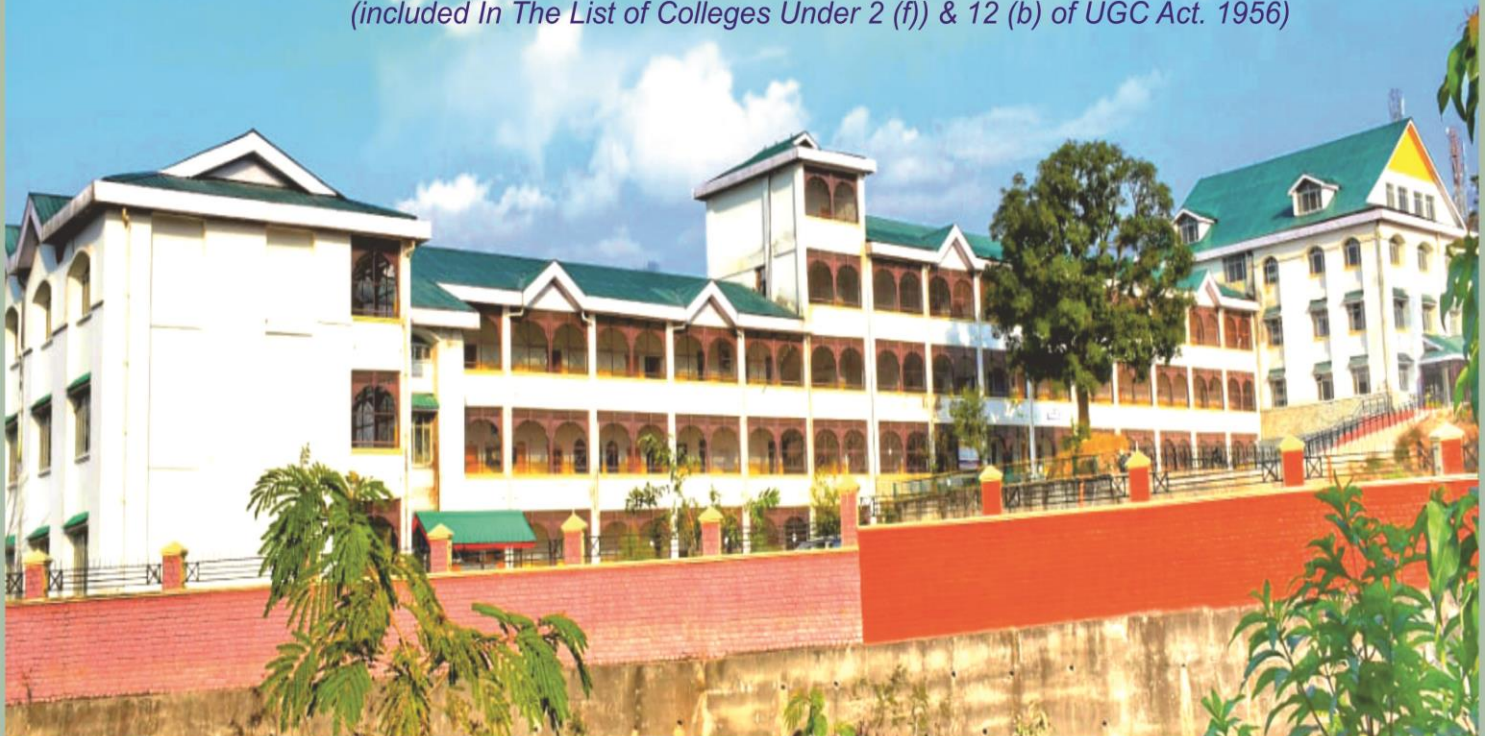




Atal Bihari Vajpayee Govt. Degree College Bangana Dist. Una (H.P.) 174307

NAAC Accredited "B Grade"

(included In The List of Colleges Under 2 (f) & 12 (b) of UGC Act. 1956)



A Handbook of Information

Bachelor of Business Administration (BBA)

Bachelor of Computer Application (BCA)

Post Graduate Diploma in Computer Application (PGDCA)

SESSION 2025-26

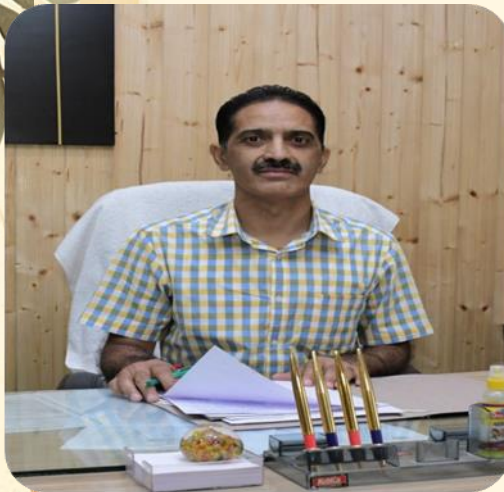
Phone No. : 01975-262993

Website: www.gcbangana.ac.in | E-mail: gcbangana2007@gmail.com

Schedule of Admission/Teaching/Examination and Vacation for the academic Session 2025-26 onwards in r/o all Govt./Private/GLA Degree Sanskrit Colleges affiliated to HPU/SPU.

Sr.no	Particulars	Peroid	Days
	Submission of admission forms	01 june to 19 june	19
	Pre-admission counseling of students	12 june to 19 june	08
	Display of 1 st Merit list (UG 1 ST year students)	20 june up to 5:00PM	
	Fee to be deposited	21 june to 23 june	03
	Display of 2 nd Merit list	24 june up to 03:00PM	
	Fee to be deposited	25 june to 27 june	03
	Orientation for 1 st year Students	28-30 june	03
	Admission of other UG classes on Roll on Basis	01 june to 19 june	19
	Fee to be deposited	12 june to 23 june	12
	Post admission counseling ,online submission of scholarship forms and student feedback	24 june to 30 june	07
	Regular Teaching	01 july to 15 March of next year excluding vacation peroid	
		Total Teaching Days	>180
	8. Annual Practical Examination /Remedial/Need Based classes /Self-study by students	16 March to 25 March	
	9. Theory Examination	26 March to 10 May	
	10. Evaluation of answer scripts	07 April to 17 May	
	11. Results of all UG Classes	Up to 30 june	
	12. Result of re-evaluation	Up to 20 august	
	Supplementary Examination	September	
	Result of Supplementary Examination	october	
	Festival Break	2 days before and 2 days after Diwali	=05
	Winter Vacation	01 january to 0 february	=35
	Summer vacation	18 may to 11 june	=25
		Total vacation peroid	=65

Note: If any activity of Admission Process falls(starts) on a Gazetted Holiday /Sunday in ibid schedule,it will be shifted to next working day. However, adjustment on this account will be made by curtailing orientation/post admission counseling period accordingly.



PRINCIPAL's MESSAGE

It is my privilege and pleasure to welcome you to Atal Bihari Vajpayee Government Degree College, Bangana temple of learning, committed to academic excellence, holistic development, and nation-building through education.

Nestled in the serene hills of Himachal Pradesh, our college is more than just a center of higher learning. It is a vibrant academic community that fosters creativity, critical thinking, discipline, and leadership. We are guided by the ideals of our college's namesake, Bharat Ratna Atal Bihari Vajpayee Ji – a visionary leader whose values of integrity, dedication, and inclusivity inspire us every day.

Since its inception, our institution has remained focused on providing quality education that empowers youth to face the challenges of the 21st century. Our qualified and committed faculty, supportive administrative staff, and proactive student community together create a dynamic ecosystem for academic and personal growth.

We offer a wide range of undergraduate and postgraduate programs in Arts, Science, and Commerce streams, aligned with the goals of the National Education Policy (NEP) 2020. Our emphasis on value-based education, skill enhancement, digital literacy, and co-curricular involvement ensures that our students are not just degree holders but responsible and capable citizens.

We take pride in the revival and successful organization of long-pending events such as the Annual Prize Distribution, Sports Meet, Cultural Program, and College Magazine Publication – all within a short span of time. These efforts reflect our commitment to all-round development and institutional vibrancy.

The college also actively promotes community engagement through NSS, Rovers & Rangers, Red Ribbon Club, and Eco Club. Our recent initiatives in campus beautification, digital infrastructure upgradation, alumni engagement, and student support systems underscore our forward-looking approach.

As we continue to grow, our vision remains clear: to provide an enabling environment where students can discover their potential, develop confidence, and contribute meaningfully to society. I invite you to become a part of this academic journey at ABV Government Degree College, Bangana, and help us carry forward the legacy of excellence.

With best wishes for your bright future,

Warm regards,

Principal

Atal Bihari Vajpayee Government Degree College, Bangana (HP)

ABOUT THE COLLEGE

Atal Bihari Vajpayee Government Degree College (ABVGDC) Bangana, established in June 2007, is a prominent institution in the Una district of Himachal Pradesh. Affiliated with Himachal Pradesh University, Shimla, the college is situated amidst the serene surroundings of the Solah Singh Dhar hills, offering a tranquil and eco-friendly environment conducive to learning.

ACADEMIC PROGRAMS

ABVGDC Bangana provides a diverse range of academic programs to cater to the educational aspirations of students.

UNDERGRADUATE COURSES

Bachelor of Arts (BA), Bachelor of Commerce (B.Com), Bachelor of Science (B.Sc) in both Medical and Non-Medical streams.

PROFESSIONAL COURSES

Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA), introduced in the 2014–15 academic session under the self-finance scheme Postgraduate Programs: Master of Arts (MA) in English and Hindi, Master of Commerce (M.Com), and Post Graduate Diploma in Computer Applications (PGDCA), initiated from the 2021–22 academic session Add-on Course: A Spoken English Training program has been operational since 2018 to enhance students' communication skills.

FACILITIES AND INFRASTRUCTURE

The college boasts state-of-the-art infrastructure, including well-equipped laboratories, a comprehensive library, and modern classrooms. The campus is designed to be eco-friendly and noise-free, providing an ideal setting for academic pursuits.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

ABVGDC Bangana emphasizes the holistic development of students by encouraging participation in various activities.

CULTURAL AND SPORTS ACTIVITIES

Regular events and competitions are organized to nurture students' talents beyond academics.

CLUBS AND SOCIETIES:

Active units of National Cadet Corps (NCC), National Service Scheme (NSS), Rovers & Rangers, Eco Club, and Red Ribbon Club provide platforms for students to engage in community service and environmental awareness programs.

VISION AND MISSION

Guided by the motto “gyan, swabhiman, and Kalyan” (Knowledge, Self-respect, and Welfare), the college is committed to imparting value-based education. It aims to equip students with knowledge and character strength to face life's challenges and contribute positively to society.

1.DEPARTMENT OF BUSINESS MANAGEMENT

Department of Business management was setup in our institution to offer bachelor of business administration degree at doorstep. Business management focuses on the organizing, planning and analyzing of business activities that are required to efficiently manage run a business. This department been providing learning facilities students of exceptional caliber pursuing their career in management. The department engaged qualified faculty with different areas of management &related basic discipline who are actively involved in teaching, training, research, counseling and career placement.



your

and
has
to
for

has

1.1BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Bachelor of Business Administration programme was started in the academic session 2014-15 with an intake of 40 seats (all are in subsidized category). It is three year programme consist of six semester. This Degree provides a good head start for candidates who wish to develop managerial skills. It will make valuable candidate for international companies, which are always in the lookout for fresh minds who can help the business evolve. Bachelor of administration graduates can provide this and add a lot of value. The admission shall be made on the basis of entrance test/merit drawn on the basis of previous qualifying examination the written test shall be conducted if the number of applicants exceeds three times the number of available seats in the course. The course is specifically designed to meet the challenges of rapidly changing business environment in the globalized world of today.

ELIGIBILITY CRITERIA

Eligibility condition for BBA
Candidates who havepassed10+2 examination from H.P. Board/CBSE/ICSE or any other examination established by law in India considered equivalent to 10+2 by the Himachal Pradesh University Shimla, with at least 45% Marks (40% marks for SC/ST category), shall be eligible.

AGE LIMIT

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

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

Paper Code	Paper Title	Univers ity Examin ation	Interna l Assess ment	Max. Mark s	Exam. Duration
BBA-101	Environmental Science	70	30	100	3Hrs
BBA-102	Fundamental of Management Organizational Behavior	70	30	100	3Hrs
BBA-103	Statistics for Business Decisions	70	30	100	3Hrs
BBA-104	Entrepreneurship Development	70	30	100	3Hrs

PaperCode	Paper Title	Univers ity Examin ation	Intern al Assess ment	Max. Marks	Exam. Duration
-----------	-------------	-----------------------------------	--------------------------------	---------------	-------------------

BBA-201	Business Communication (Language:English/MIL)	70	30	100	3Hrs
BBA-202	Managerial Economics	70	30	100	3Hrs
BBA-203	Business Accounting	70	30	100	3Hrs
BBA-204	Ethics & Corporate Social Responsibility	70	30	100	3Hrs

PaperC ode	Paper Title	Universi ty Examin ation	Interna l Assess ment	Max. Marks	Exam. Durati on
BBA-301	Macro Economics	70	30	100	3Hrs
BBA-302	Principles of Marketing	70	30	100	3Hrs
BBA-303	Management Accounting	70	30	100	3Hrs
BBA-304	India's Diversity & Business	70	30	100	3Hrs
BBA-305	Personality Development & Communications Skills	70	30	100	3Hrs
PaperC ode	Paper Title	Universit y Examina tion	Internal Assess ment	Max. Marks	Exam. Durati on
BBA-401	Business Research	70	30	100	3Hrs
BBA-402	Human Resource Management	70	30	100	3Hrs
BBA-403	Financial Management	70	30	100	3Hrs
BBA-404	Tax Planning	70	30	100	3Hrs
BBA-405	IT Tools in Business	70	30	100	3Hrs

PaperC ode	Paper Title	Universi ty Examin ation	Interna l Assess ment	Max. Marks	Exam. Durati on
BBA-501	Quantitative Techniques for Management	70	30	100	3Hrs
BBA-502	Legal Aspects & Business	70	30	100	3Hrs
BBA-503	(DSE-1Finance)Investment Banking & Financial Services	70	30	100	3Hrs
BBA-504	(DSE-1Finance)Investment Analysis & Portfolio Management	70	30	100	3Hrs

PaperC ode	Paper Title	Universi ty Examina tion	Interna l Assess ment	Max. Marks	Exam . Durat ion
BBA-601	Business Policy and Strategy	70	30	100	3Hrs
BBA-602	Financial Institution & Markets	70	30	100	3Hrs
BBA-603	(DSE-1Finance)Project Appraisal and Analysis	70	30	100	3Hrs
BBA-604	Project Report	NA	NA	100	NA

PROJECT REPORT:

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

2.DEPARTMENT OF COMPUTER APPLICATION

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



to

2.1 BACHELOR OF COMPUTER APPLICATION (BCA)

There is a growing need for qualified computer engineers and a Bachelor of Computer Application degree can help to create a multi-faceted career in the industry. In this age of computer everything being digitalized, knowledge about computer is become very important. It helps the persons have a distinct advantage over the other who do not have a degree in computer application. From academic session2014-15 three year degree course spread over six semesters was started with 40 subsidized seats. Students will be taught subjects who are related other technological applications that are required in today' s IT industry in India. The admission shall be made on the basis of entrance test/merit drawn on the basis of previous qualifying examination; the written test shall be conducted if the number of applicants exceeds three times the number of available seats in the course.

Eligibility Criteria

2.2 ELIGIBILITY CONDITIONS

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

OR

Any examination of school/Board/college/University in a foreign country recognized as equivalent for the purpose of eligibility by the Vice-Chancellor/equivalent committee or on the recommendation of Association of the Indian Universities,(AIU) House, 16 Kotla Marg, New Delhi-110002 with at least 40% marks in case of SC/ST candidate.

AGE LIMIT

The maximum age limit for fresh admission to BCA course is 21 years for boys and 23 years for girls,as on1stJuly, 2025.However,for candidates of SC/ST categories, there is relaxation of three years.TheVice- Chancellor shall have the power to permit age relaxation for reason(s) to be recorded in writing up to a maximum period of three months.

DETAILED COURSE OUTLINE

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

Paper Code	Paper Title	Universti Examination	Interna l Assess ment	Max. Marks	Exam. Durati on
BCA-	Mathematics-1	70	30	100	3Hrs

0101					
BCA-0102	Applied English	70	30	100	3Hrs
BCA-0103	Computer Fundamental	70	30	100	3Hrs
BCA-0104	C_Programming	70	30	100	3Hrs
BCA-0105	Office Automation Tool	70	30	100	3Hrs
BCA-0104(P)	C_Programming(Lab-I)	35	15	50	3Hrs
BCA-0105(P)	Office Automation Tool (Lab-II)	35	15	50	3Hrs

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

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

Paper Code	Paper Title	University Examination	Internal Assessment	Max. Marks	Exam. Duration
BCA-0401	Personnel Management	70	30	100	3Hrs
BCA-0402	Accounting	70	30	100	3Hrs
BCA-0403	System Analysis and Design	70	30	100	3Hrs
BCA-0404	Internet technology & Web Page Design	70	30	100	3Hrs
BCA-	Programming in Visual Basic	70	30	100	3Hrs

0405					
BCA-0404(P)	Internet Technology & Web Page Design (Lab-VII)	35	15	50	3Hrs
BCA-0405(P)	Programming in Visual Basic (Lab-VIII)	35	15	50	3Hrs

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

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

Project Work:

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

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

2.3 SCHEME OF EXAMINATION FOR BBA&BCA

There shall be an examination at the end of each semester in the month of April and October to be notified by the controller of exam. (HP)

The Courses of study and syllabi shall be as prescribed by the Board of Studies/ faculty from time to time or the rules will be similar to those for the corresponding examination by University. The pass marks in each paper shall be 45% for BBA & 40% for BCA.

A candidate obtaining pass marks in any course shall not be required re-appear in that course again; however, the candidate shall be required to complete his/her degree within at a maximum of five years.

English will be medium of instructions and examination.

INTERNAL ASSESSMENT

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

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

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

HOUSE EXAMINATION

House examination shall cover ordinarily around two third of the syllabus in each paper and shall follow the same format as that of the university examination in all respects including the format of question papers, the time duration for each paper and maximum marks allotted each paper. The marks obtained shall be scaled down to15%.If there are fractions in the marks obtained in any paper as a result of scaling down or otherwise, these shall be carried as such and shall not be converted in to whole numbers. Conversion of fraction into whole number shall be done at the final stage of calculating internal assessment.

2.4 WEIGHTAGE FOR ATTENDANCE

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

1.	75%to80%	Attendance	1Marks
2.	80%to85%	Attendance	2Marks
3.	85%to90%	Attendance	3Marks
4.	90%to95%	Attendance	4Marks
5.	95%andabove	Attendance	5Marks

ELIGIBILITY CONDITIONS TO APPEAR IN THE ANNUAL EXAMINATION FOR BBA&BCA

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

2.5 DETAIL OF FEE STRUCTURE

Head-wise and Semester-wise detail of fee structure for BBA & BCA courses as per Government norms is as under:

FEE STRUCTURE OF BCA:

SN	Annual Charges	1 st Sem	3rdSem	5thSem
1	Admission Fee	25	25	25
2	Tuition Fee	300	300	300
3	HPU Registration Fee	210	0	0
4	HPU Sports Fee	15	15	15
5	HPU Youth Welfare Fee	15	15	15
6	HPU Holiday Home Fund	1	1	1
7	Building Fee	60	60	60
8	A.F.	150	150	150
9	C.A.F.	20	20	20
10	Identity Card	10	10	10
11	Lib. Security Fee	1000	0	0
12	Student Welfare Fund	2	2	2
13	Magazine Fund	50	50	50
14	House Exam. Fee	40	40	40
15	Health Fund	6	6	6

16	Computer & Internet Fee	90	90	90
17	Computer Fee	20	20	20
18	Development Fund	10	10	10
19	Sports Fund	120	120	120
20	Book Replacement Fund	25	25	25
21	Scout& Guide Fund	30	30	30
22	BBA & BCA Fee	6000	6000	6000
23	Univ .Development Fund	250	0	0
24	PTA Fund	250	250	250
25	Furniture Repair	10	10	10
26	Industrial & Edu. Fund	500	0	0
27	NCC Fund	10	10	10
28	Red Cross Fund	40	40	40
29	Continuation Fee	0	10	10
	Total	9259	7309	7309

Fee Structure of BBA:

SN	AnnualCharges	1stSem	3rdSem	5thSem
1	Admission Fee	25	25	25
2	Tuition Fee	300	300	300
3	HPU Registration Fee	210	0	0
4	HP Sports Fee	15	15	15
5	HP Youth Welfare Fee	15	15	15
6	HPU Holiday Home Fund	1	1	1
7	Building Fee	60	60	60
8	A.F.	150	150	150
9	C.A.F.	20	20	20
10	Identity Card	10	10	10
11	Lib. Security Fee	1000	0	0
12	Student Welfare Fund	2	2	2
13	Magazine Fund	50	50	50
14	House Exam. Fee	40	40	40
15	Health Fund	6	6	6
16	Computer & Internet Fee	90	90	90
17	Computer Fee	20	20	20
18	Development Fund	10	10	10
19	Sports Fund	120	120	120
20	Book Replacement Fund	25	25	25
21	Scout& Guide Fund	30	30	30
22	BBA & BCA Fee	4500	4500	4500
23	Univ. Development Fund	250	0	0
24	PTA Fund	250	250	250
25	Furniture Repair	10	10	10
26	Industrial & Edu. Fund	500	0	0
27	NCC Fund	10	10	10
28	Red Cross Fund	40	40	40
29	Continuation Fee	0	10	10
	Total	7759	5809	5809

BCA Fee Structure			BBA Fee Structure	
Semester	Boys	Girls	Boys	Girls
1st	9259	8959	7759	7459
2nd	7040	6740	5540	5240
3rd	7309	7009	5809	5509
4th	7040	6740	5540	5240

5th	7309	7009	5809	5509
6th	7040	6740	5540	5240

NOTE:-

Fee/Fund is subject to change as per the directions of University/Higher Authorities from time to time

Reservation of seats

Admission to the course shall subject to the following conditions:

- 15%and7.5% seats shall be reserved for scheduled caste/scheduled tribe candidates respectively, who have passed their qualifying examination from H.P. Board of School Education or any other institution considered equivalent by the university and located within the territorial jurisdiction of H.P. as per rules.
- Theremaining77.5% seats shall be filled as under:-
- 25% of seats for admission shall be open to all the candidates irrespective of the institution from where they have passed their qualifying examination.
- 75% of the seats shall be filled out of the ones who have passed their qualifying examination from H.P. Board of School Education or any other school or board (e.g. CBSE or ICSE etc.) located within the territorial jurisdiction of H.P .subject to the following reservation parameters:
- 5% of the seats shall be reserved for outstanding sports persons.
- 5% of the seats shall be reserved for candidates with outstanding position in cultural activities.
- 5% of the seats shall be reserved for physically handicapped candidates (only in the absence of a or b above)

The minimum eligibility condition for admission to the course in case of SC/ST will be5% lower than the eligibility condition for other students. 120points reservations roaster for admission showing reservations of the various categories shall be used as per rules of Himachal Pradesh.

Some of the abbreviations used in the roster are:

Ce
rtif
ica
te
for
m
co

Ph	=Physically Handicapped	SC	=Scheduled cast
EWS	=Economically weaker section	ST	=Scheduled Tribe
WFF	=Ward of freedom fighter	OBC	=OtherBackward Class
IRDP	=Integrated Rural Development Programme	Ex-Man	=Ex-Service Man

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

ROASTER TO BE FOLLOWED FOR ADMISSION

1	26SC	51	76	101
2	27ST	52SC	77	102
3	28	53ST	78	103
4	29	24	79SP	104
5	30	55	82ST	105
6	31	56	81CUL	106SC
7SC	32	57	82	107ST
8	33SC	28	83	108
9	34SC	59SC	84	109
10	35	60SP	85SC	110
11	36	61CUL	86	111
12SC	37	62	87	112SC
13ST	38CUL	63	88	113
14	39SC	64	89	114
15	40SP	65SC	90	115
16	41	66HC	91SC	116
17	42	67ST	92	117SP

18SC	43	68	93ST	118CUL
19SP	44	69	94	119SC
20CUL	45	70	95	120ST
21	46SC	71	96	
22	47	72SC	97SC	
23	48	73	98CUL	
24	49	74	99SP	
25	50	75	100HC	
HC-3%	CUP-5%	SP-5%	SC-15%	ST-7.5%
3	6	6	18	9

3.POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

Post Graduate Diploma in Computer Application is designed for graduate students who interested in developing computer applications in different field like banking, insurance and accounting. To offer this course in your doorstep, it was started in academic session 2021-22 with an intake of 40 subsidized seats. . This programme provides specialization in computer science with technical, professional and communication skills. So it is indeed a smarter choice for students who are graduated and want to persuade a professional course. Another benefit of this course is that student may get direct admission to 2ndyear of the M.Sc. IT or Master of Computer Application (MCA) course in case they can complete PGDCA form recognized institution/University. It offers plenty of scope with fabulous jobs within and outside the country.

3.2 ELIGIBILITY CONDITIONS

Candidate who have passed graduation in any stream from the recognized university or its equivalent with at least 50% marks (45%marks in case of SC/ST category) shall be eligible. Maximum age limit for admission in this course is 26years for boys and 28years for girls as on 1stJuly,2025. However, for candidates of SC/ST categories, there is relaxation of three years. The vice chancellor shall have power to permit age relaxation for reason(s) to be recorded in writing up to a maximum period of three month.

An applicant who is placed under compartment, re-appearing BBA/BCA/B.A./B.Com./B.Sc.3rdyear examination is not eligible for admission in this course.

3.3 FEE STRUCTURE

Fee for this course is Rs.7000 per semester. Fee are subject to change as per directions of the university/higher authorities from time to time.

COURSE OUTLINE

Detailed Course outline for PGDCA Programme as prescribed by Himachal Pradesh University is given, which is subject become to change by the Board of studies followed approval of Academic Council and Executive Council of Himachal Pradesh University.

1ST SEMESTER

Paper code	paper titles	Internal Assessment	Max.Marks theory	Exam Duration
DSE-101	Fundamental of programming using C	25	75	3Hrs
DSE-102	PC Software	25	75	3Hrs
DSE-103	Operating system	25	75	3Hrs
DSE-104	COA	25	75	3Hrs
DSE-105	Practical (CLanguage)	50	50	3Hrs
DSE-106	Practical PC software	50	50	3Hrs

2ND SEMESTER

Paper code	paper titles	Internal Assessment	Max.Marks Theory	Exam Duration
DSE-201	Data and File Structure	25	75	3Hrs
DSE-202	System Analysis and Design	25	75	3Hrs
DSE-203	Object Oriented Programming in C++	25	75	3Hrs

DSE-204	Database Management system	25	75	3Hrs
DSE-205	Practical-III(C++)	25	75	3Hrs
DSE-206	Practical-IV(DBMS)	25	75	3Hrs
DSE-207	Project	NA	200	NA

PROJECT WORK

The project should include development of application software for some industry/institute

I	Project Report	50
II	Viva -Voce	100
III	Seminar	50

4.RULES AND REGULATIONS

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

4.1 DRESS CODE

There will be definite Dress Code for students of BBA&BCA as per the ethics of Professional courses. Students will have to follow dress code (Sky Blue Shirt, Black Tie. Black Blazer, Black trouser, Black Shoes & Socks) as approved by the college advisory committee.

4.2 RAGGING

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

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

4.3 (ABSENCE FINE AND OTHER FINES):

- Absence fine per Period Rs.5.00
- Without Dress Code Rs.25.00per day
- Absence from House Practical Rs.25.00perPractical
- Absence from House Test all papers Rs.200.00
- Late payment of dues Rs.5.00perday
- Late return of Library Books Rs.1.00 per day
- Using Mobile Phone in Class Rooms & unprescribed area (s)Rs.100.00 per day
- Any act of indiscipline Rs.50.00 or more
- Present in the college but absent from class Rs.50.00per class
- Issuance of Duplicate Identity Card Rs.20.00

4.4 LEAVE RULES

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

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

However, the Principal may re-admit such student(s) on their commendation of teacher(s) concerned and on the payment of prescribed re- admission fee within 10 days after the struck off his/her name.

RE-ADMISSION FEE

First Time Rs.100.00

Second Time Rs.200.00

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

LIBRARY RULES

- There is a provision of library cards for the students to avail of library facilities.
- The library cards shall be issued by the library in-charge on the production of admission fee slip.
- Books are issued for maximum period of 15days. Any unauthorized delay shall be charged @ Rupee1.00per day per book.
- Reference books shall not be issued in any case

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

GENERAL CONDUCT / DISCIPLINE RULES:

- All the students must note that Ragging inside/outside the college campus is a cognizable offence.
- Any of the following activities will be considered a breach of discipline:
- Ragging in any form Graffiti i.e. any sort of writing on the wall/blackboards/room etc.
- Damaging the college property in any manner.
- Loitering in corridors and causing disturbance in the classes.
- Possession or use of drugs and indulgence in smoking in the campus.
- Bringing outsider to the college.
- Sticking any kind of bill/notice on the notice board without the prior permission of the Principal.
- Creating any kind of violence or nuisance in the campus.
- Coming without I-Card in the college.
- Use of mobile phones by the students is strictly prohibited except the allotted area near the college stage. Violator should be fined accordingly.

5 SCHOLARSHIP AND AWARDS

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

5.1 ACADEMIC PRIZES

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

5.2 SPORTS, CULTURAL ACTIVITIES & NSS AWARDS

- Participants conferred with Gold, Silver & Bronze Medal during International events, Inter-university events, Inter College championship and Annual College Athletic Meet and those who participate in inter-university events are eligible for as per the university sports norms.
- Youth festival prizes are as par with that of sports prizes.
- NCC volunteers who participate in Republic Day Parade conferred with the prize of best cadets.
- NSS volunteer select their officials like President, Vice-President, and General Secretary. Such officials may be bestowed with the award of best volunteer of the National Social Service (NSS) unit of the college.
- College Students Central Association (CSCA) Office bearers are presented Blazer exhibiting college Insignia during Oath Taking Ceremony.
- Rangers and Rovers often participate in state level camp and one of them is essentially chosen as best Ranger or Rover for his/her outstanding performance.
- Blood donors are also conferred with prizes for their extra-ordinary service to the society.
- Industrial tour is mandatory for the students of Bachelor of Business Administration (BBA) to provide a pragmatic knack of the market. Its expenditure is borne by the students at their own.

6. FACILITIES AND ACTIVITIES

Old Students' Association (OSA)

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

6.1 EDUCATIONAL TOURS

Educational tours are arranged only during winter vacation:-

Routes will be recommended by the concerned committee and approved by the principal.

Students will have to produce written permission from their parent's for joining such tours.

The college will provide limited financial support as per committed under rules.

6.2 COLLEGE STUDENTS' CENTRAL ASSOCIATION (CSCA)

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

6.3 VARIOUS UNITS OF COLLEGE

NATIONAL CADET CORPS (NCC):

This institution has the honour of running NCC with Army and Naval wing.

NATIONAL SERVICE SCHEME (NSS):

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

ROVERS & RANGERS (R&R):

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

6.4 COLLEGE MAGAZINE:

To nourish the creativity among the students, the college magazine "GOVINDIKA" is published every year. It has many sections like Hindi, Sanskrit, Pahari, English and Science etc. One student editor for each section is also appointed at the beginning of the academic session.

FEEDBACK/APPRECIATION:

A Suggestion Box is installed in the college campus to invite the general advice, suggestion or information from the students about how good or useful the institutional work is and what measures can be adopted to make its functioning more meaningful, purposeful and result oriented.

TEACHERS' APPRAISAL:

The teachers are evaluated by the students twice during the academic session through a "Prescribed Feedback Form".

ADMISSION PROCEDURE

- All candidates are advised to fill their online admission form on their own mobile phone/laptop, or in the **Lokmitra Kendra / Cyber Cafe** nearby their hometown.
- All the candidates are directed to register with their **personal mobile number, and email address**, as all the future communication will be done by the admission committees using these mobile number and email address only.
- Candidate must save the "**Username and Password**" generated during registration process with them, and complete the admission process by filling the online application form using their **own username and password** from "**Login to Apply**" button.
- Candidate needs to fill the online admission form using his/her own credentials, after that only his/her candidature will be considered for admission. **Registration alone does not make any candidate eligible for admission.**
- During online filling of application form you need to enter all information correctly, and only upload the "**scanned copy of original documents**" and pay an amount of registration fee if applicable. Only after paying Registration fee the candidate will finally be able to submit the application forms if registration fee is required there. You must have to submit your Form to complete registration process.
- **Photostat copies of documents are not accepted.** If admission committee found any uploaded Photostat copy at the time of form verification then their admission form will be rejected, and candidates need to rectify the rejected form from his/her account, and **resubmit it again.**
- At the time of form verification admission committee holds all the rights to reject any uploaded documents, if documents are not uploaded in the prescribed format mentioned in the instructions provided at the time of documents upload. Then student will be

communicated by the committee through “**SMS and Email**” in their registered mobile number and email address to do the needful changes.

- Candidate then needs to make the corrections by Logging in their account using their username and password and resubmit the form again and wait for final approval which will be intimated through **SMS and Email within a week**.
- After final approval from admission committee candidate will be informed by his/her respective committee **to pay the fee through SMS and Email** in their register mobile number and email address.
- Candidate need to pay the fee online to complete the admission process by logging in their account using his/her own username and password.
- In case of any query related to online admission, candidate can contact concerned admission committee.



STEPS FOR REGISTRATIONS

Applicant(s) are required to apply online through college official website ie <https://www.gcbangana.ac.in/> or <https://admission.gcbangana.ac.in/> No other means/modes of application are acceptable.



- Click on the tab “New Registration”. You will be directed to the registration form page.
- A valid own Mobile number. Please keep it active, at least until the admission process is complete as all communication will be sent through SMS. An E-Mail ID belonging to the candidate is required.
- UID Aadhar number or Enrollment number. Note down your username and password. And click on “**Login to Apply**”.

STEPS FOR FILLING ONLINE APPLICATION FORM

- Now enter your “Username” and “Password” to fill the application form.
 - Fields marked as red star mandatory to fill.
- Enter all your “personal details, permanent address, and educational qualifications” asked in this form. Check the subsequent sub category in which you fall. And Click on **Save and Next** button.
- In Education section you must have to add your marks details by clicking on **Add %** Button. A popup window will appear to fill marks details. Enter your marks details in textbox. If you passed under CGPA select Yes option and add your grade point, for your help CGPA grade table is there. After filling details select click Calculate Button then Press **save** button.
 - In Sub-categories and Activities section select appropriate applicable option.
- a) Press save to application and move to next page to upload the scanned copy of original documents in the desired columns as per the format given below:
- b) Only file types - jpg, jpeg, png and pdf of size 500KB are supported.
- c) Upload recent and clear photographs/documents.
- d) Your photo should be of passport size in jpeg/png format with minimum dimensions as 200x 200 pixels and your face should be clearly visible.
- e) In case you don't have certificate for a selected category just go back, unselect that category and save the form.
- f) After uploading, you may also upload again if required.
- g) Documents uploaded will be examined by Admission Committee. You may receive remarks for any modification/update.
- h) Click on **Next** button.
 - Here check all the documents if they were uploaded correctly or not. You can also upload any document again if it was not uploaded correctly. After checking click on “**Next**” button.
- Here in this page check all the details filled by you in the form; you can edit any column where if data is not filled correctly. After checking check all the boxes in the check list, and click on **Continue** button and pay the registration Fee if applicable otherwise you can directly submit the form. Once your payment confirmation comes you form will be automatically get submitted.
- Here in this page check all the details filled by you in the form; you can edit any column where if data is not filled correctly. After checking check all the boxes in the check list, and click on **Continue** button and pay the registration Fee if applicable otherwise you can directly submit the form. Once your payment confirmation comes you form will be automatically get submitted.
- If due to some reason your registration fee payment stuck or deducted or you didn't see Form Submission confirmation page like below, you must have to try payment again on main page. If payment already in process you can Verify the payment by clicking on Verify Payment button.



- After this your form will be submitted. You are advised to download the copy of submitted form for future reference.
- Now the admission committee will verify the application form. In case of any discrepancy found in the online admission form, it will be communicated to the student by **SMS** and **Email** in the registered mobile number and email address provided by candidate at the time of registration.
 - If candidate will receive any message regarding form rectification then he/she need to rectify the form from his/her account using their **Username and password**. Hence, they are again requested to retain their account information with them until the completion of admission process.
- After receiving any updates from the admission committee regarding approval of application form candidate needs to pay the admission fee online from their user account.
- It is directed to students to retain the hard/soft copy of filled application form and fee receipt with them. In case, if any discrepancy found during student admission they need to submit it at college. If any student fails to submit these documents when called his/her admission is subjected to cancellation.
- It is advised to regularly check email, SMS and visit College site for latest updates over admission process.

CHECKLIST FOR ADMISSION TO 1ST SEMESTER,

- Application Form
- Matric Certificate (2 copies)
- +2 Certificate (2 copies)
- Passport Size Photograph of student
- Original Character Certificate issued by the school
- If +2 is passed as a private candidate, in that case character Certificate may be obtained From a gazetted officer/Panchayat Pradhan/Municipal Councillor.
- In case of opting for category benefit, SC/ST/OBC/Physically Disabled the Certificate from a competent authority must be enclosed.
- Self-Declaration for gap year(s).
- Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.
- Copy of Adhaar Card
- Those who have passed their eligibility exam from a Board/University other than Himachal Pradesh must submit original migration Certificate



CHECKLIST FOR ADMISSION TO 3RD SEM AND 5TH SEM

- Application Form
- Passport size Photograph of student
- Bonafide Himachali Certificate must be attached by girl students to avail Tuition Fee concession.
- Matric Certificate (1 copy)
- +2 Certificate, 1 Copy 2nd Sem Admit card, 4th sem Admit card.
- Copy of Adhaar Card
- Photocopy of the admit card of the last examination appeared (2nd sem and 4th sem consisting of No Dues Certificate duly certified by the concerned departments and counter-signed by the Principal/authorized Faculty Deans.
- In case of opting for category benefit, SC/ST/OBC/Physically Disabled the Certificate from a competent authority must be enclosed.

NOTE :- *All original Certificate must be produced at the time of admission.

IMPORTANT INSTRUCTIONS: GENERAL INSTRUCTIONS

- It is mandatory for every student to maintain strict discipline within the college campus as well as outside the college.
- Any act performed by the student that amounts to indiscipline will be dealt with strictly.
- The entire student required to read the notices thoroughly which are displayed exclusively on the college notice board every day, and do the need full accordingly.
- Dressing girl student in any manner whatsoever is an offence punishable under the law. Hence, student is advised not to indulge in such kind of activities, otherwise they would face strict legal action.
- Scribbling/writing anything on the blackboard, on furniture and walls etc. is a part of indiscipline.
- Removing or causing damage to the furniture or window glasses, removing notices etc. is also a breach of discipline.
- Few acts also tantamount to indiscipline, holding any meeting/function/party and photography in the premises of the college without prior permission of the principal.
- Student should not temper the electrical fitting, interactive panel and water fittings etc. in the college campus.
- Using foul language with any student, teacher or any other employee of the college shall be viewed seriously. Use of cell phone is strictly prohibited inside.

IDENTITY CARD:

- Identity card is the most important document of college student, because it is the only identification for anyone to establish that one is a student of the college.
- Any transaction between students and college is entertained only after production of identity

card.

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

CAREER GUIDANCE-CUM-COUNSELING AND PLACEMENT CELL:

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

ANTI RAGGING/DISCIPLINE RULES:

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

Ragging is strictly prohibited in the institution. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh. Punishment for ragging includes:

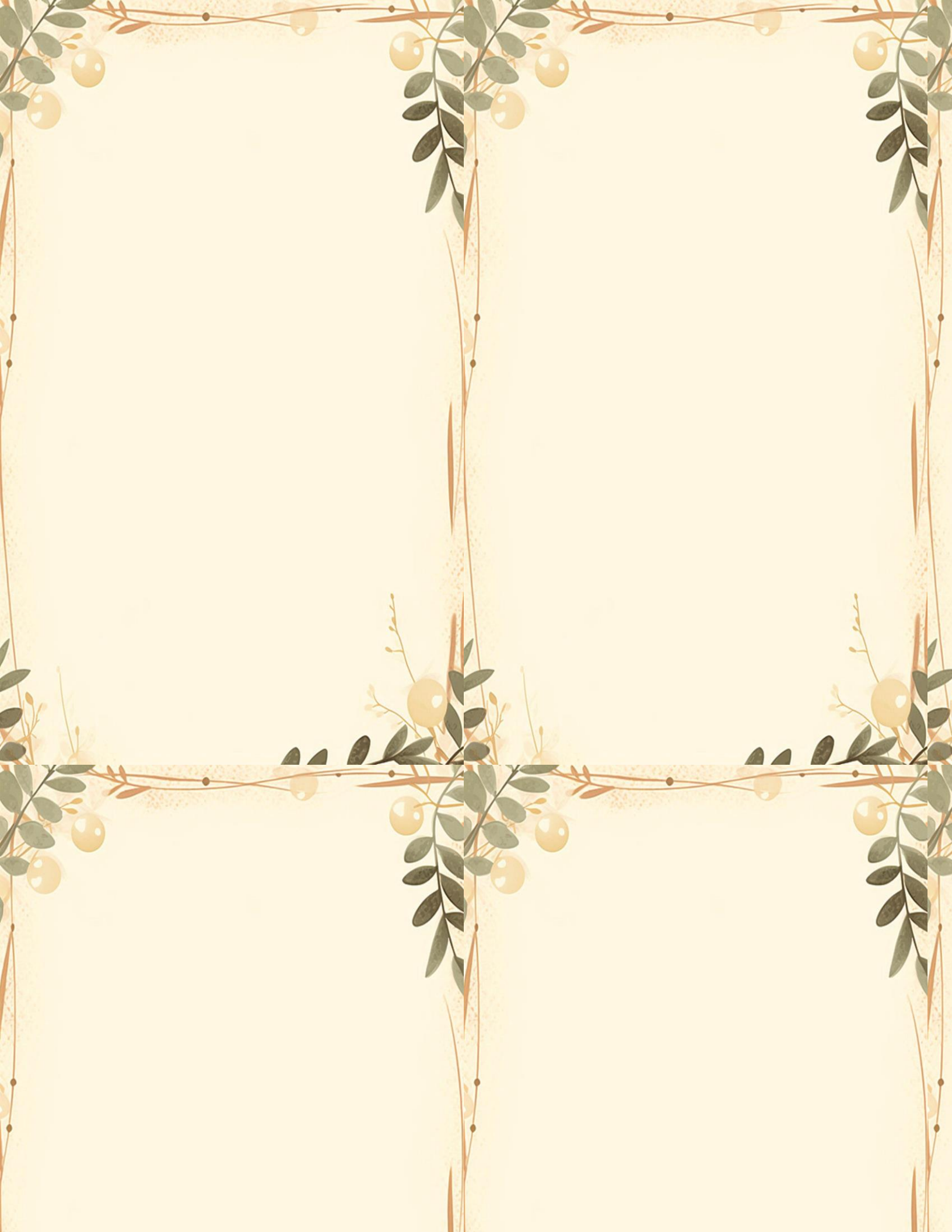
- Imprisonment/fine or both.
- Expulsion from the institution, suspension from the institution or classes for a limited period and fine with a public apology.
- Withholding scholarships or other benefits.
- Debarring from representation in events.
- Withholding of result.
- If the individuals committing or abetting ragging are not identified collective punishment shall be resorted to.
- Character/migration certificate(s) issued by the institution shall have an entry apart from that of general conduct and behavior to the effect whether the student had participated in particular was punished for ragging.
- In case the applicant for admission is found to have indulged in ragging/indiscipline if the past or if it is noticed later that he has indulged in ragging, admission shall be refused to him/her or he/she shall be expelled from the institution forth with.

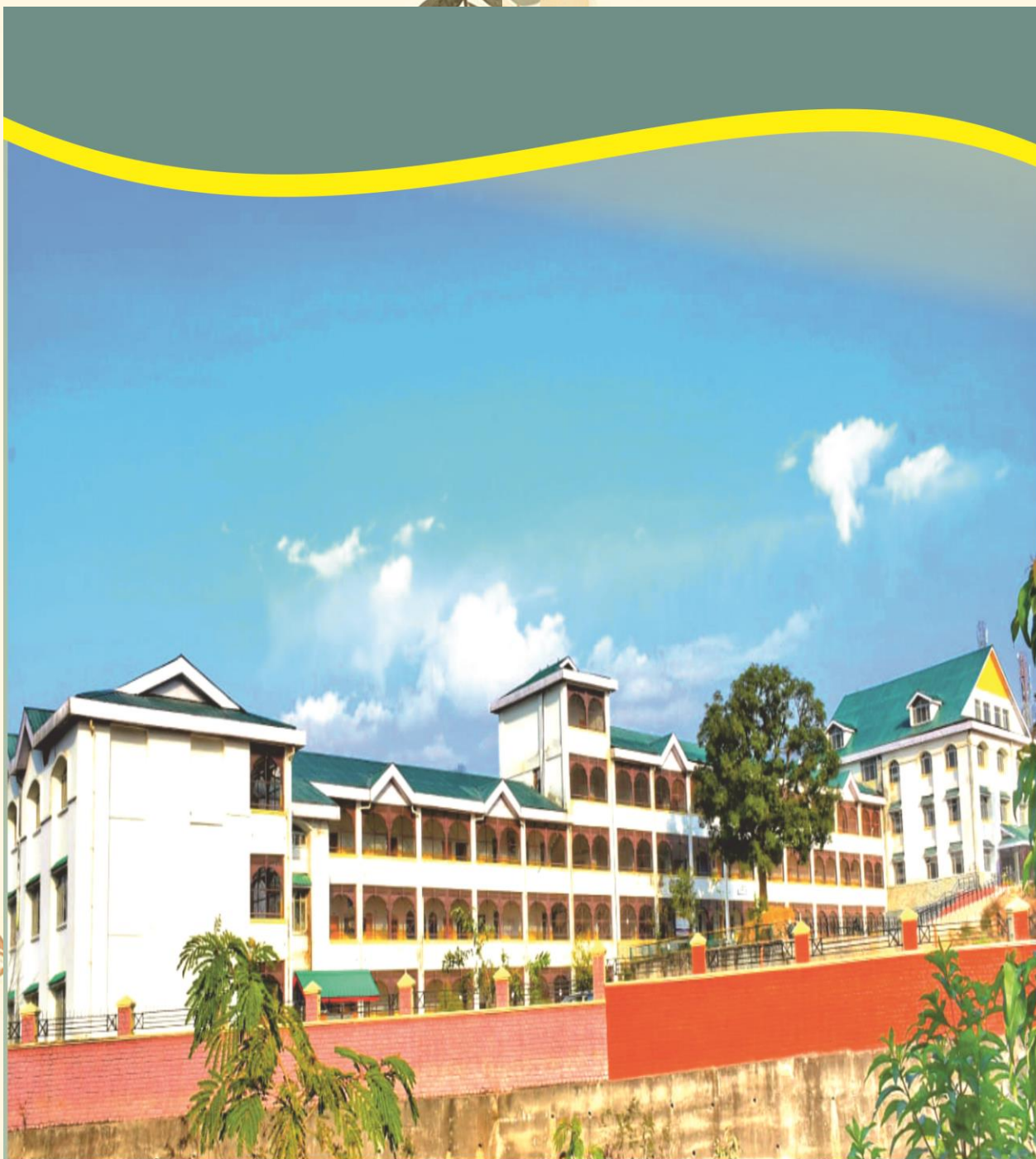
For Himachal Pradesh University Act, statutes and ordinances as amended till date login university website www.hpuniv.nic.in (Right to information-H.P. University Act & Ordinance Vol. I, II).

Mandatory Undertaking:

It is mandatory for all the students and their parent/guardians to fill up the anti-ragging Undertaking online on the website www.amanmovement.org, anti-ragging in an attach the Print out along with all other documents in the admission form







Anti Ragging Helplines : National 24X7 Toll Free No.: 1800-180-5522

State Helpline No. : 0177-2625400

Email: cm-hp@nic.in | College Helpline No. : 01975-262993