

PROSPECTUS

cum

Handbook of Information: For B.VOC. Courses



(Session :2022-23)



ADMISSION SCHEDULE

TO BE NOTIFIED ON THE COLLEGE WEBSITE

www.gcghumarwin.ac.in

SWAMI VIVEKANAND GOVT. COLLEGE GHUMARWIN

BILASPUR -174021 (H.P.)

(NAAC 'B' ACCREDITED)

SR. NO.

log in : www.gcghumarwin.ac.in
e-mail : gcghumarwin-hp@nic.in
e-mail : principalsvgc@gmail.com
Ph. & Fax : 01978-255551

Important Note

(Regarding Admission for the Session 2022-23)

1. *The candidates have to apply online on the college website: www.gcghumarwin.ac.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 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

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

FROM PRINCIPAL'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.

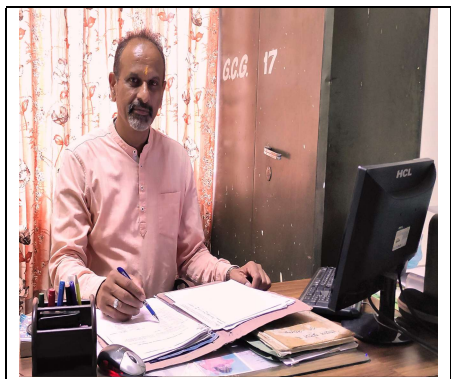
I want that our students should be imparted an all round education so that they become multidimensional rather than uni dimensional. In my view, acquiring information is no longer the main focus of education; instead the main aim of education is to build the powers of human mind and spirit. We believe 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.

Ram Krishan
Principal
S.V.Govt. College
Ghumarwin

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

From the Desk of Nodal Officer



A shaped stone cannot lay on the road for a long. It is a need of hour to shape the young brain according to the market demands. Vocational courses provide a golden opportunity for the students to pursue job oriented higher education and cater to the needs of business industry with the tremendous growth of economy. Vocational individuals can best be thought of as creators, innovators, problem solvers, managers and leaders. In the light of the above this institution started the programs of Bachelor of

Vocation (B.Voc.) degrees in Retail Management and Hospitality & Tourism from the academic session 2021-22. These programs are the gateway for the upward growth of our youths, desirous to pursue their career objectives with the Retail, Hospitality & Tourism Industry, Students enrolled in these courses will learn how to think logically, deal with uncertainty, apply technology in a socially and environmentally responsible manner, communicate effectively and collaborate with others and deliver desired results. The need for these programs was felt long ago, as in retail, hospitality & tourism sectors, the students at all levels who wanted to learn and develop their career in these sectors, did not have any options of structured learning/training, while continuing with their studies. These programs will certainly be helpful to increase the productive employability. Today, with offer of these programs, such aspirants can overcome this impediment. I wish them success. For those, who are yet to enter the Retail, Hospitality & Tourism Industry and joining these courses, I would like to welcome them to the B.Voc. courses which has many exciting career growth opportunities.

B.Voc. courses focus on comprehensive growth of the students, working on their hearts and minds by addressing to their academic, cultural, physical and social needs in an environment of continuous education by investing all its skills and knowledge. The University Grants Commission (UGC) has launched this scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the NSQF. The B.Voc. programme is focused on colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

With these words, I welcome you to the fascinating world of Retail, Hospitality & Tourism sector and wish you all the best in all your future endeavors.

Dr. Parveen Ranaut
Nodal Officer (B.Voc. Courses)
SVGC Ghumarwin

FACULTY PROFILE

Department of
Hospitality and Tourism



Rajiv Kumar Chauhan
Senior Trainer H&T
Msc. In Hospitality & Tourism
Contact No 7018295980



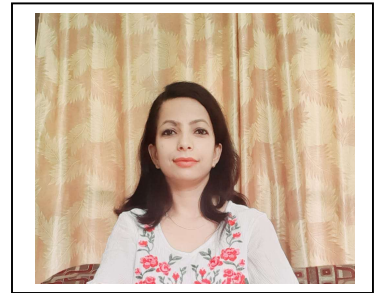
Abhishek Kumar
Office Coordinator
MTA (HPU)
Contact No 7018928439

LABORATORY STAFF



Vishal Dogra H&T (LA H&T)
B.A (HPU)
Contact No 8629098502

Department of
Retail Management



Pooja
Special Project Trainer R.M
MBA in Marketing& HR
Contact No 7018456682



Adityakumar R.M (LA R.M)
B.Tec. (HTU)
Contact No 8219021510

An Introduction

Named after Swami Vivekanand, a great visionary, spiritual leader, the college was established with the notification of the state Govt. on July 1, 1994 for running arts faculty only. The majestic and well designed building of the college was built by the ACC and was handed over in 1999. Science and Commerce faculties were started in 1998. The college is affiliated to H.P. University and was given due recognition under UGC section of 12(B) in 2008 and 2 (f) in 2009. Two new vocational courses BCA and PGDCA were started in 2009 under the self-financing scheme. In the year 2012, M.A. English was started. In the same year another vocational course B.B.A. was started under self financing scheme. Two more PG courses M.Sc. Physics and M.Sc. Mathematics were introduced in 2017, M.A. Political Science & M.Com. in 2019 and M. Sc. Chemistry, M. Sc. Botany and M. Sc. Zoology were also introduced in 2020. For increasing the employability among young generations, our institution started B.Voc. programme in i) Retail Management and ii) Hospitality and Tourism from academic session 2021-22. In the year 2020, NAAC team visited the college and the college is re-accredited as 'B Grade' institution. At present the college is spread over 73.11 bighas of land. The entire campus of the college is under CCTV surveillance and is connected to Wi-Fi and Broadband Internet system.

The college is dedicated to the cause of learning by imparting education to inculcate a sense of responsibility & devotional service among the students. The college provides a blend of academic, cultural, sports and intellectual resources. It also brings to the students a dynamic environment for the overall development of their personalities, aspirations and talents. Today, the college is known as one among the finest institutions in the state for Sciences, Humanities and Commerce. The college has registered a tremendous growth in enrolment. At present about three thousand students, coming from far-flung rural areas, are studying various UG and PG courses being run by this college.

The college has well-furnished laboratories in the Science faculty and also in the Departments of Geography, Music, B.voc and Computer Applications. It has a girls' hostel having a capacity to accommodate 91 girl students. It has its own well-furnished gymnasium, a boxing ring, Playground, Examination hall, as well as a well equipped conference Hall. The college has a well-stocked library.

Over the years, the college has shown consistently very good results as compared to H.P.U. pass percentage and every year students of this college get positions in the merit lists notified by H.P.

Vision of the college: Swami Vivekanand Government College Ghumarwin is proving to be a key factor for the economic and social transformation of the region. The college is committed for the holistic development of its students by making them academically excellent, professionally skilled, mentally strong and socially responsible citizens.

Mission of the college:

- ❖ To manifest the perfection by imparting a quality and character-building education.
- ❖ To enable students to face the challenges of life and meet out the needs of society.
- ❖ To harmonize the traditional values as well as embracing new values to keep pace with the progress of Science and Technology.
- ❖ To foster the values of healthy competition, mutual cooperation and social responsibility, students are motivated to participate in different co-curricular activities.

- ❖ The institution is committed to provide an environment, conducive to innovation and team spirit.

Admission Rules

GENERAL ADMISSION RULES.

- 1) Admission will be made on the recommendation of admission committee.
- 2) All admissions will be provisional subject to the approval of vice-chancellor, HPU, Shimla.
- 3) Admission will be strictly on the fulfillment of eligibility of candidate as fixed by HPU Shimla/HP Govt.
- 4) Every candidates seeking admission in any class of the college will be required to pay Rs. 300/- towards PTA fund. Fees & funds once deposited will not be refunded.
- 5) A candidate having a gap of one or two years in their studies will have to submit an affidavit explaining the reason.
- 6) A candidate **disqualified/expelled/rusticated** from other institution/University will not be admitted to any course during his/her disqualification period. (HPU ordinance 3.6)
- 7) The principal reserves the right to disallow or cancel any admission if conduct of the student has not been up to the mark during previous years.

Admission Procedure

- ❖ Every candidate seeking admission to first semester shall have to apply online all the prescribed form available on college website: www.gcghumarwin.ac.in before specified date.
- ❖ Since the number of seats in each course are limited the admission will be made strictly on the basis of marks secured in 10+2 class. All the candidates are required to appear in person in centralized counseling on the dates allotted failing which their admission form will be rejected and the seat will be given to the next in candidate in the merit list during specified dates of admission.

ADMISSION PROCESS FOR B.VOC.2ndSEMESTER onwards:

For admission to 2ndsemester onwards, roll on system will be applicable. The students of this college who have appeared in examination will have to take admission in the next semester without waiting for result before the last date of admission. No candidate will be admitted in the college after the specified date of admission schedule.

DOCUMENTS REQUIRED:

- a) Original certificates along with photocopies of all the certificate of matric onward examination. Fresh candidate must submit/upload two copies of academic certificate and character certificate/school leaving certificate.
- b) Three passport size photographs.
- c) Character certificate from institution last attended or issued by Gram Panchayat Pradhan or by some H.P. Gazetted class I officer, in case student is seeking admission to the first semester of

any course or an applicant from any other college/university seeking admission in any of the courses.

- d) Fresh candidate seeking admission to I Sem. must submit enrolment form complete in all respects.
- e) An affidavit in case of gap.
- f) Category certificate for SC/ST/OBC/IRDP/EWS/Ward sports/ cultural activities /PWD candidate.
- g) Board equivalence certificate for the candidate passing +2 class from other than H.P. Board.

At the time of appearing before admission committee, the applicant should submit hard copy of online submitted form complete in all respects with required documents in the following sequence :-

:-

1. Admission form
2. PTA Enrolment form
3. Attested copies of academic documents.
4. HPU enrolment form with attested matriculation and 10+2 certificate to be submitted separately. (In case seeking admission in first semester)
5. Character certificate (in case of fresh admission)
9. Copy of Aadhar Card
10. Bonafied Himachal Certificate (Only for Bonafide Himachal girls)
11. Migration Certificate (Only if 10+2 passed the board other than HPBOSE).

B.VOC. (Bachelor of Vocation) UGC Approved 3-Year Regular Degree Programme

COURSE OF STUDY

The college offers the following two '**NSQF**' (**National Skill Qualification Framework**) complaint **UGC approved** 3- year regular degree programmes under semester system for vocational studies as mentioned below.

B.Voc. in Retail Management 40 Seats

B.Voc. in Hospitality & Tourism 40 Seats

No. of seats can be increased or decreased as per the directions from directorate of Higher Education

ABOUT THE BACHELOR OF VOCATION (B.Voc.) DEGREE PROGRAMME

The University Grants Commission (UGC) has launched a scheme on skill development based job oriented higher education program as a part of College/University education, leading to Bachelor of Vocation (B.Voc.) degree. This degree Program is unique with the provision of multiple entry and exist at different levels of NSQF from level 5 to 7, viz. Diploma/Advance Diploma and Degree in compliance to the National Skills Qualification Framework (NSQF). Multiple entry and exit will allow students the flexibility to earn and study as per their convenience. This is further explained in the Prospectus.

OBJECTIVES

- ❖ To provide multiple entry and exit options at various levels through program design in conformation to the skill eco system.

- ❖ To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).
- ❖ To empower the youth leading to employment and income generating opportunities.
- ❖ To provide judicious mix of skills relating to a profession and appropriate content of general education.
- ❖ To provide flexibility to the students by means of pre-defined entry and multiple exit levels.
- ❖ To integrate skill based NSQF complaint vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

COURSE STRUCTURE

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

Following table provides a snapshot of the various certificates and their duration:-

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

MULTIPLE ENTRY AND EXIT OPTIONS:

- ❖ After the completion of Semester I, the candidate will get a Certificate, and she/he may go for a job or continue studying.
- ❖ The candidate may rejoin Semester II. After the completion of Semester II, the candidate will get a Diploma, and she/he may go for a job or continue studying.
- ❖ The candidate may rejoin Semester III. After the completion of Semesters III and IV, the candidate will get an Advanced Diploma, and she/he may go for a job or continue studying.
- ❖ The candidate may rejoin Semester V. After the completion of Semesters V and VI, the candidate will be awarded a B.Voc. degree, and she/he may go for a job or become an entrepreneur, or continue studying for the M.Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. degree (NSQF Level 10) after it in Vocational studies, or they can take admission in any other masters' programme after completion of required Bridge course, or

appear in any competitive exams conducted by State Public Service Commission and Union Public Service Commission.

INTERNSHIP PROGRAMME

- ❖ In every level there will be internship at the end of the semester / Year. Internship is an integral/essential component of B. Voc. degree.
- ❖ The Internship shall also carry credits to be added in the final evaluation of skill components.
- ❖ **HPKVN (Himachal Pradesh Kaushal Vikas Nigam)** is fully sponsoring the internship apart from facilitating the skill component of this programme along with courseware for whole of the programme.
- ❖ Candidates enrolled for this programme are entitled for '**Kaushal Vikas Bhatta**' of Rs. 1000/- per month as per state government policy as per state government policy.

Detail of Courses in Retail Management B.Voc. in Retail Management

B.Voc. Year 1

SEMESTER – 1 (LEVEL-4)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks
General Paper-01	RA111	Business Communication & Personality Development	GC	6	90	100
General Paper-02	RA112	Fundamentals in Accounting & Technology(Computer Skills)	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	RA121	Introduction to Retail and Retail Store Operations, Health Safety & Security.Team and Organizational Dynamics	SC	3	45	50
Skill Paper -02	RA122	Consumer Buying Behaviour and Retail Sales	SC	Th 3 PR 1	Th 45 PR 30	67
Skill Paper - 03	RA123	Consumer Service and Customer Relationship Management	SC	Th 3 PR 1	Th 45 PR 30	67
Internship Project	RA124	On Job Practical Training and Report	SC	7	210	116
Total Skill Components				18	405	300
B.Voc. Level 4 Certificates (Sales Associate)			Total of Semester 1		30	585
						500

SEMESTER II Level 5						
Paper	Code No.	Title of the Course	General /Skill Components	Credits	Total Hrs	Max Marks
General Component	RA211	Business Communication & Personality	GC	6	90	100

		Development - II				
General Component	RA212	Fundamentals in Accounting & Technology (Computer Skills) - II	GC	6	90	100
Total of General Components				12	180	200
Skill Component	RA221	Store Display and Visual Merchandising	SC	Th 3 PR 1	Th 45 PR 30	67
Skill Component	RA222	Sales Management and Customer Experience Management	SC	Th 4 PR 1	Th 60 PR 30	84
Skill Component	RA223	Organization and Team Dynamics	SC	2	30	33
Internship Project	RA224	On Job Practical Training and Report	SC	7	210	116
Total of Skill Components				18	405	300
Total of Semester – II				30	585	500
Total of Semester – I				30	585	500
B.Voc. Level 5 – Diploma (Team Leader)		Total of 1st year		60	1170	1000

Detail of Courses in Hospitality & Tourism

B.Voc. in Hospitality & Tourism - Year 1

SEMESTER – I (LEVEL-4)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks
General Paper-01	EN111	Learning a Foreign or Local Language including English language	GC	6	90	100
General Paper-02	TH111	Introduction to Tourism Aviation, Hospitality Industry	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	TH121	Front Desk Operation	SC	4	60	67
Skill Paper -02	TH122	Basics of Hospitality service	SC	4	Th 30 PR 60	67
Skill Paper - 03	TH123	Consumer Query and Complaint Management	SC	4	Th 30 PR 60	67
Internship	TH124	On Job Practical Training and Report	SC	6	180	99
Total Skill Components				18	420	300
B.Voc. Level 4 Certificates (Front Office Associate)		Total of Semester 1		30	600	500

SEMESTER – II (LEVEL-5)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks

General Paper-01	EN211	Tourism Product	GC	6	90	100
General Paper-02	TH211	Communicative English for Tourism and Hospitality	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	TH221	Hospitality and Tourism products	SC	5	Th 35 PR 75	83
Skill Paper -02	TH222	Guest Handling and Team Management	SC	4	Th 30 PR 50	67
Skill Paper - 03	TH223	Hospitality Supervisory Skills-I	SC	4	Th 30 PR 50	67
Internship	TH224	On Job Practical Training and Report	SC	5	150	83
Total Skill Components				18	420	300
Total of Semester – II				30	600	500
Total of Semester – I				30	600	500
B.Voc. Level 5 – Diploma (Front Office Executive)			Total of 1st year	60	1200	1000

JOB OPPORTUNITIES

RETAIL MANAGEMENT

- After the completion of the first semester, the student will get a “Sales Associate” Certificate in the Retail Management sector from Retailers Association's Skill Council of India (RASCI). The candidate may work as a certified resource in any retail-related industry.
- After the completion of the second semester, the student will get a combined “Team Leader” Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may get an opportunity to work in any retail- related industry.
- After the completion of the second year, the student will get a combined “Departmental Manager” Advanced Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Store Manager” in retail-related industries as well as explore opportunities to become an entrepreneur.

HOSPITALITY & TOURISM

- After the completion of the first semester, the student will get a “Front Office Associate” Certificate in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC). The candidate may work as a certified resource in any hospitality and tourism-related industry.
- After the completion of the second semester, the student will get a combined “Front Office Executive” Diploma in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may get an opportunity to work in any Hospitality & Tourism-related industry.

- After the completion of the second year, the candidate will get a combined “Guest Relations Manager” Advanced Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Duty Manager” in the Hospitality & Tourism-related industries as well as explore opportunities to become an entrepreneur

NSQF Level	Sem	Job Role	Training Hours
4	I	Sales Associates	585
5	II	Team Leader	585

NSQF Level	Sem	Job Role	Training Hours
4	I	Front Office Associates	600
5	II	Front Office Executive	600

ON THE JOB TRAININGS

On Job Training of trainees of B.Voc. is an immense part of the curriculum to give students/trainee exposure of industry practices. After every semester, the students have to undergo On the Job Training (OJT) as per their level of B.VOC in the relevant Industry.

The OJT helps the trainee:

- ❖ To get familiar with the work environment, modern tools and systems.
- ❖ To participate in teamwork- preferably as part of a multi-disciplinary team.
- ❖ To improve their communication skills.
- ❖ To understand the professional and ethical responsibilities of an employee.
- ❖ To make contacts for future employment.

CONDITIONS FOR ADMISSION

ELIGIBILITY CONDITIONS

- ❖ Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.
- ❖ The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board;10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45% marks in aggregate, OR any examination of a University/ Board/ College or School in a foreign country recognized as equivalent for the above purpose by the Vice-

Chancellor/ Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 45 marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.

- ❖ Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DD No. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.
- ❖ Maximum age limit for admission to B.Voc. Courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice Chancellor may permit age relaxation as per norms.
- ❖ Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.
- ❖ Students belonging to SC/ST category shall be given a relaxation in marks for admission purpose, i.e., they would require a minimum of marks in aggregate at 10+2 level.
- ❖ Compartment students shall not be allowed admission in the B.Voc.programmes.
- ❖ A candidate cannot pursue two full time undergraduate courses simultaneously.
- ❖ The University reserves the right to cancel any admission at any stage.
- ❖ In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.
- ❖ All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

MODE OF SELECTION

- ❖ Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.) .
- ❖ There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

Category 1: Students who have already acquired NSQF certification Level 4 in a particular Industry sector may opt for admission in the skill-based courses under NSQF.

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

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

Note: Regarding selection of students for B.Voc. programme, 10 extra weightage shall be given to Category-1; 5 extra weightage shall be given to Category-2 in 10+2 examination. Final list of students shall be finalized on merit.

MEDIUM OF INSTRUCTIONS

The course content of the B.Voc. programme will be taught in English.

CONDITIONS OF REGISTRATION AND ADMISSION

- ❖ Application for admission shall be sent in the prescribed form to the Principal. Application should be registered in the College office.
- ❖ True and correct particulars should be given in the application form.
- ❖ A self-addressed post card shall be sent along with the filled-in application to be used for acknowledging the receipt of application.
- ❖ The following certificates in original shall be produced at the time of admission:

a) Higher Secondary Certificate

b) 10+2 Mark Sheet(s)

c) Conduct Certificate from the Head of the Institution where applicant last studied.

d) Copy of Aadhar Card.

ADMISSION AND RESERVATION ROSTER

200 point reservation roster for admission will be applicable as per HPU rules.

(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)

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%

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	34	UR	67	UR	100	SC -22 -Ex-man -15
2	UR	35	OBC-5 IRDP -2	68	UR	101	UR - PH -6
3	UR	36	UR	69	SC-15	102	UR
4	UR	37	SC-8	70	EWS-7	103	Ur
5	SC-1	38	EWS-4	71	UR	104	UR
6	UR	39	UR	72	OBC -10 -Ex-man -10	105	SC -23
7	UR-Ex-Man -1	40	ST-2 EX-man -6	73	Sc -16	106	UR
8	OBC-1	41	SC -9	74	UR - Ex- Man -11	107	UR - Ex-man -16
9	EWS-1	42	OBC-6	75	UR	108	OBC -16
10	SC-2	43	UR	76	UR	109	EWS-11
11	UR	44	UR	77	OBC -11	110	SC -24
12	UR	45	UR	78	SC-17	111	UR
13	UR	46	SC-10	79	EWS-8	112	UR
14	SC-3 - EX-Man -2	47	UR - EX-Man -7	80	ST -4 IRDP -5	113	UR
15	UR	48	UR	81	UR - Ex- Man -12	114	SC -25 Ex-man -17
16	UR	49	OBC -7 PH-3	82	SC-18	115	UR
17	OBC-2	50	SC- 11	83	UR PH -4	116	UR
18	EWS-2	51	UR -WFF -1	84	OBC -12	117	OBC -17
19	SC-4	52	UR	85	UR	118	Ews-12
20	ST-1	53	EWS-5	86	UR - Ex-man -13	119	SC -23
21	UR - Ex-Man -3	54	UR - Ex-man -8	87	SC -19	120	St -6
22	OBC-3	55	Sc- 12	88	UR	121	UR -Ex-man -18
23	SC-5 PH- 2	56	OBC-8	89	OBC -13	122	OBC -18
24	UR	57	UR	90	EWS-9	123	SC -27 -PH -7
25	UR	58	UR	91	SC--20 -WFF-2	124	UR
26	UR	59	EWS -6	92	UR	125	UR
27	UR	60	SC-13 Ex-man 9	93	UR -PH -5	126	UR
28	SC -6 IRDP- 1	61	ST-3	94	UR - EX-man -14	127	UR
29	OBC -4 EX-Man -4	62	UR	95	OBC -14 IRDP -6	128	SC -28-IRDP -8
30	EWS -3	63	OBC -9 IRDP -3	96	SC-21 IRDP -7	129	OBC -19 -Ex-man -19
31	UR	64	SC -14 IRDP -4	97	EWS -10	130	EWS -13
32	SC-7	65	UR	98	ST -5	131	UR
33	UR - Ex-Man -5	66	UR	99	OBC -15	132	Sc- 29

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
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133	UR -Ex- man -20	151	UR - WFF -3	169	SC-37	187	Sc -41
134	UR	152	UR	170	EWS-17	188	UR
135	OBC -20 -IRDP -9	153	EWS- 15	171	UR	189	OBC -28
136	UR	154	UR - Ex-man -23	172	OBC -25 - Ex-Man -25	190	EWS -19
137	SC -30	155	SC -34	173	SC -38	191	Sc -42 WFF -4
138	EWS -14	156	OBC -23	174	UR - Ex- man -26	192	UR
139	UR	157	UR	175	UR	193	UR -PH -10
140	ST -7 -Ex -man -21	158	UR	176	UR	194	UR - Ex- man -29
141	Sc -31	159	EWS-16	177	OBC -26	195	OBC -29 IRDP -13
142	OBC -21	160	SC -35 Ex-man -24	178	SC -39	196	SC -43 - IRDP -14
143	UR	161	ST -8	179	EWS -18	197	EWS -20
144	UR	162	UR	180	ST -9 IRDP- 12	198	ST -10
145	UR	163	OBC -24 - IRDP -10	181	UR - Ex- man -27	199	OBC -30
146	SC -32	164	SC -36 -IRDP -11	182	SC-40	200	SC- 44- Ex- man -30
147	UR -Ex-man -22	165	UR	183	UR -PH -9		
148	UR	166	UR	184	OBC -27		
149	OBC -22 PH -8	167	UR	185	UR		
150	SC -33	168	UR	186	UR - Ex- Man -28		

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

IMPORTANT

- 1) In order to be eligible to appear in University examination a candidate should have put in 75 attendances in each of the course failing which his/her admission to the examination will be withheld.
- 2) Time of the class may range between 9:00am to 5:00 pm.

Scholarships and Stipends

Following Scholarship and stipends are granted.

- Scholarship to the children of armed forces personnel killed/disabled during different wars.
- Indira Gandhi utkrishita chhattervritti yojna-merit scholarship

- SC/ST/OBC scholarship.
- Low income group scholarship.
- Merit cum poverty scholarship.
- I.R.D.P. scholarship.
- Application forms may be obtained from the college office. The last date for submission of forms will be notified separately.
- Scholarship to students based on poverty Cum-merit sponsored by Teaching Staff, PTA & OSA.
- Last date to accept the application for these scholarships will be notified by the Government/College.

Identity & Library Card & Neck Lanyard

While in college campus, every student will be required to carry a ribbon identity card obtained from the library duly authenticated by the college authorities. He/She has to show the card as and when demanded. In case the card is lost a duplicate card will be issued at the cost 20/-. The student will him/her self be responsible if his/her card is misused in bus pass, library or any other activities.

LIBRARY

The college has a well stocked library and periodical section/reading room. The college library has been authorized as national library and information service infrastructure for scholarly content N-List. The programme provided access to more than 6000 journals and more than 31,35,000 E-books. Library management software SOUL-2.0 has been installed to automate entire housekeeping operation of the library.

Rules:-

- 1) Reference books are not issued.
- 2) A maximum of two books will be issued on the library card of each student.
- 3) Books are issued for one month. If the books are not returned within due date a fine of Rs.1/- per book per day will be charged.
- 4) If a student mutilates or defaces a book - a fine and the cost of the book will have to be deposited.

Leave Rules

- 1) Student will have to apply for leave.
- 2) Concerned teacher can recommend leave for three days.
- 3) For more than 3 days the chief tutor will sanction the leave on the recommendation of the tutor.

- 4) In case of illness lasting more than 6 days the medical certificate from the doctor will have to be submitted.
- 5) A student who remains absent without leave for more than 10 days his/her name will be struck off from the attendance register. In that case the student will have to seek re-admission.
- 6) The application must be got sanctioned by the applicant himself/herself and applicant must ensure that the concerned subject teacher noted down the leave.
- 7) A student whose name has been struck off twice will not be eligible for re-admission.
 - 8) Students who go for participation in various inter-college games or other competition will have to get their leave sanctioned and noted by the subject teachers before their departure for the participation.
 - 9) Leave during house examination will be sanctioned by the principal after the recommendation of the concerned subject teachers in special cases only.
 - 10) There will be no fine for the leave period, but the students will have to fulfil the condition of lecture attendance.

Extra Curricular Activities

The college student can participate in extracurricular activities like youth festival, sports meets and other cultural programmes from time to time.

1. **NCC** infantry wing is operational in the college for both boys and girls. Only eligible cadets can appear in "BEE" and "CEE" certificate exam.
2. Apart from these are three units of **NSS** in which about 200 volunteers participate every year. NSS camps inculcate spirit of social service among the student in order to give exposure to the students.
3. **Rovers & Rangers** activities of Bharat Scouts and Guide are also operational. A student can opt any one activity.
4. Educational tours are conducted during vacations.

Detailed information can be obtained from the teacher in charge of different wings.

Career Guidance And Counseling:

The college provides special facilities to students for getting career information and vocational guidance best suited to their aptitude, interests and other related factors. The cell also provides information regarding the opportunities for higher, general and professional education in India and abroad, scholarship, fellowship, apprenticeship, search and travel grants, competitive

examination, job opportunities, employment outlook etc. Students are advised in their own interest to contact the Bureau personally before making a final choice of their careers and courses of studies. The Bureau welcomes enquiries regarding the world of work. Detailed information can be obtained from the teachers in charge of different wings.

College Magazine:

College magazine "PARIJAT" is published every year to cultivate writing skills amongst the students of the college. It has sections viz, English, Hindi Science, Commerce, Planning forum, Sanskrit and Pahari. Vocational Students may submit their self-composed articles to the staff editors of respective sections for publication in the college magazine.

Parent Teachers Association:

PTA was established in the year 1999 with the objective to have participation of the parents, teachers and the students for all round development of the institution. PTA provides assistance to the needy and deserving students and honours the meritorious students. The annual membership fee is Rs. 200/-. The election for the executive committee will be Held as per decision of college management.

Old Students Association: Old students association was established in 2011 with a view to have interaction between the old & existing students, OSA also provides financial help to needy & deserving students of the college. The annual general meeting is held on last Sunday of Dec. every year.

Annual Prize Distribution Function:

The prize distribution function of the college is held annually towards the end of the academic year in the month of February, in which the prizes & medals and certificates of Merit are awarded to the students winning distinctions in academics and cultural activities, NCC and sports during the academic session.

Hostel For Girls And Boys:

A girls' hostel is functioning in the college campus having 91 seats. Selection is made on the basis of merit & reservation norms. Only undergraduate students can apply for the hostel and detailed information can be sought from the hostel warden.

Anti Ragging Squad/Proctorial Committee:

According to the Himachal Pradesh Education Institution (Prohibition of ragging) ordinance, 2010 no person shall practice ragging in any form, within or outside premises of an educational

institution. Any person who contravenes the provisions of subsection (1) shall on conviction be punished with imprisonment for a term which may extend to three years or with fine which may extend to 50 thousand rupees or both.

Any complaint of ragging should be brought immediately to the knowledge of Principal or Warden, member of anti-ragging squad or police by student or his/her parent. If the individuals, committing or abetting ragging are not identified, collective punishment can be given.

Discipline:

College is a silence zone. The academic atmosphere of the college should not be disturbed by ringing mobile bells/songs or by raising slogans in the campus. Students are expected to conform to certain norms of decent behavior in and out of the college. They are well advised not to pollute the atmosphere of the college in any way. Those who indulge in acts of indiscipline would invite disciplinary action such as reprimand, imposition of fine, suspension or expulsion, depending upon the gravity of indiscipline indulged in. Smoking and use of other tobacco products is a punishable offence under law so, its use is strictly banned in the college campus. The offender will be penalized accordingly.

Dress Code:

It is mandatory for B. Voc Students to adhere to the following dress code :

- (1) Black Coat (Having Logo of College)
- (2) White Shirt, Blue & Grey Tie
- (3) Black Pant.

College Fees And Funds:

1. All annual charges will be charged at the time of admission to 1st, 3rd and 5th Semester along with monthly charges for six months.
2. Fee once deposited will not be refunded.
3. Library security can be taken within one year of leaving the college otherwise, it will lapse.
4. Special fines can be imposed by the college.

Note:

- 1) Late fee will be charged as per instructions from HPU.
- 2) PTA fund Rs. 200/- will be charged extra.
- 3) Migration Fee of Rs. 200 will be charged from students coming for other than H.P. Board/HP University.

Fee Structure of B. Voc. Courses

Admission Fee	25
Registration Form	20
University Registration Fee	200, 400 (Other Boards)
University Migration Fee	50
Continuation Fee	10
HPU Sports Fee	15
HP Youth Welfare Fund	15
HP Holiday Home Fee	01
Yearly Exam Fee	80
Library Security Refundable	100
Student Aid fund	20
College Magazine	50
Health, Red Cross Fund	06
NCC Fund	10
Book Replacement	25
Furniture Replacement Fund	10
Identity Card	10
Cultural Activity Fund	20
Computer & Internet Fund	20
Campus Beautification & Development Fund	10
HPU Development Fund Non Subsidized, Subsidized	500, 250, 100 (IRDP, BPL)
Late Admission Fee	10 per day
Monthly Charges	
Tution Fee (only Boys) Rs. 50/- Per Month	600 (for boys only)
Amalgamated Fund @ Rs. 25/- Per Month	300
Building Fund @ Rs. 10/- Per Month	120
Rover & rangers Fund @ Rs. 5/- Per Month	60
Sports Fund @ Rs. 20/- Per Month	240
Other Charges (Skill Component /Semester)	
Skill Component Practical	240
Assessment cum Certification Fee charged by sector Skill Council @ 800 per Sem. (No fee for Sem. 4& 6)	800
PTA	200

Hostel Fee Details:

1.	Adm. Fee	10
2.	Room Rent	360
Total :		370
1.	Hostel Security	1000
2.	Estt. Charges	240
Utensil Charges		5
I Card		20
3.	Sweeper & Sani	360
4.	First Aid	120
5.	Maintenance of Furniture	240
6.	Maintenance of Fan, Geyser	480
7.	Water Supply	240
8.	Security maintaineer	240
9.	Electricity Charges	1200
10.	Hostel Development	1200
11.	Common Room	240
12.	Asstt. Fund	500
13.	Misc. Fund	240
14.	Mess Security	3000
Total : II		9325
G.Total : (I+II)		9695

NOTE:

- 1) Wifi membership fund 10 pre month PTA fund of Rs. 300/- will be charged extra from every student (I&III Sem)
- 2) Inter university Migration Fee of Rs. 50/-, Registration Fee of Rs. 30/- will be charged from students migrating from other universities.
- 3) Library security will be charged once for the both academic session.

Fine:

- 1) Absence fine per Period Rs. 1.00
- 2) Absence from practical Rs. 3.00
- 3) Absence from House Test Rs 10.00 Per course/subject
- 4) Late return of library book Rs 1.00 per day/per book

NOTICE BOARD

All the students of the college must read the notice board on a regularly basis to keep aware of the latest developments in the college. A regular visit to the notice board throughout the year will save the students from many problems. Notices are also displayed in the girl's common room. A day to day information also displayed on digital notice board.and college website.

**SWAMI VIVEKANAND GOVERNMENT COLLEGE GHUMARWIN, DISTT. BILASPUR HP-
174021**

NO.EDN-SVGC(BVOC)-2021-22

Office Order

Date: 26th July 2021

A Committee of the following members has been constituted for the completion of admission process of B.Voc. Courses for the session 2021-22.

- 1. Dr. Parveen Ranaut (Nodal Officer B.Voc.)- 9418145785**
- 2. Dr. Mohinder Singh, Member- 9736385770**
- 3. Prof. Praveen Shankhyan Member- 9459688966**
- 4. Prof. Poonama, Member -8091760147**
- 5. Mr. Jyoti Prashad, Clerk- 8629095156**

Principal

SVGC Ghumarwin

B.voc Department opening ceremony 2021-22



Industrial Visits and Guest Lectures

by Industry Experts:

As this is skill based programme which is focused on practical knowledge of the students so in this regard we organize Industrial Visits and Guest lectures in or by industry experts to give more exposure to the students of the industry. We invite guest lecturers who possess a very long experience in their concerned industry.



प्रबंधन के छात्रों ने प्राप्त किया औद्योगिक प्रशिक्षण

घुमारवीं, 5 अप्रैल (प्रदीप कुमार/पवन चंदेल): स्वामी विवेकानंद राजकीय महाविद्यालय के बी.वाक. होटल प्रबंधन के प्रथम वर्ष के छात्रों ने होटल प्रबंधन प्रशिक्षण कार्यक्रम के अन्तर्गत इंपीरियल हाइट्स क्लार्क इन धर्मशाला का भ्रमण किया।



भ्रमण पर गए छात्र।

महाविद्यालय प्राचार्य प्रो. रामकृष्ण ने कहा कि होटल प्रबंधन के लिए स्किल डेवलपमेंट के उद्देश्य से छात्र-छात्राओं को इस प्रकार का अनुभव दिया जाना आवश्यक है। बी. वाक. विभाग के समन्वयक डा. प्रवीण राणौत ने बताया कि प्रो. राजीव चौहान के नेतृत्व में होटल प्रबंधन की जानकारी अर्जित की। छात्रों ने होटल के जनरल मैनेजर अविनाश जामवाल के द्वारा

होटल में फ्रंट ऑफिस, फूड एंड बेवरेज सर्विस व हाउसकीपिंग के कार्यों के बारे में जाना साथ ही तेजी से उभर रहे होटल इंडस्ट्री के करियर की जानकारी भी प्राप्त की। इसके बाद छात्रों ने मां चामुंडा देवी के दर्शन किए व धार्मिक पर्यटन की जानकारी हासिल की। इस सारे भ्रमण में प्रो. राजीव चौहान, लैब टैक्नीशियन आदित्य चौहान व विशाल डोगरा मौजूद रहे।



Glimpses of OJTs

Jannat Resort Manali.



Best Western Hotel Jalandhar (Punjab)

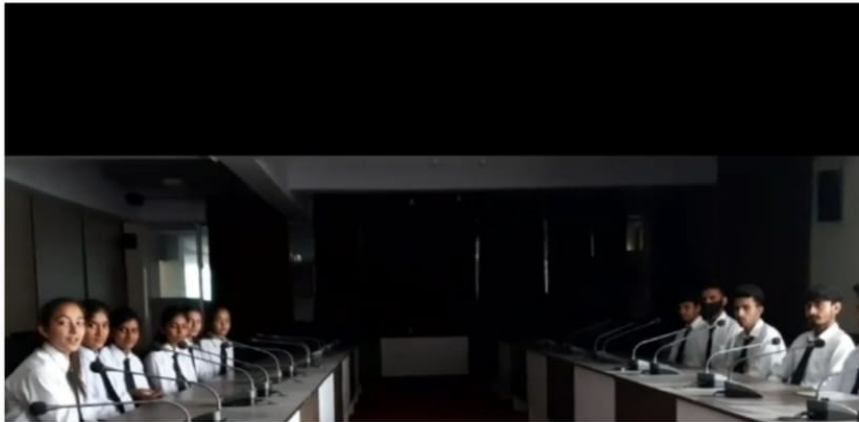


On Job Training At Reliance Trends in Kangra & Palampur



Students Activities







Event Conducted in College





Rangoli Competition





रैगिंग एक दण्डनीय अपराध

महाविद्यालय का कोई भी छात्र/छात्रा रैगिंग में संलिप्त पाया गया तो इसे दण्डनीय अपराध माना जाएगा।
संलिप्त हुए जाने पर निम्नलिखित कार्यवाही की जा सकती है।

- महाविद्यालय से निष्कासन
- कक्षाओं से निलम्बन
- चुर्नाना या लोक क्षमा वाचना
- सरकार द्वारा उचित जायदुस्तिर्षी या अन्य आर्थिक लाभ रोकना।
- महाविद्यालय में आयोजित गतिविधियों में भाग लेने से वंचित रखना।
- छात्रवास से निष्कासन या निलम्बन।
- करणवास, चुर्नाना या दोनों।
- अपराधी कानून के अन्तर्गत कानूनी कार्यवाही आरम्भ किया जाना।

ANTI RAGGING HELPLINE

National : 24x7 Anti Ragging Helplines

1) Toll Free :1800-180-5522

2) E-mail : helpline@antiragging.net

E-mail : cm-hp@nic.in