscipline will be dealt with strictly.
3. All the student are required to read the notices thoroughly which are displayed exclusively on the college notice board every day and do the need full accordingly.
4. Teasing girl student in any manner what so ever is an offence punishable under the law. Hence, student are advised not to indulge in such kind of activities, otherwise they would face strict legal action.
5. Scribbling/writting any thing on the black board, on furniture and walls etc. is apart of indiscipline.
6. Removing or causing damage to the furniture or window glasses, removing notices etc. is also a breach of discipline.
7. Few acts also tantamount to indiscipline, holding any meeting/ function/ party and photography in the premises of the college without prior permission of the principal.
8. Student should not temper the electrical fitting, interactive panel and water fittings etc. in the college campus.
9. Using foul language with any student, teacher or any other employee of the college shall be viewed seriously.

***Drugs thwart our goals
Ruin our Family
And destroy our nation***

**SO SAY
NO
TO
DRUGS**



Identity Card :

1. Identity card is the most important documents of college student, because it is the only identification for any one to establish that one is a student of the college.
2. Any transaction between students and college is entertained only after production of identity card. If student has to deal with any kind of work related to examination, library collection/inspection of documents, one has to produce one's identity card in order to establish one's identity.
3. Student are not permitted to replace the photograph pasted on the identity card for any reason whatsoever.
4. If identity card is lost, one has to file an FIR in order to get a duplicate identity card issued.
5. In event of inspection of identity card during surprise check or any other reason. if the student is unable to produce identity card he/she will be handed over to the police or as the situation may demand. Student without identity card are deemed as outsiders.
6. In case, the identity card gets misplaced, misused by anti - social elements the student concerned be held responsible for his/her deeds. It is the personal responsibility of the student to keep his/her identity card in safe custody.
7. All the students are directed to collect their identity cards and complete the formalities related to their identity cards within one week of admission.

Anti Ragging/Discipline Rules :

In order to have zero tolerance to ragging and its total elimination from the educational institutions. The Hon'ble Supreme Court of India vide its orders dated 4th May, 2007 and 11th Feb., 2009 has directed as here under :-

1. Ragging is strictly prohibited in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately . Punishment shall be exemplary and justifiable harsh.
3. Punishment for ragging includes :
 - i) Imprisonment /fine or both.
 - ii) Expulsion from the institution, suspension from the institution or classes for a limited period and fine with a public apology.
 - iii) Withholding scholarships or other benefits.
 - iv) Debarring from representation in events.
 - v) Withholding of result.
4. If the individuals committing or abetting ragging are not identified collective punishment shall be resorted to .
5. Character /migration certificate (s) issued by the institution shall have an entry apart from that of general conduct and behavior to the effect whether the student had participated in particular was punished for ragging.
6. In case the applicant for admission is found to have indulged in ragging/indiscipline if the past or if is noticed later that he has indulged in ragging. admission shall be refused to him/her or he/she shall be expelled from the institution forth with.

For Himachal Pradesh University Act, statutes and ordinances as amended till date login university website www.hpuniv.nic.in (Right to information - H.P. University Act & Ordinance Vol. I,II)