

Important Dates

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

For BCA/BBA/PGDCA

- | | |
|---|---|
| 1. Last Date of Receipt of Application/ Registration Form (BCA/BBA/PGDCA) | 5 June 2022 |
| 2. Date of Entrance Test (BBA and BCA) | 6 June 2022 |
| 3. Date of Display of Result and Merit list (BCA/BBA) | |
| 4. Date of Admission | The selected candidate will be informed
Telephonically/ Mail/
Message |
| 5. Commencement of Regular Classes | Will be notified as per the direction of Govt. of Himachal Pradesh/HPU |



Help line No.
1800 180 5522

Ph. 01978-255551,
Mob. 70180-28002

**DRESS CODE/ WEARING I-CARD FOR THE STUDENTS
OF BCA/BBA IS MANDATORY**

Important Note

Regarding Admission for the Session 2022-23

1. Before filling the admission form you are advised to read the information provided in College Prospectus / Handbook of Information.
2. The completed offline form should be submitted in the office of HEIS. SVGC Ghumarwin. on or before the dates decided by the Institution.
3. The candidates have to appear in the entrance test on the date decided by the Institution. The Merit list/ result will be displayed later. All admission will be on the basis of marks/ merit/ obtained in the entrance test.
4. After the approval of admission by the Admission Committee of the college, the selected candidates will have to deposit the requisite fees and other dues online/offline within the specified dates, failing which your admission for any Programme/ Course will stand cancelled and the seat will be allotted to next candidates in the waiting list.
5. The admission will be purely provisional, and will be cancelled at any stage, if the information submitted by candidate 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. (www.gcghumarwin.ac.in)
9. During the present Covid-19 Pandemic the students have to follow the latest SOP's issued by the concerned authorities from time to time.
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 attached at the end of prospectus :
 - 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)
 - vi) Admit card for entrance test

CONTENTS

Page No

1.	About the Institution	4
2.	Bachelor of Computer Application (BCA)	5
	a) Course Profile (b) Eligibility Condition (c) Age Limit	
3.	Bachelor of Business Administration (BBA)	5
	a) Course Profile (b) Eligibility Condition (c) Age Limit	
4.	Post Graduate Diploma in Computer Application (PGDCA)	5
	a) Course Profile (b) Eligibility Condition (c) Age Limit	
5.	Guidelines for Entrance test	6
6.	Basis of Admission (BBA)	6
7.	Reservation of Seats	6
8.	Roster	7
9.	Fee Structure for subsidized seats & non subsidized seats	8
10.	Submission of Application from	9
11.	Detailed Course Outline for CBCS Bachelor in Computer Application (BCA)	9
12.	Detailed Course Outline for CBCS Bachelor in Business Administration (BBA)	11
13.	Detailed Courses Outline for PGDCA	12
14.	Examination, CCA/IA & Lecture Condition	13
15.	Higher Education Institute Society SVGK Ghumarwin	13
16.	Faculty of BBA/BCA/PGDCA	13
17.	Administrative Staff	13
18.	Facilities in the Campus	14
19.	Career Counselling and Placement Cell	14
20.	Anti Ragging/ Discipline Rules and Anti Ragging helpline	15
21.	Hostel	15
22.	Hostel Fees and Funds	15

ABOUT THE INSTITUTION

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 infrastructure 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, imparting value based quality education in different fields. Keeping pace with the development of information technology, new courses Bachelor of Computer Application (BCA), 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 stacked library, sports (Indoor & outdoor), NSS, Rover & Ranger and NCC (Girls & Boys) facilities. A Girls hostel has also been constructed in the college campus. The students of the college have set a glorious record of academic excellence by bagging merits in various university examination 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.

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 step. 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**

i) 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, 2022. The Vice-Chancellor of HPU may permit age relaxation up to maximum of three months.

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. Collage 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 Course for the academic session is as follows:

Category Number of Seats in BBA

i) Subsidised Seats	30
ii) Non Subsidised Seats	10
Total (i+ii)	40

b) **Eligibility Conditions :** Candidate who has passed 10+2 examination from HPBOSE/CBSE/ICS 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 1st Semester Degree Course is 22 years on 1st July, 2022 provided that in case of the candidates belonging to Scheduled Caste/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 upto a maximum of three months.

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

a) **Course Profile :** The duration of PGDCA course is one year, spread over two semester. a 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
iii) Total (i+ii)	40

b) Eligibility Conditions

Age Limit :Maximum age limit of a candidate seeking admission in PGDCA programme is 26 years for male candidate, 28 years for female candidate, and 29 years for SC/ST candidate as on 1st July, 2022.

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

Guidelines for Entrance Test

ELIGIBILITY FOR ADMISSION TO BCA : (SUBSIDIZED SEATS) BASIS OF ADMISSION (BCA)

The admission to BCA is based on competitive examination for 20 **subsidized seats**. The competitive test shall comprise of three parts e.g. **Mathematics (40%), Logical Ability (40%) and General Awareness (20%)**

Note : Separate Merit Lists shall be prepared for subsidized category and Non-Subsidized category.

NON- SUBSIDIZED SEATS : For Non-Subsidized seats admission shall be based on marks obtained in entrance test/ the percentage of marks scored in Matric and 10+2 exam passed (carrying equal weightage). The candidates on merit depending upon the number of seats, shall be admitted to the course and there will not be any kind of reservation.

BASIS OF ADMISSION (BBA)

The admission to subsidized seats is based on entrance test (comprising of four parts e.g. **General English, General Mathematics, General Knowledge and general Management**).

1. **Application Ratings : (15 Marks each for Matric and 10+2 examination** levels on the basis of percentage scored in the examination. While computing merit a candidate having commerce or Mathematics as a subject at 10+2 Level will be given additional weightage of 10% of the percentage of aggregate marks obtained by him/her in 10+2 examination.

2. **Written Test : 50 Marks**

The written test is also used for the Screening the candidates. No re-evaluation on rechecking of marks is allowed for written test.

NON- SUBSIDIZED SEATS : For Non-Subsidized seats admission shall be based on the percentage of marks scored in Matric and 10+2 exam passed (carrying equal weightage). The candidates on merit depending upon the number of seats, shall be admitted to the course and there will not be any kind of reservation.

RESERVATION OF SEATS

Admission to the courses except for seats reserved for payment/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) 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 Section	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) 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 Section, 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 seats(s) remarked	Sr.No of Seat(s)	Category for which the seats(s) remarked	Sr.No of Seat(s)	Category for which the seats(s) remarked	Sr.No of Seat(s)	Category for which the seats(s) remarked	Sr.No of Seat(s)	Category for which the seats(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	UR	173	SC-38
10	SC-2	51	UR-WFF-1	92	UR	133	UR	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	UR	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	UR	178	SC-39
15	UR	56	OBC-8	97	EWS-10	138	UR	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	UR-EX-MAN-21	181	UR-EX-MAN-27
18	EWS-2	59	EWS-6	100	SC-22 EX-MAN-15	141	UR	182	SC-40
19	SC-4	60	SC-13 EX-MAN-9	101	UR-PH-6	142	UR	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-29	191	SC-42 WFF-4
28	SC-6 IRDP-1	69	SC-15	100	SC-24	151	UR	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	UR	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-MAN-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 seat 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 Free	2%
	IRDP	7%
	Physically	5%

Fee Structure

BCA	Subsidised Seats
Course Fee	Per Semester
Library	(Refundable)
P.T.A. Fund	

BBA	Subsidised Seats
Course Fee	Per Semester
Library	1000/- (Refundable)
P.T.A. Fund	

PGDCA	Subsidised Seats
Course Fee	Rs.7,000/-
Library	1000/- (Refundable)
P.T.A. Fund	200/-

Important Instructions :

- The course fee is subject to change as per HPU and H.P. Govt. Directions.
- The students admitted to the Dept. of BCA/BBA/PGDCA will be governed by the rules and regulations contained in the prospectus 2022-23 of S.V. Govt College Ghumarwin (H.P.)
- Fee/ Funds for the semester will be taken at the time of admission.

4. Fine :

Absence fine per period (Theory)	Rs. 5.00
Absence fine per practical	Rs. 10.00
Absence fine for MTT per paper	Rs. 100.00
Without Dress/ I-Card	Rs. 20.00/day
Name struck off fine	Rs. 500/-
Re-admission	Rs. 100/-

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

6. Refund of fee to student :

- If a student leave the seat after depositing the fee before the last day of admission than 90% of fee will be

refunded as per norms .

- b) If a candidate leave the seat within 30 days of the last date of admission than 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. Students are allowed to take Re-admission only once.

SUBMISSION OF APPLICATION FORM

The 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 document.
3. For PGDCA attested copies of metric, 10+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. For gap year character-certificate should be issued by the concerned Panchayat Pardhan/ Class-I Gazetted officer.
7. 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 student can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt and interdisciplinary approach of 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 Lab-II	3
EVS Environmental Science	AECC-I 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 & Organizational 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 Discipline	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 (GE)-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-I	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 & Portfolio Management OR	DSE	6

	(DSE-II Marketing) Retail Management OR (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.Mark Theory	Internal Assessment	Exam. Duration(Hrs)
DCS-101	Fundamental of Prgramming 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	Exam. 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

- End-Semester Examination (ESE) :** End-Semester Examination (ESE) accounting for the 70% of the final grade that the student gets in a course.
- Continuous Comprehensives 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 Assignment/Seminars/Quiz is as follow.

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

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

Time Allowed for conduction of Minor Test will be one hour.

A) Mid Term Test (15 Mark)

There will be one mid-term test, to be conducted when approximately 2/3 of the syllabous 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)

- 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

- 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)]
- The Principal can condone leatures upto 10% in every course including practical in respect of those student 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 :

- 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.
- 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.)
Prof. Suresh Sharma	Member Secretary (H.E.I.S.)
Prof. Anit Sharma	Co-Ordinator BCA/PGDCA
Prof. Rajender Kumar	Co-Ordinator BBA

FACULTY OF BCA/BBA/PGDCA

Er.Amar Paul Singh

B.Sc.IT,MCA,M.Tech. (CSE),UGC NET (Two Times) HP SET
Computer Science, 9 Years teaching experience

Ms. Neelama Devi

MCA, M.A.B.Ed. 5 years teaching experience

Naresh Kumar

B.com, M.Com., UGC-NET (Three Times) JRF in Management &
H.P.SET, 5 years teaching experience.

Ms. Rajni Thakur

BBA, MBA, UGC NET

Prof. Barsha

BCA, MCA, 1year experience

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 being 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 with 30 work stations are available with internet connectivity.

Lecture Theater : 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 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 Chhatravriti 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 quiry :

Prof. Ramkrishan	01978-255551(O) 70180-28002 (M)
Prof. Suresh Sharma	94180-26385
Prof. Anit Sharma	98050-68957
Prof. Rajender Kumar	98050-21447
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 students 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 a 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 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
e-mail : bcapgdca_dir@yahoo.in

Anti Ragging cum Discipline Committee :

Note : The committee will be decided later by the higher authority.

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 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 prior permission of Hostel warden.
- * On leaving/vacating the hostel, the boarder shall have to procure a "No Dues Certificate" from the Hostel.

HOSTEL FEE 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 Utensil Charges	600.00 p.a 5.00 p.a
Dues	Hostel Identity Cards Common Room Fund Attendant fee Establishment Charges	10.00 p.a 120.00 p.a 300.00 p.a 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
	Total	6105

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

Standard Operating Procedure during COVID-19 Pandemic in the College

1. Full Sanitization of the campus Twice in week.
2. No officials/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 Hand 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 symptom 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.



HEIS Director, Secretary, BCA/ PGDCA, BBA Co-ordinators,
Teaching and Non-Teaching Staff

HEIS

S.V.GOV.T. COLLEGE GHUMARWIN

Distt. Bilaspur (H.P.) -174021

Tele fax 01978-255551

Price Rs. 300/- at Counter
Rs. 350/- by Post in India

HANDBOOK OF INFORMATION



2022-23
(For BBA, BCA and PGDCA)



“Arise, Awake and Stop not till the Goal Reached”

“Higher Education Institute Society”

Swami Vivekanand Govt. College Ghumarwin

Distt. Bilaspur (H.P.) -174021

e-mail: heisdirector@gmail.com
Contact No. : 01978-255551

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

From the 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. In this college, we are imparting higher education to the students coming from different parts of District Bilaspur as well as from other parts of the State. 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.

I wish 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. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual level.

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, sports and cultural competitions. Eminent personalities are being 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 (HEIS)

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

"The purpose of education is to replace an empty mind with an open one"- **Malclm Forbes**

Administrative & Office Staff



Prof. Suresh Sharma
Member Secretary (H.E.I.S.)



Prof. Anit Sharma
Co-Ordinator BCA/PGDCA



Prof. Rajender Kumar
Co-Ordinator BBA



Mrs. Anu Sharma
Clerk



Mr. Ranjeet Singh
Office Assistant



Miss. Reeta Devi
Asstt. Librarian

Faculty of BCA/ BBA/ PGDCA



Er. Amar Paul Singh
M.Tech, MCA, B.Sc.IT
UGC-NET, HP.SET



Mr. Naresh Kumar
M.Com., UGC-NET.,
HP.SET



Mr. Rohit Sharma
M.Sc. Maths, HP.SET



Mrs. Rajni Thakur
MBA, UGC NET



Mrs. Neelam Thakur
MCA, B.Ed



Mrs. Barsha
MCA