

HANDBOOK OF INFORMATION

2021-22



(For BBA, BCA and PGDCA)



“Higher Education Institute Society”

Swami Vivekanand Govt. College Ghumarwin

Distt. Bilaspur (H.P.)-174021

E-mail : heisdirector@gmail.com

Contact No. : 01978-255551

Important Dates

(Dates will be notified on College Website: www.gcghumarwin.org.in)

For BCA/BBA/PGDCA

1. Last Date of Receipt of Application/Registration Form

(BCA/BBA/PGDCA)

2. Date of Display of Merit List

(BCA/BBA)

3. Date of Admission

The selected candidates will be informed
Telephonically/Mail/Message

4. Date of Starting Regular Classes

Will be notified as per the direction of
Govt. of Himachal Pradesh

Important Note

(Regarding Admission for the Session 2021-22)

1. The candidates have to apply online on the college website: www.gcghumarwin.org.in
2. Before filling the admission form you are advised to read the information provided in College Prospectus/Handbook of Information.
3. The completed online form should be submitted on or before the dates decided by the Institution/HP University Notifications.
4. After the approval of admission form by the Admission Committee of the college, the selected candidates will have to submit the Fees and other dues online within the specified dates, failing which your admission for any Programme/Course will stand, cancelled.
5. The admission will be purely provisional, and will be cancelled at any stage, if the information submitted online is found incorrect.
6. The provisional admission will be finalized after the verification of the original documents/testimonials.
7. The College will follow the orders/Guidelines of Higher authorities for the process of admission.
8. Important dates regarding admission will be displayed on the college website; therefore the candidates are advised to check the college website regularly.
9. During the COVID-19 Pandemic the students have to follow the latest SOP's issued by the concerned authorities.
10. The regular classes (online/offline) of the admitted candidates will be started as per the directions of Higher Authorities.
11. List of forms to be downloaded :
 - i. Admission form (colored PP size photograph to be pasted on the form)
 - ii. Library enrollment form
 - iii. Undertaking by the parents/guardian
 - iv. PTA enrolment form (to be filled by the candidate)
 - v. Authorization Certificate (if required)

PRINCIPAL
SVGC GHUMARWIN
DISTT. BILASPUR H.P-174021

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THE INSTITUTE

Established in 1994, Swami Vivekanand Govt. College Ghumarwin is situated on NH-103 at a distance of about 3 km . towards the West North of Ghumarwin town which is rapidly coming up as an education hub of Distt. Bilaspur. The majestic building of the college, constructed by ACC Ltd. Barmana, provides the best possible infrastructural facilities for academic, sports and co-curricular activities.

The college is a multi faculty institution, covered under section 12 (B) & 2 (F) of UGC Act & affiliated to HP University. It offers undergraduate courses in humanities, Science and Commerce faculties.

The faculty members are highly qualified academicians, imparting value based quality education in different fields. Keeping pace with the development of information technology, Bachelor of Computer Application (BCA), Bachelor of Business administration (BBA) & Post Graduate Diploma in Computer Application (PGDCA) Programmes are going on successfully under the aegis of Higher Education Institute Society of SVGC-Ghumarwin.

The College has well equipped laboratories, a well stocked library, sports (Indoor & outdoor), NSS, Rover & Ranger and NCC (Girls & boys) facilities. A girls hostel building has also been constructed in the college campus which has become operational from 2012-13 session. The students of this college have set a glorious record of academic excellence by bagging merit positions in various university examinations and notable achievements in sports, cultural and other fields.

The Parent-Teacher Association is contributing a great deal in the developmental activities of this college. For effective and qualitative teaching, the department of computer applications has been using the latest teaching aids. The professionally competent faculty members of the department of computer applications, BBA & Commerce are fully geared up to groom the students and enable them to face the challenges of the job market through acquisition of relevant skills. The BBA course will definitely empower the youth of this area to procure jobs in the private sector all over the global market.

“Education is most powerful weapon you can use to change the world”–Nelson Mandela

From Director's Desk



Dear Student! Welcome to Swami Vivekanand Govt. College Ghumarwin, an institution of academic excellence and achievement, which was established in 1994. It is amongst one of the finest colleges within the Himachal Pradesh University. In this college, we are imparting higher education to the students coming from different parts of District Bilaspur as well from other parts of State of Himachal Pradesh, which is a very substantial, potent and conscientious task. We all know that education plays critical role for the development of a nation. It is a fact that education is a dynamic process in which new-fangled thoughts are supplemented persistently to constrict the

education in progressive approach. It is also realism that the nation is as strong as its education system. A developed country has strong and deep rooted education system where as the developing and its system that makes the country great, strong and developed. I want that our students should be imparted an all round education so that they become multidimensional rather than uni-dimensional. In my view, acquiring information is no longer the main focus of education; instead the main aim of education is to build the powers of human mind and spirit. We believe in providing our students an environment, rich in knowledge and supportive for their extra-curricular interests. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual development. I feel proud to acknowledge the contribution of highly qualified, dynamic and multi-talented faculty, non teaching staff and also the students who have studied or are studying in this college. We have to continue to move ahead for producing and maintaining the best. We run so many courses which endeavor to enrich the academic and extra-curricular standards of our students. Our teachers work hard throughout the year with the students to provide them high quality educational experience in the form of debates, group discussions, workshops, symposia, seminars and sports and cultural competitions. Eminent personalities are invited from all walks of life to address our students and expose them to new ideas and thoughts. I welcome all the new students and assure that every effort will be put to meet their ambitions and desires.

Prof. Ramkrishan

Principal-cum-Director

Swami Vivekanand Govt. College Ghumarwin (H.P.)

“The purpose of education is to replace an empty mind with an open one” – Malcolm Forbes

BACHELOR OF COMPUTER APPLICATION (BCA)

(Three year Degree Course)

a) Course Profile

Affiliated to H.P. University Shimla, we are offering BCA course at your door steps. BCA is a three year degree course. The total No. of seats in BCA course are 50. The distribution of seats is as under:

	Category	Number of Seats in BCA
i)	Subsidised Seats	20
ii)	Non Subsidised Seats	30
	Total (i+ii)	50

b) Eligibility Conditions

Candidate who has passed (10+2) examination from HPBOSE/CBSE/ICSE or any other examination considered equivalent by HPU with 40% marks (35% marks for SC/ST category) shall be eligible for taking entrance test conducted by the college.

c) Age limit

Maximum age limit for admission to BCA course is 21 years for general category, 24 years for SC/ST category and 23 years for girls candidate as on 1st July, 2021. The vice chancellor of HPU may permit age relaxation upto maximum of three months.

Note : Due to Covid-19 Pandemic, Admission will be made purely on 10+2 merit basis or as per the direction of Govt. of Himachal Pradesh / H.P. University Shimla.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(Three year Degree Course)

a) Course Profile

The course of Bachelor of Business Administration (BBA) is being offered in the institution under self-financing scheme and regulated through the Higher Education Institute Society, Govt. College Ghumarwin (H.P.) Regd. Under Cooperative Society Act 2006 (Act xxv of 26. The duration of BBA degree course is three years spread over in six semesters. The BBA degree course is affiliated with Himachal Pradesh University Shimla. The basic objective to start this course in this institution is to impart quality education in management to the candidates admitted for the course for equipping themselves to build their career and ultimately become a good citizen of country.

The number of seats allotted for admission to BBA I Semester for the academic session is as follows:

Sr. No.	Course	Subsidised	Non-Subsidised	Total
1	BBA	30	10	40

b) Eligibility Conditions

Candidates who have passed 10+2 examination from HPSE Board/CBSE/ICSE or any other examinations considered equivalent to 10+2, by HPU with 45% marks (40% marks for SC/ST Categories) shall be eligible as per HP University rule.

c) Age Limit

Maximum age limit for admission in BBA Ist Semester Degree Course is 22 years on 1st July, 2021 provided that in case of the candidates belonging to Scheduled Castes/Scheduled Tribes, the upper age limit will be relaxed by three years. Provided further that the Vice-Chancellor shall have the power to permit age relaxation for reasons to be recorded in writing up to a maximum of three months.

Note : Due to Covid-19 Pandemic, Admission will be made purely on 10+2 merit basis or as per the direction of Govt. of Himachal Pradesh / H.P. University Shimla.

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

a) Course Profile

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

	Category	Number of Seats in PGDCA
i)	Subsidised Seats	10
ii)	Non Subsidised Seats	30
	Total (i+ii)	40

a) Eligibility Conditions

A candidate who has passed Bachelor degree in any discipline with atleast 50% marks (45% marks in case of SC/ST candidates) from a university established by law in India.

b) Age limit

Candidate seeking admission in PGDCA programme shall not be more than 26 years for male candidate 28 years for female candidate and 29 years for SC/ST candidate as on 1st July, 2021.

Note:- The admission will be made purely on graduation marks basis. The students who want to take admission in PGDCA are directed to apply within 10 days after the declaration of Graduation result/as per the dates notified by the Institution.

RESERVATION OF SEATS

Admission to the courses except for seats reserved for payments/Non-subsidised seats shall be made as per the roster. The roster of admission showing reservations of various categories shall be followed as per rules of Himachal Pradesh University.

Reservation of seats in the Educational Institutions for Admission in Various Courses

Vertical Reservation : (i) SC 22% (ii) ST 5% (iii) OBC 15% (iv) EWS 10%

Horizontal Reservation: (i) Ex-Man/Ward of Ex-Man 15% (ii) PH 5% (iii) WFF 2% (iv) IRDP 15%

UR	=	Un Reserved	SC	=	Scheduled Caste
ST	=	Scheduled Tribe	OBC	=	Other Backward Classes
EWS	=	Economically Weaker Sections	IRDP	=	Integrated Rural Development Programme,
PH	=	Physically Handicapped	WFF	=	Ward of Freedom Fighter
Ex-Man	=	Ex- Serviceman			

ROSTER

Reservation of seats in the Educational Institutions for Admission in Various Courses

Vertical Reservation : (i) SC 22% (ii) ST 5% (iii) OBC 15% (iv) EWS 10%

Horizontal Reservation: (i) Ex-Man/Ward of Ex-Man = 15% (ii) PH = 5% (iii) WFF = 2% (iv) IRDP 15%

UR= Un Reserved, SC= Scheduled Caste, ST= Scheduled Tribe, OBC= Other Backward Classes, EWS= Economically Weaker Sections, IRDP =Integrated Rural Development Programme, PH = Physically Handicapped, WFF -Ward of Freedom Fighter, Ex-Man = Ex- Serviceman

Sr.No of Seat(s)	Category for which the seat(s) remarked	Sr.No of Seat(s)	Category for which the seat(s) remarked	Sr.No of Seat(s)	Category for which the seat(s) remarked	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	UR -PH-1	42	OBC-6	83	UR PH -4	124	UR	165	UR
2	UR	43	UR	84	OBC -12	125	UR	166	UR
3	UR	44	UR	85	UR	126	UR	167	UR
4	UR	45	UR	86	UR - EX-MAN -13	127	UR	168	UR
5	SC-1	46	SC-10	87	SC -19	128	SC -28-IRDP -8	169	SC-37
6	UR	47	UR - EX-MAN -7	88	UR	129	OBC-19 -EX-MAN -19	170	EWS-17
7	UR-EX-MAN -1	48	UR	89	OBC -13	130	EWS -13	171	UR
8	OBC-1	49	OBC -7 PH-3	90	EWS-9	131	UR	172	OBC-25-EX-MAN -25
9	EWS-1	50	SC- 11	91	SC -20 -WFF-2	132	SC- 29	173	SC -38
10	SC-2	51	UR -WFF -1	92	UR	133	UR -EX- MAN -20	174	UR - EX-MAN -26
11	UR	52	UR	93	UR -PH -5	134	UR	175	UR
12	UR	53	EWS-5	94	UR - EX-MAN -14	135	OBC -20 -IRDP -9	176	UR
13	UR	54	UR - EX-MAN -8	95	OBC -14 IRDP -6	136	UR	177	OBC -26
14	SC-3 -EX-MAN-2	55	SC- 12	96	SC-21 IRDP -7	137	SC -30	178	SC -39
15	UR	56	OBC-8	97	EWS -10	138	EWS -14	179	EWS -18
16	UR	57	UR	98	ST -5	139	UR	180	ST -9 IRDP-12
17	OBC-2	58	UR	99	OBC -15	140	ST -7 -EX -MAN -21	181	UR - EX-MAN -27
18	EWS-2	59	EWS -6	100	SC -22 -EX-MAN -15	141	SC -31	182	SC-40
19	SC-4	60	SC-13 EX-MAN 9	101	UR - PH -6	142	OBC -21	183	UR -PH -9
20	ST-1	61	ST-3	102	UR	143	UR	184	OBC -27
21	UR - EX-MAN -3	62	UR	103	UR	144	UR	185	UR
22	OBC-3	63	OBC -9 IRDP -3	104	UR	145	UR	186	UR - EX-MAN -28
23	SC-5 PH- 2	64	SC -14 IRDP -4	105	SC -23	146	SC -32	187	SC -41
24	UR	65	UR	106	UR	147	UR -EX-MAN -22	188	UR
25	UR	66	UR	107	UR - EX-MAN -16	148	UR	189	OBC -28
26	UR	67	UR	108	OBC -16	149	OBC -22 PH -8	190	EWS -19
27	UR	68	UR	109	EWS-11	150	SC -33	191	SC -42 WFF -4
28	SC -6 IRDP- 1	69	SC-15	110	SC -24	151	UR - WFF -3	192	UR
29	OBC-4 EX-MAN-4	70	EWS-7	111	UR	152	UR	193	UR -PH -10
30	EWS -3	71	UR	112	UR	153	EWS- 15	194	UR - EX-MAN -29
31	UR	72	OBC-10-EX-MAN-10	113	UR	154	UR - EX-MAN -23	195	OBC -29 IRDP -13
32	SC-7	73	SC-16	114	SC -25 EX-MAN -17	155	SC -34	196	SC -43 -IRDP -14
33	UR - EX-MAN -5	74	UR - EX- MAN -11	115	UR	156	OBC -23	197	EWS -20
34	UR	75	UR	116	UR	157	UR	198	ST -10
35	OBC-5 IRDP -2	76	UR	117	OBC -17	158	UR	199	OBC -30
36	UR	77	OBC -11	118	EWS-12	159	EWS-16	200	SC- 44- EX-MAN -30
37	SC-8	78	SC-17	119	SC -23	160	SC-35 EX-MAN -24		
38	EWS-4	79	EWS-8	120	ST -6	161	ST -8		
39	UR	80	ST -4 IRDP -5	121	UR -EX-MAN -18	162	UR		
40	ST-2 EX-MAM -6	81	UR - EX- MAN -12	122	OBC -18	163	OBC -24 - IRDP -10		
41	SC -9	82	SC-18	123	SC -27 -PH -7	164	SC -36 -IRDP -11		

The seats under 200 Point Roster for Different Categories are as under :-

Category	SC (22%)	ST(5%)	OBC(15%)	General	EWS(10%)	Total
Open	28	6	18	70	20	142
Ex-Man /WES	6	2	4	18	0	30
WFF	2	0	0	2	0	4
IRDP	6	2	6	0	0	14
PH	2	0	2	6	0	10
Total	44	10	30	96	20	200

Horizontal Reservation	EX-Serviceman	15%
	Ward of Freedom Fighter	2%
	IRDP	7%
	Physically Handicapped	5%

FEE STRUCTURE FOR SUBSIDIZED SEATS & NON SUBSIDIZED SEATS

BCA	Subsidised Seats	Non Subsidised Seats
Course Fee	Rs. 6,000/- Per Semester	12,500/- Per Semester
Library Security	1000/- (Refundable)	1000/- (Refundable)
P.T.A. Fund	200/-	200/-

BBA	Subsidised Seats	Non Subsidised Seats
Course Fee	Rs. 4,500/- Per Semester	10,000/- Per Semester
Library Security	1000/- (Refundable)	1000/- (Refundable)
P.T.A. Fund	200/-	200/-

PGDCA	Subsidised Seats	Non Subsidised Seats
Course Fee	Rs. 7,000/- Per Semester	12,500/- Per Semester
Library Security	1000/- (Refundable)	1000/- (Refundable)
P.T.A. Fund	200/-	200/-

Note :

1. The course fee is subject to change as per HPU and H.P. Govt. Directions.
2. The students admitted to the faculty of BCA/BBA/PGDCA will be governed by the rules and regulations contained in the prospectus 2021-22 of S.V. Govt. College Ghumarwin (H.P.)
3. Fee for the semester will be taken at the time of admission.
4. P.T.A. Fund will be charged as per college rules.

Fine:

Absence fine per period (Theory)	Rs. 5.00
Absence fine per practical	Rs. 10.00
Absence fine House Test per paper	Rs. 100.00
Without : Dress	Rs. 20.00 /day

5. **Exam Fee :** Examination fee for each semester will be charged as per H.P.U. Directions.

6. Refund of fee to student :

- a) If was decided that if a student leave the seat after depositing the fee before the last day of admission then 90% of fee will be refunded.
 - b) If a candidate leave the seat within 30 days of the last date of admission then he/she will be refunded 50 percent of the fee only after the filling up of the seat by new candidate. If the seat is not filled then no refund will be allowed.
7. Dress Code to the students of BCA/BBA is mandatory.

SUBMISSION OF APPLICATION FORM

Downloaded Application forms accompanying the following documents should be submitted to **The Principal cum Director (H.E.I.S.) S.V. Govt. College, Ghumarwin-174021 (H.P.) India.**

1. For BCA & BBA attested copies of the certificates of matriculation or its equivalent examination and Plus Two (10+2) or its equivalent examination with the conversion formula of grade into percentage where ever applicable with relevant testimonials.
2. Proof of the date of birth (if not given in the matriculation certificate) attested photocopies of supporting documents.
3. For PGDCA attested copies of matric, +2, TDC I, II & III or its equivalent examination from recognized university and attested photocopies of supporting documents. If result of qualifying exam i.e. TDC III is not declared, submit The DMC at the time of counseling.
4. Attested copies of certificate for reserved category, if any.
5. Character Certificate from the institution last attended if the candidate has passed the qualifying exam from other than this institution.
6. Photo copy of Aadhar Card.

Semester system and Choice Based Credit System.

The Indian Higher Education Institutions have been moving from the conventional annual system to semester system. Currently many of the institutions have already introduced the choice based credit system. the semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. It is desirable that the HEIs move to CBCS and implement the grading system.

DETAILED COURSE OUTLINE FOR CBCS BACHELOR IN COMPUTER APPLICATION (BCA)

Detailed course outline for BCA programme as prescribed by Himachal Pradesh University is given below, which is subject to change by the Board of studies duly approved by Academic Council and the Executive Council of Himachal Pradesh University as and when required.

First Year (1st Semester)

Paper Code	Paper Title	Credit
BCA0101	Mathematics-I	4
BCA0102	Applied English	4
BCA0103	Computer Fundamentals	4
BCA0104	C Programming	4
BCA0105	Office Automation Tools	4
BCA0104 (P)	C Programming Lab-I	3
BCA0105 (P)	Office Automation Tools	
EVS Environmental Science	Tools Lab-II	3
	AECC-1	
	Compulsory	

First Year (2nd Semester)

Paper Code	Paper Title	Credit
BCA0201	Mathematics-II	4
BCA0202	Communicative English	4
BCA0203	Digital Electronics	4
BCA0204	Data Structures	4
BCA0205	Data Base Management System	4
BCA0204 (P)	Data Structures Lab-III	3
BCA0205 (P)	Data Base Management System Lab-IV	3

2nd Year (3rd Semester)

Paper Code	Paper Title	Credit
BCA0301	Mathematics-III	4
BCA0302	Business Practices and Management	4
BCA0303	Computer Organization	4
BCA0304	Object Oriented Programming with C++	4
BCA0305	Desktop Publishing and Designing	4
BCA0304(P)	Object Oriented Programming with C++ Lab-V	3
BCA0305 (P)	Desktop Publishing and Designing Lab-VI	3

2nd Year (4th Semester)

Paper Code	Paper Title	Credit
BCA0401	Personnel Management	4
BCA0402	Accounting	4
BCA0403	System Analysis and Design	4
BCA0404	Internet Technology & Web Page Design	4
BCA0405	Programming in Visual Basic	4
BCA0404(P)	Internet Technology & Web Page Design Lab-VII	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3

Third Year (5th Semester)

Paper Code	Paper Title	Credit
BCA0501	Operating System	4
BCA0502	E-commerce	4
BCA0503	Management Information System	4
BCA0504	ASP NET Technologies	4
BCA0505	Computer Oriented Statistical Methods	4
BCA0504 (P)	ASP NET Technologies Lab-IX	3
BCA0505(P)	Computer Oriented Statistical Methods	3

Third Year (6th Semester)

Paper Code	Paper Title	Credit
BCA0601	Computer Network	4
BCA0602	Numerical Methods	4
BCA0603	Multimedia Technology	4
BCA0604	Computer Graphics	4
BCA0605	Software Engineering	4
BCA0604 (P)	Computer Graphics Lab-XI	3
BCA0606	Major Project	3

DETAILED COURSE OUTLINE FOR CBCS BACHELOR IN BUSINESS ADMINISTRATION (BBA)

The detailed course outline for BBA degree course/program as prescribed by Himachal Pradesh University, which is subject to change by Board of studies approved by academic council and the executive council of the University as follows:

Semester-I

Course Code	Title of the Course	Category	Credit
101	Environmental Science (Common with B.A./B.Sc./Com)	Ability Enhancement Compulsory (AECC)-I	4
102	Fundamental of Management & Organization Behaviour	Core Course	6
103	Statistics of Business Decisions	Core Course	6
104	Entrepreneurship Development	Generic Elective (GE)-I	6

Semester-II

Course Code	Title of the Course	Category	Credit
201	Business Communication (Common with B. Com. Hon's) (Language : English/MIL)	Ability Enhancement Compulsory (AECC)-II	4
202	Managerial Economics	Core Course	6
203	Business Accounting	Core Course	6
204	Ethics & Corporate Social Responsibility	Generic Elective (GE)-II	6

Semester-III

Course Code	Title of the Course	Category	Credit
301	Macroeconomics	Core Course	6
302	Principles of Marketing	Core Course	6
303	Management Accounting	Core Course	6
304	India's Diversity & Business	Generic Elective-III	6
305	Personality Development & Communication Skills	Skill Enhancement Course-I	6

Semester-IV

Course Code	Title of the Course	Category	Credit
401	Business Research	Core Course	6
402	Human Resource Management	Core Course	6
403	Financial Management	Core Course	6
404	Tax Planning	Generic Elective-IV	6
405	IT Tools in Business	Skill Enhancement Course-II	6

Semester-V

Course Code	Title of the Course	Category	Credit
501	Quantitative Techniques for Management	Core Course	6
502	Legal Aspects of Business	Core Course	6
503	(DSE-I Finance) Investment Banking & Financial Services OR (DSE-II Marketing) Consumer Behaviour OR (DSE-III Human Resource) HRD: System and Strategies OR (DSE-IV Management of Global Business) International Trade: Policies and Strategies	DSE Note : Students can opt any one of the Specialization in V Sem. and the same will continue in the 6th Sem.	6
504	(DSE-I Finance) Investment Analysis & Management OR (DSE-II Marketing) Retail Management OR	DSE	6

	(DSE-III Human Resource) Training and Management Development OR (DSE-IV Management of Global Business) Global Business Environment		
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Semester-VI

Course Code	Title of the Course	Category	Credit
601	Business Policy & Strategy	Core Course	6
602	Financial Institution & Markets	Core Course	6
603	(DSE-I Finance) Project Appraisal & Analysis OR (DSE-II Marketing) Distribution & Supply Chain Management OR (DSE-III Human Resource) Performance and Compensation Management OR (DSE-IV Management of Global Business) Multinational Business Finance	DSE	6
604	(DSE-I Finance) Project Report OR (DSE-II Marketing) Project Report OR (DSE-III Human Resource) Project Report OR (DSE-IV Management of Global Business) Project Report	DSE	6

DETAILED COURSES OUTLINE FOR PGDCA

The detailed course outline for PGDCA course/program as prescribed by Himachal Pradesh University, which is subject to change by Board of studies approved by academic council and the executive council of the University as follows:

Semester-I

Course Code	Paper	Max. Marks Theory	Internal Assessment	Exam. Duration (Hrs.)
DCS-101	Fundamental 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)	75	25	3
DCS-106	Practical-II (PC Software)	75	25	3

Semester-II

Course Code	Paper	Max. Marks Theory	Internal Assessment	Exams. Duration (Hrs.)
DCS-201	Data & File Structure	75	25	3
DCS-202	System Analysis & Design	75	25	3
DCS-203	Object Oriented Programming & C++	75	25	3
DCS-204	Data Base Management System	75	25	3
DCS-205	Practical-III (DFS Using C++)	75	25	3
DCS-206	Practical-IV (Database management System)	75	25	3
DCS-207	Project Work	200		

EXAMINATION, CCA/IA & LECTURE CONDITION

- i) **End-Semester Examination (ESE)** : End-Semester Examination (ESE) accounting for the 70% of the final grade that the student gets in a course.
- ii) **Continuous Comprehensive Assessment (CCA)** : Continuous Comprehensive Assessment (CCA) accounting for the remaining 30% of the final grade that the student gets in a course. Distribution of marks for CCA in each course in each Semester and Instructions for conducting Mid Term Test and Evaluation of Tutorial/Home Assignments/Seminars/Quiz etc. is as follows.

Distribution of marks for CCA in each course of BCA/BBA in each semester.

MTT	Class Test/Tutorials/Assignment/Seminar/Presentation.	Attendance	Total Marks
15	10	5	30

Time Allowed for conduction of Minor Test will be one and half hours.

A) Mid Term Test (15 Marks)

There will be one mid-term test, to be conducted when approximately 2/3 of the syllabus has been covered. This mid-term test will be for 15 marks.

B) Seminar/Assignments (10 Marks)

The 10 marks of the CCA will be awarded on the basis of seminar/assignment/term paper etc. that the course teacher might give to the students.

C) Attendance (5 Marks)

- i) The distribution of 5 marks based on attendance is as under.

Below 75% attendance	Zero
75% to 79%	1
80% to 82%	2
83% to 85%	3
86% to 88%	4
89% to above	5

(H.P.U. Notification No. 6-38/2005-(SUG)-HPU (ACAD) Dated 4-6-2007

- ii) Every students of BCA/BBA/PGDCA must attend at least 75% lectures both in theory and practical separately. Other wise the examination form will not be sent to the University. [H.P.U. Ord. No. 6.2(b)]
- iii) The Principal can condone lectures upto 10% in every course including practical in respect of those students who have miss their classes on account of their participation in N.S.S., Sports, Cultural or Academic activities. In this case prior sanction of leave from the principal is must.

Note :

- i) A student will have to pass both the components (i.e. CCA and ESE) separately to become eligible to be declared successful in a course.
- ii) Only those students will be allowed to appear in the ESE who have been successful in the CCA.

HIGHER EDUCATION INSTITUTE SOCIETY SVGC GHUMARWIN

Prof. Ramkrishan	Principal cum Director (H.E.I.S.)
Dr. Nittam Chandel	Member Secretary (H.E.I.S.)
Prof. Bachan Singh	Co-Ordinator BCA/PGDCA
Prof. Vinod Kumar	Co-Ordinator BBA

Faculty of BCA/BBA/PGDCA

Er. Amar Paul Singh	B. Sc. IT, MCA, M.Tech. (CSE), UGC NET (Two Times) Computer Science, 8 years teaching experience.
Ms. Neelama Devi	MCA, M.A. B. Ed. 4 years teaching experience.
Mr. Rohit Sharma	B.Sc., M. Sc. Maths, H.P. SET
Naresh Kumar	B. Com, M. Com., UGC-NET (Three Times) JRF in Management & H.P. SET, 4 years teaching experience.
Ms. Rajni Thakur	BBA, MBA, UGC NET
Mr. Yatharth Vaidya	B. Tech., MBA, UGC NET

ADMINISTRATIVE STAFF

Ms. Rita	Assist. Librarian
Ms. Anu Sharma	Clerk
Mr. Ranjeet Singh	Office Assistant
Mr. Parshant	Lab Technician
Smt. Sarita	Peon

c) **Guest Faculty**

Guest Lectures in various disciplines are arranged to impart advance knowledge in various fields as and when required.

FACILITIES IN THE CAMPUS

Computer Labs: Two well equipped air conditioned computer labs 30 work stations are available in each lab with internet connectivity.

Lecture Theatre: Hi Tech Smart class rooms for each class are available in the institution. Interactive Board LCD Projector & Visualizer are available to assist teaching.

Other Facilities in the campus:

Canteen, spacious lawns, Gym, Frequent Bus Service from the campus, well furnished Girls hostel available in the campus.

Scholarships/Concessions

The college offers the following Scholarships and Concessions.

A) Central Schemes

- i) Post Matric Scholarship Scheme to SC /ST / OBC students
- ii) Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes.
- iii) Merit cum means Scholarship Scheme for students belonging to Minority Community.
- iv) Post Matric Scholarship Scheme to students belonging to Minority Community.
- v) Maulana Azad National Scholarship Scheme for Meritorious Girls students belonging to Minorities.
- vi) Scholarship to disabled students.

B) State Scheme

- i) Indira Gandhi Utkrisht Chattervriti Yojana for Post Plus Two Students.
- ii) Kalpana Chawla Chhatravriti Yojna.
- iii) Maharshi Balmiki Chattervriti Yojna.

- iv) IRDP Scholarship Scheme.
- v) Financial Assistance to the children of the Armed Forces Personnel killed/disabled during the different War/Operations.
- vi) Mukhya Mantri Gyandeep Yojna.

Contact Nos. for any enquiry:

Prof. Ramkrishan	01978-255551 (O) 70180-28002 (M)
Dr. Nittam Chandel	70180-55077
Prof. Bachan Singh	94180-45720
Prof. Vinod Kumar	70185-10541
Ms. Anu Sharma (Office Clerk)	79184-31938
Mr. Ranjeet Singh (Clerk)	82192-72853, 97368-70805

CAREER GUIDANCE AND PLACEMENT CELL

The Career Guidance and Placement cell has been set up in the college for the benefit of the students. Primary objective of the cell is to provide the much needed life skills to students and help them to find job placements. The Cell's activities are initiated by the teaching faculty of different departments. The cell offers guidance to students regarding different pathways in higher education and other career opportunities apart from placement support.

To keep pace with the present stiff competition, the placement cell has undertaken several measures like organizing seminars, mock interviews, soft skills, communicative skills, personality development, corporate culture/etiquette and leadership skills to the students.

Following are regular features of the cell:

1. Knowledge building sessions.
2. Training in basic communication skills.
3. Guidance for competitive exams.
4. Training Programs.
5. Seminar on Career awareness.
6. Motivational lectures.
7. Motivation for self employment.
8. Information about emerging career opportunities.
9. Special Career opportunities for student like organization of job fair.

ANTI RAGGING/DISCIPLINE RULES

In order to have zero tolerance and its total elimination from educational institutions, Hon'ble Supreme Court of India vide its orders dated 4th May, 2001, 16th May 2007 and 11th Feb, 2009 has directed as here under:

1. Ragging is banned in the institution.
2. Anyone indulging in ragging is liable to be punished appropriately. Punishment shall be exemplary and justifiably harsh.
3. Punishment for ragging includes:
 - i) Imprisonment, fine or both
 - ii) Expulsion from the institution, suspension from the institution or classes for limited period or fine with a public apology.
 - iii) With holding scholarships or other benefits.
 - iv) Debarring from representation on participation in events.
 - v) With holding of results.
 - vi) Suspension or expulsion for hostel or mess and the like.
4. In case the applicant for admission is found to have indulged in ragging/indiscipline in the past or if it is

noticed later that he has indulged in ragging, admission may be refused or he/she will be expelled from the institution forthwith.

ANTI RAGGING HELPLINE:

National : 24×7 Anti Ragging Helplines

1. Toll Free No. 1800-180-5522
2. E-mail : helpline@antiragging.net
State : State Helpline Numbers : 0177-2625400, 2625819
e-mail: cm-hp@nic.in
College : Ph. : 01978-255551
email: bcapgdca_dir@yahoo.in

Anti Ragging cum Discipline Committee:

1.	Prof. T.R. Singh	Convener	94180-33165
2.	Prof. P. L. Janewoo	Member	98161-46515
3.	Prof. Prittam Lal	Member	94182-12881
4.	Prof. Bachan Singh	Member	82190-06646
5.	Prof. Jyoti Prabha	Member	94180-24111
6.	Prof. Parveen Ranaut	Member	94181-45785
7.	Prof. R. K. Shukla	Member	98164-90544
8.	Prof. Neelam Sharma	Member	80917-58125

The committee will keep a continuous watch and vigil over Ragging. The committee shall promptly deal with incident of Ragging brought to its notice and summarily punish the Guilty either by itself or by putting forth its findings/recommendations/suggestions to the Principal.

HOSTEL

The college has a Girls Hostel with a capacity to accommodate 91 students. Hostel is allotted on academic merit basis. The following rules are to be observed strictly by the hostel inmates :

The Hostel warden appoints a hostel Prefect who looks after the discipline and daily attendance of the girls.

- * The mess is run on cooperative basis.
- * No inmate is allowed to use electric appliances in the room.
- * Entry of outsiders in the hostel is strictly prohibited.
- * Use of drugs or intoxicants, smoking and ragging in the hostel are offences which can result in the eviction of the offender from the hostel.
- * Pets are not allowed in the hostel
- * No boarder is allowed to proceed to her native place without prior permission of Hostel warden
- * On leaving / vacating the hostel, the boarder shall have to procure a "No Dues Certificate" from the Hostel.

HOSTEL FEES AND FUNDS

H.O. A/c Govt.	Fee and Funds	Amount to be charged
Fund	Hostel Admission Fee	10.00 p.a
	Room rent per seat @ Rs. 30.00 per month	360.00 p.a
College	Hostel Maintenance Fund	600.00 p.a
	Utensil Charges	5.00 p.a
Dues	Hostel Identity Cards	10.00 p.a
	Common Room Fund	120.00 p.a
	Attendant Fee	300.00 p.a
	Establishment Charges	120.00 p.a
	Electricity Charges	2400.00 p.a
	Water Charges	120.00 p.a
	Sweeper Charges	360.00 p.a
	Depreciation Charges	600.00 p.a
	Hostel Security (Refundable)	500.00
	Furniture Security (Refundable)	100.00
	Mess Advance (Refundable/ Adjustable)	500.00
	Mess Charges Extra	1200.00
	Total	6105.00

Note : If electricity bill is more than the electricity charges collected, the extra amount will have to be shared by all Hostellers equally.

College Administrative Affairs Committees for Session 2021-22

S.N.	Name of Committee	Members	Convener
1.	College Advisory /CSCA Advisory Committee	Prof. T. R. Singh Prof. P.L. Janewoo Prof. Pritam Lal Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Ranaut Dr. R. K. Shukla Prof. Neelam Sharma Dr. Nittam Chandel Dr. Mahender Bhatia CSCA Office Bearers President	Convener
2.	Hostel Advisory Committee	Dr. Jyoti Prabha Dr. Surya Kant Prof. Manorma Prof. Reeta Kumari (Warden) Dr. Hansa Devi Prof. Reena (Eng.) Mrs. Anu Sharma CSCA Office Bearer (Girl Students)	(Chief Warden)
3.	AISHE in Charge	Dr. Shishta Sharma	
4.	Bursar	Prof. Pritam Lal	
5.	Campus Development & Beautification Committee	Dr. Mahender Bhatia Prof. Anit Kumar Prof. Parveen Sankhyan Prof. Rajender Sharma Prof. Shaweta Chandel Prof. Reena (Eng.) Prof. Jyoti Barwal CSCA President Sh. Kuldeep Singh (Mali)	Convener
6.	IQAC Co-ordinator	Prof. Vinod Sharma	Convener
7.	RUSA Co-ordinator	Dr. Nittam Chandel	
8.	UGC/NAAC Cell	Dr. Nittam Chandel Dr. Raj Kumar Dr. Shista Prof. Reena Sharma Sh. Rakesh Chandel (Sr. Asstt.)	Convener
9.	Research Development Committee	Prof. Bovinder Chand Dr. Arun Kumar (Physics) Prof. Lavli Rana	Convener

		Prof. Poonma Er. Amarpaul (BCA) Prof. Naresh Kumar (BBA)	
10.	Scholarship Monitoring Committee	Prof. T. R. Singh	
11.	Scholarship Committee	Prof. P. L. Janewoo Members:- Dr. Yash Pal Chopra SC/ST Fresh Prof. Shaweta Chandel SC/ST Renewal Prof. Anit Sharma IRDP Renewal Dr. Rajni Devi IRDP Fresh Prof. Pawan Kumar Post Matric OBC Renewal Prof. Amit Kumar (Edu.) Post Matric OBC Fresh Prof. Amit Kumar (Chy) Dr. Ambedkar (EBC) Fresh Dr. Jaswant Singh Saini Dr. Ambedkar (EBC) Renewal Prof. Jyoti Barwal Kalpna Chawla Renewal Prof. Vikas Chandel Kalpna chawla Fresh Sh. Rampal (Assistant)	Convener
12.	House exam Committee	Dr. Parveen Ranaut Dr. Mohinder Singh Prof. Vinod Sharma Prof. Anit Kumar Dr. Amit Kumar (Chemistry) Prof. Amit Sharma	Convener
13.	Time Table Committee	Dr. R. K. Shukla Dr. Surya Kant (Chemistry) Dr. Jaswant Saini Prof. Rajender Kumar Dr. Rajni Devi Prof. Anil Kumar	Convener
14.	College Estate Committee	Dr. Parveen Ranaut Dr. R.K. Shukla Dr. Mahender Bhatia Dr. Mohinder Singh Sh. Jyoti Prashad (Clerk)	Convener
15.	College Building Fund Committee	Prof. Ramkrishan Prof. T. R. Singh Pradhan Gram Panchayat Patta (PTA President) (CSCA President) Sh. M.L. Sharma (Asst. Eng.PWD Ghumarwin) Col. Jaswant Singh V.P.O. Kalol Teh. Jhandutta	Chairman Member Secretary Member Member Member Member Member
16.	College Sanitization Committee during COVID -19 Pandemic	Prof. Anit Sharma Prof. Rajender Sharma Prof. Anil Kumar	Convener

		Prof. Amit Sharma Dr. Ripon Kumar Sh. Hans Raj (Peon)	
17.	College Property Maintenance Committee a) Civil work maintenance and furniture repair	Dr. Mohinder Singh Prof. Bovinder Chand Prof. Arun Kumar (Math) Prof. Vikas Chandel Sh. Ram Pal (Clerk)	Convener
	b) Electricity Maintenance	Dr. Raj Kumar Dr. Neeraj Gandhi Dr. Amit Kaura Prof. Anjna Kumari SLA Sh. Jyoti Prashad (Clerk)	Convener
	c) Water supply Maintenance	Prof. P. L. Janewoo Prof. Praveen Sankhyan Prof. Sachin Monga Prof. Pawan Kumar Sh. Jyoti Prashad (Clerk)	Convener
18.	Purchase Committee	Dr. Nittam Chandel Dr. Mohinder Singh Prof. Vinod Sharma Prof. Pawan Kumar HOD Concerned Department Sr. Asstt. Sh. Rakesh Chandel (Buyer) Store in Charge	Convener
19.	Purchase Verification Committee	Prof. P. L. Janewoo Dr. R. K. Shukla Prof. Sachin Monga Dr. Yashpal Prof. Jyoti Barwal Convener/Member of Concerned committee Sh. Pritam Lal Sharma (Office Supdt.)	Convener
20.	Legal Affairs & RTI Committee	Sh. Ramkrishan (Principal) Dr. Jyoti Prabha Dr. Nittam Chandel Prof. Vinod Kumar Prof. Manorma Devi Sh. Pritam Lal Sharma (Office Supdt.)	PIO APIO
21.	College Canteen Committee	Dr. Parveen Ranaut Prof. Parveen Sankhyan	Convener

		Prof. Dimpal Chauhan Dr. Shista Sharma Prof. Reeta Kumari Sh. P.L. Sharma (Office Supdt.) CSCA President	
22.	College Magazine Committee	Prof. T. R. Singh Dr. Mohinder Singh Prof. Amit Kumar (Edu.) Prof. Manorma Devi Dr. Ripon Kumar Prof. Anit Sharma Dr. Shista Sharma Prof. Poonma	Chief Editor Planning Forum Pahari Hindi Sanskrit English Science Commerce
23.	Prospectus Committee	Prof. Bachan Singh Prof. Vinod Sharma Dr. Yashpal Chopra	Convener
24.	College Website Committee	Prof. Vinod Sharma Dr. Yash Pal Chopra BCA Faculty (All) Sh. Pritam Lal Sharma Sh. Rakesh Chandel	Convener Office Supdt. Uni. Clerk
25.	Press/Publicity Committee Regarding College Activities	Prof. Reeta Kumari Dr. Ripon Kumar Prof. Vikas Chandel	Convener
26.	Library Affairs Committee	Dr. R.K. Shukla Dr. Jaswant Singh Saini Prof. Shaweta Chandel Prof. Parveen Sankhyan Dr. Prakash Gautam Prof. Pawan Kumar Dr. Rajni Devi Prof. Jyoti Barwal College Librarian CSCA President	Convener
27.	House Allotment Committee	Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Ranaut Dr. R. K. Shukla Office Supdt.	Convener

Students' Affairs Related Committees For Session 2021-22

S.N.	Name of Committee	Convener/Member	
1.	Career Counselling & Placement Cell	Prof. Pritam Lal Dr. Prakash Gautam Prof. Rajender Kumar Prof. Anit Kumar Prof. Lavli Rana Prof. Poonma Prof. Anil Kumar Prof. Vikas Chandel BCA/BBA Faculty	Convener
2.	Academic Affairs Committee (Admission, Exam and Result)	Dr. Surya Kant Prof. Rajender Sharma Prof. Amit Kumar (Education) DA University	Convener
3.	Attestation of University Forms	All HODs	
4.	Bus Passes attestation Committee	All HODs	
5.	Leave Sanctioning Authority for students	Principal – More than Six days Sr. Tutor (Prof. T.R. Singh) up to six days HOD's (Concerned Deptt.) up to three days	
6.	I–Cards attestation committee	Prof. T.R. Singh Prof. P.L. Janewoo Prof. Pritam Lal Dr. Mahender Bhatia Co-ordinator BBA Co-ordinator BCA	Convener
7.	Sports Committee	Dr. Parveen Ranaut Prof. Sachin Monga Dr. Prakash Gautam Prof. Manorma Devi Prof. Anjna Kumari Prof. Arun Kumar (Maths) Sh. Jyoti Prashad (Clerk)	Convener
8.	Cultural Activities Committee	Dr. Jyoti Prabha Dr. Neeraj Gandhi Dr. Prakash Gautam Prof. Shaweta Chandel Dr. Hansa Devi Prof. Jyoti Barwal Prof. Reena Sharma Dr. Ripon Kumar Smt. Raj Kumari (Tabla Vadak)	Convener
9.	Extracurricular Activities Committee	Prof. Neelam Sharma Prof. Manorma Devi	Convener

		Prof. Dimpal Chauhan Prof. Reeta Kumari Prof. Jyoti Bharwal Dr. Hansa Devi Prof. Anil Kumar	
10.	Clubs/Societies Literary Society Social Sciences Society Science Society Commerce Society	Prof. Anit Kumar Prof. Manorma Devi Dr. Ripon Kumar Prof. P. L. Janewoo Prof. Pawan Kumar Prof. Reeta Prof. Amit Kumar (Education) Prof. Vikas Chandel Prof. Bovinder Chand Prof. Shaweta Chandel Dr. Arun Kumar (Physics) Prof. Sachin Monga Prof. Anjna Devi Dr. Shista Sharma Prof. Pritam Lal Dr. Rajni Devi Prof. Poonma	Convener Convener Convener Convener
11.	Tour and excursion Committee	Dr. Jaswant Singh Saini Prof. Anjna Devi Prof. Parveen Sankhyan Dr. Prakash Gautam Prof. Shaweta Chandel Prof. Manorama Devi Prof. Arun Kumar (Maths) Dr. Ripon Kumar Prof. Vikas Chandel CSCA President	Convener
12.	Health Awareness Club/Anti Drug Cell	Prof. P. L. Janewoo Prof. Anit Kumar Dr. Dimpal Chauhan Dr. Raj Kumar Dr. Neeraj Gandhi Dr. Shista Sharma Prof. Amit Sharma (Education) Dr. Hansa Devi Prof. Arun Kumar (Maths) CSCA Office Bearers and Members	Convener

13.	Red Ribbon Club	Dr. Jaswant Singh Saini	
14.	Rovers and Rangers Unit Leaders	Prof. Dimpal Chauhan Prof. Parveen Sankhyan	
15.	NSS Programme Officer	Prof. Rajender Sharma Prof. Manorma Devi	
16.	Srijan Club Incharge	Prof. Neelam Sharma	
17.	Gender Champion Club	Prof. Reeta Kumari	
18.	Yoga Centre Incharge	Prof. Reeta Kumari (Hostel Warden)	
19.	NCC	Dr. Yash Pal Chopra	
20.	Eco Club	Prof. Jyoti Barwal	
21.	Nodal Officer Unnat Bharat Abhiyan	Dr. Nittam Chandel	
22.	Co-Ordinator IIC	Dr. Nittam Chandel	
23.	Club Co-ordinator Ek Bharat Shresth Bharat (EBSB)	Prof. Manorama Devi	

College Discipline Related Committees for Session 2021-22

S.N.	Name of Committee	Convener/Member	
1.	Anti Ragging Committee	Prof. T.R. Singh Prof. P.L. Janewoo Prof. Pritam Lal Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Ranaut Dr. R. K. Shukla Prof. Neelam Sharma	Convener
2.	Anti Ragging Cum Discipline Squad Note : The anti ragging /discipline squads will vigilantly take rounds in their specified areas to maintain the discipline in and around the campus. The teams will also check the I-cards of the students and will keep an eye on the use of mobile, plastic or junk food.		
	Ground Floor	Dr. Mohinder Bhatia Dr. Surya Kant Prof. Parveen Sankhyan Dr. Amit Kumar (Chem.) Dr. Neeraj Gandhi Prof. Anil Kumar Prof. Reeta Kumari	Convener
	1 st Floor	Dr. Mohinder Singh Prof. Hansa Devi Prof. Anit Kumar Dr. Raj Kumar	Prof. Rajender Kumar Dr. Arun Kumar Prof. Reena Kumari

	2 nd Floor	Prof. P.L. Janewoo Dr. Prakash Gautam Prof. Pawan Kumar Prof. Amit Sharma Dr. Ripon Kumar Prof. Vikas Chandel	Convener
	Around the campus	Prof. T. R. Singh Prof. Bachan Singh Dr. Jyoti Prabha Dr. Parveen Ranaut Dr. R. K. Shukla Prof. Neelam Sharma Prof. Jyoti Barwal	Convener
3.	Discipline committee Note: The cases of any type of indiscipline will be brought into the notice of discipline committee and the committee is authorized to take action accordingly, if the case is not resolved then the discipline committee will forward the case to college advisory committee for further decision.	Prof. T. R. Singh Dr. Jyoti Prabha Dr. R. K. Shukla Prof. Neelam Sharma Dr. Mohinder Bhatia DA Fine Fund	Convener
4.	Task Force /Anti Eve-Teasing/ Girls Grievance Redressal Cell	Dr. Jyoti Prabha Prof. Neelam Sharma Prof. Dimpal Chauhan Prof. Anjna Kumari Dr. Rajni Devi President CSCA Vice President CSCA Secretary CSCA Joint Secretary CSCA	Convener
5.	Grievance Redressal Cell for Sexual Harassment of Women at Work Place.	Dr. Jyoti Prabha Prof. Neelam Sharma Dr. Hansa Devi Prof. T.R. Singh (Male Member) Dr. Parveen Ranaut (Office Supdt.)	

		Mrs. Neelam Sharma (Co-opted member) (Retd. Principal) CSCA Office Bearer Girl students Santosh Kumari (Peon)	
6.	Committee for SC/ST	Prof. P. L. Janewoo Dr. Surya Kant Prof. Parveen Sankhyan Dr. Arun Kumar Prof. Rajender Sharma	Convener
7.	Minority Cell	Prof. Pritam Lal Prof. Neelam Sharma Dr. Mahender Bhatia Prof. Anjna Kumari Dr. Rajni Devi	Convener
8.	OBC Cell	Dr. Jaswant Singh Saini Prof. Pawan Kumar Prof. Amit Sharma Prof. Shaweta Chandel Dr. Ripon Kumar Prof. Vikas Chandel	Convener

Standard Operating Procedure during COVID-19 Pandemic in the College

1. Full Sanitization of the campus Twice in a week.
2. No official/student/parents/General Public will not go towards IQC i.e Guest House, Principal Residence and Gym Hall till the IQC is functional.
3. Students/staff and college visitors will be allowed to enter the college only wearing mask/gloves. Anybody entered without mask will be liable action under relevant rules specified by MHRD/Govt. of HP/DC Bilaspur under NDMA.
4. Sanitization of Hands and washing of hands with soap at least for 20 seconds has to be practiced by one and all in the campus at specified places.
5. Physical/Social distancing has to be observed by everyone everywhere in the campus i.e. office, class, Lab., playground, exam Hall etc.
6. Thermal scanning of every entrant is mandatory at the gate.
7. Any person having symptoms like ordinary flu, cold, fever, sour throat and lacking of taste need not to come to college. He/She will inform the College Authority for any important work related to exam/admission or any other through mail.
8. All the staff members and students must also guide others regarding above mentioned SOP.
9. Sanitization of Books and Bag will be done when regular classes will take place.
10. Students are advised to wear full sleeves dress and proper shoes and should bring their belongings such as books, water bottle, lemon snacks etc. carry bag so that they may remain away from Corona infection.
11. Do not spit anywhere in the college campus.
12. Don't throw wrappers of eatables in the campus, put them in the Dust bin.
13. Keep care of proper Hygiene in the Wash rooms.

FACULTY OF BCA/BBA/PGDCA



Er. Amar Paul Singh
B. Sc. IT, MCA, M.Tech. (CSE)
UGC NET (Two Times)
Computer Science



Ms. Neelama Devi
MCA, M.A. B. Ed.



Mr. ROHIT SHARMA
B.Sc., M. Sc. Maths
H.P. SET



Naresh Kumar
B. Com, M. Com.,
UGC-NET (Three Times)
JRF in Management & H.P. SET



Ms. Rajni Thakur
BBA, MBA
UGC NET



Mr. Yatharth Vaidya
B. Tech., MBA,
UGC NET

ADMINISTRATIVE STAFF



Reeta Devi (Asstt. Librarian)
M. Lib.



Anu Sharma
Clerk



Ranjeet Singh
Office Assistant



HEIS

(S.V. GOVT. COLLEGE GHUMARWIN)

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