



PROSPECTUS

2023-24

GOVERNMENT COLLEGE UNA DISTT. UNA (HP)



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From The Principal's Desk

Govt. College Una, since its inception in 1968 has scaled new heights in all spheres of educational excellence. The college offers Medical, Non-Medical and Commerce streams at the Undergraduate level and English, Pol Science, Economics and M.com at the Post graduate level. This college has successfully been running BBA, BCA, PGDCA, MCA and MBA under the Self-Finance scheme of the Government of HP. Besides, B.Voc in Retail Management and Hospitality and Tourism is also offered to students.

The college is well equipped with modern Hi-tech classrooms and laboratories required for Professional courses. A team of dedicated workers and skilled professionals, fully aware that in this rapidly changing scenario of the modern world, we need supremely skilled, distinctly dynamic and quality conscious citizens works round the clock in pursuance of this goal. The teaching pedagogy is dynamic and consists of innovative techniques of sharpening mind through practical case studies, add-on-courses, industrial visits and interface with professionals.

This institution has excellent faculty in various disciplines and an unparalleled academic environment to facilitate learning, with special emphasis on practical training apart from the conventional university curricula. We have an Internal Quality Assurance Cell in the college that continuously assesses and works for improving the quality of education in the college. Our sincere belief is that an institution which focuses on teaching only becomes a mere teaching shop. Hence we focus to prepare students for life. Our efforts are concentrated on bestowing not only knowledge and skills but also a value based and positive attitudinal change in the young minds.

Any suggestion for bringing further improvement in the session 2023-24 is always welcome.

“JAI HIND”

About The College

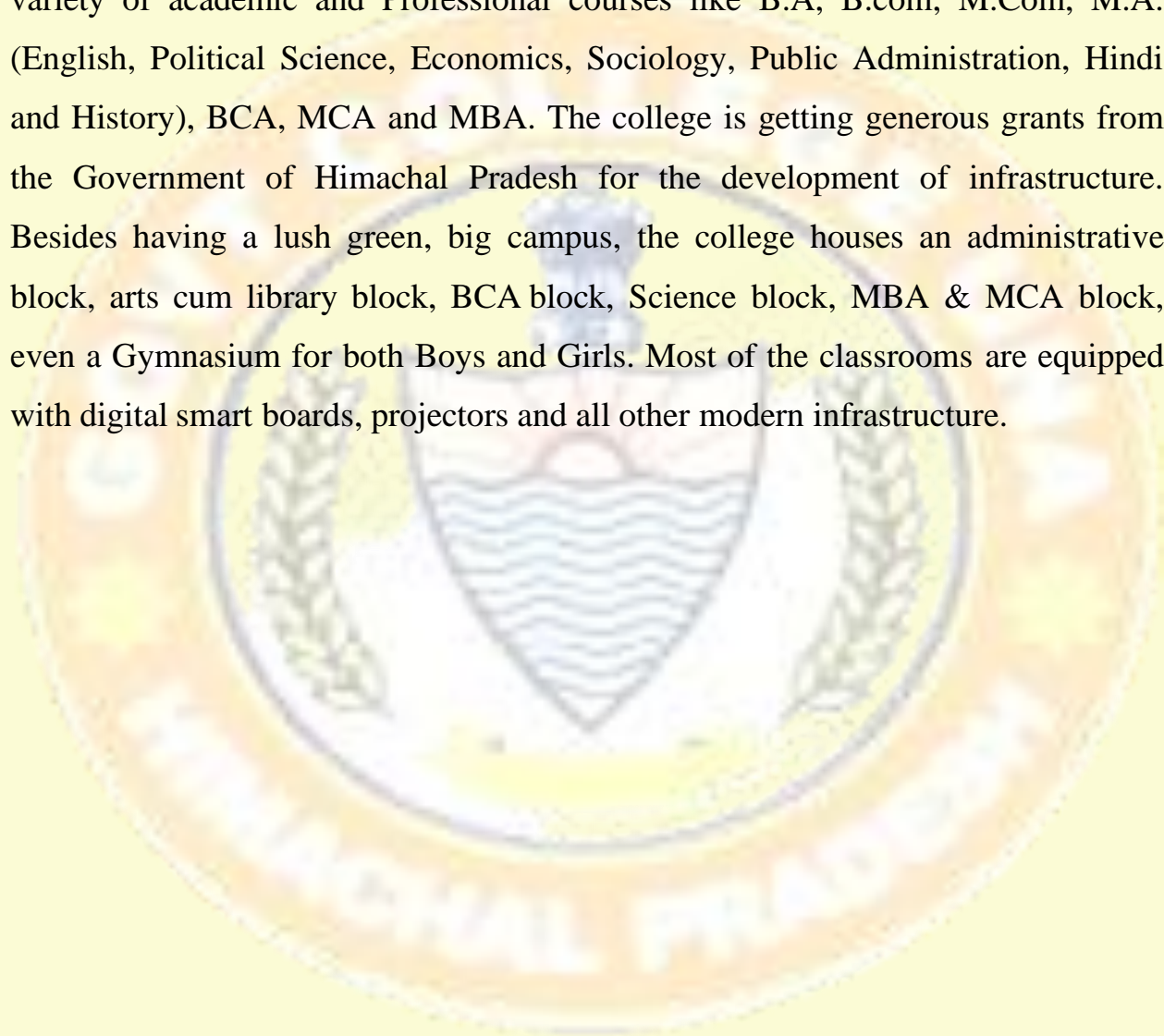
Govt. College, Una which envisioned the dream of establishing a progressive educational institution; a college that would mould and guide future generations of enlightened minds has completed five glorious decades in the service of knowledge. It has been a gradual evolution and many novel concepts have been added over a period of time. The journey was enjoyable and it continues to be so. Special gratitude is rightfully due to all individuals who have played a part in the development of this institution and made it possible to transform a dream into reality.

Excellence is an ever-approaching target and bedrock of any academic institution. This college has steadily, despite its humble beginning in 1968 kept a pragmatic approach. With the undaunted determination & perseverance of its incumbents, this college has flourished over the years with single minded devotion of striving for innovation & excellence and reached a place where it can boast of quality education integrated with State-Of-The-Art infrastructure. The college was accredited with 'B' Grade by NAAC Peer team during their visit in the year 2016. Nestled in foothills of Mt. Shivalik, the college campus is a jewel in the crown of the town. While preserving the natural ecology in the form of botanical gardens & green cover, the campus is fully equipped with modern facilities to accommodate the rapidly growing strength of the students.

Apart from traditional UG courses in Arts, Science and Commerce, it has PG courses in English, Political Science, Economics and Commerce. Job-oriented self-financing courses such as MBA, MCA, BBA, BCA and PGDCA are also being run in the college. To create specific skilled manpower for industries as per NOS's (National Occupational Standards), B.Voc. in Retail Management and Hospitality & Tourism is being taught to empower the youth with increased

employment and income-generating opportunities.

The college provides excellent opportunities and facilities not only for academics but also for Music, Sports and extra co-curricular activities like NCC, NSS and Rovers & Rangers. The college also has a study Centre of IGNOU which offers variety of academic and Professional courses like B.A, B.com, M.Com, M.A. (English, Political Science, Economics, Sociology, Public Administration, Hindi and History), BCA, MCA and MBA. The college is getting generous grants from the Government of Himachal Pradesh for the development of infrastructure. Besides having a lush green, big campus, the college houses an administrative block, arts cum library block, BCA block, Science block, MBA & MCA block, even a Gymnasium for both Boys and Girls. Most of the classrooms are equipped with digital smart boards, projectors and all other modern infrastructure.



Mission

The college envisions to be an outstanding institution of excellence in Higher Education. Our mission is to provide higher education leading to an enriched holistic and wholesome development of its key stakeholders. We aspire to inculcate in our students a constant yearning for learning; coupled with academic rigor and passionate knowledge delivery along with academic excellence. We want to ensure that the students are sensitized to the concerns of the society. The college intends to provide ample scope for multifaceted development of local youths irrespective of religion, race, caste, gender etc. We also endeavor to pursue student-centric learning for self-development among students followed by a keen social awareness and responsibilities.

Objective

The main objective of the institution is to transform the students into well-meaning citizens. We aim to provide a comprehensive value-based education to our students. We work earnestly to develop the physical, spiritual, intellectual, moral and aesthetic attributes of the students so that they are metamorphosed into intellectually trained, morally upright and socially committed citizens.

TEACHING FACULTY

Prof. Darshan Kumar		Officiating Principal
Sr. No.	Name	Designation
BOTANY		
1	Dr. Sumiksha, Ph.D.	Associate Professor
2	Prof.. Shashi Kanwar, M.Phil	Associate Professor
3	Prof.. Sanjay Sharma M.Phil	Assistant Professor
4	Vacant	
CHEMISTRY		
1	Prof.. Darshan Kumar, M.Phil	Associate Professor
2	Prof. Puneet Prem Kanwar, M.Phil.	Associate Professor
3	Dr. Suresh Kumar, Ph.D	Associate Professor
4	Dr. Shveta Sharma, M.Phil,Ph.D	Assistant Professor
5	Prof. Richa, M. Sc. B.Ed.	Assistant Professor
6	Dr. Sunil Dutt Ph.D	Assistant Professor
COMMERCE		
1	Dr. Ruchy, M.Phil,PhD	Assistant Professor
2	Dr. Alka, Ph.D	Assistant Professor
3	Dr. Gagandeep Singh.Ph.D	Assistant Professor
4	Prof. Parveen Saini	Assistant Professor
COMPUTER APPLICATIONS		
1	Prof. Yash Paul MCA B.Ed.	Assistant Professor
ECONOMICS		
1	Dr. Bhagwan Dass,Ph.D	Assistant Professor
2	Dr. Sham Singh, M.Phil, Ph.D	Assistant Professor
3	Prof. Manjeet Singh, M.Phil	Assistant Professor

EDUCATION		
1	Prof. Karan Kumar, M.Ed	Assistant Professor
ENGLISH		
1	Dr. Meeta Sharma, PhD	Associate Professor
2	Prof. Anita Saini, M.A	Assistant Professor
3	Vacant	
ENVIRONMENTAL SCIENCE		
1	Dr. Varun Dhiman Ph.D	Assistant Professor
GEOGRAPHY		
1	Dr. Navita Sharma, Ph.D	Assistant Professor
HINDI		
1	Vacant	
2	Vacant	
HISTORY		
1	Prof.. Rakesh Kumar, M.Phil	Assistant Professor
JOURNALISM		
1	Dr. Kaushal Kumar Pandey, Ph.D	Assistant Professor
MATHEMATICS		
1	Dr Monika Khanna, Ph.D	Assistant Professor
2	Prof.. Promila Devi	Assistant Professor
3	Dr. Ranju Banota, Ph.D	Assistant Professor
4	Prof.. Jagmohan	Assistant Professor
5	Vacant	
MUSIC		
1	Dr. Sanjay Verma, Ph.D	Associate Professor

2	Dr Monika Thakur, M.Phil, Ph.D	Assistant Professor
PHYSICAL EDUCATION		
1	Dr. Raj Kumar, Ph.D	Associate Professor
POLITICAL SCIENCE		
1	Dr. Balwinder Singh Rana, Ph.D	Associate Professor
	Vacant	
PHYSICS		
1	Prof. Sumit Kumar, M.Phil	Assistant Professor
2	Dr. Pawitter Dulari Ph.D	Assistant Professor
3	Dr. Madan Lal, Ph.D	Assistant Professor
4	Vacant	
PUBLIC ADMINISTRATION		
	Vacant	
SANSKRIT		
1	Dr. Rajender Kumar, Ph.D	Associate Professor
SOCIOLOGY		
	Vacant	
TOURISM AND TRAVEL		
1	Dr. Vipul Gautam, Ph.D	Assistant Professor
ZOOLOGY		
1	Dr. Ashwani Patel Ph.D	Associate Professor
2	Vacant	
3	Vacant	

4	Vacant	
LIBRARY STAFF		
1	Mrs. Meena Soni	Librarian
2	Mrs. Renu Narula	Assistant Librarian
3	Ms Harbansi Devi	Peon

ADMINISTRATIVE AND OFFICE STAFF

Sr. No	Name	Designation
	Smt. Suman Lata	Superintendent G-I
	Sh. Satinder Kumar	Superintendent G-II
	Sh. Sachin Kumar	JOA -IT
	Sh. Pawan Kumar	JOA-IT
	Smt. Damyanti	JOA-IT
	Sh. Charan Dass	LA(Botany)
	Sh. Bhupender	LA(Zoology)
	Smt. Sunita	LA(Physics)
	Sh. Khem Raj	SLA(Physics)
	Sh. Rajinder	LA(Chemistry)
	Smt. Malkiat	Peon
	Smt. Raj Rani	Peon
	Smt.Kiran Devi	Peon
	Smt. Veena Devi	Sweeper

ADMISSION COMMITTEES

S.No.	Admission Committee	Venue	Name of Teachers
1	B.A.I	Library Hall	1. Dr. Rajender Kumar 2. Dr. K.K. Pandey 3. Dr. Navita Sharma 4. Mr. Manjit Singh 5. Mr. Vipul Gautam 6. Mr. Varun Kumar
2	B.A.II	Music Deptt.	1. Dr. Sanjay Verma 2. Ms. Anita Saini 3. Ms. Monika Thakur
3	B.A.III	IGNOU Office	1. Dr. B.S. Rana 2. Dr. Meeta Sharma 3. Dr. Bhagwan Dass
4	B.Sc.I NM	Chemistry Deptt.	1. Dr. Shveta Sharma 2. Mr. Madan Lal 3. Dr. Monika Khanna 4. Mr. Jag Mohan 5. Dr. Sunil Dutt.
5	B.Sc.I M	Botany Deptt.	1. Mr. Sanjay Sharma 2. Dr. Ranju Banota 3. Ms. Richa
6	B.Sc.II & III NM & M	Zoology Deptt.	1. Ms. Shashi Kanwar 2. Dr. Pawitter Dulari 3. Ms. Promila Dev
7	B. Com. I	Staff Room	1. Dr. Ruchy Sharma 2. Mr. Gagandeep Singh 3. Mr. Parveen Saini
8	B.Com. II & III	Commerce Deptt.	1. Mr. Rakesh Kumar 2. Mr. Sham Singh 3. Dr. Alka Sharma

ADMINISTRATIVE COMMITTEES

1. CHIEF TUTOR		2. DEAN OF STUDENT WELFARE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sh. Darshan Kumar (officiating Principal)	1	Sh. Raj Kumar
3. SENIOR TUTOR SCIENCE		4. SENIOR TUTOR ARTS	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Dr. Sumiksha	1	Prof. Meeta Sharma
5. SENIOR TUTOR COMMERCE		6. BURSAR	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Prof. Ruchy Sharma	1	Prof. Bhagwan Dass
7. ADVISORY COMMITTEE		8. DISCIPLINE COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Puneet Kanwar
2	Sumiksha	2	Balwinder Singh
3	Ashwani Patel	3	Meeta Sharma
4	Puneet Kanwar	4	Monika Khanna
5	Sanjay Verma	5	Gagan Deep
6	Suresh Kumar	6	Karan Kumar
7	Balwinder Singh Rana	7	Upasna
8	Meeta Sharma	8	Shamli Sharma
9	Ruchy Sharma	9	Kiran Bala
10	Bhagwan Dass	10	Ritu Puri

11	Meena Soni		
9. LIBRARY COMMITTEE		10. STUDENT WELFARE AND SCHOLARSHIP COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shashi Kanwar	1	Bhagwan Dass(N.O.)
2	Rajinder Kumar	2	Pawitter Dulari
3	KK Pandey	3	Madan Lal
4	Ruchi Sharma	4	Gagan Deep
5	Madan Lal	5	Manjeet Singh
6	Varun Kumar	6	Sunil Dutt
7	Meena Soni (Librarian)	7	Varun Dhiman
8	Renu Narula (Asstt. Librarian)	8	Ritu Puri
9	Sohan Singh	9	Vijay Kumar
		10	Manav Kumar
		11	Sachin JOA (IT)
		12	Amit Kumar
11. House Exam / CCA Committee		12. CSCA Advisory Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Meeta Sharma
2	Pawitter Dulari	2	Rajinder Kumar
3	Rakesh Kumar	3	Ruchy Sharma
4	Monika Khanna	4	Promila Devi
5	Richa		
6	Varun Dhiman		
7	Sunita Devi LA		
8	Rajinder Singh LA		
13. Career Guidance & Placement Cell		14. Shamiana & Sitting Arrangement Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Rajender Kumar
2	Rash Pal	2	Rakesh Kumar
3	KK Pandey	3	Manjeet Singh
4	Gagan Deep	4	Vipul Gautam
5	Sunil Dutt	5	Varun Dhiman
6	Manav Kumar	6	Damyanti Devi JOA(IT)
7	Rash Pal	7	Charan Dass LA

8	Vijay Kumar	8	Ravinder Kumar LA
9	Vikas Kumar	9	Bhupinder Singh LA

15. Tours And Travels Committee		16. Sports & Gymnasium Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	KK Pandey	1	Raj Kumar
2	Rakesh Kumar	2	Ashwani Patel
3	Vipul Gautam	3	Sumit Kumar
4	Monika Thakur	4	Rakesh Kumar
5	Varun Dhiman	5	Promila Devi
6	Satinder Kumar	6	Achhar Kumar
17. Cultural Activities Committee		18. Canteen Maintenance Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Sanjay Sharma
2	Shashi Kanwar	2	Navita Sharma
3	Meeta Sharma	3	Anita Saini
4	Navita Sharma	4	Parveen Saini
5	Anita Saini	5	Monika Thakur
6	Karan Kumar		
7	Monika Thakur		
8	Ashok Kapil		
9	Anjali Kaundal		
10	Kiran Bala		
19. Time Table Committee		20. Furniture Black Board Etc. Purchase & Repair Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Sharma	1	Shveta Sharma
2	Bhagwan Dass	2	Richa
3	Madan Lal	3	Jag Mohan
4	Gagandeep Singh	4	Manjeet Singh

5	Jag Mohan	5	Parveen Saini
		6	Khem Raj LA
		7	Rajinder Singh L.A.

21. U.G.C. COMMITTEE		22. PRESS & PHOTOGRAPHY COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Sharma	1	Meeta Sharma
2	KK Pandey	2	KK Pandey
3	Navita Sharma	3	Vipul Gautam
4	Karan Kumar		
5	Pawan Kumar JOA(IT)		
23.COLLEGE LAND & PROPERTY COMMITTEE		24. ADVENTURE CLUB	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Navita Sharma
2	Suresh Kumar	2	Promila Devi
3	Sanjay Verma	3	Sham Singh
4	B.S. Rana	4	Richa
5	Meeta Sharma	5	Anita Saini
6	Satinder Kumar	6	Jag Mohan
7	Pawan Kumar JOA(IT)		
25. HOSTEL DISCIPLINE & MAINTENANCE COMMITTEE		26.ELECTRICITY RESTORATION & GENSET MAINTENANCE COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Pawitter Dulari
2	Rajinder Kumar	2	Madan Lal
3	KK Pandey	3	Alka Rani
4	Rakesh Kumar	4	Richa

5	Sham Singh	5	Manav Kumar
6	Sunil Dutt	6	Vikas Sharma
7	Vipul Gautam	7	Vijay Kumar
		8	Bhupinder Singh LA

27. IQAC (INTERNAL QUALITY ASSURANCE CELL)

S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	10	Madan Lal
2	Sumiksha	11	Karan Kumar
3	Suresh Kumar	12	Anita Saini
4	Ruchy Sharma	13	Meena Soni (Librarian)
5	Sumit Kumar	14	Suman Kumari Sen. Adm. Officer
6	Shveta Sharma	15	Pawan Kumar JOA IT
7	Sanjay Sharma	16	Amit Kumar Clerk MCA
8	Bhagwan Dass	17	PTA president
9	KK Pandey	18	CSCA President

28. Anti Ragging Squad

29. Women Redressal/Gender Equity Cell

S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Sumiksha
2	B.S. Rana	2	Navita Sharma
3	Rakesh Kumar	3	Ranju Banota
4	Gagan Deep	4	Alka Rani
5	Sham Singh	5	Anita Saini
6	Alka Rani	6	Renu Narula
7	Upasna Sharma MCA	7	Aarushi Sharma

8	Ashok Kapil MBA	8	Anu Sharma
		9	Sunita Devi LA
		10	Anita Devi Clerk

30. Student Grievances Redressal Committee		31. Magazine Editorial Board	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Meeta Sharma
2	Sumiksha	2	Rajinder Kumar
3	Suresh Kumar	3	Shveta Sharma
4	Shashi Kanwar	4	Alka Sharma
5	Sanjay Verma	5	Yash Paul
6	Gagan Deep	6	Varun Dhiman
7	CSCA President	7	Hindi
32. Magazine Compiling and Printing Committee		33. Anti-Drugs Campaign Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shashi Kanwar	1	Raj Kumar
2	Shveta Sharma	2	Sanjay Verma
3	Jag Mohan	3	Ranju Banota
4	Meena Soni	4	Rakesh Kumar
5	Renu Narula	5	Monika Khanna
6	Anita Devi	6	Gagan Deep
34. Girls Common room supervision & Maintenance		35. NSS Officers	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Navita Sharma	1	Promila Devi
2	Pawitter Dulari	2	Manjeet Singh
3	Alka Sharma		
4	Richa		
5.	Veena Sweeper		
36. Nodal Officers RUSA		37. Water Supply & Restoration Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Rajinder Kumar

2	Meeta Sharma	2	Pawitter Dulari
3	Pawan Kumar, JOA IT	3	Sham Singh
		4	Sunil Dutt
		5	Varun Dhiman
		6	Rajinder Singh LA
		7	Bhupinder Singh LA

38.House Allotment Committee		39.First Aid Committee/Health Centre	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Shashi Kanwar
2	Shashi Kanwar	2	Rakesh Kumar
3	Balwinder Singh Rana	3	Ranju Banota
4	Ruchy Sharma	4	Richa
5	Bhagwan Dass	5	Richa Sharma
		6	Rajni
		7	Anu Sharma
		8	Ashok Kapil
40. Campus Development & Beautification Committee		41. Internet Working & Maintenance Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Ashwani Patel	1	Madan Lal
2	Sanjay Sharma	2	Sunil Dutt
3	Promila Devi	3	Vipul Gautam
4	Sham Singh	4	Yash Paul
5	Sunil Dutt	5	Manav Kumar
6	Manjeet Singh	6	Amit Kumar
7	Vijay Kumar	7	Sushil Kumar MCA Lab
8	Aarushi Sharma	8	Sohan Singh BCA Lab

9	Anjali Kaundal	9	Satish Kumar BBA Lab
10	Khem Raj SLA		
11	Charan Dass LA		

42. Online Admission Technical Support Committee		43. Swachhata Abhiyan Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Promila Devi
2	Karan Kumar	2	Sham Singh
3	Yash Paul	3	Ranju Banota
4	Sachin Kumar JOA IT	4	Gagan Deep
5	Amit Kumar	5	Manjeet Singh
		6	Parveen Saini
		7	Monika Thakur
		8	Upasna Sharma
		9	Nisha Sharma
		10	Ritu Puri
		11	Ashok Kapil
44. Bus Pass Attestation Committee (Science)		45. Bus Pass Attestation Committee (Arts)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shveta Sharma	1	Rajinder Kumar
2	Pawitter Dulari	2	Navita Sharma
3	Richa	3	KK Pandey
4	Sunil Dutt	4	Rakesh Kaundal
5	Yash Paul	5	Manjeet Singh
6	Varun Dhiman	6	Monika Thakur
46. Bus Pass Attestation Committee (Commerce)		47. Bus Pass Attestation Committee (Sf)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Ruchy Sharma	1	Raj Kumar, Coordinator BBA
2	Alka Rani	2	Puneet Kanwar, coordinator MCA
3	Parveen Saini	3	Ashwani Patel Coordinator

			MBA
		4	Suresh Kumar, Coordinator BCA & PGDCA
		5	Sanjay Sharma, Coordinator B.Voc.

48. Public Announcement (Pi)/Sound System Maintenance		49. Digital Screen Display Committee (Operation & Maintenance)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumiksha	1	Sumit Sharma
2	Ruchy Sharma	2	Karan Kumar
3	Monika Khanna	3	Vipul Gautam
4	Parveen Saini	4	Upasna
5	Charan Dass, LA	5	Vikas Sharma
		6	Gurpreet Kaur
		7	Sushil Kumar, MCA
		8	Sohan Singh, LA
50. Clubs And Societies		51. Ek Bharat Shreshth Bharat	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Meeta Sharma	1	Sanjay Verma
2	Alka Rani	2	Shveta Sharma
3	Richa	3	Ranju Banota
4	Jag Mohan	4	Sunil Dutt
5	Manjeet Singh	5	Parveen Saini
		6	Manjeet Singh
		7	Varun Dhiman
52. Purchase Committee (Gem)		53. Committee For Taking Care Of Divyangjan Students	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Ruchy Sharma
2	Sanjay sharma	2	Anita Saini
3	Madan Lal	3	Jag Mohan

4	K K Pandey	4	Manjeet Singh
5	Satinder Kumar, Sr. Asstt.	5	Parveen Saini
6	Pawan Kumar, JOA.IT	6	Sunita Devi, LA
		7	Bhupinder Singh LA

54.Internal Complaint Committee		55. Social Media Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	K K Pandey
2	Sumiksha	2	Karan Kumar
3	Puneet Kanwar	3	Vipul Gautam
4	Ruchy Sharma	4	Anjali Kondal
5	Suman Kumari, Supintendent G1	5	Tanu Sharma
6	PTA President	6	Rajni Bala
56.CCTV Cameras Working & Maintenance		57.Road Safety Club	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Bhagwan Dass
2	Ranju Banota	2	K K Pandey
3	Yash Pal	3	Monika khanna
4	Love Jaswal	4	Gagan Deep
5	Amit Kumar	5	Ranju Banota
6	Satish Kumar	6	Alka Rani
7	Sushil Kumar		

58.Ncc Officers		59. Rovers & Rangers Incharges	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Gagan Deep	1	Sham Singh
2	Lt. Monika khanna	2	Ranju Banota

60.Energy Club		61.Website Updation Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Madan Lal	1	Sumit Kumar
2	Jag Mohan	2	Yash Paul
3	Vipul Gautam	3	Love Jaswal
4	Sham Singh	4	Sachin Kumar JOA IT
5	Parveen Saini		
6	Manav Kumar		
62. SC/ST & Minority Cell		63. OBC Cell	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Sanjay Verma
2	Balwinder Singh Rana	2	Promila Devi
3	Rajinder Kumar	3	Sham Singh
4	Bhagwan Dass	4	Anita Saini
5	Pawitter Dulari	5	Sunil Dutt
64. Mentor Mentee Cell		65. Feedback Cell	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Ashwani Patel	1	KK Pandey
2	Sanjay Sharma	2	Karan Kumar

3	Yash Paul	3	Vipul Gautam
4	Varun Kumar	4	Manav Kumar
5	Shamli Sharma	5.	Vikas Kumar

66.Virtual Classroom (Operation & Maintenance) Committee		67.Students' Services Centre (SSC)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Raj Kumar
2	Yash Paul	2	Puneet Kanwar
3	Varun Kumar	3	Sanjay Verma
4	Sohan Singh LA	4	Shashi Kanwar
5	Sushil Kumar LA	5	Meeta Sharma
		6	Rajender Kumar
		7	Ruchy Sharma
		8	Monika Khanna
		9	Sham Singh
		10.	Gagan Deep Singh
		11	Psychiatrist/Mental Health Professional from Civil Hospital
		12	Amit Kumar (MCA)

68. CLUB INCHARGES

S. No.	Name of Club	Name of Incharge Sh./Smt./Ms./Dr.	S.No.	Name of Club	Name of Incharge Sh./Smt./Ms./Dr.
1	Eco/Green Environment Club	Sanjay Sharma	11	Patriotic Club	Monika Khanna
2	Electoral Literacy Club	Rajender Kuma	12	Skill Development Club	Sumit Kumar
3	Management Club	Ruchy Sharma	13	Innovation and Researcher's Club	Sumiksha
4	IT Club	Yash Paul	14	Placement & Employability Club	Puneet Kanwar
5	Media Club	K.K.Pandey	15	Youth Red Cross Society	Alka Rani
6	Raj Kumar	Sports Club	16	Cultural Club	Sanjay Verma
7	Women Empowerment Club	Shveta Sharma	17	Science Society	Suresh Kumar
8	Disaster Management Club	Balwinder Singh Rana	18	Mathematics Society	Ranju Banota
9	Red Ribbon Club	Shashi Kanwar	19	Literature Club	Meeta Sharma
10	Energy Club	Madan Lal	20	Adventure Club	Navita Sharma
11	Road Safety Club	Bhagwan Dass			

Advisory/Scrutiny/Discipline Committee for the admission process

The following members will advise the students regarding admission process

1. Dr. Raj Kumar (Arts)
2. Dr. Sumiksha(Science)
3. Dr. Ashwani Patel (Commerce)
4. Mr. Punit Kanwar (Self Finance)

Admission Software Technical Support Committee

The following committee members will address any technical issue/difficulty faced by the admission committees or the students during the admission process.

1. Mr. Sumit Kumar
2. Mr. Karan Kumar
3. Mr. Yash Paul
4. Mr. Sachin Kumar, JOA(IT)
5. Mr. Amit Kumar

Help-Desks for Admission

S.No.	Admission committee	Venue	Name of teacher Sh./Smt.
1	Arts	BCA Lab	1. Mr. Sohan Singh 2. Ms. Ruchika Puri
2	B. Com.	MCA Lab. I	3. Sh. Satish Kumar
3	Science	MCA Lab II	1. Mr. Sushil Kumar 2. Mr. Sachin Kumar (B. Voc.)

Categories Of Courses

The Under Graduate (TDC) Programme in Govt. College Una affiliated to HP University, Shimla is for a minimum period of three years and a maximum of five years from the date of admission of the candidate and will comprise of the following categories of courses:

1. Elective/Core Courses (DSEs)
2. Compulsory Courses (For BA & B. Com)
3. Ability Enhancement Compulsory Courses (AECCs)
4. Skill Enhancement Courses (SECs)
5. Generic Elective (GEs)

1. Elective/ Core Courses (DSEs):

a student enrolled in the undergraduate programme will have to select certain elective or core courses in the first year of their degree. These courses are known as discipline specific Elective courses (DSEs) for UG in Arts and Commerce, the students have to select 2 Elective/ Core courses. For UG in Science stream the students have to select 3 Elective/ Core courses. These Elective or Core courses continue in the second and final year of the UG Programme.

2. Compulsory Courses (For BA & B. Com):

I Compulsory English

II Compulsory Hindi/ compulsory Sanskrit

These Two Compulsory courses are selected in the first year of UG and are studied in the First and Second year of the UG programme.

3. Ability Enhancement Compulsory Courses (AECCs):

4.

I. English/Hindi/ Sanskrit

II. Environment Study

These Ability Enhancement Compulsory Courses (AECCs) are selected and studied by the students of BA, B. Com & B.Sc. in the first year of UG Programme.

5. Skill Enhancement Courses (SECs):

The students have to study two SECs which are to be taken by them from their Elective or Core Courses. Skill Enhancement Courses (SECs) are to be taken in the Second year of UG Programme and are studied in the second and final year of UG Programme.

6. Generic Elective (GEs):

The students will have to study two Generic Elective Courses (GEs) in the final year of UG programme which are to be taken by them. In case of BA, the GEs have to be selected from the (other than)

For B.Sc. and B.Com the Generic Elective Courses (GEs) have to be selected from the already taken Elective or Core courses.

Subject Combinations Allowed

Basket 1: Economics, Education, Music (Instrumental), Music (vocal), History, Journalism

(Subject combination in this basket may be allowed with the combination mentioned in basket 2 and basket 3)

Basket 2: Mathematics, Political science, Public Administration, Tour and Travel

(Subject combination allowed in this basket may be allowed with the combination mentioned in basket 1 and basket 3)

Basket 3: English, Hindi, Sanskrit, Geography, Sociology

(Subject combination allowed in this basket may be allowed with the combination mentioned in basket 1 and basket 2)

Admission Procedure

- i) The Candidates are advised to go through the prospectus carefully before filling up the admission forms.
- ii) The filled-up form, complete in all respects, must be deposited with the admission committees designated for the purpose, so that they are able to compile the data in time, for the display of merit list.
- iii) The Roster for admission and reservation printed prominently in the prospectus will be applied for admissions to all courses. Candidates applying for admission under various categories will have to specify their categories and abide by the norms applicable to various categories.
- iv) The candidates will attach the self-attested Photostat copies of their documents with the admission forms. They must bring all their original documents/certificates at the time of final admission after the display of merit list. The onus of proving the authenticity of their documents in case of any challenges lies with the candidate concerned.
- v) The final merit list will be displayed prominently on various notice boards in the college campus. The candidates figuring in the merit list must report to the concerned admission committee on the specified day and complete the formalities on the same day. They must deposit their dues on the same day. Provisions have been made to assign a single counter for the admission process so that students do not face any problems.
- vi) No request for change of subjects will be entertained.
- vi) The candidates must ensure that their admission forms bear the signature of their parents/ guardians, as per rules. Signature of any other person (not related) will be considered illegal.

Note: Online admission Process can be initiated by clicking on Online Admission 2023-24 and then New Candidate registration on the official website of College. Students may follow the steps of admission through video already uploaded on the website.

Admission for Outstanding Sportsmen/Women (As per HPU Roster)

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 expiry of the last date of submission of forms for admission in the college.

The following categories of certificates would be considered for admission against outstanding sports quota.

- a) 1st, 2nd, 3rd position holders in Zonal tournaments of Distt./ School Sports Association.
- b) Participation/Position holders in school state and School/at State and National Level.
- (c) 1st, 2nd, 3rd position holders in PYKKA Dist. Tournaments.
- c) Participation/Position in PYKKA State and National Level Tournaments.
- e) Participation/position in State level/National level open tournaments organized by the different recognized Sports Associations.
- f) Participation/Position in Women's State/National Level tournaments organized by autonomous school bodies like Navodaya/KVS/ICSE/DAV Management etc. The sportsmen/women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in the particular course as provided under the rules.

Admission for Outstanding Performance in Cultural Activities (As per HPU Roster)

1. Admission against outstanding cultural quota would be made once in the beginning of the academic session. No forms for such admission would be entertained after expiry of the last date of submission of forms for admissions in the College
2. Only those students will be eligible for admission against outstanding cultural quota that have at least I, II, III or Highly Commended and Commended position inter-School Youth Festival, State and National cultural festival in any item in any of the previous three years.

3. 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 criteria for admission in the particular course as provided under the rules.

NOTE: After admission of the ward in any course, the Parent/Guardian will automatically become a member of the college PTA.

DOCUMENTS REQUIRED (To Be Uploaded)

Since the admission process is online, the candidates are required to upload:

1. Photostat copies of all Board/University certificates from Matric onwards.
2. Original copy of Character certificate from the head of institution last attended.
3. Original Certificates for verification by committee.
4. Two passport size photographs and one stamp size for the Identity Card.
5. The candidates from other Boards/University, must submit:
 - (a) Eligibility certificate from the Board/University showing equivalence.
 - (b) Migration Certificate.
 - (c) SC/ST certificate for those seeking relaxation or weightage.
6. All girl candidates have to submit a copy of Bonafide Himachali Certificate for getting Exemption from Tuition fee as per Notification. Edu H (8) 3 (8) 1/76 dated 29-06-2001.
7. Only single girl child (Super Numerary seat)
8. Sports / Cultural certificate if any

The admissions are governed by the rules and regulations of H.P. University and are provisional till the final approval by the University.

Eligibility Conditions for UG Classes

A student who has passed 10+2 examination or an equivalent course can seek admission in the first year of three-year degree course if he/she fulfils the eligibility conditions given below:

1. A candidate seeking admission to the B.A/B.Sc./B.Com. 1st year must have Passed 10+2 or an equivalent examination of a Board/University with five subjects including English. The students who have passed their +2 examination with vocational subjects are also eligible to seek admission in BA/B.Sc./B.Com/ 1st year,

if otherwise eligible.

2. Minimum percentage of marks obtained at 10+2 level required for admission is:

B.A. (Pass) 33%

B.Sc. (Pass) 45%

B.Com i) (Pass) 45%

ii) 40% for those who have passed examination under Commerce group at 10+2 level

iii) 33% for the girls.

(Notification No. 4-9/2007-H.P.U. Academic dated 9th April 2007).

Conditions

i) A candidate seeking admission to B.A. 1st year with Mathematics as one of the subjects should have either 45% marks in aggregate or 45% in Mathematics.

ii) A relaxation of 5% marks in above eligibility criterion is available to SC/ST candidates.

iii) A relaxation of 5% at minimum qualification marks will be given to disabled persons for admission. (Notification No.EDN-H (21) MISC/2003 dated March, 2003).

iv) A candidate seeking admission to B.Com. 1st year must have passed Mathematics or Economics as an elective subject at 10+2 level.

v) A candidate seeking admission to B.Sc. 1st year must have passed non-medical/medical at 10+2 level respectively.

vi) Only pass candidates of 10+2 examination from National Institute of open school will be admitted in BA/ B.Com/B.Sc. 1st year of three years degree courses as there is no provision of awarding compartment at 10+2 level in the NIOS (Notification no. 4-9/2007-H.P.U. Academic dated 2nd January 2004 and 8th April 2005)

vii) A candidate seeking admission to B.Sc. 1st year (Computer Applications) must have passed non-medical at 10+2 level.

Criteria of Age for Admission

Age: - For Girls 23 years as on 1st July 2023 and for boys 21 years as on 1st July 2023. However, the Vice Chancellor can grant 6 months relaxation for genuine reasons.

NOTE: - Relaxation of 3 years in age limit is granted to the candidates belonging to SC & ST both for UG and PG classes.

Other Eligibility Conditions

1. A Candidate furnishing any wrong information will be punished with cancellation of admission/registration. Suitable disciplinary and legal action will be taken. Dues paid will be forfeited.
2. All admissions are provisional till these are confirmed/approved by HPU and the college will assume no responsibility for non-approval of a particular case for any reason, including equivalence cases.
3. In absence of actual marks sheet from Univ. /Board in respect of +2 or equivalent exam where the result is shown in grades/standards the minimum percentage of marks for each subject given in standard will be taken into consideration for determining eligibility.
4. The admission schedule notified by the university will be strictly adhered to. No relaxation will be given in this regard.
5. Admission is open for all students on Roll on Basis, who are otherwise eligible without waiting for final result. Roll on System means the student has appeared in the previous year examination and will go to next year as per schedule without waiting for the result of exam, and so on. However, he/she will have to complete all the formalities laid down by the college authorities if any, and depositing the prescribed fees.
6. The decision of the Principal will be final in the matter of admission and he has the power to refuse or cancel any admission without assigning any reason even on disciplinary ground

Refusal of Admission

1. A candidate who has failed twice in a class in one course/faculty will not be readmitted to the same class/course.
2. A candidate who fails in all compulsory and elective subjects shall not be readmitted to same class/course (HPU Hand Book Vol.1 p.34 article 3.4)
3. The student who has been expelled or rusticated from any college affiliated to HP University shall not be re-admitted to any course without the prior permission of Vice-Chancellor.
4. A Candidate declared RL (UMC) will not be admitted in the college.
5. A candidate shall be refused admission if his/her conduct during any previous years in the college has not been satisfactory or he/she was punished or expelled.
6. Casual admission in the college will not be allowed to any category of students due to constraint of space in the classrooms or shortage of staff.
7. The decision of the Principal shall be final in matter of admissions. He/she has the power to refuse or terminate any admission without assigning any reason or on disciplinary ground.

Cancellation of Admission

Any candidate seeking admission by furnishing false certificates/information or by suppressing any information in respect of age, subject and percentage of marks will be punished with the cancellation of his/her admission and suitable disciplinary/legal action will be taken against him/her.

Note: All the admissions are provisional till the same are confirmed /approved by the H.P.University. The college will not be responsible in case of disapproval of admission by the University.

Admission for Post-Graduate Classes

There are forty (40) seats in MA English, (40) seats in MA Pol Science, (40) seats in MA Economics and 40 seats in M.Com. The admission will be done by HP University Norms & procedure.

Rules for Migration

- Original Migration certificate of a Board/University from which the candidate migrates to this College will have to be submitted.
- The migrating student must bring with him/her:
 - I) Lecture attendance statement.
 - II) Statement of marks obtained in the Mid Term Tests.
 - III) Character Certificate from the Head of Institution last attended.
- After the migration has been sanctioned and notified by the University, the student must join the new college within the given period of time i.e.by the date given by the University.
- On joining new college, the student will have to pay all the funds for the entire year whereas the Tuition fees will be payable from the month of his joining the new college.
- No migration certificate can be issued unless the student is registered with the other University.
- A candidate migrating from this college will have to obtain clearance from the college office, Library, NCC, NSS, sports and other concerned departments.
- The admission of a student migrating from another University shall be treated as provisional and shall be confirmed when he/ she produces the migration certificate and however, that the student disqualified by any other University, shall not be given admission during the period of disqualification.

- After obtaining migration certificate from the university the student must get their college changed online from both the colleges.

Note: Migration from another College & Vice Versa is governed by HP University Rules.

Financial Assistance to poor students

A limited number of students who cannot pursue their studies due to financial constraints are provided assistance from the college Students Aid Fund (Provided they have not received assistance from any other sources).

Scholarships

There are a number of scholarships for poor and meritorious students available through various Govt. and Non- Govt. agencies.

1. Merit Scholarship
2. SC/ST Scholarship
3. OBC Scholarship
4. Dist. Soldiers Board Scholarship
5. IRDP Scholarship
6. Balmiki Scholarship
7. Post Graduate Indira Gandhi Single girl child scholarship
8. Maulana Azad merit scholarship for minority student.
9. Inspire Programme scholarship (Department of Science & Technology).
10. Kalpana Chawla scholarship.
11. Swami Vivekanand Scholarship.

Note

The eligible students have to produce their income certificate at the time of applying for the scholarship for first time. (Notification No.EDN-H (10) B 2005-06 misc-dated 30 Jan. 2006) For further details contact the college office.

Relaxations

1. As per Govt. notification No EDN&&H (8)3 (7) 1/76 dated 29-06-2007 all Bonafide Himachali girls are exempted from tuition fees. At the time of admission, they will compulsorily have to submit a certificate of permanent residence issued by a Competent Revenue Officer.

2. Only real brothers studying in the college are entitled to get half tuition fee exemption. Out of two, only one can apply for exemption and out of three studying simultaneously, two younger brothers can claim the same, by applying to the Principal, normally in the month of September.

Leave Rules

Leave shall be sanctioned on the prescribed application form obtainable from the college library. The application should be duly signed by the parents/ guardians Leave shall be granted only on the recommendation of concerned teachers. Leave for more than a day shall be granted on the basis of a Medical certificate issued by a Registered Medical Officer.

Absentee Fine

- | | | |
|----|-------------------------------------|-------|
| 1. | Absence Fine (Per period) | 1.00 |
| 2. | Absence Fine (per practical) | 3.00 |
| 3. | Absence from House test (per paper) | 10.00 |

Admission Fees:

For H.P. Bonafide Girls students, Tuition Fees Exempted.

IMPRTANT NOTE:-

- 1.No tuition fee will be charged from Himachal Bonafide girl students.
- 2.No. tuition fee will be charged from handicapped students having more than 40% disabilities. For this, a medical certificate from Dist. Medical Board will have to be produced.
- 3.If two siblings are studying in the college, the younger will be given 50% concession in tuition fee.

FEE STRUCTURE

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	B.A I Year	B.A II Year	B.A III Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tuition Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per Sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per Sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet Facility	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Geography /Music Pr. -- Elected	15 P.M	180***	180***	180 ***
19.	Math Practical-Elected	15 P.M	180***	180***	180 ***
20.	Music Vocal Pr.-Elected	15 P.M	180***	180***	180 ***
21.	Music Instrumentation Pr.-Elected	15 P.M	180***	180***	180 ***
20.	Rover & Rangers	05 P.M	60	60	60
21.	Uni. Development Fund (Once at the time of admission)	250 P.A 100 P.A (IRDP/BPL)	250/100		
22.	HPU Continuation	10 P.A		10	10
23.	HPU Sports	15 P.A	15	15	15
24.	HPU Youth Welfare Fund	15 P.A	15	15	15
25.	HPU Holiday Home	01 P.A	01	01	01
Total			1,929/-	1589/-	1589/-
For IRDP/BPL Students			1,779/-	1589/-	1589/-
For HP Bonafide Girls Students			1,329/-	989/-	989/-
For HP Bonafide IRDP/BPL Girl Students			1,179/-	989/-	989/-
***: Fee at serial no. 18,19,20 & 21 will be charged only subject to the condition if a student selects Geography/Math/Music as an elected subject.					
PTA Fund at Rs 300/- extra will be charged from the students.					

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month(P.M)	B.Com IYear	B..Com II Year	B.Com III Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tution Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per Sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per Sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Computer Practical (Commerce & Math)	15 P.M	180	180	180
19.	Rover & Rangers	05 P.M	60	60	60
20.	Uni. Development Fund (Once atthe time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
22.	HPU Continuation	10 P.A		10	10
23.	HPU Sports	15 P.A	15	15	15
24.	HPU Youth Welfare Fund	15 P.A	15	15	15
25.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,109/-	1,769/-	1,769/-
		For IRDP/BPL Students	1,959/-	1,769/-	1,769/-
		For HP Bonafide Girls Students	1,509/-	1,169/-	1,169/-
		For HP Bonafide IRDP/BPL GirlStudents	1,359/-	1,169/-	1,169/-

PTA Fund at Rs 300/- extra will be charged from the students.

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	BSc Non-Medical I Year	BSc Non-Medical II Year	BSc. Non-Medical III Year
1.	Admission Fee	25 P.A	25	25	25
2.	Tuition Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Physics Pr.	20 P.M	240	240	240
19.	Chemistry Pr.	20 P.M	240	240	240
20.	Math Pr.	15 P.M	180	180	180
21.	Rover & Rangers	05 P.M	60	60	60
22.	Uni Development Fund (Only once at the time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
23.	HPU Continuation	10 P.A		10	10
24.	HPU Sports	15 P.A	15	15	15
25.	HPU Youth Welfare Fund	15 P.A	15	15	15
26.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,589/-	2,249/-	2,249/-
		For IRDP/BPL Students	2,439/-	2,249/-	2,249/-
		For HP Bonafide Girls Students	1,989/-	1,649/-	1,649/-
		For HP Bonafide IRDP/BPL Girl Students	1,839/-	1,649/-	1,649/-
PTA Fund at Rs 300/- extra will be charged from the students.					

Sr. No.	Fee/Fund Name	Per Annum (P.A)/Per Month (P.M)	BSc Med. I Year	BSc Med. II Year	BSc Med. III Year
1.	Admission Fee	25 P. A	25	25	25
2.	Tuition Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Chemistry	20 P.M	240	240	240
19.	Botany	20 P.M	240	240	240
20.	Zoology	20 P.M	240	240	240
21.	Rover & Rangers	05 P.M	60	60	60
22.	Uni Development Fund (Only once at the time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
23.	HPU Continuation	10 P.A		10	10
24.	HPU Sports	15 P.A	15	15	15
25.	HPU Youth Welfare fund	15 P.A	15	15	15
26.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,649/-	2,309/-	2,309/-
		For IRDP/BPL Students	2,499/-	2,309/-	2,309/-
		For HP Bonafide Girl s Students	2,049/-	1,709/-	1,709/-
		For HP Bonafide IRDP/BPL Girl Students	1,899/-	1,709/-	1,709/-
PTA Fund at Rs 300/- extra will be charged from the students.					

Sr. No.	Fee/Fund Name	Per Annum (P.A)/ Per Month (P.M)	BSc. C.S. I Year	BSc C.S. II Year	BSc. C.S. III Year
1.	Admission Fee	25 P.A	25	25	25
2.	Tution Fee	50 P.M	600	600	600
3.	Library Security (Refundable)	100 P.A	100		
4.	House Exam	40 Per sem/Year	40	40	40
5.	Medical Fee	06 P.A	06	06	06
6.	Campus Development Fund	10 P.A	10	10	10
7.	Book Replacement Fund	25 P.A	25	25	25
8.	Furniture Replacement	10 P.A	10	10	10
9.	Identity Card	10 Per sem/Year	10	10	10
10.	Magazine Fund	50 P.A	50	50	50
11.	NCC Fund	10 P.A	10	10	10
12.	Student Aid Fund	02 P.A	02	02	02
13.	Cultural Activities Fund	20 P.A	20	20	20
14.	Computer & Internet	20 P.A	20	20	20
15.	A.F	25 P.M	300	300	300
16.	Sports Fund	20 P.M	240	240	240
17.	Building Fund	10 P.M	120	120	120
18.	Physics Pr.	20 P.M	240	240	240
19.	Math Pr.	15 P.M	180	180	180
20.	Computer Pr.	15 P.M	180	180	180
21.	Rover & Rangers	05 P.M	60	60	60
22.	Uni Development Fund (Only once at the time of admission)	a) 250 P.A b) 100 P.A (IRDP/BPL)	250/100		
24.	HPU Continuation	10 P.A		10	10
25.	HPU Sports	15 P.A	15	15	15
26.	HPU Youth Welfare Fund	15 P.A	15	15	15
27.	HPU Holiday Home	01 P.A	01	01	01
		Total	2,529/-	2,189/-	2,189/-
		For IRDP/BPL Students	2,379/-	2,189/-	2,189/-
		For HP Bonafide Girls Students	1,929/-	1,589/-	1,589/-
		For HP Bonafide IRDP/BPL Girl Students	1,779/-	1,589/-	1,589/-
PTA Fund at Rs 300/- extra will be charged from the students.					

Hostel Charges & Rules

The college has a Boys Hostel with a capacity to accommodate 36 students. The seats in the hostel will be allotted on the basis of academic merit and as per the specified quota.

Fees, Funds and Fine

Fees & Funds are charged as under:

1. At the time of admission for full session.
2. Fine and other dues, if any shall be realized in the month of February.

H.O./Ac	Fee Fund	Amount to be charged
1. Govt. Fund	Hostel/Admn. Fee	10.00 p.a.
	Room Rent	360.00 p.a.
2. College Dues	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	500.00 p.a.
	Utensil charges	30.00 p.a.
	Hostel Identity Cards	5.00 p.a.
	Common Room Fund	120.00 p.a.
	Attendant fee	300.00 p.a.
	Clerical Assistance fee	60.00 p.a.
	Electricity charges	360.00 p.a.
	Water charges	120.00 p.a.
	Sweeper charges	180.00 p.a.
	Depreciation charges	100.00 p.a.
	Total	2645.00
	Mess Charges extra	

Rules to be observed by the inmates

1. Entry of outsiders in the hostel is strictly banned.
2. Use of drugs, intoxicants and smoking are strictly prohibited. Anyone found indulging in these will be asked to evict the hostel immediately.
3. No inmate will be allowed to use electrical appliances & tape recorders in the room.
4. No boarder is allowed to go out of hostel after the scheduled time without the permission of Hostel Warden.
5. On vacating the hostel, the boarder shall have to produce 'No Dues' certificate from the Hostel Warden. Boarder has to vacate the hostel within three days of the end of Academic Session.
6. Ragging is an offence which can result in immediate eviction from the hostel and will attract more stringent actions such as rustication from the college and lodging of FIR with the police.
7. No inmate is allowed to damage the hostel property, If found guilty strict action will be taken against him.
8. No inmate is permitted to take bath or wash clothes openly in the premises.
9. Parking Vehicles inside the hostel building is prohibited.

University and House Examinations & attendance

1. It is compulsory to fulfil Lecture Attendance & House Test condition laid by the University. In case a student fails to fulfil any of these conditions he/she will not be allowed to sit in the annual examinations as per the resolution of the university Academic council which states that a student on the rolls of the college shall be eligible to be admitted to the University Examination, if he/ she.

- i) Has attended 75% of the total lectures delivered in each of the concerned courses in theory as well as in practical.
- ii) Secured 20% marks in each subject or 30% of the aggregate marks in all compulsory and Elective Subject in the House Test. The student abstaining from house test shall be fined as per rules.

Students Course Wise Assessment and Evaluation

All Courses involve an evaluation system of students that has following two components

(a) Continuous Comprehensive Assessment (CCA)

Accounting for 30% of the final grade that the student gets in a course, and

(b) End Semester Examination

Accounting for the remaining 70% of the final grade that the student gets in a course.

Note : A student will have to pass both the components (i.e. CCA and ESE) separately with 35% marks each and 40% in aggregate to become eligible to be declared successful in a course.

CCA will comprise of :

a. Mid -Term Maximum Marks -15

Mid- Term Test will be conducted by the college

b. Seminar / Assignment Maximum Marks -10

c. Attendance Minimum requirement 75% Maximum Marks -05

2. The name of the students who remain absent for ten days continuously from any class without proper sanctioned leave shall be struck off from the college rolls. However, the Principal at his discretion and after the recommendation from teacher concerned; may re-admit such students on paying the re admission fees as mentioned below on a prescribed Proforma within 10 days of striking of the name.

Readmission Fees

First time: Rs. 100/- Second Time: Rs. 200/-

No student will be readmitted for the third time in a session.

Note: - Internal Assessment scheme for P. G. classes has been introduced by HPU for which 20% of Maximum Marks in each paper are to be further sub – divided as:

- a. Weightage for attendance- 5%
- b. Performance in any one of the following- 15%
 1. Assignment writing.
 2. Seminar Presentation.

Library Rules

1. There is a provision for library cards for the students who wish to avail the library facilities. The library card can be had from the Library in charge on production of identity Card.
2. A Book issued can be kept for a period of 15 days. Delay will be charged @Rs. 1/- per Day.
3. Text books and reference books will not be issued.

4. U.G. students in all streams can borrow maximum upto 3 books at a time.
5. The books must be handled carefully. Any loss or damage will have to be paid for with special permission of the principal.

College Magazine (Sombhadra)

The college Magazine "SOMBHADRA" is brought out every year to provide a forum to the students for an expression of their creative talents in form of articles, poems stories etc. It also contains the selected photographs of different college activities and that of students who excel in different fields during the session.

Tutorial Management Cell

In order to encourage interaction between students and teachers, the Tutorial Groups are created. The students can discuss their problems with their tutors.

Students Grievance Redressal Cell

In accordance with the UGC (Redressal of Grievances of Students) Regulations , 2023 ,with an objective to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto to a student 's Grievance Redressal

committee (SGRC) has been formed in the college which will consider the grievances of aggrieved students (defined as per the provisions of the UGC Act, 1956 (3 of 1956)) following principles of natural justice. The SGRC shall send its report with recommendations, if any, to the competent authority within a period of 15 working days from the date of receipt of complaint.

IGNOU

A Study Centre of Indira Gandhi National Open University (IGNOU) is working in the college with Dr. Meeta Sharma as its coordinator. The Study Centre provides courses in various disciplines; Undergraduate and Post graduate courses along with diplomas in various categories. It caters to the need of professionals as well as students who want to pursue these courses as a part time arrangement. Around 4000 students are being benefitted by this Study Centre.

N.C.C., N.S.S., Rovers & Rangers

1. **NCC:** -There is a provision for NCC (both girls and boys) in the college. Enrolment begins with the commencement of the session.
2. **NSS-** National Service Scheme (N. S. S.) is currently having two units in this college with enrolment of one hundred volunteers each under the guidance of a Programme Officer for each unit. These units are engaged in regular as well as Special Camp activities in and around the college, as envisaged under the spirit of the scheme. Enrolment is by selection within a month of the admission in the college.
3. **ROVERS AND RANGERS-** The Bharat scouts and Guides is an organization, devoted to the development of character of the young generation and selfless service to

the country. There are more than 250 million people in 216 countries with 153 internationally recognized organization under the umbrella of Scout and Guides. The movement is steadily marching ahead in Himachal Pradesh. A unit of the organization is active in the college.

Sports & Co-Curricular Activities

The college provides excellent facilities to sports persons. The disciplines in which the college prepares teams for University Championship are: Athletics, Boxing, Chess Cricket, Hockey, Football, Volleyball, Badminton, Handball etc. The students are trained by experienced coaches. A committee of teachers actively participates in the selection of college teams for various events.

The college also provides guidance to students in various cultural activities for participation in HPU Youth Festival Group I to IV.

Community Participation

(a) PTA (Parent Teacher Association): The PTA body has been constituted we session 2004-05 to work for the overall development of the college. Election to this body is held every year. All parents/guardians are requested to spare their valuable time for the General Body meeting of PTA as and when the date is notified.

(b) OSA (Old Students Association): An Old Students Association comprising of the Alumni of this college has been constituted w.e.f. session 2004-05. Apart from the nostalgic reasons, this association has been constituted to make a contribution towards developmental activities of their alma mater.

Central Students College Association (CSCA)

The CSCA of the college students is elected in the beginning of the session according to the university rules. The body helps the college authorities to maintain discipline in the college as well as facilitate and the developmental activities. For many years now, the CSCA is nominated on the basis of merit as election to this association has been

discontinued.

Award of Prizes in Annual Function

Prizes are given to the students securing positions in the University/House examination sports and other extracurricular activities .The prize money is decided by the Advisory Committee.

Academic Prizes

1. Students securing first to tenth position in HPU /Annual Examination.
2. Ist/ 2nd/ 3rd position in the college in aggregate in H. P Annual/House examination and I/II position in all subjects in the college in HPU Annual/ House examination.

Sports, Cultural & Co- Curricular Prizes

1. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter college championships Annual College Athletic Meet and championship in Intra-College events.
2. Youth Festival prizes would be at par with the sports prizes.
3. NCC/NSS students participating in RD Parade, NCC Cadets appointed as SUO and UO for the session and declared the Best Cadet.
4. NSS volunteers appointed president/ declared Best Volunteer in each unit (M& F both).
5. SCA Office bearers be given Blazer Cloth at the time of Oath taking ceremony.
6. Rangers & Rovers participation in State Level Camp.

7. Blood Donors, special prizes for extra ordinary contribution in the college activities.

Rules & Guidelines for Educational Tours

1. Faculty wise educational tours will be allowed during vacations/ gazetted holidays. Preference will be given to the senior classes. The willing students must apply for the educational tour at least 20 days in advance in case of journey by bus and 45 days in advance case of journey by train.
2. A written consent of college official/ teacher who will accompany the tour, the tour programme/diary, NOC/ bus fare certificate from HRTC and the list of students with name, father's name, class, roll number and signatures of students must be submitted to the tour committee at least five days before proceeding on tour.
3. An undertaking/ indemnity bond on a Proforma supplied by the college must be submitted by the parents of the students who are going on tour.
4. The students must deposit the tour charges to the tour manager at least 5 days before proceeding on tour as decided by the authorities. A detailed report regarding learning and experiences of tour should be submitted to the tour committee within 15 days after completion of the tour.
5. Educational tours shall be flagged off by the tour Committee from the college campus after completion of all the formalities and finally with intimation to the Principal.

Code of Conduct

1. In the college premises every student must be in possession of her valid Identity Card & must wear it throughout till she is on college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.
2. Students must maintain strict discipline and decorum in the college campus.
3. Students should be Punctual in attending their classes.
4. Students are not allowed to attend classes other than their own, without the prior permission of the Principal.
5. Students are not permitted to bring any outsiders to the College Campus without prior permission of the Principal.
6. A student must attend all the tests, tutorials and examinations conducted by the College.
7. Every student must complete, all the academic work assigned to her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
8. No student should loiter in the corridor or college campus during lecture hours. When they are free, they should go to the library / common room / canteen. No student is permitted to miss the lectures and sit in the canteen / common room / library.
9. Students are not allowed to go out of the College premises, in between the lecture periods or practicals without the permission of the Class in charge Teacher / Principal.

10. Every student must always be modestly dressed and observe decorum with regard to both clothing and behavior and should take utmost care not to disturb the working of her own class as well as that of others. For self-financing courses students will have uniform approved by the management.

11. Students are not allowed to organize picnics/ activities without prior permission of the Principal.

12. No student shall collect any money as contribution towards picnics, trips, educational tours, get together, study-notes, charity or any other activity without the prior permission of the College Principal.

13. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any willful damage to the property of the College will be dealt with as breach of discipline and is liable for punishment. Such incidences should promptly be reported to the College Principal.

14. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.

15. Students should deposit any lost property found by them in the College Office. Such incidences are displayed on the Notice Board. Owners of lost property should enquire and claim the same from the office.

16. If a student remains absent without giving a leave application for sizable length of time, her name is liable to be removed from the College rolls.

17. Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or

within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters. Application forms are available within or 2 days after joining back (in case of illness) in our office.

18. Absence of the student on valid grounds at lectures/ practicals / tutorials / tests/ examinations must be communicated to the College Principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. through the respective class teacher.

19. Students who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural or any other activities for and on behalf of the College/ Activity group, should submit the applications countersigned by the respective Teacher -in-charge before the commencement of such leave, failing which they will be treated as defaulters.

20. Parents/ Guardians if accompanying students should sign the visitors register at the gate and maintain decorum in the college.

21. All other relatives are directed to obtain written permission from the principal if they want to represent any student.

22. Parents of students are requested to kindly contact the Teacher-in-charge of class, Head of Department, Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.

23. Counseling center and Mentor System: It has been observed that some of the students have personal problems, causing stress and strain. The college has appointed a councilor to help such students to cope with these problems. The students/ parents are requested to make use of this facility. All matters will be kept confidential. The college has also set up mentor System having teacher mentor to guide the students in their difficulties. In case of any problem, personal or

academic, students should report to the teacher-in-charge Mentor teacher who will help them solve their problems.

24. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal.

25. Outsiders should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.

26. A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.

27. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly/ destructive activities on the part of the students either in the class room or outside the class room in the College premises.

28. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.

29. All rules and regulations enforced and implemented by the college / Management / U.G.C / University / Government from time to time will remain binding on students.

30. Any cost incurred by the college on account of communication owing to indiscipline/default of attendance / not appearing for mandatory internal examinations / viva / not submitting projects by students / any other matters pertaining to college administration related to students will be recovered from the concerned student.

RAGGING: A PUNISHABLE OFFENCE

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTION ACT

(PROHIBITION OF RAGGING ACT, 2009) defines ‘Ragging’ as doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student.

Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student, will not be willing to do in the ordinary course

A student who commits the offence of ragging shall be punishable with a imprisonment for a term which may extend to three years or shall also be liable to the fine which may extend Rs.50,000/- or both.

If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he shall be dismissed from the college and such student will not get admission in any other college for a period of three years from the date of his dismissal from the college



TOLL FREE
UGC HELPLINE
1800-180-5522



Use of Mobile phones is strictly prohibited in classrooms and campus as per Government instruction strict action will be taken against the defaulters. Mobile phones can be used only in canteen and the common room

Breach of Discipline

1. Any disruptive activities or use of force.
 2. Writing obscenities on walls, desks and blackboards.
 3. Making noise or raising slogans that disturb teaching in the campus.
 4. Smoking or entering the campus under the influence of drugs, liquor etc.
 5. Plucking flowers or damaging the plants in college campus.
 6. Bringing outsiders to the campus.
 7. Tampering with electrical fittings, fans etc.
 8. Misbehaviour of any kind.
 9. Misbehaviour with female students.
 10. Use of cell phones in classrooms, library, and in the campus and unauthorized use of loudspeakers, Public address systems. The teaching staff is vested with all the rights to punish or recommend for punishment any activity/ activities that amounts to breach of discipline.
- Coming to the college without identity – Card

NOTE: - All the students are advised to read the Notice Boards and browse the college website regularly for important updates.

IMPORTANT DATES AND LINKS

Submission of admission forms B.A./B.Sc./B.Com. : 30-06-2023 to 08-07-2023

Display of 1st Merit List for B.Com. 1st : 08-07-2023 at 5.00 PM

Fee to be Deposited: 10-07-2023 to 12-07-2023

Display of 1st Merit List for B.Sc.I Computer Science : 08-07-2023 at 5.00 PM

Fee to be Deposited: 10-07-2023 to 12-07-2023

Display of Second Merit List B.Com. 1st and B.Sc. 1st (Computer Science): 12-07-2023 at 5.00 PM

Fee to be Deposited: 13-07-2023 to 14-07-2023

Note: 2nd merit list for B.Com. 1st and B.Sc. 1st (computer science) will only be declared if any seat remains vacant.

Govt. College, Una Website: <https://www.govtpgcollegeuna.in/>

Online Registration Link: <https://newadmission.govtpgcollegeuna.in/>

Mentor Mentee System: <https://www.govtpgcollegeuna.in/mentor-mentee-system/>

Minority Cell: <https://www.govtpgcollegeuna.in/minority-cell/>

OBC Cell: <https://www.govtpgcollegeuna.in/obc/>

Anti Ragging Cell: <https://www.govtpgcollegeuna.in/anti-ragging-cell/>

Administrative Committees: <https://www.govtpgcollegeuna.in/commitees/>

Scholarships: <https://www.govtpgcollegeuna.in/scholarship/>

Emergency Helpline Numbers

1. National Emergency No. - 112
2. National Disaster Management Authority - 1078
3. Himachal Pradesh State Disaster Management Authority - 1070
4. District Disaster Management - 1077
5. Police - 100-01702-222522
6. Fire - 101-01702-222500
7. Ambulance - 108-102
8. Gudiya Helpline Number - 1515
9. Hoshiyar Singh Helpline Number - 1090
10. All India Anti-Ragging Helpline - 1800-180-5522, 155222



Higher Education Institution Society



Prospectus (Self Finance Courses, HPU) Session 2023-24

www.govtpgcollegeuna.in

01975-226035

gpgcuna68@gmail.com

gcuna-hp@nic.in



From the Desk of the Principal

Dear students,

The corporate scenario is constantly evolving and ever-expanding. This college has ventured into self-financing course to meet this globally challenging corporate environment. Our programs craft students with well-researched business insights, critical thinking and decisions making skills to churn out well round individuals having leadership attributes. The college fortress an atmosphere of intellectual vigor and moral rectitude in which the youth may find their fulfillment and achieve success as contributing citizens. It bridges the gap between classroom learning and practical experience thereby creating business-ready corporate dedicated staff and respected professionals as visiting faculty. Besides, an emphasis on extracurricular activities and sports, help students develop into promising professionals. We in the college are working on the philosophy not to follow the beaten track but to discover new routes. On behalf of the college, I deem great pleasure to invite you to the various programs offered with a wide range of facilities to foster the overall development of the youth.

JAI HIND, JAI HIMACHAL

Prof. Darshan Kumar

Director Cum Principal

Govt. College Una, (H.P.)

Faculty Profile

Director cum Principal (Offc.)
Prof. Darshan Kumar
Tel.: 01975-226035

Coordinator BBA
Dr. Raj Kumar
Associate Professor

Coordinator BCA and PGDCA
Dr. Suresh Kumar
Associate Professor

TEACHING STAFF

BBA

Ms. Anjali Kaundal
 M.A.(Economics),M.B.A.

Mr. Vijay Kumar
 M.Com.,M.Phil.

Ms. Kiran Bala
 M.Com. (NET)

Ms. Richa Sharma
 M.B.A.

Ms. Monika Raizada
 M.B.A.

BCA

Ms. Ritu Puri
 M.C.A.

Ms. Anu Sharma
 M.A. (Maths), M.Sc.IT

Ms. Pooja Thakur
 M.Sc. (Maths) ,M.Phil

Mr. Vikas Sharma
 M.C.A.

Ms. Bandna Sharma
 M.Com, M.C.A.

PGDCA

Ms. Gurpreet Kaur
 M.C.A.

NON-TEACHING STAFF

Ms. Anita Devi

Mr. Achhar Kumar

Mr. Sohan Singh

Mr. Satish Kumar

D/A, BBA

D/A, BCA/PGDCA

L.A., BCA

L.A., BBA

The Institution

The persistent efforts of many intellectuals and philanthropists in particular, and the local public in general, bore fruits and Govt. College Una started functioning in July 1968. The campus is located on Una-Nangal-Chandigarh Road and is spread over an area of several acres in sylvan surroundings that bless it with an unmatched serenity and provide a congenial academic atmosphere. The institution owns a colossal building having different blocks for Science, Humanities, Commerce and professional courses such as Business Administration (BBA), Computer Science (BCA) & PGDCA. The College has four well equipped computer labs with INTERNET facility, ICT classrooms, Seminar Hall, Botanical Garden and a library with more than 22,000 books and hundreds of periodicals. Besides residential accommodation for teaching and non-teaching staff, there is a boys hostel with limited capacity. The interested students can also join NCC and NSS. The career guidance and counseling cell has also been providing its services to the students. In addition to this, Kangra Central Co-operative Bank is situated in the campus while State Bank of Maharashtra is at a distance of few steps from the college gate.



ADMINISTRATIVE COMMITTEES

1. CHIEF TUTOR		2. DEAN OF STUDENT WELFARE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sh. Darshan Kumar (officiating Principal)	1	Sh. Raj Kumar
3. SENIOR TUTOR SCIENCE		4. SENIOR TUTOR ARTS	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Dr. Sumiksha	1	Prof. Meeta Sharma
5. SENIOR TUTOR COMMERCE		6. BURSAR	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Prof. Ruchy Sharma	1	Prof. Bhagwan Dass
7. ADVISORY COMMITTEE		8. DISCIPLINE COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Puneet Kanwar
2	Sumiksha	2	Balwinder Singh
3	Ashwani Patel	3	Meeta Sharma
4	Puneet Kanwar	4	Monika Khanna
5	Sanjay Verma	5	Gagan Deep
6	Suresh Kumar	6	Karan Kumar
7	Balwinder Singh Rana	7	Upasna
8	Meeta Sharma	8	Shamli Sharma
9	Ruchy Sharma	9	Kiran Bala
10	Bhagwan Dass	10	Ritu Puri
11	Meena Soni		

9. LIBRARY COMMITTEE		10.STUDENT WELFARE AND SCHOLARSHIP COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shashi Kanwar	1	Bhagwan Dass(N.O.)
2	Rajinder Kumar	2	Pawitter Dulari
3	KK Pandey	3	Madan Lal
4	Ruchi Sharma	4	Gagan Deep
5	Madan Lal	5	Manjeet Singh
6	Varun Kumar	6	Sunil Dutt
7	Meena Soni (Librarian)	7	Varun Dhiman
8	Renu Narula (Asstt. Librarian)	8	Ritu Puri
9	Sohan Singh	9	Vijay Kumar
		10	Manav Kumar
		11	Sachin JOA (IT)
		12	Amit Kumar
11.House Exam / Cca Committee		12.Csca Advisory Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Meeta Sharma
2	Pawitter Dulari	2	Rajinder Kumar
3	Rakesh Kumar	3	Ruchy Sharma
4	Monika Khanna	4	Promila Devi
5	Richa		
6	Varun Dhiman		
7	Sunita Devi LA		
8	Rajinder Singh LA		
13.Career Guidance & Placement Cell		14.Shamiana & Sitting Arrangement Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Rajender Kumar
2	Rash Pal	2	Rakesh Kumar
3	KK Pandey	3	Manjeet Singh
4	Gagan Deep	4	Vipul Gautam
5	Sunil Dutt	5	Varun Dhiman
6	Manav Kumar	6	Damyanti Devi JOA(IT)
7	Rash Pal	7	Charan Dass LA
8	Vijay Kumar	8	Ravinder Kumar LA
9	Vikas Kumar	9	Bhupinder Singh LA

15.Tours And Travels Committee		16.Sports & Gymnasium Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	KK Pandey	1	Raj Kumar
2	Rakesh Kumar	2	Ashwani Patel
3	Vipul Gautam	3	Sumit Kumar
4	Monika Thakur	4	Rakesh Kumar
5	Varun Dhiman	5	Promila Devi
6	Satinder Kumar	6	Achhar Kumar
17. Cultural Activities Committee		18. Canteen Maintenance Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Sanjay Sharma
2	Shashi Kanwar	2	Navita Sharma
3	Meeta Sharma	3	Anita Saini
4	Navita Sharma	4	Parveen Saini
5	Anita Saini	5	Monika Thakur
6	Karan Kumar		
7	Monika Thakur		
8	Ashok Kapil		
9	Anjali Kaundal		
10	Kiran Bala		
19.Time Table Committee		20.Furniture Black Board Etc. Purchase & Repair Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Sharma	1	Shveta Sharma
2	Bhagwan Dass	2	Richa
3	Madan Lal	3	Jag Mohan
4	Gagandeep Singh	4	Manjeet Singh
5	Jag Mohan	5	Parveen Saini
		6	Khem Raj LA
		7	Rajinder Singh L.A.

21. U.G.C. COMMITTEE	22. PRESS & PHOTOGRAPHY COMMITTEE
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S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Sharma	1	Meeta Sharma
2	KK Pandey	2	KK Pandey
3	Navita Sharma	3	Vipul Gautam
4	Karan Kumar		
5	Pawan Kumar JOA(IT)		
23.COLLEGE LAND & PROPERTY COMMITTEE		24. ADVENTURE CLUB	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Navita Sharma
2	Suresh Kumar	2	Promila Devi
3	Sanjay Verma	3	Sham Singh
4	B.S. Rana	4	Richa
5	Meeta Sharma	5	Anita Saini
6	Satinder Kumar	6	Jag Mohan
7	Pawan Kumar JOA(IT)		
25. HOSTEL DISCIPLINE & MAINTENANCE COMMITTEE		26.ELECTRICITY RESTORATION & GENSET MAINTENANCE COMMITTEE	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sanjay Verma	1	Pawitter Dulari
2	Rajinder Kumar	2	Madan Lal
3	KK Pandey	3	Alka Rani
4	Rakesh Kumar	4	Richa
5	Sham Singh	5	Manav Kumar
6	Sunil Dutt	6	Vikas Sharma
7	Vipul Gautam	7	Vijay Kumar
		8	Bhupinder Singh LA

27. IQAC (INTERNAL QUALITY ASSURANCE CELL)

S.No.	Name	S.No.	Name Sh./Smt./Ms./Dr.
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	Sh./Smt./Ms./Dr.		
1	Raj Kumar	10	Madan Lal
2	Sumiksha	11	Karan Kumar
3	Suresh Kumar	12	Anita Saini
4	Ruchy Sharma	13	Meena Soni (Librarian)
5	Sumit Kumar	14	Suman Kumari Sen. Adm. Officer
6	Shveta Sharma	15	Pawan Kumar JOA IT
7	Sanjay Sharma	16	Amit Kumar Clerk MCA
8	Bhagwan Dass	17	PTA president
9	KK Pandey	18	CSCA President
28. Anti Ragging Squad		29. Women Redressal/Gender Equity Cell	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Sumiksha
2	B.S. Rana	2	Navita Sharma
3	Rakesh Kumar	3	Ranju Banota
4	Gagan Deep	4	Alka Rani
5	Sham Singh	5	Anita Saini
6	Alka Rani	6	Renu Narula
7	Upasna Sharma MCA	7	Aarushi Sharma
8	Ashok Kapil MBA	8	Anu Sharma
		9	Sunita Devi LA
		10	Anita Devi Clerk

30. Student Grievances Redressal Committee		31. Magazine Editorial Board	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	Meeta Sharma
2	Sumiksha	2	Rajinder Kumar
3	Suresh Kumar	3	Shveta Sharma
4	Shashi Kanwar	4	Alka Sharma
5	Sanjay Verma	5	Yash Paul
6	Gagan Deep	6	Varun Dhiman

7	CSCA President	7	Hindi
32. Magazine Compiling and Printing Committee		33. Anti-Drugs Campaign Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shashi Kanwar	1	Raj Kumar
2	Shveta Sharma	2	Sanjay Verma
3	Jag Mohan	3	Ranju Banota
4	Meena Soni	4	Rakesh Kumar
5	Renu Narula	5	Monika Khanna
6	Anita Devi	6	Gagan Deep
34. Girls Common room supervision & Maintenance		35. NSS Officers	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Navita Sharma	1	Promila Devi
2	Pawitter Dulari	2	Manjeet Singh
3	Alka Sharma		
4	Richa		
5.	Veena Sweeper		
36. Nodal Officers RUSA		37. Water Supply & Restoration Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Rajinder Kumar
2	Meeta Sharma	2	Pawitter Dulari
3	Pawan Kumar, JOA IT	3	Sham Singh
		4	Sunil Dutt
		5	Varun Dhiman
		6	Rajinder Singh LA
		7	Bhupinder Singh LA

38. House Allotment Committee		39. First Aid Committee/Health Centre	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Puneet Kanwar	1	Shashi Kanwar
2	Shashi Kanwar	2	Rakesh Kumar
3	Balwinder Singh Rana	3	Ranju Banota
4	Ruchy Sharma	4	Richa
5	Bhagwan Dass	5	Richa Sharma
		6	Rajni

		7	Anu Sharma
		8	Ashok Kapil
40. Campus Development & Beautification Committee		41. Internet Working & Maintenance Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Ashwani Patel	1	Madan Lal
2	Sanjay Sharma	2	Sunil Dutt
3	Promila Devi	3	Vipul Gautam
4	Sham Singh	4	Yash Paul
5	Sunil Dutt	5	Manav Kumar
6	Manjeet Singh	6	Amit Kumar
7	Vijay Kumar	7	Sushil Kumar MCA Lab
8	Aarushi Sharma	8	Sohan Singh BCA Lab
9	Anjali Kaundal	9	Satish Kumar BBA Lab
10	Khem Raj SLA		
11	Charan Dass LA		

42. Online Admission Technical Support Committee		43. Swachhata Abhiyan Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Promila Devi
2	Karan Kumar	2	Sham Singh
3	Yash Paul	3	Ranju Banota
4	Sachin Kumar JOA IT	4	Gagan Deep
5	Amit Kumar	5	Manjeet Singh
		6	Parveen Saini
		7	Monika Thakur
		8	Upasna Sharma
		9	Nisha Sharma
		10	Ritu Puri
		11	Ashok Kapil
44. Bus Pass Attestation Committee (Science)		45. Bus Pass Attestation Committee (Arts)	

S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Shveta Sharma	1	Rajinder Kumar
2	Pawitter Dulari	2	Navita Sharma
3	Richa	3	KK Pandey
4	Sunil Dutt	4	Rakesh Kaundal
5	Yash Paul	5	Manjeet Singh
6	Varun Dhiman	6	Monika Thakur
46. Bus Pass Attestation Committee (Commerce)		47. Bus Pass Attestation Committee (Sf)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Ruchy Sharma	1	Raj Kumar, Coordinator BBA
2	Alka Rani	2	Puneet Kanwar, coordinator MCA
3	Parveen Saini	3	Ashwani Patel Coordinator MBA
		4	Suresh Kumar, Coordinator BCA & PGDCA
		5	Sanjay Sharma, Coordinator B.Voc.

48. Public Announcement (Pi)/Sound System Maintenance		49. Digital Screen Display Committee (Operation & Maintenance)	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumiksha	1	Sumit Sharma
2	Ruchy Sharma	2	Karan Kumar
3	Monika Khanna	3	Vipul Gautam
4	Parveen Saini	4	Upasna
5	Charan Dass, LA	5	Vikas Sharma
		6	Gurpreet Kaur
		7	Sushil Kumar, MCA
		8	Sohan Singh, LA
50. Clubs And Societies		51. Ek Bharat Shresth Bharat	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Meeta Sharma	1	Sanjay Verma
2	Alka Rani	2	Shveta Sharma
3	Richa	3	Ranju Banota

4	Jag Mohan	4	Sunil Dutt
5	Manjeet Singh	5	Parveen Saini
		6	Manjeet Singh
		7	Varun Dhiman
52. Purchase Committee (Gem)		53. Committee For Taking Care Of Divyangjan Students	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Ruchy Sharma
2	Sanjay sharma	2	Anita Saini
3	Madan Lal	3	Jag Mohan
4	K K Pandey	4	Manjeet Singh
5	Satinder Kumar, Sr. Asstt.	5	Parveen Saini
6	Pawan Kumar, JOA.IT	6	Sunita Devi, LA
		7	Bhupinder Singh LA

54.Internal Complaint Committee		55. Social Media Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Raj Kumar	1	K K Pandey
2	Sumiksha	2	Karan Kumar
3	Puneet Kanwar	3	Vipul Gautam
4	Ruchy Sharma	4	Anjali Kondal
5	Suman Kumari, Supintendent G1	5	Tanu Sharma
6	PTA President	6	Rajni Bala
56.CCTV Cameras Working & Maintenance		57.Road Safety Club	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Bhagwan Dass
2	Ranju Banota	2	K K Pandey
3	Yash Pal	3	Monika khanna

4	Love Jaswal	4	Gagan Deep
5	Amit Kumar	5	Ranju Banota
6	Satish Kumar	6	Alka Rani
58.Ncc Officers		59. Rovers & Rangers Incharges	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Gagan Deep	1	Sham Singh
2	Lt. Monika khanna	2	Ranju Banota

60.Energy Club		61.Website Updation Committee	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Madan Lal	1	Sumit Kumar
2	Jag Mohan	2	Yash Paul
3	Vipul Gautam	3	Love Jaswal
4	Sham Singh	4	Sachin Kumar JOA IT
5	Parveen Saini		
6	Manav Kumar		
62. SC/ST & Minority Cell		63. OBC Cell	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.
1	Suresh Kumar	1	Sanjay Verma
2	Balwinder Singh Rana	2	Promila Devi
3	Rajinder Kumar	3	Sham Singh
4	Bhagwan Dass	4	Anita Saini
5	Pawitter Dulari	5	Sunil Dutt
64. Mentor Mentee Cell		65. Feedback Cell	
S.No.	Name Sh./Smt./Ms./Dr.	S.No.	Name Sh./Smt./Ms./Dr.

1	Ashwani Patel	1	KK Pandey
2	Sanjay Sharma	2	Karan Kumar
3	Yash Paul	3	Vipul Gautam
4	Varun Kumar	4	Manav Kumar
5	Shamli Sharma	5.	Vikas Kumar

66.Virtual Classroom (Operation & Maintenance) Committee		67.Students' Services Centre (SSC)	
S.No.	Name Sh./Smt./Ms./Dr.	S.N o.	Name Sh./Smt./Ms./Dr.
1	Sumit Kumar	1	Raj Kumar
2	Yash Paul	2	Puneet Kanwar
3	Varun Kumar	3	Sanjay Verma
4	Sohan Singh LA	4	Shashi Kanwar
5	Sushil Kumar LA	5	Meeta Sharma
		6	Rajender Kumar
		7	Ruchy Sharma
		8	Monika Khanna
		9	Sham Singh
		10.	Gagan Deep Singh
		11	Psychiatrist/Mental Health Professional from Civil Hospital
		12	Amit Kumar (MCA)

68. CLUB INCHARGES

S. No.	Name of Club	Name of Incharge Sh./Smt./Ms./Dr.	S.No.	Name of Club	Name of Incharge Sh./Smt./Ms./Dr.
1	Eco/Green Environment Club	Sanjay Sharma	11	Patriotic Club	Monika Khanna
2	Electoral Literacy Club	Rajender Kumar	12	Skill Development Club	Sumit Kumar
3	Management Club	Ruchy Sharma	13	Innovation and Researcher's Club	Sumiksha
4	IT Club	Yash Paul	14	Placement & Employability Club	Puneet Kanwar
5	Media Club	K.K.Pandey	15	Youth Red Cross Society	Alka Rani
6	Raj Kumar	Sports Club	16	Cultural Club	Sanjay Verma
7	Women Empowerment Club	Shveta Sharma	17	Science Society	Suresh Kumar
8	Disaster Management Club	Balwinder Singh Rana	18	Mathematics Society	Ranju Banota
9	Red Ribbon Club	Shashi Kanwar	19	Literature Club	Meeta Sharma
10	Energy Club	Madan Lal	20	Adventure Club	Navita Sharma
11	Road Safety Club	Bhagwan Dass			

Admission Committees

Time: - 10.00 AM to 2.30 PM

S. No.	Admission committee	Venue	Name of teacher Sh./Smt.
1	BBA	BBA department	1. Dr. Raj Kumar (Convener) 2. Ms. Anjali Koundal 3. Kiran Bala 4. Richa Sharma 5. Vijay Kumar 6. Monika Raizada
2	BCA & PGDCA	BCA department	1. Dr. Suresh Kumar (Convener) 2. Ritu Puri 3. Anu Sharma 4. Pooja Thakur 5. Vikas Sharma 6. Bandana Sharma (PGDCA) 7. Gurpreet Kaur(PGDCA)

Advisory/Scrutiny/Discipline Committee for the admission process

The following members will advise the students regarding admission process

1. Dr. Raj Kumar (Arts)
2. Dr. Sumiksha(Science)
3. Dr. Ashwani Patel (Commerce)
4. Mr. Punit Kanwar (Self Finance)

Admission Software Technical Support Committee

The following committee members will address any technical issue/difficulty faced by the admission committees or the students during the admission process.

1. Mr. Sumit Kumar
2. Mr. Karan Kumar
3. Mr. Yash Paul
4. Mr. Sachin Kumar, JOA(IT)

5. Mr. Amit Kumar

Help-Desks for Admission

S.No.	Admission committee	Venue	Name of teacher Sh./Smt.
1	Arts	BCA Lab	1. Mr. Sohan Singh 2. Ms. Ruchika Puri
2	B. Com./BBA/BCA	MCA Lab. I	1. Sh. Satish Kumar
3	Science	MCA Lab II	1. Mr. Sushil Kumar 2. Mr. Sachin Kumar (B. Voc.)

Admission Schedule (BBA, BCA)

S. No.	Particulars	Date
1	Date of online registration and submission of online examination forms	01-06-2023 to 30-06-2023(up to 5pm)
2	Date of display of first merit list	01-07-2023(4:00 pm)
3	Date of fee deposition by selected students of the first merit list	02-07-2023 to 04-07-2023
4	Date of display of second merit list	05-07-2023(4:00 PM)
5	Date of fee deposition by selected students of the second merit list	06-07-2023 to 08-07-2023

For detailed information (age, eligibility etc.) please go through the prospectus uploaded on

College website: <https://www.govtpgcollegeuna.in/>

Admission Schedule (PGDCA): First come first serve basis

Date of online registration and submission of online examination forms: **02-06-2023 to 30-06-2023**

The Department of Business Administration (BBA)

The Bachelor of Business Administration (BBA) Program prepares students for executive careers in Business and other organizations. The degree helps the graduates to develop the potential for high earnings, increased responsibility and greater personal development. The program assists the students in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise.

Bachelor of Business Administration

(Three year, full time- Affiliated to Himachal Pradesh University)

The BBA program at Govt. College Una was started in the year 2008-09. BBA program provides a strong foundation in core business disciplines helping participants acquire the key competencies needed by all business management students at an undergraduate level in a diverse field. The uniqueness of BBA program at Govt. College Una is in the content, scope of syllabi teaching methodology and evaluation. The Pedagogy adopts various techniques such as group discussions, brainstorming sessions, management games, and transaction analysis, and tackling conflicting situations. Teaching methodologies include classroom lectures, industrial visits, case studies, corporate orientation, and assignments.

Total No. of seats = 90seat+1seat (Single Girl Child) +9 seats (10% seats of general EWS) = 100 seat

Eligibility Conditions for BBA

The Plus two examination in any stream under 10+2 system of any Board established by law in India with at least 45% marks for Gen category and 40% marks in case of SC/ST category.

Eligibility of Promotion

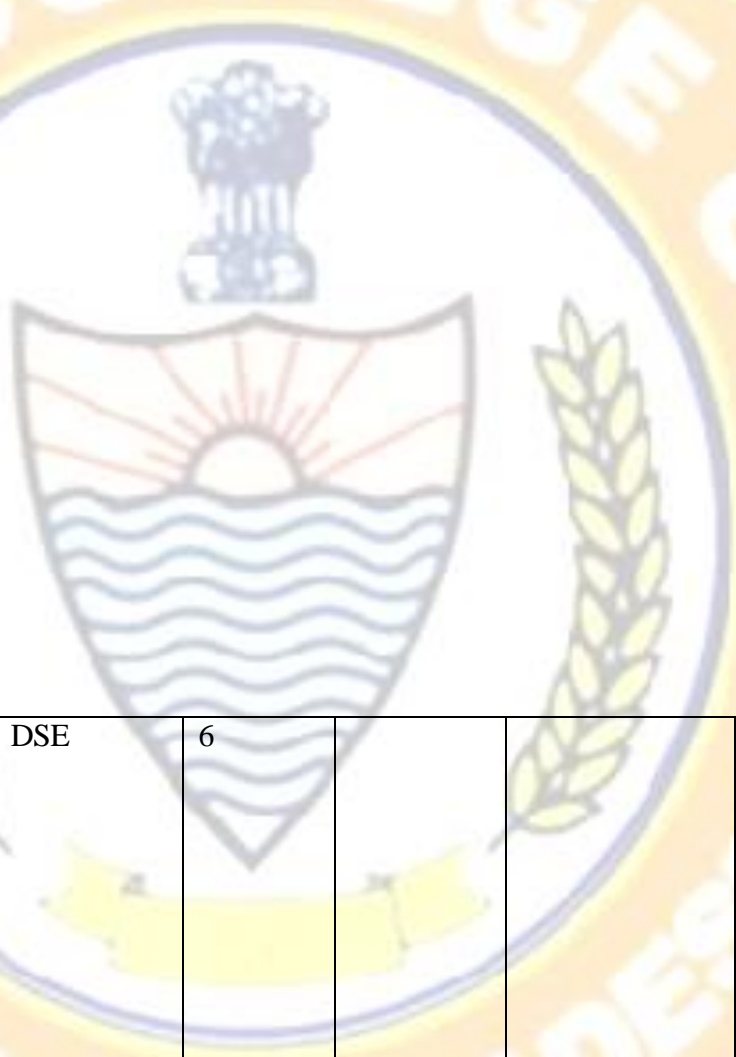
BBA degree will be awarded by earning (148 credits +04 credits of EVS) 152 in total w.r.t. all the six semesters.

Course Structure

Course			Credits	Marks		
Course No				CCA	ESE	Total
	Semester-I					
101	Environmental Science	Ability Enhancement Compulsory (AECC)-I	Common with B.A./B.Sc./B.Com.			
102	Fundamental Management	Core Course	6(L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
103	Statistics of Business Decisions	Core Course	6(L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
104	Entrepreneurship Development	Generic Elective(GE)-I	6(L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
Semester-II						
201	Business Communication (Language:English/ MIL)	Ability Enhancement Compulsory (AECC)-II	CommonwithB.Com. Hon's			
202	Managerial Economics	CoreCourse	6(L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
203	Business Accounting	CoreCourse	6(L5 +T1)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
204	Ethics&Corporate SocialResponsibility	Generic Elective(GE)-II	6(L4 +T2)	30 (Max.) 13 (Min)	70 (Max) 32(Min)	100 (Max) 45(Min)
	Course		Credits	Marks		
Course No.				CCA	ESE	Total
Semester -III						
301	Macroeconomics		6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)

302	Principles of Marketing	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
303	Management Accounting	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
304	India's Diversity & Business	6(L4+T2)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
305	Personality Development & Communication Skills	6(L4+P2)	30(Max.) 13 (Min)	Theory 50(Max.) 23(Min)	100 (Max) 45(Min))
				Practical 20(Max) 9(Min) Internal	
401	Business Research	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
402	Human Resource Management	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
403	Financial Management	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
404	Tax Planning	6(L4+T2)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
405	IT Tools in Business	6(L4+P2)	30(Max.) 13 (Min)	Theory 50(Max.) 23(Min)	100 (Max) 45(Min))
				Practical 20(Max.) 9(Min.) Internal	
501	Quantitative Techniques for Management	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
502	Legal Aspects of Business	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
	DSE	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)

503	(DSE-I Finance) Investment Banking & Financial Services OR	DSE Note: Students can opt any one of the specialization in Vth Semester and the same will continue in the VIth Semester			
	(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				
504	DSE	6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
	(DSE-I Finance) Investment Analysis &Portfolio Management OR	DSE Note: Students can opt any one of the specialization in Vth Semester and the same will continue in the VIth Semester			
	(DSE-II Marketing) Retail Management OR				
	(DSE-III Human Resource) Training and Management Development OR				
	(DSE-IV Management of Global Business) Business Environment Global				

601		6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
602		6(L5+T1)	30(Max.) 13 (Min)	70(Max) 32(Min)	100 (Max) 45(Min)
		6(L5+T1)	30(Max.) 13(Min)	70(Max) 32(Min)	100 (Max) 45(Min)
603	(DSE-II Marketing) Distribution & Supply Chain Management OR				
	(DSE-III Human Resource) Performance and Compensation Management OR				
	(DSE-IV Management of Global Business) Multinational Business Finance				
604	(DSE-I Finance) Project Report OR	DSE	6		100 (Max) 45(Min)
	(DSE-II Marketing) Project Report OR				(External Evaluation n)
	(DSE-III Human Resource) Project Report OR				
	(DSE-IV Management of Global Business) Project Report				

Basis of Admission

The admission of BBA-Ist year will be based purely on the merit basis.

Scheme of Examination

There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by Himachal Pradesh University, Shimla. English shall be the medium of instructions and examinations. Students will have to prepare and submit a training report in fifth semester and project report in the end of sixth semester.

Fee structure of BBA

S No	Name of Fund	Sem-I	Sem-II & IV	Sem-III & V	Sem-VI
1.	Admission Fees	25	25	25	25
2	Tuition Fees	300	300	300	300
3.	Student registration fee	200			
4	HPU Continuation fee		10	10	10
5.	HPU Sports fees	15		15	
6	HPU Youth welfare fees	15		15	
7.	HPU Holiday home	1		1	
8	Building fund	60	60	60	60
9.	A.F	150	150	150	150
10	C.A.F	20		20	
11.	Identity Cards	10		10	
12	NCC	10		10	
13.	Library Security	1000			
14	Magazine Fund	50		50	
15.	Student Welfare Fund	2		2	
16	House Exam	40	40	40	40
17.	Health Fund	6		6	
18	Computer & Internet fee	90	90	90	90
19.	Computer fee	20		20	
20	Campus Development	10		10	
21.	Books replacement	25		25	
22	Furniture replacement	10		10	
23.	Scout & Guide	30	30	30	30

24	Sports Fund	120	120	120	120
25.	Self Finance Fee	4500	4500	4500	4500
26	Uni Development Fund	250		250	
27.	Industrial visit	500			
28	Educational visit				500
29.	Viva				30
30	PTA	300		300	
	G.TOTAL	7759	5325	6069	5855

BCA Department

To cope up with the growing demand for computer professionals at all levels, it was decided to start the Bachelor of Computer Application (BCA), a three years degree course from the academic year 2007-08 onwards. The BCA department has well-equipped computer labs with internet facilities available to the students with professionally computer faculty. This college is geared up to cater to the aspirations & expectations of the students who wish to the modern world with a degree or postgraduate diploma in Computer Application. The duration of the BCA programme is three years/six semesters. There shall be Semester Examination at the end of each academic session.

Total No. of seats = 90seat+1seat (Single Girl Child) +9 seats (10%seats of general EWS) = 100 seats

Eligibility Conditions for BCA

a) The Plus two examination in any stream under 10+2 system of any other examination equivalent there of a Board/University established by law in India with at least 40% marks and 35% marks in case of Schedules Caste Scheduled Tribe Candidates.

OR

b) Any examination of a Board/University/College/School in a foreign country recognized as equivalent for the purpose of eligibility by the Vice Chancellor/Equivalence Committee or on the recommendation of association of the Indian Universities, (AIU) House, with at least 40% marks and 35% marks in case of Schedules Caste/Scheduled Tribe Candidates.

Detailed Course Outline

A detailed outline of the course for the BCA programme as prescribed by Himachal Pradesh University is given below, and the same is subject to any change by the Board of Studies approved by the Academic Council and the Executive Council of Himachal Pradesh University.

	Semester-I					
First Year				Marks		
	PaperCode	Paper Title	Credit	ESE	CCA	Total
	BCA0101	Mathematics-I	4	70	30	100
	BCA0102	Applied English	4	70	30	100
	BCA0103	Computer Fundamentals	4	70	30	100
	BCA0104	C Programming	4	70	30	100
	BCA0105	Office Automation Tools	4	70	30	100
	BCA0104(P)	C Programming Lab-I	3	35	15	50
	BCA0105(P)	Office Automation Tools Lab-II	3	35	15	50
	Total					600
First Year	Semester-II					
	BCA0201	Mathematics-II	4	70	30	100
	BCA0202	Communicative English	4	70	30	100
	BCA0203	Digital Electronics	4	70	30	100
	BCA0204	Data Structures	4	70	30	100
	BCA0205	Database Management System	4	70	30	100
	BCA0204(P)	Data Structures Lab-III	3	35	15	50
	BCA0205(P)	Database Management System Lab-IV	3	35	15	50
	Total					600
	Semester-III					
	BCA0301	Mathematics-III	4	70	30	100
	BCA0302	Business Practices and Management	4	70	30	100

Second Year	BCA0303	Computer Organization	4	70	30	100
	BCA0304	ObjectOriented Programming withC++	4	70	30	100
	BCA0305	DesktopPublis hingand Designing	4	70	30	100
	BCA0304(P)	ObjectOriented Programmingw ithC++ Lab-V	3	35	15	50
	BCA0305(P)	DesktopPublis hingandDesign ing Lab-VI	3	35	15	50
Total						600

Second Year	Semester-IV					
	BCA0401	Personnel Management	4	70	30	100
	BCA0402	Accounting	4	70	30	100
	BCA0403	System AnalysisandDes ign	4	70	30	100
	BCA0404	InternetTechnol ogy&WebPage Design	4	70	30	100
	BCA0405	Programmingin VisualBasic	4	70	30	100
	BCA0404(P)	InternetTechnol ogy&WebPage Design Lab-VII	3	35	15	50
	BCA0405(P)	Programmingin VisualBasic Lab-VIII	3	35	15	50
Total						600

	Semester-V					
	BCA0501	Operating System	4	70	30	100
	BCA0502	E-Commerce	4	70	30	100
	BCA0503	Management Information System	4	70	30	100
	BCA0504	ASP.net Technologies	4	70	30	100

Third Year	BCA0505	Computer Oriented Statistical Methods	4	70	30	100
	BCA0504(P)	ASP.net Technologies Lab-IX	3	35	15	50
	BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50
	Total					600
Third Year	Semester-VI					
	BCA0601	Computer Networks	4	70	30	100
	BCA0602	Numerical Methods	4	70	30	100
	BCA0603	Multimedia Technology	4	70	30	100
	BCA0604	Computer Graphics	4	70	30	100
	BCA0605	Software Engineering	4	70	30	100
	BCA0604(P)	Computer Graphics Lab-XI	3	35	15	50
	BCA0606	Major Project	3	35	15	50
	Total					600

Scheme of BCA Examination

- The duration of BCA shall be three years split over six semesters.
- There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the controller of Examinations HP University.
- The courses of study and syllabi shall be prescribed by the Board of Studies/Faculty from time to time. Other rules will be similar to those for the corresponding examination in the university.
- Pass percentage of marks: The pass marks in each paper shall be 40%.
- A candidate should have passed at least 50% papers of 1st years i.e. 1st and 2nd semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 1st and 2nd year shall determine the eligibility for admission to 5th semester of 3rd year.
- A candidate obtaining pass marks in any course shall not be required to re-appear in the course again. However, the candidates shall be required to complete his BCA degree within maximum of 5 years.

g) The successful candidates shall be classified in three divisions as under:

i) First Division: Those who obtain 60% or more of the aggregate marks.

ii) Second Division: Those who obtain 50% or more but less than 60% of the aggregate marks.

iii) Third Division: Those who obtain less than 50% of the aggregate marks.

If a student fails in more than three papers, he/she shall be treated as failure in that class. The students can however, complete their graduation within five years from the date of examination to the course. Each theory paper will be of three hours duration with maximum of 70 marks, and 30 marks will be allotted for the Internal Assessment. There will a Practical Examination of 50 marks, and project work of 50 marks which is to be evaluated on the following basis:

(i)	Project Report	10 marks
(ii)	Seminar	15 marks
(iii)	Viva-Voce	25 marks

Fee Structure

S No	Name of Fund	Amount of fees Rs	Sem-I
1.	Admission Fees	25-PA	25
2	Tuition Fees	50- PM	300
3	HPU Registration fees		
4	HPU Continuation fee	10-PA	
5	HPU Sports fees	15-PA	15
6	HPU Youth welfare fees	15-PA	15
7	HPU Holiday home	1-PA	1
8	HPU Exam fees		
9	Building fund	10-PM	60
10	A.F	25-PM	150
11	C.A.F	20-PA	20
12	Identity Cards	10-PA	10-PA
13	NCC	10-PA	10-PA
14	Library Security	1000-PA	1000-PA
15	Magazine Fund	50-PA	50-PA
16	Student Welfare Fund	2-PA	2-PA
17	House Exam	40- Per Sem(PS)	40
18	Health Fund	6-PA	6-PA
19	Computer & Internet fee	15 PM	90
20	Computer fee	20 PA	20
21	Campus Development	10-PA	10
22	Books replacement	25-PA	25
23	Furniture replacement	10-PA	10
24	Scout & Guide	5-PM	30
25	Sports Fund	20-PM	120

26	Self Finance Fee	12000 PA	6000 PS
27	Uni Development Fund	250 PA – (100 IRDP Student)	250
28			
29		Total	8259
30		PTA	300
		G Total	8559
S No	Name of Fund	Amount of fees Rs	Sem-III Sem& V
1.	Admission Fees	25-PA	25
2	Tuition Fees	50- PM	300
3	HPU Registration fees		
4	HPU Continuation fee	10-PA	10
5	HPU Sports fees	15-PA	15
6	HPU Youth welfare fees	15-PA	15
7	HPU Holiday home	1-PA	1
8	HPU Exam fees		
9	Building fund	10-PM	60
10	A.F	25-PM	150
11	C.A.F	20-PA	20
12	Identity Cards	10-PA	10
13	NCC	10-PA	10
14	Library Security	1000-PA	
15	Magazine Fund	50-PA	50
16	Student Welfare Fund	2-PA	2
17	House Exam	40- Per Sem(PS)	40
18	Health Fund	6-PA	6
19	Computer & Internet fee	15 PM	90
20	Computer fee	25 PA	20
21	Campus Development	10-PA	10
22	Books replacement	25-PA	25
23	Furniture replacement	10-PA	10
24	Scout & Guide	5-PM	30
25	Sports Fund	20-PM	120-
26	Self Finance Fee	12000 PA	6000 (PS)
27	Uni Development Fund	250 PA	250
28			
29		Total	7269
30		PTA	300
		G Total	7569

S No	Name of Fund	Amount of fees (Rs)	Sem-II, IV and VI
1.	Admission Fees	25- pa	25
2	Tuition Fees	50- pm	300
3	HPU Registration fees	200 HP & 400 Non HP Board PA	
4	HPU Continuation fee	10- pa	10
5	HPU Sports fees	15- pa	
6	HPU Youth welfare fees	15- pa	
7	HPU Holiday home	1- pa	
8	HPU Exam fees		
9	Building fund	10- pm	60
10	A.F	25- pm	150
11	C.A.F	20- pa	
12	Identity Cards	10- pa	
13	NCC	10- pa	
14	Library Security	1000- pa	
15	Magazine Fund	50- pa	
16	Student Welfare Fund	2- pa	
17	House Exam	40- Per Sem	40
18	Health Fund	6- pa	
19	Computer & Internet fee	15 pm	90
20	Computer fee	25 pa	
21	Campus Development	10- pa	
22	Books replacement	25- pa	
23	Furniture replacement	10- pa	
24	Scout & Guide	5- pm	30
25	Sports Fund	20- pm	120
26	Self Finance Fee	12000	6000
27	Uni Development Fund	250 pa	
28			
29		G Total	6825
30		PTA	

Post Graduate Diploma in Computer Application (PGDCA)

One year Post Graduate Diploma divided in two Semesters

Total No. of Seats = 60+1 (Single Girl Child)

Basis of Admission (First come First Serve basis.)

Eligibility Conditions for PGDCA

Graduation from recognized University established by law in India with at least 50% marks (45% in case of Schedules Cast/Scheduled Tribe candidates).

Course Outline

Detailed course outline for PGDCA programme as prescribed by Himachal Pradesh University is given below, that is subject to any change by the Board studies by Academic Council and the Executive Council of Himachal Pradesh University:

Semester-I

Course Code	Paper	Marks		Exams. Duration (Hrs.)
		Theory	Internal Assessment	
DCS-101	Fundamentals of Programming Using C	75	25	3
DCS-102	PC Software	75	25	3
DCS-103	Operating system	75	25	3
DCS-104	Computer Organization and Architecture	75	25	3
DCS-105	Practical-I (C Language)	50	50	3
DCS-106	Practical-II (PC Software)	50	50	3

Semester-II

DCS-201	Data and File Structure	75	25	3
DCS-202	System Analysis and Design	75	25	3
DCS-203	Object Oriented Programming & C++	75	25	3
DCS-204	Database Management system	75	25	3
DCS-205	Practical-III (DFS Using C++)	75	25	3
DCS-206	Practical-IV (Data base Management system)	75	25	3
DCS-207	Project Work	200	-	-

There shall be an examination at the end of each semester in month of December & June on the dates to be notified by HPU, Shimla. English shall be the medium of instruction and examination.

Note: Internal Assessment will be awarded on the basis of Class Tests (Best of the two in a year). Surprise Quiz, Seminars, Class participation (performance) and regularity in class.

Fee structure, PGDCA

S No	Name of Fund	Amount of fees Rs	Sem-I	Sem-II
1.	Admission Fees	25-PA	25	25
2	Tuition Fees	50- PM	300-	300
3	HPU Registration fees	Other University 410 HP Uni Nil		
4	HPU Continuation fee	10-PA	10	10
5	HPU Sports fees	15-PA	15	
6	HPU Youth welfare fees	15-PA	15	
7	HPU Holiday home	1-PA	1	
8	Building fund	10-PM	60-	60
9	A.F	25-PM	150-	150
10	C.A.F	20-PA	20	
11	Identity Cards	10-PA	10-PA	
12	NCC	10-PA	10-PA	
13	Library Security	1000-PA	1000-PA	
14	Magazine Fund	50-PA	50-PA	
15	Student Welfare Fund	2-PA	2-PA	
16	House Exam	40- Per Sem	40	40
17	Health Fund	6-PA	6-PA	
18	Computer & Internet fee	15 PM	90	90
19	Computer fee	20 PA	20	20
20	Campus Development	10-PA	10-	
21	Books replacement	25-PA	25-	
22	Furniture replacement	10-PA	10-	
23	Scout & Guide	5-PM	30-	30
24	Sports Fund	20-PM	120-	120
25	Self Finance Fee	14000	7000	7000
26	Uni Development Fund	250 PA	250	
27				
28				
		G Total	9269	7845
		PTA	300	

Age Limit for BBA/BCA/PGDCA

The maximum age limit for admission to BBA/BCA-1 year is 21 years for boys and 23 years for girls and for PGDCA is 26 years for boys and 28 years for girls as on 1 July, 2023. However, for candidates belonging to SC/ST categories, there is a relaxation of 3 years. The Vice-Chancellor shall have the power to permit age relaxation for reason to be recorded in writing up to examination period of three months.

Reservation

Admission to the course shall be subject to the University Reservation Roster given below:

120 points Reservation roster in various courses in the Educational Institutions

UR=Un reserved, SC= Scheduled Caste, ST= Scheduled Tribe, EWS= Economically Weaker Sections, SP= Sports , CUL= Cultural

120 points roster: -

Sr. No. of Seat(s)	Category for which the seat(s) remarked	Sr. No. of Seat(s)	Category for which the seat(s) remarked
1	EWS	61	CUL
2	UR	62	PC
3	UR	63	UR
4	UR	64	EWS
5	UR	65	SC
6	UR	66	UR
7	SC	67	ST
8	UR	68	UR
9	UR	69	UR
10	UR	70	UR
11	EWS	71	UR
12	SC	72	SC
13	ST	73	UR
14	UR	74	UR
15	UR	75	EWS
16	UR	76	UR
17	UR	77	UR
18	SC	78	SC
19	SP	79	SP
20	CUL	80	ST
21	PC	81	CUL
22	EWS	82	PC
23	UR	83	UR
24	UR	84	UR
25	UR	85	SC
26	SC	86	UR
27	ST	87	UR
28	UR	88	EWS
29	UR	89	UR
30	UR	90	UR
31	UR	91	SC
32	EWS	92	UR
33	SC	93	ST
34	UR	94	UR
35	UR	95	UR
36	UR	96	EWS
37	UR	97	SC
38	CUL	98	CUL
39	SC	99	SP

40	SP	100	PC
41	ST	101	UR
42	PC	102	UR
43	EWS	103	UR
44	UR	104	UR
45	UR	105	EWS
46	SC	106	SC
47	UR	107	ST
48	UR	108	UR
49	UR	109	UR
50	UR	110	UR
51	UR	111	UR
52	SC	112	UR
53	ST	113	SC
54	EWS	114	UR
55	UR	115	EWS
56	UR	116	PC
57	UR	117	SP
58	UR	118	CUL
59	SC	119	SC
60	SP	120	ST

Points Earmarked:

EWS Economically weaker	11,22,32,43,54,64,75,88,96,105,115	12
Sports SP Section	19,40,60,79,99,117	06
Cultural (CUL)	20,38,61,81,98,118	06
SC Schedule Cast	7,12,18,26,33,39,46,52,59,65,72,78,85,91,97,106,113,119	18
ST Schedule Tribe	13,27,41,53,67,80,93,107,120,	09
PC Physically challenged	21,42,62,82,100,116	06
Total		57

Dr. Chander Bhan Mehta
Principal, GDC Sanjauli
District Shimla, HP.

Mehta
27.7.2021

Dr. Anupma Garg
Principal, GDC Chaura-Maidan
District Shimla, HP.

Anupma
27/7/2021

Dr. Lalita Chandan
Principal, GDC Dhami at 16 Mile
District, Shimla, HP.

L Chandan
27/07/2021

Dr. R.L. Sharma
Associate Professor
Govt. College Theog, Shimla

R.L. Sharma
27/7/21.

Sate
Principal
Govt. College, Una
(H.P.) Pin-174303

Eligibility of Promotion

A candidates should have passed at least 50% papers of 1st & 2nd semester to get admission in second year i.e. Third Semester and 50% papers in 1st and 2nd years to get admission in 3rd year, i.e. Fifth Semester.

Dress Code

Every student shall come to the college in proper dress as specified by the department mentioned as following. Any one deviating from the above dress shall be fined Rs. 10/- per day.

DRESS	FOR(BBA)	FOR(BCA)
SHIRT	SKY BLUE	SKY BLUE
TROUSERS	BLACK	NAVY BLUE
BLAZER	BLACK	NAVY BLUE
NECKTIE	MEHROOM WITH LOGO OF THE COLLEGE	NAVY BLUE WITH LOGO OF THE COLLEGE
SWEATER	BLACK	GREY
SHOES	BLACK(FORMAL)	BLACK(FORMAL)

RAGGING IS AN OFFENCE

“Ragging includes any type of Physical or mental torture inflicted by any individual or group, by words or in conduct, which creates an apprehension in the mind of a person that he/she cannot pursue his/her studies free from any mental disturbance or torture created there by any person who aids or abets such an action shall be guilty of such ragging.”

Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy on disciplined and obscene activities which are likely to cause annoyance and hardship, physical or mental trauma or raise apprehension or fear in a fresher or other student, or forcing a student to do any act which such a student is not willing to do which causes him/ her shame or embarrassment or danger to her life or limb or indulging in eve teasing. Ragging in and out of the college campus/ hostel or road/ approaches leading thereto is strictly banned, if any student is found indulging in ragging directly, or indirectly, the college authorities shall be under obligation under rule 22, 17 (a) (b) (c) (d) of the HP University ordinance to expel the guilty students from the college/ Hostel. All Students who seek admission to the college/ hostel shall submit an undertaking to this effect in their admission forms. Any student found guilty of ragging shall have to face disciplinary action and an FIR will be lodged with the police.

HOSTEL CHARGES & RULES

The college has a Boys Hostel with a capacity to accommodate 36 students. The seats in the hostel will be allotted on the basis of academic merit and as per the specified quota.

FEEES, FUNDS AND FINES

Fees & Funds are charged as under:

1. At the time of admission for full session.
2. Fines and other dues, if any shall be realized in the month of February.

H.O./Ac	Fee Fund	Amount to be charged
1. Govt. Fund	Hostel/Admn. Fee Room Rent	10.00 p.a. 360.00 p.a.
2. College Dues	Hostel Security (Refundable) Furniture Security (Refundable) Utensil charges Hostel Identity Cards Common Room Fund Attendant fee Clerical Assistance fee Electricity charges Water charges Sweeper charges Depreciation charges	500.00 500.00 p.a. 30.00 p.a. 5.00 p.a. 120.00 p.a. 300.00 p.a. 60.00 p.a. 360.00 p.a. 120.00 p.a. 180.00 p.a. 100.00 p.a.
	Total	2645.00
	Mess Charges extra	

The Following rules must be observed by the inmates:

1. Entry of outsiders in hostel is strictly banned.
2. Use of drugs, intoxicants and smoking are strictly prohibited. Anyone found indulging in such

bad habits will be asked to evict the hostel immediately.

3. No inmate will be allowed to use electric appliances & tape recorders in the room.
4. No boarder is allowed to go out of hostel after the scheduled time without the permission of Hostel Warden.
5. On vacating the hostel, the boarder shall have to produce 'No Dues' certificate from the Hostel Warden. Boarder has to vacate the hostel within three days of the end of Academic Session.
6. Ragging is an offence which can result in immediate eviction from the hostel and more stringent actions such as rustication from the college and lodging of FIR with the police.
7. No boarder is allowed to damage the hostel property, if found guilty strict action will be taken against him.
8. No hostler is permitted to take bath or wash clothes openly in the premise
9. Parking Vehicles inside the hostel building is prohibited.

LEAVE RULES

Leave shall be sanctioned on the prescribed application form obtainable from the college library. The application should be duly signed by the parents/ guardians. Leave shall be granted only on the recommendation of concerned teachers. Leave for more than 5 days shall be granted on the basis of a Medical certificate issued by a Registered Medical Officer.

UNIVERSITY EXAMINATIONS, INTERNAL TEST & ATTENDANCE

1. It is compulsory to fulfill Lecture Attendance & House Test condition laid by the University. In case a student fails to fulfill any of these conditions he/she will not be allowed to sit in the semester examinations as per resolution of the Academic council which states that a student on the rolls of the college shall be eligible to be admitted to the University Examination, if he/ she:

- i) Has attended 75% of the total lectures delivered in each of the concerned courses in theory as well as in practical.
- ii) Secured at least 45% marks in internal assessment, CCA & semester exam. (for BBA) & should secure at least 40% marks for BCA. The student abstaining from CCA shall be fined as

per rules.

2. Internal Assessment Scheme has been introduced for undergraduate courses by HPU according to which 30 marks in each paper have been kept for internal assessment to be further sub divided as:

a) 5 marks credit is to be awarded on the basis of lectures attended and

b) 15 marks for the marks obtained in CCA.

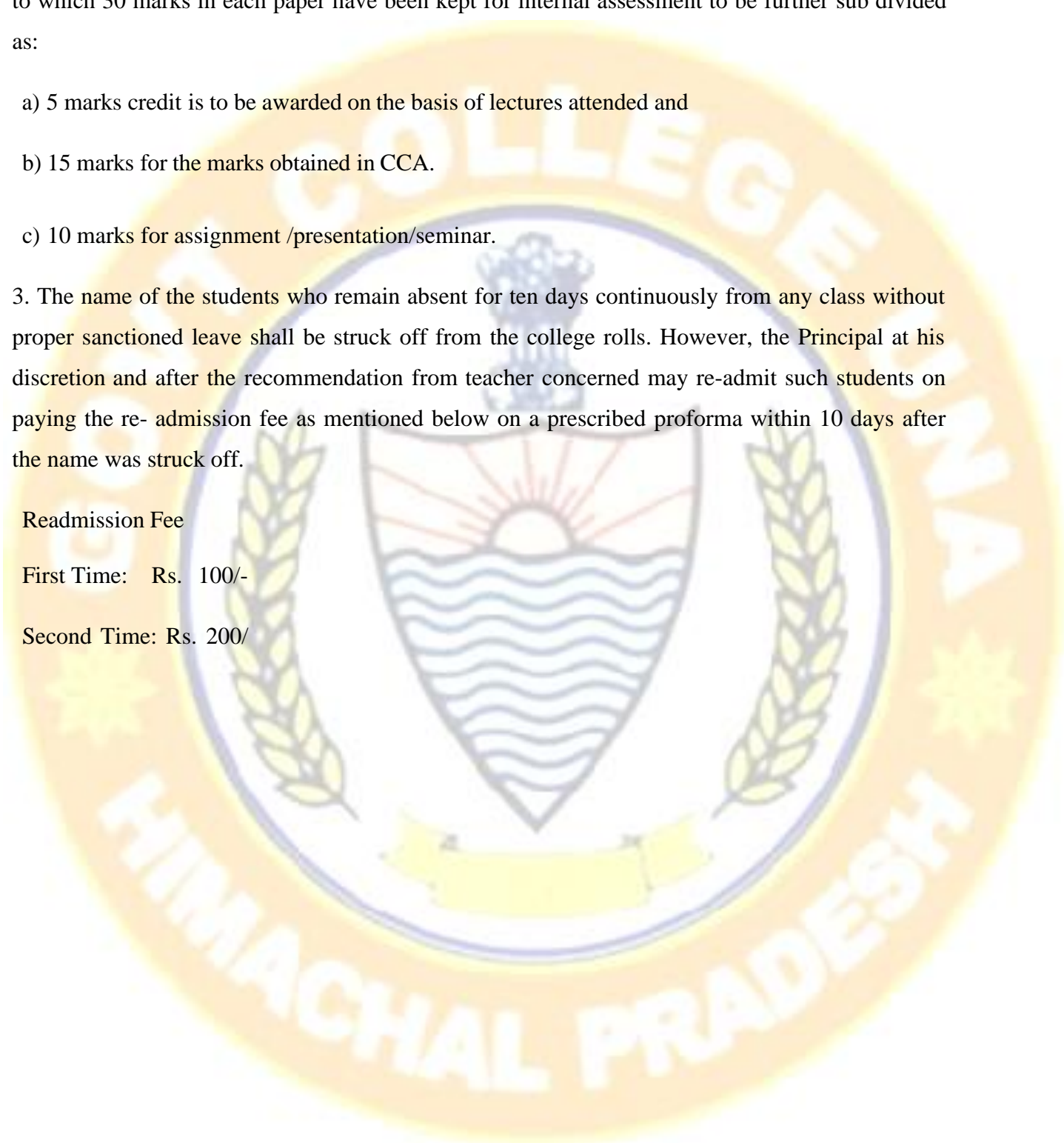
c) 10 marks for assignment /presentation/seminar.

3. The name of the students who remain absent for ten days continuously from any class without proper sanctioned leave shall be struck off from the college rolls. However, the Principal at his discretion and after the recommendation from teacher concerned may re-admit such students on paying the re- admission fee as mentioned below on a prescribed proforma within 10 days after the name was struck off.

Readmission Fee

First Time: Rs. 100/-

Second Time: Rs. 200/-



LIBRARY RULES

1. There is a provision for library cards for the students who wish to avail the library facilities.
2. The library card can be had from the Library in-charge on production of identity Card.
3. A Book issued can be kept for a period of 15 days. Delay will be charged @Rs. 1/- per Day.
4. Text books and reference books will not be issued.
5. U.G. students in all streams can borrow maximum up to 3 books at a time.
6. The books must be handled carefully. Any loss or damage will have to be paid for with special permission of the principal.

Scholarship schemes

There are a number of scholarship schemes for poor and meritorious students through various government and non-government agencies. The candidate have to apply for scholarship on National Scholarship Portal <https://scholarships.gov.in/>. For this student have to go through the college website www.gpguna.com

Various scholarship schemes available for students are as below:

Indira Gandhi Utkrisht ChattarvritiYojna.

Kalpana Chawla ChhatravritiYojna.

Maharishi Balmiki Chattarvriti Yojna

Mukhya Mantri Vidyarthi kalyan Yojna

Post Matric Scholarship Scheme to SC students and Post Matic Scholarship. scheme to ST students.

PM Yasasvi Matric Scholarship Scheme for OBC Students.

PM Yasasvi Post Matric Scholarship for Economically Backward Class Students.

NCC, NSS AND ROVERS & RANGERS

1. **NCC:** There is a provision for NCC (National Cadet Corps) (both girls and boys) in the college. Enrolment begins with the commencement of the session.
2. **NSS:** National Service Scheme (N S S) is currently having three units in this college with enrolment of one hundred volunteers each under the able guidance of a Programme Officer. These units are engaged in regular as well as special camp activities in and around the college, as envisaged under the spirit of the scheme. Enrolment is by selection within a month of the admission in the college.

3. ROVERS AND RANGERS, the Bharat scouts and Guides is an organization, devoted to the development of character of the young generation and selfless service to the country. There are more than 250 million people in 216 countries with 153 internationally recognized organizations under the umbrella of Scout and Guides. The movement is steadily marching ahead in Himachal Pradesh.

COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA)

The CSCA of the college students is elected in the beginning of the session according to the university rules. The body helps the college authorities to maintain discipline in the college as well as facilities and the developmental activities. Elections are notified by H.P.U. after the admission process is over.

RULES FOR AWARD OF PRIZES IN ANNUAL FUNCTION

Prizes are given to the students securing positions in the University/House examination sports and other extracurricular activities delineated as following and the prize money is decided by the Advisory Committee.

ACADEMIC PRIZES

1. Students securing first to tenth position in HPU /Annual Examination.
2. 1st, 2nd and 3rd position in the college in aggregate in H. P annual/house examination and I/II position in all subjects in the college in HPU annual/ Houseexamination.

SPORTS, CULTURAL, NCC, NSS ETC.

1. Participation in International Events, Gold/ Silver/ Bronze Medal in Inter- varsity/ Inter college championships Annual College Athletic Meet and championship in Intra-College Event
2. Youth festival prizes would be at par with the sports prizes.
3. NCC/NSS students participating in RD Parade, NCC Cadets appointed as SUO and UO for the session and declared the Best Cadet.

4. NSS volunteers appointed president/ declared Best Volunteer in each unit (M& F both).
5. SCA Office bearers be given Blazer Cloth at the time of Oath taking ceremony.
6. Rangers & Rovers participation in State Level Camp.
7. Blood Donors, special prizes for extra ordinary contribution in the college activities.

Refund Policy (As per UGC guidelines, 2022-2023)

Refund of fee(percentage)	Time period(withdrawal of application)
100 %	15 days or more, before the last date of admission, has been notified
90 %	Less than 15 days before the last date of admission
80 %	15 days or less, after the last date of admission
50 %	30 days or less, but more than 15 days, after the last date of admission
0 %	More than 30 days of last date of admission

Note: 2nd merit list for BBA 1st Sem and BCA 1st Sem will only be declared if any seat remains vacant.

Govt. College, Una Website: <https://www.govtpgcollegeuna.in/>

Online Registration Link: <https://newadmission.govtpgcollegeuna.in/>

Mentor Mentee System: <https://www.govtpgcollegeuna.in/mentor-mentee-system/>

Minority Cell: <https://www.govtpgcollegeuna.in/minority-cell/>

OBC Cell: <https://www.govtpgcollegeuna.in/obc/>

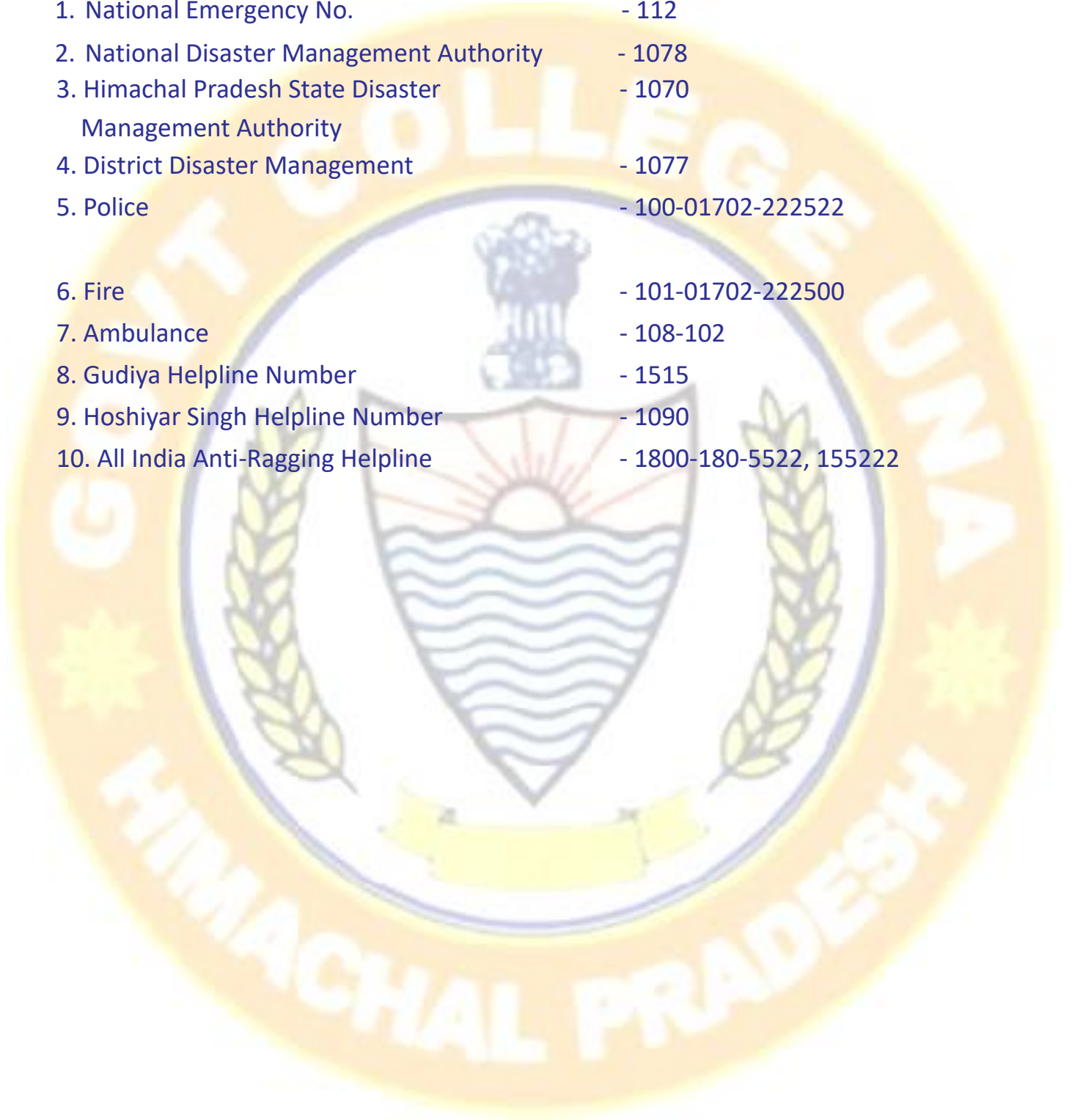
Anti Ragging Cell: <https://www.govtpgcollegeuna.in/anti-ragging-cell/>

Administrative Committees: <https://www.govtpgcollegeuna.in/commitees/>

Scholarships: <https://www.govtpgcollegeuna.in/scholarship/>

Emergency Helpline Numbers

1. National Emergency No. - 112
2. National Disaster Management Authority - 1078
3. Himachal Pradesh State Disaster Management Authority - 1070
4. District Disaster Management - 1077
5. Police - 100-01702-222522
6. Fire - 101-01702-222500
7. Ambulance - 108-102
8. Gudiya Helpline Number - 1515
9. Hoshiyar Singh Helpline Number - 1090
10. All India Anti-Ragging Helpline - 1800-180-5522, 155222





HIMACHAL PRADESH UNIVERSITY

B.VOC. DEGREE PROGRAMME

IN

- 1. Retail Management**
 - 2. Hospitality & Tourism**
-

INTRODUCTION

This scheme on skills development based higher education is a part of college/university education-leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF. The B.Voc. Programme is focused on universities providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment-becoming entrepreneurs and creating appropriate knowledge.

The proposed vocational programme is a judicious mix of skills-professional education related to respective sector and also appropriate content of general education. It is designed with the objective of equipping the students with requisite set of practical and professional skills in respective sector.

CURRICULUM

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components.

DURATION

The duration of the B.Voc. shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be at least 90 working days in a semester and a minimum 450 hours of learning in a semester.

PROGRAMME STRUCTURE

- ❖ General Education Components
- ❖ Skill Components
- ❖ Internship/Projects

CREDIT CALCULATION

The following formula is used for conversion of time into credit hours.

- ❖ One credit would mean equivalent of 15 periods of 60 minutes each for theory – workshops/labs and tutorials;
- ❖ For internship /field work- the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;
- ❖ For self-learning based on e-content or otherwise- the credit weightage for equivalent hours of study should be 50% or less of that for lecturers/workshops.

CONDITIONS FOR ADMISSIONS ELIGIBILITY :-

- The admission to B.Voc. programme will be as per the rules and regulations of the University for admissions.
- The eligibility criteria for admission to this B.Voc. Programme shall be 10+2 in any streams from a recognized board.
- Reservation rules are applicable as per Govt. of Himachal Pradesh.
- The eligibility criteria for admission shall be as announced by the University from time to time.
- Other conditions will be as laid down in admission policy in prospectus of the University.

ADMISSIONS :-

- The admission to B Voc., Semester – 1st shall be done based on the merit in 10+2.
- A maximum of 40 students can be admitted to B.Voc. programme.
- There may be three types of candidates who can be given admission to first semester of skill based courses under NSQF: -

Category – 1: Students already acquired NSQF certification level 4 in a particular industry sector may opt admission in the skill based courses under NSQF.

Category – 2: Students who have acquired NSQF certification level 4 but may like to change their trade and may enter into skill based courses in a different trade.

Category – 3: Students passed 10+2 examination with conventional schooling without any background of vocational training.

- The eligibility criteria for admission shall be as announced by the university from time to time.
- Separate rank list shall be drawn up for reserved seats as per existing rules.
- Preferred subjects and index mark calculations will be decided by the respective Board of Studies. Reservation/Quota The reservation of seats shall be as per Himachal Pradesh Government Notification issued from time to time and as per the rules of the Himachal Pradesh University, Shimla.
- A maximum of 40 students can be admitted to one B.Voc. Programme.
- The students can be admitted only to the first semester. No student shall be admitted directly to third and fifth semester in any circumstance.
- In case where number of available seats is less and candidates secure same marks (percent) at the qualifying level examination, the admission of the candidate will be based upon securing higher marks in High School or equivalent examination.

- The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade should get preference in admission over the new applicants.
- A candidate cannot pursue two full time Under-Graduate courses simultaneously.
- The University reserves the right to cancel any admission at any stage.
- In case of any matter relating to the Under-Graduate admissions, the decision of the Admission Committee/Vice-Chancellor Himachal Pradesh University, Shimla shall be final.
- All legal matters pertaining to the Under-Graduate admissions shall be subject to the Himachal Jurisdiction only.

AGE LIMIT FOR ADMISSION:-

For Girls 25 years as on 1st July 2023 and for boys 23 years as on 1st July 2023. However, the Vice Chancellor may grant relaxation for genuine reasons

MEDIUM OF INSTRUCTIONS

- ❖ Medium of instruction shall be English.

BOARD OF STUDIES

- ❖ The B.Voc programmes in each sector will be attached to the Board of studies of the parent subject.
 - ❖ An expert from industry sector shall be the member of affiliated BOS.
 - ❖ The BOS shall be responsible for reviewing and approving the syllabus and provide suggestions in curriculum. BOS will decide the fee structure.
-

REGISTRATION/RE-REGISTRATION

Every candidate should register for all subjects of the Semester End examinations of each semester. A candidate who does not register will not be permitted to attend the Semester-End examinations; he/she shall not be permitted to attend the next semester. A candidate shall be eligible to register for any higher semester, if he/she has satisfactorily completed the course of study and registered for the examination. He/she should register for the semester at the start of the semester before the stipulated date. University will notify the starting and closing dates for each semester.

FEE STRUCTURE:-

Semester wise fee in r.o Department of BVoc, Govt. Post Graduate College Una HP

Semester	Girls		Boys
	Bonafide	Non- Bonafide	
Sem 1	3039	3339	3339
Sem 2	2205	2505	2505
Sem 3&4	3189	3789	3789
Sem 5& 6	3189	3789	3789

Note:- Registration (RME) and examination fee will be charged separately by the university.

TEACHING

Methods of teaching shall be a combination of lectures, tutorials, seminars, educational tours, assignments, laboratory work, workshop practice, industrial training and project work. The regular faculty of the University, guest faculty from the reputed Organizations/ Institutes and Industrial Partners will be involved in teaching, practical and workshop practices. In addition, contractual faculties will also be involved in teaching and laboratory work/workshop practice. Distinguished experts shall also be invited for lectures and seminars on special topics.

ATTENDANCE

A candidate shall be permitted to Appear for the Semester End Examinations if he/she satisfies the following requirements.

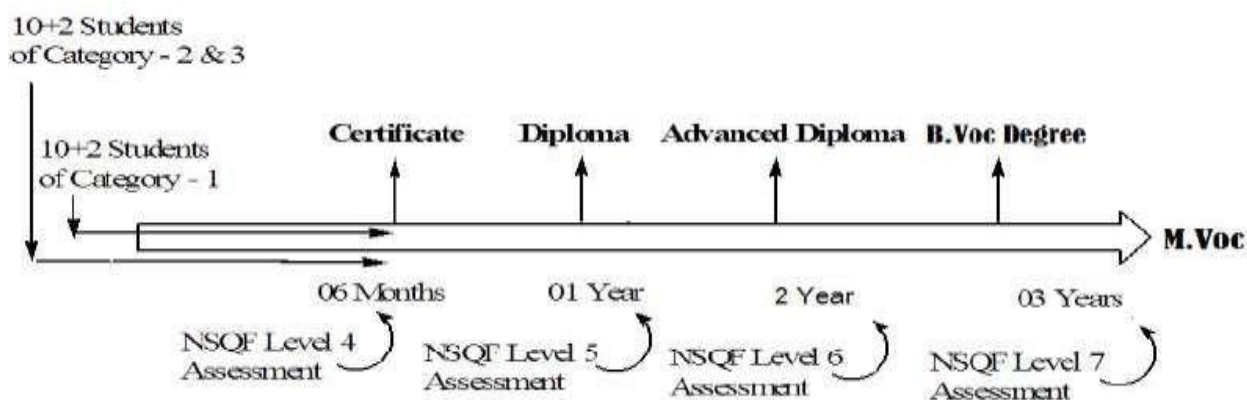
- a) Students are normally expected to attend 100% theory, tutorial and practical classes/ workshop practices. However, no student shall be allowed to appear in the end semester examination in the paper unless he/she has put in at least 75% attendance
-

during the course of instruction in each paper separately for subjects of General Education and Skill Development Component of the vocational course is required.

- b) His/her conduct must be satisfactory
- c) A shortfall in attendance up to 10% can be condoned by the Vice-Chancellor of Himachal Pradesh University, Shimla once during the entire course provided such shortage is caused by continuous absence on genuine medical grounds.
- d) The attendance in theory and practical sessions will be considered separately. In the case of shortage of attendance, the cases will be considered as per the rules of the University

COURSE STRUCTURE

B. Voc. is programme with multiple exits. All the candidates continuing to diploma courses or further will be treated at par from the second semester onwards. Students may exit after six months with certificate (NSQF Level 4) or may continue for diploma or advance diploma level courses.



Following table shows the various certificates and their duration.

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Duration	Exit Points / Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

As per the UGC guidelines- there are multiple exit point for a candidate admitted in this course.If he/she is completing all the six credits successfully- he/she will get B. Voc degree in Hospitality and Tourism or in Retail Management. If he is completing the first four semesters successfully- he/she will get an advanced diploma in respective Sector. If he/she is completing the first two credits he/she will get a diploma in respective sector.

PROGRAMME DURATION

The duration of the B.Voc. programme shall be for a period of three years consisting of six semesters. The curriculum in each semester has been classified into General Component and Skill Component.

The General Education component shall include Theory subjects and the Skill Component shall include a mix of Theory, Practical and Internship.

GUIDELINES FOR CREDIT CALCULATION

Guidelines used for credit calculations are in alignment with the UGC Guidelines. The below norms are used for computation of credit hours:

- Under Skill Component:
 - **Theory:** 01 Credit = 15 hours of teaching
 - **Practical/Internship:** 01 Credit = 30 hours of training
- Under General Component:
 - **Theory:** 01 Credit = 15 hours of teaching

The below norms are used for computation of credits under Skill Component

- 50% weightage has been assigned to Theory
 - 10% weightage has been assigned to Practical
-
- 40% weightage has been assigned to Internship

EVALUATION AND GRADING

The evaluation of each course shall contain two parts:

- I. Internal or In-Semester Assessment (ISA).
- II. External or End-Semester Assessment (ESA).

Sector Council Assessment will be done by the following steps:

1. Theory
2. Practical Work
3. Role Plays
4. Viva

The Sector Council assessment will be independent out of the University evaluation. The Final grade will be awarded after completion of both the evaluations successfully.

ASSESSMENT GUIDELINES

The Assessment and Certification for Skill Component of the Curriculum will be the responsibility of the Sector Skill Council.

The assessment by the Sector Council will be independent and out of the University evaluation. The Final grade and certificate will be awarded after successful completion of the evaluations.

The curriculum under Skill Component i.e. Theory, Practical and Internship will be under the purview of this assessment.

There will be two kinds of assessments for Skill Component:

- Internal Assessment (Formative Assessment)
- External Assessment (Summative Assessment)

The Internal Assessment (Formative Assessment):

This assessment will be done during the course of the semester. **It will be a formative assessment which will aim to assess topics which are predominantly beyond purview of QP- NOS.** This assessment will be done by the Training Partner.

Internal Assessment grade/marks will not be factored in the computation of the final External assessment. It will only serve as an input to identify strengths and areas of improvement of the student. This feedback will also provide input to the student for learning during Internship.

CERTIFICATION

On successful completion of the assessments by the assessment agency, the Sector Skill Council (THSC) will issue certificates to the passed students.

How to apply:-

A student can register online by visiting college website. Links for website is given below-

<https://www.govtpgcollegeuna.in/>

<https://newadmission.govtpgcollegeuna.in/>