

**PANDIT SANT RAM GOVERNMENT DEGREE COLLEGE BAIJNATH,
KANGRA, H.P.**

**PROSPECTUS
CUM
HANDBOOK OF INFORMATION
(FOR BCA, BBA, B.SC. (HONS') BIOTECHNOLOGY)
FOR THE SESSION 2025-2026**



**AICTE APPROVED BCA
BBA COURSES**

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Dr. Pardeep Kumar

Principal-Cum-Director (Self Finance Courses)

Pandit Sant Ram Government College Baijnath, District
Kangra (H.P.)

Pandit Sant Ram Government Degree College, a reputed college of the region, came into existence in the year 2006. Since then, the college has moved from strength to strength. The snow clad Dhauladhars provide a splendid panoramic backdrop to the college building. We at Pandit Sant Ram Government Degree College are committed to produce qualitative human capital by imparting quality education to the students. Three new streams: Physical education, Tours & Travels and Computer applications will be operational from this year. The college offers post graduate course in English, under graduate degree courses in three streams: Arts, Science and Commerce. To provide vocational impetus to the students, the college had started BCA, BBA professional courses from 2012-2013 and B.Sc. 'Honors' Bio-Technology. It gives me immense pleasure to share that the college is accredited by NAAC Team as B-Grade.

"We aim to create in our students a cutting edge which will bring success in the emerging competitive world. Integrated development of the students will not only help them in generating knowledge, acquiring skills, developing attitude but will also help them in becoming best of the human beings with meaningful living."

A plethora of co-curricular and sports activities are organized to stimulate the creativity and to maintain physical fitness of the students. The units of NSS, NCC, Red Ribbon and Rovers and Rangers instill a sense of social responsibility among the students. The college also offers various stipends to students belonging to different categories under the aegis of UGC and State Government. Career Counseling and coaching classes for entering in services are also organized under the banner of UGC. The college has a well-stocked library to cater to the desire of the students to know and learn more. It has a computer lab with internet connectivity to enable computer literacy among the students.

We, at Pandit Sant Ram Government College Baijnath, strive for an atmosphere conducive to a multidimensional and holistic development of the students.

Best of Luck Jai Hind"

Dr. Pardeep Kumar



Ms. Reenu Bhatia

Assistant Professor in Computer Applications (Coordinator BCA)
Pandit Sant Ram Government College, Baijnath District Kangra (H.P)

I have pleasure in welcoming and wishing very best to all the students coming to acquire computer education offered by H.P. University by way of admission in the course of their choice in the current academic session at Pandit Sant Ram Govt. College, Baijnath. The College is highly committed in imparting quality education to the students residing in the far-flung areas of the Baijnath tehsil in particular and HP State in general. The computer industry is booming and expanding like a wild fire. In simple words it means there will be explosive growth in computer related jobs. With large number of private and public sector companies computerizing their operations. there is growing needs for computer professionals in various segments of the industry and government offices. However, there is a wide gap between demand and supply of trained computer professionals. Realizing the future demand for trained computer manpower. the Pandit Sant Rain Govt. College Baijnath has taken the initiative to start undergraduate degree course- the BCA. This future requirement generates the need for educational institution to introduce innovative programs to produce Industry oriented professionals. This course. BCA, is an attempt to move in that direction. We, at Pandit Sant Ram Govt. Degree College Baijnath. are guided by the old saying "Live and Learn". thus, ensuring that "graduation" is not a terminal event but the "beginning" of a professional career.

I wish great future to all the upcoming BCA students.

Ms. Reenu Bhatia



Mr. Yash Pal

Assistant Professor in Commerce (Coordinator BBA)
Pandit Sant Ram Government Degree College Baijnath, Kangra (H.P.)

In this world life with challenges and growing competition, it is quality and experience that matter. We all are aware that academic success or failure is closely linked with multiple approaches that we are able to provide and maintain in our day-to-day teaching and learning. In this context, Our College has remained and will remain effective to achieve its goals in a dynamic environment. In order to achieve the prescribed destination, education must have twin paths; one is based on the development of certain knowledge and skill and the other leads to the development of humanist virtue likewise, we are fully up holding the UN spirit on the purpose of education enshrined in the universal declaration of Human Rights.

Education should be directed to the full development of the human personality and to the strengthening of respect for human right and fundamental freedoms?

Lastly, I would like to express my hearty welcome to all students and pray for your academic success and hope for better interaction with you in the days ahead.

Mr. Yash Pal



Dr. Swati Mahajan Bhatnagar

Assistant Professor in Chemistry (Coordinator Bio-Tech)

Pandit Sant Ram Government College, Baijnath District Kangra (H.P)

I welcome you to the department of Biotechnology with pride. It is an honor and a privilege to be the coordinator of this department; the department that stands for excellence and continuously sets the highest standards. We feel proud to provide quality education by equipping our students with skills; confidence and a positive approach with an all-round development. Biotechnology caters to industries such as agriculture; food and beverages; pharmaceuticals; environments; energy and health sector to name a few. In nutshell, biotechnology makes use of natural biological process for the benefit of mankind. The department of biotechnology is offering B.Sc. (Hons.) in Biotechnology. The curriculum is well suited for the present-day needs of the industrial sectors. The students are encouraged to carry out in-house projects; attend seminars and conferences.

An amicable environment at the college nurtures creativity; passion; resilience and leadership qualities among students of versatile personality. Our teachers are committed and dedicated for the department of this institution by imparting their knowledge and play the role of facilitator as well as role model to our students. The department has been recognized by HP university and University Grant Commission.

The Motto of the department: "I will and I can;" is truly inspiring to our students. My good wishes to all.

Dr. Swati Mahajan Bhatnagar

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1. ABOUT US

Nestled in the foothills of Dhauladhars ranges in the breath-taking surroundings of the Kangra Valley. Pandit Sant Ram Govt. College, Baijnath, came into existence in June 2006, after that G.G.D.S.D. College was taken over and merged on 04/01 2007.

The College is located on 'Mahakal Road' at about 1.5 km from 'Chobin Chowk' (NH-21), 16 Km from Palampur and 2 Km from historic Lord Shiva Temple. The college is covered by UGC under 2 (f) and 12 (b) and it offers Undergraduate courses in Humanities, Science & Commerce streams as per Choice Based Credit System spread over 15 Major subjects, besides the self- financing courses in bachelor of Computer Applications (BCA), B.Sc. (Hons.) Biotechnology and Bachelor of Business Administration (BBA) are performing exceedingly well. Post graduated classes in English were started in 2015. It is a matter of pride that college established in rural area is imparting education also to the downtrodden and backward students.

The campus of the college is spread over almost 4.94 acres and has a vast infrastructure including spacious class rooms, lecture theaters, well equipped science labs, computer labs with internet facilities, well stocked library, a reading rooms, girl's common room and girl's hostel. Over the years, the college has acquired an excellent reputation by exhibiting outstanding performance in Academics, Sports Cultural and Co-Curricular activities. A unit each of National Cadet Corps (NCC), National Service Scheme (NSS), Rovers & Red Ribbon club, Eco club certainly offer opportunities to the students to develop spiritual discipline, social service, communal harmony leadership and mutual co-operation College has been assessed by the National Assessment Accreditation Council (NAAC) Bangalore and awarded 'B' grade.

This handbook of Information/Prospectus serves as a quick reference manual about the BCA/ BBA/ Bio-Technology programme and other rules & regulations of the College/ Institution. The amendments made by H.P. University will automatically stand incorporated, as and when these are envisaged/enacted by these bodies. For detailed information, the candidates are advised to consult the H.P. University ordinance (<http://www.hpuniv.ac.in>) and ignorance of any information/rule(s) etc. will be noexcuse under any circumstances.

2. CORE FACULTY SELF-FINANCE COURSES

The college takes the services of guest lecturers to teach the BCA/ BBA/ Biotechnology students. However, the regular staff of the College is also deputed, as and when required, to provide its valuable services. The eminent academicians in the field of computerscience and business studies will be invited for seminars, workshops and career counseling during the course period.

Sr. No.	BCA	BBA	B. Sc (Hons.) Biotechnology
1.	Ms. Reenu Bhatia (Coordinator) Assistant Professor	Mr. Yash Pal (Coordinator) Assistant Professor	Dr. Swati Mahajan Bhatnagar (Coordinator) Assistant Professor
2.	Ms. Neha Sharma	Ms. Neelam Kumari	Ms. Vasudha Bhardwaj
3.	Ms. Shivali Bhardwaj	Ms. Amanpreet Kaur	Dr. Ruchi Chauhan
4.	Ms. Ankita Dhiman		Dr. Ruhi Pathania
5.	Ms. Ruchi Kaushal		

2.1. ADMISSION COMMITTEE FOR SELF-FINANCE COURSES

BCA

- Ms. Reenu Bhatia (Coordinator) - Convener
- Ms. Neha Sharma - Member
- Ms. Shivali Bhardwaj – Member
- Ms. Ankita Dhiman – Member
- Ms. Ruchi Kaushal – Member

BBA

- Mr. Yash Pal (Coordinator) - Convener
- Ms. Neelam Kumari - Member
- Ms. Amanpreet Kaur – Member

B. Sc. (Hons.) Biotechnology

- Dr. Swati Mahajan Bhatnagar (Coordinator) - Convener
- Ms. Vasudha Bhardwaj - Member
- Dr. Ruchi Chauhan - Member
- Dr. Ruhi Pathania - Member

The committee members are strictly advised to check the documents/testimonials of candidates thoroughly at the time of admission.

2.2. DISCIPLINE CUM ANTI – RAGGING COMMITTEE

Sr. No.	Name	Act as	Mob no.
1.	Dr. Rajesh Kumar Chaudhary	Convener	9418046734
3	Dr. Vikram Singh	Co-Convener	9857436570
4.	Dr. Swati Bhatnagar	Member	9882189976
5	Prof. Rajesh Bhardwaj	Member	8278872114
6	Dr. Chetna Sharma	Member	9418353147
7	Dr. Pawan Kumar	Member	9418170469
8	Dr. Kewal Krishan	Member	9418057664
9	Prof. Anjali Saini	Member	9418283767
10	Dr. Amit Kaura	Member	8894428773
11	Dr. Mohender Singh	Member	9418903808
12	Prof. Rakesh Kumar	Member	8219708351

2.3. EXECUTIVE COMMITTEE FOR SELF-FINANCE COURSES

- | | |
|--------------------------------|-------------|
| • Dr. Rajesh Kumar Chaudhary | Convener |
| • Dr. Vikram Singh | Co-Convener |
| • Dr. Swati Mahajan Bhatnagar | Member |
| • Prof. Rajesh Bhardwaj | --do-- |
| • Dr. Pawan Kumar | --do-- |
| • Dr. Chetna Sharma | --do-- |
| • Dr. Amit Kaura | --do-- |
| • Prof. Yash Pal | --do-- |
| • Dr. Archana Thakur | --do-- |
| • Prof. Reenu Bhatia | --do-- |
| • Sh. Rajan Sharma, Supdt. -II | --do-- |

2.4. NUMBER OF SEATS

These Course are being run by the college under self-financing scheme. The duration of each course is three years spread over six semesters.

Programme	Subsidized Seats	Non-Subsidized Seats	Total
B.C.A.	40	20	60
B.B.A.	30	10	40
B.Sc. (Hons.) Biotech	30	---	30

Rules/Eligibility Criteria (BCA)

Eligibility

- Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by the H.P. University, Shimla-5, with 40% marks (35% marks for SC/ST category) shall be eligible.
- Age: the maximum age limit is 21 years for male candidates and 23 years for female candidates of general category and 24 years for both male and female candidate of SC/ST category as on the First July of the concerned year. The Vice-Chancellor may permit age relaxation up to a maximum of three months in exceptional cases.

Rules/Eligibility Criteria (BBA)

Eligibility

- Candidates who have passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by the H.P. University, Shimla-5, with 45% marks (40% marks for SC/ST category) shall be eligible.
- Age: the maximum age limit is 21 years for male candidates and 23 years for female candidates of general category and 24 years for both male and female candidate of SC/ST category as on the First July of the concerned year. The Vice-Chancellor may permit age relaxation up to a maximum of three months in exceptional cases.

Rules/Eligibility Criteria B.Sc. (Hons.) Biotechnology

Eligibility

- Candidates who have passed 10+2 examination with Physics, Chemistry and Biology/ Mathematics from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by the H.P. University, Shimla-5, with 50% marks (45% marks for SC/ST category) shall be eligible.
- **Age:** As per University norms.

Reservation

- 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in Himachal Pradesh irrespective of the Board.
- 25% seats will be filled on all India basis.
- 15% seats are reserved for SC and 7.5% seats are reserved for ST categories. Other reservation rules of HP University shall be applicable.

Or

- Latest/existing rules or roster of admission showing reservation of various categories as per H.P. University shall be followed at the time of admission.

(Note: These rules are applicable for subsidized category only)

Who can Apply

- The candidates who have passed 10+2 examination with 45% or more (40% for SC/ST category) for BBA, 40 % or more (35% for SC/ST category) for BCA and the candidates who have passed 10+2 with Medical/ Non-Medical with 50% or more (45% for SC/ST category) for B. Sc. (Hons.) Biotechnology.
- The candidates who have passed 10+2 examination and still waiting their result. However, these candidates have to produce the 10+2 certificate and fulfill other conditions at the time of admission, if selected.
- The candidates who fulfill the above-mentioned age requirements.

How can Apply

Students can apply only ONLINE for admission through college website www.gcbajinath.ac.in by paying Rs. 400 as registration fee.

Admission

The admission shall be based on merit only. The admission shall be divided into two categories i.e., subsidized and non- subsidized; separate merit list shall be prepared for subsidized and non-subsidized category. To merit of the candidate 100% weightage will be given to 10+2 Examination.

Admission of BCA/BBA 1st, 3rd and 5th Sem and B.Sc. (Hons.) Biotechnology 1st, 2nd and 3rd year

The admission to BCA / BBA 1st, 3rd and 5th semester and B.Sc. (Hons.) Biotechnology 2nd year, 3rd year will be done as per the University schedule. For BBA, the candidates must qualify 50% papers of 1st and 2nd semesters to become eligible for admission to 3rd Semesters.

DOCUMENTS REQUIRED FOR ONLINE ADMISSION

- Scanned copies of academic certificates from Matriculation (10th grade) onward must be uploaded.
- A scanned character certificate issued by the head of the last attended institution is mandatory.
- Applicants must provide a valid personal or family mobile number and email address, as all communication will be sent through SMS and email only.
- A recent passport-size photograph (140 x 180 pixels, under 200 KB) must be uploaded.
- Students with a gap of one year or more must accept a declaration as specified under the personal details section of the form.
- Candidates from Boards other than H.P. Board must submit a migration certificate from the previous Board.
- Candidates applying under the SC/ST category must upload a valid scanned SC/ST certificate to avail applicable relaxations or weightage. Students belonging to the Economically Weaker Section (EWS) must upload a valid EWS certificate online. Girls who have applied under the Single Girl Child category must upload the Single Girl Child certificate.

- Those applying under IRDP, NCC, NSS, Sports, or Cultural quotas must upload relevant scanned certificates to claim benefits or relaxation.
- All students entering the Second Year or higher must provide their H.P. University Roll Number, ABC ID, and upload a copy of their ABC ID.
- All female candidates are required to upload a scanned copy of the Bonafide Himachali Certificate to claim exemption from tuition fees, in accordance with Notification No. Edu H(8) 3 (8) 1/76 dated 29-06-2001.

GENERAL RULES

1. Admission will be strictly on fulfilment of eligibility conditions.
2. Any gap in the academic career of an applicant must be supported by evidence.
3. Application forms must be complete in all respects along with the following documents:
 - Original Character Certificate from the Institution last attended. (Issued not earlier than six months).
 - Self-attested copy of detailed marks certificate of the previous examination Passed.
 - Self-attested copy of Matriculation Examination/ date of Birth Certificate.
 - Two Passport size latest photographs of the candidate. (One to be pasted on the admission form and another to be pasted on the Identity Card).
 - A passport size photograph of the parents/guardian to be affixed on PTA membership form. (Guardian means only blood relation but not a present student of this college.) However, the voting right is vested only with the parents, if alive. Only parents are eligible to be elected as PTA president/member/office bearers of PTA executive.
 - A copy of Aadhar Card.
 - Documentary Proof must be attached for IRDP/BPL/SC/ST/CBC/Physically Challenged and Sports & Cultural Activities Participation.
4. A Student must produce original Certificates at the time of admission.
5. Candidates coming from Board/University other than H.P. Board of School Education/ Himachal Pradesh University must produce migration certificate in Original. Those who have passed first year/second year of a degree course from another University will have to produce Equivalence Certificate from Himachal Pradesh University.
6. Admission of a student is liable to be cancelled if he/she furnishes incomplete/wrong/false information or conceals any fact/facts. Disciplinary action will also be taken against such candidates.
7. Notwithstanding eligibility for admission, the principal can refuse admission if the Conduct of a student had not been up to the mark during the previous years.
8. Initially, all admissions will be provisional subject to the approval by the H.P. University. As and when University results are declared the students shall have to deposit the photocopy of the mark sheet in the office and ensure their regular Admission in their respective class.
10. Girl student's seeking admission in any class must bring an attested copy of Bonafide Himachali Certificate to avail the fee concession. (Tuition Fee only)
11. Students seeking exemption from tuition fee for disability must attach an attested copy of 40% disability certificate.

12. Candidate seeking admission for the first time in this college must be accompanied by their parents/ guardian.
13. The principal reserves the right to disallow or cancel any admission.
14. The admission will be purely on merit basis and on the number of seats allotted to each course.
15. The admission will be as per 120-point roster recently notified by H.P. University.
16. Admission is open for all students on roll on basis who are otherwise eligible without waiting the final result. Roll-on system means students who appeared in 1st year will go the 2nd year & who appeared in 2nd year will go to 3rd year. He will have to fulfil all the formalities laid down by college. This will help regular teaching in time.
17. There will be no Provision of admission as per ordinance once the admission date is over as per Hon'ble High Court decision, no admission will be given after the schedule.

Library

The library is heart of any educational institution. It is a rich source of information and center of learning. The students can avail the facility to procure the text books related to their curriculum. Books for various competitive examinations are also present in the college library. The library subscribes to large number of magazines (weekly/monthly/annually). It caters to the needs of students belonging to almost all the fields-humanity, commerce, science, literature and computer and so on. However, the college authority had setup a separate library for BCA, BBA/ Biotechnology students which provide a large set of Reference books, Magazines, Journals for the students.

ROSTER FOR RESERVATION

120 POINTS RESERVATION ROSTER FOR ADMISSION					
1 EWS	21 PC	41 ST	61 CUL	81 CUL	101
2	22 EWS	42 PC	62 PC	82 PC	102
3	23	43 EWS	63	83	103
4	24	44	64 EWS	84	104
5	25	45	65 SC	85 SC	105 EWS
6	26 SC	46 SC	66	86	106 SC
7 SC	27 ST	47	67 ST	87	107 ST
8	28	48	68	88 EWS	108
9	29	49	69	89	109
10	30	50	70	90	110
11 EWS	31	51	71	91 SC	111
12 SC	32 EWS	52 SC	72 SC	92	112
13 ST	33 SC	53 ST	73	93 ST	113 SC
14	34	54 EWS	74	94	114
15	35	55	75 EWS	95	115 EWS
16	36	56	76	96 EWS	116 PC
17	37	57	77	97 SC	117 SP
18 SC	38 CUL	58	78 SC	98 CUL	118 CUL
19 SP	39 SC	59 SC	79 SP	99 SP	119 SC
20CUL	40 SP	60 SP	80 ST	100 PC	120 ST

3. BCA AT GLANCE

BCA-Bachelor of Computer Applications is an undergraduate degree course spread over three years. This course is being run at Pandit Sant Ram Govt. College, Baijnath from academic session 2012-2013 and it fulfils the requirement of professional education in computer applications/computer science of the region.

Mission

To keep pace with the emerging trends in computer science and technology, the Government College, Baijnath shall strive hard to provide professional education to the student's community of Baijnath in particular and Himachal Pradesh in general with a view to serving the cause of the higher education as well as to meet the needs of Indian Industries by promoting professional education in the areas of emerging education.

Objective

- To increase the strength of computer literates.
- To develop familiarity with computer science and its applications in core fields.
- To achieve academic excellence.
- To provide IT based solution to the society.
- To fill the gap between supply and demand of computer professionals.
- To provide sufficient hands-on experience.
- To provide assistance in placement and career guidance.

Thrust Area

To provide trained manpower in the field of computer applications and produce qualitative human capital in form of computer professionals-Programmer, System Analyst, Software Engineer, Data Entry Operator, Computer Trainers etc.

Computer Lab

The college is endowed with a computer lab. It has about 45 machines (Desktops & Servers) All the machines are interconnected with

a high-speed internet (8mbps) is made available at each terminal. The students are providing rich hands-on experience-various operating systems, latest application packages, number of programming languages. The students get ample time to use multiple facilities provided in the computer laboratory and horn their skills.

3.1. DETAIL OF COURSES OF BCA

(BCA) First Year (1st Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0101	Mathematics	4	70	30	100	3
BCA0102	Applied English	4	70	30	100	3
BCA0103	Computer fundamentals	4	70	30	100	3
BCA0104	C programming	4	70	30	100	3
BCA0105	Office Automation Tools	4	70	30	100	3
BCA0104 (P)	C programming Lab-I	3	25	25	50	3
BCA0105 (P)	Office Automation Tools Lab-II	3	25	25	50	3
Total					600	

First Year (2nd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3

			0	0		
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204 (P)	Data Structures Lab-III	3	25	25	50	3
BCA0205 (P)	Data Base Management System Lab-IV	3	25	25	50	3
Total			600			

Second Year (3rd Semester)

Paper Code	Paper Title	Credit	ES E	CCA	Max. Marks	Exam Duration Hours
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practices and Management	4	70	30	100	3
BCA0303	Computer Organization	4	70	30	100	3
BCA0304	Object Oriented Programming with C++	4	70	30	100	3
BCA0305	Desktop Publishing and Designing	4	70	30	100	3
BCA0304 (P)	Objective Oriented Programming with C++ Lab-V	3	25	25	50	3
BCA0305 (P)	Desktop Publishing and Designing Lab-VI	3	25	25	50	3
	Total		600			

Second Year (4th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0401	Personal Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis and Design	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404 (P)	Internet Technology & Web Page Design Lab-VII	3	25	25	50	3
BCA0405 (P)	Programming in Visual Basic Lab-III	3	25	25	50	3

Third Year (5th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hours
BCA0501	Operating System	4	70	30	100	3
BCA0502	E-commerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	3

BCA0504	ASP Net Technology	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504 (P)	ASP net Technology Lab-IX with C++ Lab-V	3	25	25	50	3
BCA0505 (P)	Computer Oriented Statistical	3	25	25	50	3
	Methods Lab - X					

Third Year (6th Semester)

Paper Code	Paper Title	Credit	ES E	CCA	Max. Marks	Exam Duration Hours
BCA0601	Computer Networks	4	70	30	100	3
BCA0602	Numerical Methods	4	70	30	100	3
BCA0603	Multimedia Technology	4	70	30	100	3
BCA0604	Computer Graphics	4	70	30	100	3
BCA0605	Software Engineering	4	70	30	100	3
BCA0604 (P)	Computer Graphics Lab-XI	3	25	25	50	3
BCA0605 (P)	Major Project	3	25	25	50	3
		Total			600	

4.0. BACHELOR OF BUSINESS ADMINISTRATION & ITS RELEVANCE

Management studies have become the order of the day for new generation student who wish to live life with authority and confidence. Our business administration programme provides a rigorous training in Business Management and finance. The emphasis is on contemporary issues affecting business and problem solving, such as management of change within an increasingly dynamic environment and the development of business skills across organizations and sectors.

B.B.A or Bachelor of Business Administration is a degree programme that truly reflects the reality of globalization. It exposes students to the core area of management as well as given the ample opportunity to specialize in a variety of subjects: Accounting, Business Law, Ethics, Economics, Finance, Management Information System, Marketing, Organizational Behavior, Human Resources Management, Statistics & Business Strategy etc.

The B.B.A programme opens new doors of opportunity to student. It is more applied than any other undergraduate degree. The programme teaches as how to improve an organization and make it more efficient.

4.1. OBJECTIVES

- To provide adequate basic understanding about management education among the students.
- To create for the students an additional avenue of self-employment.
- To prepare students to exploit opportunities being newly created in the Management Profession.
- To give an adequate exposure to operational environment in the field of Management.
- To inculcate training in the use of modern technology for the benefit of all parties concerned.

4.2 DETAIL OF COURSES OF BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)

Framed by College of Business Studies, Himachal Pradesh University, Shimla

Sr. No.	Sem.	DSC	AECC	DSE	SEC	GEC
1	I	102. Fundamental of Management and organizational behaviors 103. Statistics of Business Decisions	101. Environment Science (AECC-1)			104. Entrepreneurship Development
2	II	202. Managerial Economics 203. Business Accounting	201 Bus. Comm. (AECC-2)			204. Ethics and Corporate social Responsibility
3	III	301. Macro Economics 302. Principles of Marketing 303. Management Accounting.			305. Personality development and Communication skills	304. India's Diversity and business.
4	IV	401. Business Research 402. Human Resources Management 403. Financial Management			405. IT tools in Business	404. Tax Planning
5	V	501. Quantitative techniques for Management 502. Legal aspects of Business	503. DSE- Students can opt any one of the specializations in Vth sem. and same will continue in the VI sem.			
			DSE-I-Finance. Investment Banking & Financial services			

			DSE-II- marketing. Consumer Behavior			
			DSE-III Human resource.HRD system & strategies			
			DSE-IV- MGT, Global Business. International trade Policiesand strategies			
			504. DSE- student can opt any one.			
			DSE- I Finance. Investment analysis & portfolioMgt.			
			DSE-II- Marketing. Retail Management			
			DSE-III- Human Resource.Training & Management development.			
			DSE-IV-MGT of Global BusinessGlobal Business Environment			
6	V I	601. Business Policy and strategy 602. Financial Inclusions and markets	603. DSE-I- Finance Project Appraisal & Analysis			

			DSE-II- Marketing. Distribution & supply chain Mgt.		
			DSE-III- Human Resource. Performance & compensationMgt.		
			DSE- IV-MGT Global Business.Multinational business Finance		
			604. DSE-I- Finance Project Report		
			DSE-II- Marketing Project report		
			DSE-III-Human Resource.Project Report		
			DSE-IV- MGT. Global Business.Project Report.		

Credit scheme of marking for each course is as under except AECC Courses

Credits Marks

	CCA	ESE	Total
6	30 (Max.) 13 (Min)	70 (Max.) 32 (Min)	100 (Max.) 45 (Min)

Skill Development:

- Preparation of charts depicting different leadership styles.
- Charts depicting different organization structures.

- Simulations in the form of role playing and gaming for effective communication and motivations.
- Charts depicting motivation theories

5.0 B.SC. (HONS.) BIOTECHNOLOGY

Biotechnology is a key technology for the 21st century and the science of the future. Considering its commercial potential and its possible impact on the economy, the government has introduced biotechnology as a subject discipline in various colleges. Biotechnology is multi-disciplinary in nature and includes biological sciences e.g., Genetics, Microbiology, cell culture.

- Molecular biology, Biochemistry, Embryology and Chemistry.
- Following the University guidelines, the college runs Biotechnology (Hons) course on self-financing scheme.

5.1. OBJECTIVES

- To impart quality education in biotechnology.
- To undertake need-based and basic research.
- To develop excellence in research programs that connects younger scientists and issues of concern and importance in lifesciences.

5.2. CAREER OPPORTUNITIES

Biotechnology has wide variety of career opportunities both in research and industry ranging from Research and development

- Clinical Research Teaching
- Quality control and Quality assurance
- Sales and Marketing
- Self-employment.

Detail of Courses for B.Sc. (Hons.) Biotechnology

1st Year					
Course Code	Credit	Course Name	Course Code	Credit	Course Name
BIOTECH1C01	6	Biochemistry & Metabolism	MICRO1GE01	6	Cell Biology
BIOTECH1C02	6	General Microbiology	CHEMGE103	6	Chemistry-1
BIOTECH1C03	6	Genetics	ENGL(AECC)103	4	English/Hindi/MIL Communication
BIOTECH1C04	6	Molecular Biology	ENVS1AECC02	4	Environment Science
2nd Year					
Course Code	Credit	Course Name	Course Code	Credit	Course Name
BIOTECH2C05	6	Immunology	BIOTEH2C08	6	Environmental Biotechnology
BIOTECH2C06	6	Bioprocess Technology	BIOTECH2C09	6	Bacteriology and Virology
BIOTECH2C07	6	Recombinant DNA Technology	BIOTECH2C10	6	Microbial Physiology
MICRO2GEO2	6	Bio Analytical Tools	CHEMGE205	4	Chemistry –II
BIOTECH2SEC01	4	Enzymology			
BIOTECH2SEC03	4	Biofertilizers and Biopesticides			

C: Core Courses AECC: Ability Enhancement Compulsory Course SEC: Skill Enhancement Courses DSE: Discipline Specific Elective Students can opt any 2 SEC in 2nd year from the above list

3rd Year					
Course Code	Credit	Course Name	Course Code	Credit	Course Name
BIOTECH3C11	6	Animal Biotechnology	BIOTECH3C12	6	Plant Biotechnology
BIOTECH3C13	6	Medical Microbiology	BIOTECH3C14	6	Food Biotechnology
BIOTECH3DSE06	4	Molecular Diagnostics	BIOTECH3DSE04	4	Biosafety and Intellectual Property Rights
BIOTECH3DSE03	4	Ecology & Environment Management	BIOTECH3DSE05	4	Basics of Forensic Science

6. FEE STRUCTURE FOR SELF – FINANCE COURSES

The college will charge Fee for academic session in two installments. First installment at the time of admission and second installment in the month of December.

- Fine and other dues will be charged as and when these are notified.
- Fee Structure for Subsidized Seats is as Below:

Sr. no	Fund / Fee Head	BCA	BBA	Bio-Tech
1	Admission fee (per Semester)	25	25	25
2	Tuition Fee (Not applicable for Himachal Bonafide Girl)	600	600	600
3	Registration Fee	400	400	400
4	Continuation Fee	10	10	10
5	Univ. Sports Fee	15	15	15
6	Youth Welfare fund	15	15	15
7	Holiday home fee	1	1	1
8	House examination fee	40	40	40
9	Magazine fund	50	50	50
10	Medical fund	6	6	6
11	Book replacement fund	25	25	25
12	Identity card	10	10	10
13	Student aid fund	2	2	2
14	Garden fund	10	10	10
15	Building fund	120	120	120
16	Library fund	200	200	240
17	Culture activity fund	20	20	20
18	Amalgamated fund	300	300	300
19	NCC fund	10	10	10
20	Campus beautification fund	10	10	10
21	Furniture Repair	10	10	10
22	SCA	10	10	10
23	University sport fund	240	240	240
24	Rover and ranger Fee	60	60	60
25	Un. Dev. Fund	250	250	250

26	PTA fund	400	400	400
27	Security deposit (refundable)	1000	1000	1000
28	Computer and internet facility fee	4200	800	3000
29	Practical fee	360	0	7800
30	Guest faculty fee	6000	6000	6000
31	Study martial fee	0	1200	0
32	Remuneration for visiting professional	0	800	0
<u>Fee to be paid (For Subsidized Seats)</u>				
	1 st installment	8569	7439	10759
	2 nd installment	5686	5960	9250
	Grand Total	14255	13399	20,009

Fee for Non-Subsidized Seats of BCA/BBA

- Fee for 1st Semester (BCA) = Rs. 13799/-
- Fee for 2nd Semester (BCA) = Rs. 10000/-
- Fee for 1st Semester (BBA) = Rs. 12439/-
- Fee for 2nd Semester (BBA) = Rs. 10000/-

Fine: In addition to fee, the students will be charged special fine for the following:

Note: The fee can be changed with retrospective effect as per HP Govt./ University norms

Absence fine per period	Rs. 10	Without Dress	Rs. 25
Absence fine unit test (per paper)	Rs. 50	Absence fine for practical	Rs. 50
Absence fine House Examination	Rs. 50	Mobile fine in classroom / lab/ dept.	Rs. 500
Late return of library book	Rs. 2	Without identity card	Rs. 100
Without Lab Coat	Rs. 25	Fine for mishandling/ breakage of lab instruments and glassware will depend on the cost of the respective equipment.	

Readmission Fee (within 10 days)	Rs. 200	Readmission Fee (After 10 days)	Rs 200 +Rs. 10 per day
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7. DRESS CODE

Students of **BCA/BBA** will be required to wear the prescribed dress on all working days except one day as decided by college authority and notified in the notice board. It shall consist of shirt and trouser for boys and girls.

- **Summer:** Black Trousers, White Shirt, (Blue for BBA), Black Leather Shoes, Black /Gray Neck Tie, White/Black Socks.
- **Winter:** Black (Blue for BBA) Blazer/Coat, Gray Sweater and other dress will be same as that of summer season.

Students of **B.Sc. Biotech** will be required to wear the prescribed dress on all working days except one day (Wednesday) as decided by the college authority. It shall consist of a shirt and trouser for both girls and boys.

- **Summer:** Black Trouser, Green Shirt, Black Shoe, Black Tie and White Socks.
- **Winter:** Black Sweater with white lines around the neck and cuff and the other dress will remain same as that of summer season.

Note: @ Rs. 25/- per day will be charged for not wearing the prescribed dress.

8. CAREER GUIDANCE & PLACEMENT CELL

BCA/BBA/ B.Sc. (Hons.) Biotechnology is a professional course with an objective to produce professionals in the field of computer, business administration and Biotechnology. However, it is not an end of journey, rather than it is the first step towards achieving excellence in computer and business-related professions. Career Guidance Cell is a group of teachers, computer professionals, business professionals and intellectuals, whose sole aim is to provide guidance to the BCA/BBA/Biotechnology students regarding various opportunities which will be knocking their doors. The guidance is provided through multiple modes like Counseling, Seminars, Workshops, and Interviews etc. The students are advised to read the notice board regularly and utilize this facility.

Co-Curricular Activities

The bookish knowledge is not everything. For the overall development of personality, other activities are as important as study. Therefore, to develop the personality of the students, the College does provide a spring-board to students in form of organizing co-curricular activities. The students can participate in Quiz, Cultural Programmes, Sports meet, Debate, Declamation and celebration of other important days like Independence

Day, Science Day and World Aids Day etc.

Grievance Redressal Cell

For any grievance, the students are advised to seek the guidance from the cell to resolve them peacefully. However, the grievance must be genuine and within the preview of rules/regulations framed by College or H.P. University.

General Rules

- The candidate once allotted a seat shall be required to deposit the fees on the specified date.
- The candidates who don't deposit the fees after allocation of the seat, shall be cancelled automatically.
- The fee is to be deposited by the candidate at the time of admission failing which seat will be allotted to the next candidate in the meritlist.
- Fee once paid is not refundable.
- Refund of security is permitted within a year after the completion of the course failing which security will stand forfeited.

Leave Rules

- All students are expected to attend their classes regularly and punctually. In case the candidate is unable to attend the classhe/she may apply leaves on the proper application form.
- Before proceeding on leave, it must be got sanctioned from appropriate authority and submitted to the office.
- In case of illness the leave application must be supported by medical certificate from Govt. hospital indicating the periodadvised for rest.
- Leave up to two days will be sanctioned by tutor, up to four days by senior tutor and more than four days only by the Principal, on the recommendation of the tutor or coordinator.

Identity Card

- Every student will be issued an identity card and will keep the card all the time while on the campus. The college authorities may ask the candidate to produce the same at any time.

General Conduct/Discipline/Rules

- Observance of the college rules and regulation is compulsory. Ignorance of the rules and regulation/orders issued from time to time is no excuse. Students are expected to go through the hand book of information and College notice board regularly.
- Students are expected to conduct themselves in graceful and dignified manner.
- Each student is expected to observe the college dress code strictly.

- Each student is expected to be present regularly in the College (Expect during leave).
- Name will be struck-off if the candidate remains absent continuously for six days. Candidate can seek re-admission after satisfying the Principal for the absence within 10 days. However, it is the discretion of the Principal to refuse the admission.
- No student is allowed to put poster in college campus/notice board, and to hold assembly in college premises or to address an unauthorized gathering on the college campus.
- Silence is to be strictly observed. Students causing disturbance/Obstruction in the smooth functioning are liable for disciplinary action. All students causing loss to the College property will be penalized and asked to make good for the loss.
- For other rules/regulations the students are directed to consult the College Prospectus and H.P. University Ordinance.
- The use of Mobile Phones or any other type of electronic gadgets is strictly prohibited. The defaulters will be severely dealt with and fine up to Rs. 500/- may be imposed on them.
- No student is authorized to accompany/come with an outsider in the College premises. The defaulters will be sternly punished along with fine and outsider will be handed over to Police.
- The College does not take the responsibility for postal delay or loss of any document and letter in transit.
- Suppression of any information or furnishing any false information by a candidate will lead to immediate cancellation of his/her admission at any time. In such cases fee paid shall not be refunded.
- The information given is an indication of the College/University's plans as on date of publication of this document. Details can be modified from time to time for academic and operational reasons. The students will be governed by latest regulations applicable to them.
- In the event of any inconsistency in the rules for admission/examinations or in the event of any clarification with respects to above said rules/instructions or any other matter, the decision of the Vice-Chancellor/Principal shall be final and no claim, what so ever, shall be entertained.

Computer Lab Rules

- Lab Computers are for academic and research use. Personal-mailing, chatting and gaming are not permitted at any cost. Setting of the Computers should not be changed.
- No personal CDs/Pen Drives and Memory Cards are allowed in the Computer Lab. internet facility can be availed with the prior permission of Teacher.
- Accessing Prohibited sites may invite penalty or suspension from the College. Special fine will be charged for damaging or missing computer equipment.

Ragging-A Menace and Social Evil

Ragging is a highly abominable act which has plagued most of the educational institutions in our country. This monstrous offence has snatched innocent lives and has created vacuum in the otherwise peaceful life of a few parents and near& dear ones. To discourage and uproot this evil, its practice, in any form, in and around the college campus is strictly prohibited. If any student is found, directly or indirectly, indulging in this heinous act, the college authority will take strict action against the guilty under rule 22,17 (a, b, c, d) of H.P. University Ordinance. In this regard, all the students who take admission to the college shall be deemed to have given the following undertaking vide UGC letter No. F-1-16/2009 (C.P.P-II), dated April 2009 to implement Honorable Supreme Court Guidelines to curb this evil forever from the educational institutions.

"I have gone through the rules/regulations regarding ragging and indiscipline of the University/College/Institution and hereby solemnly affirm that I'll not indulge in any act of ragging or indiscipline and that if I am found guilty of such offences as are covered under the rules, I'll have no claim against the order of rustication/expulsion from the College/University/Institution."

Department of BCA





Department of BBA



Department of Bio-Technology



Self-Finance Department

PSR GOVT. DEGREE COLLEGE BAIJNATH ,DISTRICT KANGRA (H.P)



Anti Ragging Helpline

Principal: Dr. Pardeep Kumar

Email: principalgcbaajnath@gmail.com

Convenor Anti Ragging Cell: Dr. Rajesh Choudhary

Mob. No.: 94180-46734

Coordinator BCA: Ms. Reenu Bhatia

Mob. No.: 82196-76831

Coordinator BBA: Mr. Yash Pal

Mob. No.: 81990-11876

Coordinator B.Sc. (Hons.) Biotechnology: Dr. Swati Mahajan Bhatnagar

Mob. No.: 98821-89976

Annexure-B

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

Sr. No.	Particulars	Period	Days
1.	Submission of admission forms	01 June to 19 June	19
2.	Pre-admission counselling of students	12 June to 19 June	08
3.	Display of 1st Merit List (UG 1st year students)	20 June up to 05:00 PM	
4.	Fee to be deposited	21 June to 23 June	03
5.	Display of 2nd Merit List	24 June up to 03:00 PM	
6.	Fee to be deposited	25 June to 27 June	03
7.	Orientation for 1st Year Students	28-30 June	03
8.	Admission of other UG classes on Roll On Basis	01 June to 10 June	10
9.	Fee to be deposited	10 June to 15 June	06
10.	Regular Teaching (For 2nd and 3rd Year Students)	Started from 09-06-2025 for 3 rd and 5 th Sem students of BCA, BBA and 2 nd and 3 rd year of B.Sc. (Hons') Biotechnology.	
11.	Post admission counselling, online submission of scholarship forms and student feedback	24 June to 30 June	07
12.	Regular Teaching	01 July to 15 March of next year excluding vacation period	
		Total Teaching Days	>180
13.	Annual Practical Examinations/ Remedial/ Need Based Classes/ Self-study by students	16 March to 25 March	
14.	Theory Examinations	26 March to 10 May	
15.	Evaluation of answer scripts	07 April to 17 May	
16.	Results of all UG Classes	up to 30 June	
17.	Result of re-evaluation	up to 20 August	
18.	Supplementary Examinations	September	
19.	Result of Supplementary Examination	October	
20.	Festival Break	2 days before and 2 days after Diwali	=05
21.	Winter Vacation	01 January to 04 February	=35
22.	Summer Vacation	18 May to 11 June	=25
		Total Vacation period	=65

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

DONT "RAG"

ALSO

DONT BE A MUTE WITNESS TO "RAGGING"



What is " Ragging "?

- **Mental /Physical/Sexual abuse**
- **Verbal abuse**
- **Indecent behaviour**
- **Criminal Intimidation/Wrongful restraint**
- **Undermining human dignity**
- **Financial exploitation/Extortion**
- **Use of Force**

Each of the above is a criminal offense



A student indulging in ragging can be

- **Expelled from the institution**
- **Banned from the mess /hostel**
- **His/her scholarship can be withdrawn**
- **Debarred from examinations**
- **Denied admission to any Institution**
- **Prosecuted for criminal action**
- **Institutions have been asked to file FIR with the local police against those who RAG/ABET ragging**

GO AHEAD, REPORT RAGGING