Self financing Courses (BCA & PGDCA)

Prospectus

Session 2023-24

Website: www.lbsgcsnagar.edu.in   Email: gcsnagar25@rediffmail.com

Contact: 01781-2381

Calendar of Activities

Session 2023-24

Admission Schedule	Online filling of Application Form from 30th June 2023 to 8th July 2023
Display of First Merit List	8th July 2023 at 5.00pm
Fee to be deposited	10 -12 July 2023
Display of Second Merit List	12th July 2023
Fee to be deposited	13-14 July 2023
Orientation of 1st Year Students	15-17July 2023
Van Mahotsav	July 2023
Commencement of regular teaching work	18th July 2023 onwards
Change of subject/ faculty	Up to 31st August 2023
Address by Principal	August 2023
Cleanliness Drive(Eco Club)	August 2023
International Youth Day	12th August 2023
Online Quiz on General English	12th August 2023
Independence Day	15th August 2023
Enrollment of NCC ,NSS and Rovers & Rangers	Up to 31st August 2023
Date of CSCA Elections	As fixed by HPU Shimla
PTA General House Meeting	4th week of August 2023
Teacher's day	5 September, 2023
Experimental Learning Workshop (Chemistry dept.)	September 2023
Academic Committee Quiz /Debate/Declamation/Painting/Photography etc. Contests	September 2023
Commerce Society Function	2nd week of September
Hindi Diwas	14 September 2023
World Ozone Day	16 September 2023
Essay writing and poetry recitation (Eng. Dept.)	16 September 2023
NSS Day	24 September 2023
World Tourism Day	27th September 2023
Gandhi Jayanti Celebrations	2nd October 2023
English Literary Fest	14th October 2023
Chemistry Week	October 2023
Tourism Field Trip	October 2023
Green Diwali Campaign	October 2023
Academic Committee PPTs week	November 2023
Diwali Break	11-15 November 2023
Philosophy Day	16 November 2023
Constitution Day	26th November 2023
Industrial Visit(Commerce Dept.)	Last week of November

World AIDS Day	1st December 2023
Human Rights Day	10th December 2023
Anti Drugs Campaign	December 2023
Field Trip (Geography Dept.)	December 2023
Mid Term Examination	1st week of December onwards
NSS 7 days Special Camp	3rd week of December 2023
English Literature Quiz	23rd December 2023
Annual Athletic Meet	December 2023
Academic Committee Essay Writing Competition	February 2023
National Science Day	28th Feb. 2024
International Women's Day	8th March 2024
Annual Prize Distribution Function	April 2024
HPU Annual Practical Examination	As per HPU notification
HPU Annual Theory Examination	1st April-23rd May 2024

Vacation Schedule:

1. Winter Vacation	1st January to 4th February 2024

(NOTE: Dates/Rules are subject to change, depending upon the latest instructions received from H.P. Govt./ H.P.U., Shimla.)

LBS GOVERNMENT DEGRE COLLEGE SARASWATI NAGAR DISTT.SHIMLA (H.P.)

Sr. No.	Contents	Page No.

1. <ins>INTRODUCTION</ins>

Lal Bahadur Shastri Government Degree College Saraswati Nagar is situated at a distance of about 100 km. from the capital city of Shimla near famous Hateshwari temple in Jubbal Tehsil of district Shimla. It is located in a valley formed by river Pabbar and is surrounded by scenic beauty of small hills and apple orchards.

The college has a well-qualified, experienced and committed teaching staff in the faculties of Humanities, Science, Commerce and BCA. To develop overall personality of students, the college has NCC, NSS, Rangers & Rovers units and various societies and clubs. In addition to this, the college has a big play ground for outdoor sports activities, Outdoor Stage for extracurricular activities.

The college is a co-educational Institution where students come from far-flung areas of not only Jubbal Tehsil but also from the adjoining areas of Uttrakhand to pursue their dreams. The students are innocent, docile, hard working and respectful. There were more than 700 Students studying during last year. The student strength shows an increase every year due to introduction of new courses and additional facilities that are added every year in the college.

The college was established in the year 1986 and offers courses in the Faculty of Arts (12 departments), Faculty of Sciences (Medical and Non-Medical streams), Faculty of Commerce and B.C.A. The college building comprises of spacious classrooms, well equipped and spacious science laboratories, fully equipped seminar room, smart classrooms, English Language and Career Aptitude lab, an examination hall, girl's common room, various indoor and outdoor sports facilities, a gymnasium, well stocked library, which subscribes to several newspapers and periodicals. The college also provides hostel facility to the girl students who come from far flung areas to fulfill their dream of quality education.

The information and Technology Department, H.P. during the year 2008-09 has established a Computer Lab., comprising of 30 latest computers in the College. With the establishment of this lab, the students of the college are being enormously benefitted not only in acquiring latest information and knowledge but also in acquiring the skills in handing the computers at their doorsteps.

To meet the future challenges thrown up by the process of globalization and privatization, the Government has approved BCA under self financing scheme and two Add-on Courses i.e. Marketing Management & Computer Application. The college has been running these courses successfully since 2011-12. The BCA is a full-fledged degree course whereas the Add-on Courses can be pursued by the college students along with their regular bachelor degree courses.

2. THE FACULTY

Principal and Director: Dr. P. P. Chauhan
Co- Ordinator: Prof. Ravi Prakash

Admission Committee
1. Prof. Ravi Prakash (Convenor)
2. Mr. Chander Mohan
3. Mrs. Ranjna Dilta
4. Ms. Shwani Rawat

Advisory Committee
1. Dr. Lalita Rawat
2. Dr. Poonam Mehta

Teaching faculty
1. Mr. Chander Mohan
2. Mrs. Ranjana Dilta (Mathematics).
3. Ms. Shiwani Rawat

Commerce
1. Asst. Prof. Sandeep Kumar

English
1. Dr. Harsh Bhardwaj
2. Asst. Prof. Vijay Laxmi

Physics
1. Dr. Radha Raman Gautam

3. COMMITTEES FOR THE SESSION 2023-24

Dean Students' Welfare

Dr. Lalita Rawat

Dean Students' Admission /studies

Dr. Poonam Mehta

College /RUSA/CSCA Advisory Committee
1. Dr. Lalita Rawat Convenor
2. Dr. Poonam Mehta
3. Dr. Lok Raj Sharma
4. Prof. Goverdhan Kumar Chauhan
5. Dr. Praveeen Sharma
6. Prof. Ravi Prakash

Discipline Committee
1. Prof. Chander Sen Chauhan Convenor
2. Prof. Pawan Kumar
3. Prof. Rajesh Kumar
4. Prof. Manmohan Verma
5. Smt. Roshni Chauhan

Health Mind Cell
1. Dr. Punam Chauhan
2. Prof. Prof. Vijay Laxmi
3. Dr. Shallu Dogra Sharma
4. Sh. Anil Kumar

Library Committee

Anti Ragging Committee

1. Dr. Poonam Mehta Convenor
2. Prof. Chander Sen Chauhan
3. Prof. Pawan Kumar
4. Prof. Rajesh Kumar
5. Sh. Anil Kumar Negi
6. CSCA President
7. NSS President (Boys & Girls)
8. NCC SUO (Boys & Girls)
9. Best Sportsperson (Boys & Girls)
10. PTA President
11. PTA Vice President
12. SHO Jubbal

Anti-Drugs Committee
1. Dr. Poonam Mehta Convenor
2. Dr. Praveen Sharma
3. Prof. Manmohan Verma
4. Dr. Om Sharma

College Development Committee

1. Prof. Chander Sen Chauhan Convenor
2. Prof. Ravi Prakash
3. Prof. Rajesh Kumar
4. Dr. Rohit Mokta
5. Smt. Roshni Chauhan
6. Sh. Yeshwant Kumar

Rusa Coordinator

1. Dr. Lok Raj Sharma
2. Prof. Manmohan Verma
3. Prof. Kailash Chauhan

Canteen Committee

1. Prof. Goverdhan Chauhan Convenor
2. Prof. Rajesh Kumar
3. Dr. Om Sharma
4. Sh. Mukesh Pathik

College Magazine Committee

1. Prof. Ravi Prakash :Editor-in-Chief
2. Dr. Praveen Kumar: Sanskrit Section
3. Prof. Ravi Prakash : Hindi Section
4. Prof .Harsh Bhardwaj:- English Section
5. Dr. Punam Chauhan: Science Section
6. Dr. Rohit Mokta : Pahari Section
7. Prof. Sandeep Kumar : Commerce & Planning Section
8. Mr. Chander Mohan : BCA Section

Bus Pass Attestation Committee

1. Prof. Chander Sen Chauhan
2. Prof. Vijay Laxmi

Time Table Committee

1. Prof. Goverdhan Kumar Chauhan
2. Prof. Sandeep Kumar
3. Dr. Radha Raman Gautam

Annual Prize Distribution Committee
1. Prof. Chander Sen Chauhan
2. Goverdhan Chauhan
3. Prof. Sandeep Kumar

NSS Advisory Committee
1. Dr. Lalita Rawat
2. Prof. Ravi Prakash
3. Dr. Rohit Mokta
4. Dr. Om Sharma

Scholarship Committee

1. Dr. Om Sharma

1. Dr. Lalita Rawat

University Exam form Attestation

2. Dr. Poonam Mehta
3. Prof. Chander Sen Chauhan

College Purchase Committee
1. Prof. Goverdhan Kumar Chauhan
2. Prof. Pawan Kumar
3. Prof. Sandeep Kumar
4. Dr. Radha Raman Gautam
5. Sh. Anil Kumar Negi

Career Guidance and Student Welfare
1. Prof. Ravi Prakash Convenor
2. Dr. Harsh Bhardwaj
3. Dr. Punam Chauhan
4. Prof. Sandeep Kumar
5. Sh. Chander Mohan

Bursar
1. Dr. Poonam Mehta

Result Compilation Committee

Arts
1. Prof. Rajesh Kumar
2. Prof. Kailash Chauhan
3. Prof. Vijay Laxmi

Science
1. Dr. Punam Chauhan
2. Dr. Shallu Dogra Sharma

Commerce
1. Prof. Sandeep Kumar
2. Mrs.Ranjana Dilta

Co-ordinator BCA/ Add-on Courses

1. Prof. Ravi Prakash

Sports Committee
1. Prof . Chander Sen Chauhan
2. Prof. Pawan Kumar
3. Dr. Radha Raman Gautam
4. Mr. Govind Singh

Academics Committee
1. Prof. Ravi Prakash

2. Mr. Chander Mohan

3. Sh. Govind Singh

Internal Examination Committee

1. Prof. Goverdhan Kumar Chauhan
2. Prof. Kailash Chauhan

NCC In-charge

1. Capt. Dr. Rohit Mokta (ANO) **NSS**

Programme Officers

1. Prof. Pawan Kumar Unit-I
2. Prof. Preeti Panta Chhatti Unit-II
3. Mr. Govind Singh

UGC Committee

1. Dr. Poonam Mehta
2. Prof. Rajesh Kumar
3. Dr. Shallu Dogra Sharma
4. Mr. Yashwant Dulta

Building Fund Committee

1. Prof. Chander Sen Chauhan Convenor
2. Prof. Pawan Kumar
3. Prof. Rajesh Kumar
4. Dr. Rohit Mokta
5. Smt. Roshni Chauhan Supdt.
6. Prof. Balwant Singh Chauhan (Retd. Principal)
7. Pradhan Local Panchayat
8. CSCA President
9. PTA President

Red Ribbon Club

Dr. Punam Chauahan

Eco Club

1. Dr. P.P. Chauhan
2. Dr. Punam Chauhan

Yuva Tourism Club

1. Prof. Kailash Chauhan
2. Student nominee (4 members)

Energy Club

1. Dr. P.P. Chauhan Convenor
2. Dr. Lalita Rawat
3. Dr. Lok Raj Sharma

2. Dr. Harsh Bhardwaj

3. Prof. Rajesh Kumar

4. Prof. Shallu Dogra Sharma

5. Dr. Om Sharma

Rovers & Rangers

1. Prof. Vijay Laxmi
2. Prof. Sandeep Thakur
3. Mr. Yashwant Dulta

Cultural Committee

1. Dr. Rohit Mokta
2. Dr. Om Sharma
3. Prof. Sandeep Thakur

Hostel Committee

1. Dr. Poonam Mehta
2. Prof. Vijay Laxmi
3. Dr. Shallu Dogra Sharma
4. Sh. Yashwant Dulta

Hostel Warden

1. Prof. Vijay Laxmi

IQAC

1. Dr. P.P. Chauhan (President)
2. Dr. Poonam Mehta (Coordinator)
3. Prof. Ravi Prakash
4. Dr. Punam Chauhan
5. Dr. Harsh Bhardwaj
6. Prof. Kailash Chauhan
7. Prof. Sandeep Kumar
8. Dr. Radha Raman Gautam
9. Dr. Shallu Dogra Sharma
10. Smt. Roshni Chauhan (Administrative Officer)
11. Sh. Balwant Singh Chauhan(Retired Principal)
12. Sh. Lokinder Bisht President(Growers' Progressive Association)
13. Office bearers CSCA (4)

Women Redressal Cum Sexual Harassment Committee

4. Prof. Sandeep Thakur
5. Student leader

1. Dr. Lalita Rawat Convenor
2. Dr. Punam Mehta
3. Prof. Preeti Panta Chhatti

Prahari Club

1. Dr. Poonam Mehta Convenor
2. Prof. Preeti Panta Chhatti
3. Prof. Vijay Laxmi
4. Prof. Rohit Mokta
5. Student nominee NSS
6. Student nominee NCC
7. Student nominee R&R

1. Dr. Lalita Rawat Convenor
2. Dr. Punam Mehta
3. Prof. Preeti Panta Chhatti

4. ADMISSION PROCEDURE

Any student interested in seeking admission must pay Prospectus cum-Admission Form fee through online mode by visiting college website *www.lbsgcsnagar.edu.in*. After going through the prospectus and admission form, he/she should upload all necessary documents with admission form.

❖ **Documents Required**

The candidate will submit/attach relevant documents as detailed below:

❖ **Passport Size Photograph**: Two unattested recent photographs are required at the time of admission. The student would require another photograph later for Library Card. Please note that only college authorities will attest the photographs. Don't bring photographs attested by anybody else.

❖ **Board/University Certificates**: Matriculation onwards examination already passed are to be uploaded while the original certificates are to be shown for verification later on if required. If the Board/University has not issued any particular certificate, provisional certificate from the head of the institution last attended will be acceptable, provided it gives the detailed marks and proof of date of birth. Fresh entrants must upload copies of following certificates along with above mentioned documents

❖ **School leaving certificate and Character certificate in original**

❖ **Migration certificate in original from the student other than HP Board**

In case the eligibility of such candidates are doubtful, he/she can be asked to bring equivalent certificate or eligibility certificate for admission to the desired class.

❖ **SC/ST/OBC/IRDP candidates must upload copy of their category certificate** and IRDP candidates should upload certificate showing the profession of the father and income from all sources. The original certificate issued by Magistrate Class-I or Tehsildar must be shown at the time of counseling.

❖ Bonafide Himachali Certificate issued by Magistrate Class-I or Tehsildar must be uploaded by a girl student in order to get fee concession**.**

❖ **Aadhar Card UID/EID is compulsory for all students.**

Note: NRIs/NRI Sponsored candidates and foreign nationals are eligible only for Non- Subsidized seats they are required to attach the foreign additional documents along with the application form.

Proof of their status in case of NRIs: The following documents will be considered as proof of this purpose

❖ Copy of the Non Resident Card/Employment Card issued by the Employer.

❖ Photo copy of the Immigration Card/ Employment Visa entry on the Passport along with detail of the passport.

❖ Certificate issued by the Indian Embassy/High commission in the Country where NRI is residing.

❖ Photo copy of the latest assessment order of the Income Tax Authority either in India or the country of employment field in the status of Non- Resident

❖ Certificate of sponsorship from a NRI in case of a NRI sponsored candidate along with proof of the NRI status of the Sponsor.

❖ Proof of the nationality in case of foreign nationals.

Candidates having a gap are required to submit an affidavit, duly attested by Magistrate Class-I, stating the facts/reasons responsible for the discontinuation of their studies. In case of false affidavit, the candidate's admission will be cancelled and legal action will be taken against him/her.

The old continuing students of the college need not submit character certificate. In case the student seeking admission has passed the last examination as private candidate, he/she will produce a character certificate from the Gazetted Officer. This certificate should not be more than three months old.

5. ADMISSION GUIDELINE

BCA three year degree course split over 6 Semester, leading to the Degree of Bachelor of Computer Application of the HPU. The admission to the course is openunder two categories

- ❖ Subsidized Category
- ❖ Non- Subsidized Category

6.1 SEATS

Total Number of seats in BCA –I are 60, distributed as under:

Category	Seats
Subsidized	40
Non- Subsidized	20

Note: As per the University rules, 75% seats shall be fill out of the candidate who have passed their 10+2 examination from the schools situated in HP irrespective ofthe board. Remaining 25% seats will be filled on all India bases. Other reservationrules of HP University shall be applicable.

6.2 ELIGIBILITY CONDITIONS FOR ADMISSION

Candidate who have passed 10+2 Examination from HP Board, CBSE, ICSE or any other examination considered equivalent to 10+2 by HPU Shimla-5 with 45% marks (35% marks for SC/ST category) shall be eligible . Minimum age for admission to BCA courses 21 years for General category, 24 years for SC/ST categories and 23 years for girl candidate, as on the 1st July of the year concerned. The vice chancellor may permit age relaxation for6 months.

6.3 RESERVATION OF SEATS (Please *Check Roster on college website*)

http://www.lbsgcsnagar.edu.in/pdf/admission%20reservation%20roster.pdf

6.4 BASIS OF ADMISSION

The admission to BCA 1st shall be made purely on the basis of merit. Separate merit list shall be prepared for subsidized categories and Non-Subsidize category. The 40 Subsidized seats will be filled first and the remaining 20 seats in self financing category shall be filled alter allthe seats in subsidized category are filled.

6. FEE STRUCTURE

Sr. No.	Description	Amount (Rs.)
01.	Admission Fee	25.00
02.	Tuition Fee	600.00
03	Migration Fee	250.00
03.	House Examination Fee	40.00
04.	HP U Registration Fee (old Students)	30.00
05.	Continuation Fee	10.00
06.	Sports Fee	240.00
07.	Medical Fee	06.00
08.	Holiday Home Fee	01.00
09.	Student Aid Fund	02.00
10.	Youth Welfare Fund	15.00
11.	Youth Red Cross Fund	40.00
12.	Identity Card	10.00
13.	Duplicate I Card	40.00
14.	Magazine	50.00

15.	Cultural Activities Fund	20.00
16.	Building Fund	120.00
17.	Book Replacement Fund	25.00
18.	Furniture Fund	10.00
19.	Amalgamated Fund	300.00
20.	Miscellaneous Fund (NCC etc.)	15.00
21.	Campus Development Fund	10.00
22.	Subject Society Fund	05.00
23.	PTA Fund	600.00
24.	Library Fee	100.00
25.	Faculty Fee	12000.00

Non Subsidized seats: The candidate admitted against the Subsidized seatsshall be require to pay an annual consolidated fee of **Rs. 25000/-**

Note:

Fee is as per notification No. EDN.AJA(1)7/2005-loose pt.1,Dt. 10-06-2010

Fee once deposited shall not be refunded or adjusted in any case. Absence and other Fines

Absence from theory period: Rs. 1.00

Absence from practical period: Rs. 3.00

Absence from house examination: Rs. 25.00 per paper

Library Book Fine per book per day: Rs. 1-00

Special fine during absence in college functions: Rs 100

Breakage/Damage in the Computer Lab:

Minimum doubles the amount of actual cost of the computer, computer componentsor the lab furniture will be charged. This fine has to be deposited immediately; otherwisethe student will not be allowed to attend the class and practical and will be marked absent.

7. COURSE OUTLINE(SYLLABUS)

Bachelor of Computer Application (BCA) Scheme of examination

1. The duration of BCA shall be three years split over six semesters.
2. There shall be examination at the end of each semester in the month of April and October on the dates to be notified by the controller of examinations.
3. The courses of study and syllabi shall be as prescribed by the board of studies/ faculty from time to time other rules will be similar to those for the corresponding examinations in the University.
4. The pass percentages of marks shall be 40%.
5. Candidate should have passed at least 50% papers of first year i.e. 1st and 2nd semester to get admission in 3rd semester of 2nd year and pass in 50% of 1st and 2nd year shall determine the eligibility for admission in 5th semester of 3rd year.
6. A candidate obtaining pass marks of any course shall not be required toreappear in that course again, however, Candidate shall be required to complete his BCA degree within at a maximum period of five years.

HIMACHAL PRADESH UNIVERSITY

BACHELOR OF COMPUTER APPLICATIONS (BCA) SYLLABUS

First Year (1st Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hrs.
BCA0101	Mathematics-I	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	35	15	50	3
BCA0105(P)	Office Automation Tools Lab -II	3	35	15	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
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204(P)	Data Structures Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3
Total					600	

Second Year (3rd Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hrs.
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practices and Management	4	70	30	100	3
BCA0303	Compute 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)	Object Oriented Programming With C++ Lab-V	3	35	15	50	3
BCA0305(P)	Desktop Publishing and Designing Lab-VI	3	35	15	50	3
		Total			600	

Second year (4th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hrs
BCA0401	Personnel 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	35	15	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50	3
Total					600	

Third year (5th Semester)

Paper Code	Paper Title	Credit	ESE	CCA	Max. Marks	Exam Duration Hrs
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 Technologies	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	ASP.net Technologies Lab -IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3
Total					600	

Third Year (6th Semester)

Paper code	Paper Title	Credit	ESE	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	35	15	50	3
BCA0606	Major Project	3	35	15	50	
Total					600	

8. RULES FOR PAYMENT OF DUES

1. Monthly fee is chargeable for 12 months for the existing session.
2. At the time of admission, a student must deposit the Annual Fees, various securities and monthly tuition fees for six months. The second installment must be deposited in Oct. / Nov.
3. Students who fail to pay their fees by the notified dates must pay dues latest by last day of the notified month. No postponement of the dates beyond this date is permissible.
4. The Principal may be constrained to strike off the names of those student from the college rolls who fail to clear their dues even by the last day of the notified month for the collection of dues and who remain absent for ten days or more in a month.
5. In case a student seeks re-admission on any grounds whatsoever he/she will pay re- admission fee of Rs. 100/-.
6. A student seeking inter college migration to this college will pay admission fee of Rs. 250.00. If he is already registered with our University, he will not have to pay University Registration Fee of Rs. 30/-

afresh. He will also pay monthly fee w.e.f. the month he joins the college even if he has paid these in the college last attended for the said month.

7. A student seeking inter-college migration to this college from a private college will also pay the annual fee.

8. In the current academic session, if a student switches over to a class either from higher to lower or from lower to higher level due to understandable reasons, he will not be charged admission fee afresh.

9. College securities, if not withdrawn or get adjusted within one year of the student leaving the college, will lapse. No claim of such lapsed securities will be entertained.

10. Absence fines are to be paid at the time of payment of college dues. Other fines are to be paid within notified period.

11. The students of TDC II & III will be charged six months fee at the time of provisional admission. The remaining fee shall be realized after the declaration of result and regularization of admission.

9. IDENTITY-CUM-LIBRARY CARD LIBRARY

The college has well stocked library. There is a well-furnished and spacious Reading Hall. The library also subscribes to important dailies and periodicals. A student may borrow a maximum of Four Books at a time for a period of 14 days. At the expiry of this period, there is a fine of Rs. 1/- per day per book. Reference books and periodicals are not given on loan.

Library -Cum-Identity Card

Soon after admission to the College, the Librarian will issue each student an Identity-cum-Library Card. The office will notify the dates for the said purpose. The students are advised to carry their Identity Cards with them all the time as student can be asked any time by the authorities to show the Identity Card.

10. COLLEGE DISCIPLINE

1. The college lays special emphasis on maintenance of discipline and decorum in and outside the classrooms. The following points may be carefully noted:

2. Students are expected to show proper respect to their teachers; they should be polite to one another and show courtesy to the all employees of the college.

3. In order to create favorable academic atmosphere in the college, students should maintain silence while moving in the college campus and sitting in the library. Movements from one classroom to other should be orderly.

4. Students should carry with them Identity Cards daily and on demand they will show it to the staff members. Students are strictly prohibited to bring any outsider to the college campus. They will be heavily fined in case they do so.

5. The following activities will be considered as violation of the college discipline and may result in fine, expulsion or rustication depending on gravity of the offence: Using mobile phones in academic blocks/ inside corridors/classrooms will attract a fine of up to Rs. 500/-

   ❖ **Making noise and disturbing classes.**
   ❖ Damaging College property, furniture, door, windows, blackboards etc. Plucking flowers and destroying campus.
   ❖ **Bringing outsider to the college campus. Interfering with the electrical appliances. Writing on the walls**
   ❖ Eve Teasing
   ❖ **Crowding in the corridors.**
   ❖ Putting up notice/ sticking bills on the notice board without permission of the Principal.
   ❖ **Smoking: Any student found smoking will face the act of expulsion or rustication from the college.**

6. Only those functions will be held on the college campus (Premises and Ground) which are organized by the college administration or allowed by the Principal. Such functions must be wound up within the permitted timeframe,

7. Any student, who is guilty of misconduct in any way, shall not be eligible for prizes/scholarships/fee concession or membership of SCA, Sports Council or other important bodies in the college.

Discipline Committee:
1. It always takes two to make a quarrel. So all quarrels/disputes with fellow students should be avoided. A complaint in writing should at once be made to the Principal whenever there is a dispute.
2. Aggrieved parties, alternatively, may immediately report the matter to any of the Discipline Committee members who will enquire/settle the matter. They are advised not to take law in their own hands.

11. RAGGING

Definition of Ragging : Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or likely to cause annoyance, hardship, physical or psychological harm mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which a student is not willing to do so or which cause him/her shame or embarrassment or danger to his/her life or limb or indulging in eve teasing. (Hon'ble Supreme Court of India).

Prohibition of Ragging

Ragging is completely banned by law in and outside the college campus and Hostel.

Penalty for Ragging

Whoever directly or indirectly commits, participates, abets or instigates ragging within or outside any education institution, shall be suspended, expelled, rusticated from the institution and shall be liable to fine which may extend to Rs. 10000/-. The punishment may also include cancellation of admission, suspension from attending classes, with-holding/withdrawing fellowship, scholarship and other financial benefits.
The Anti Ragging Committee and Anti-Ragging Squad have been constituted to implement Raghavan Committee Recommendations to deal with matters relating to ragging in the college.

12. RE-ADMISSION/WITHRAWAL FROM THE COLLEGE ROLLS

Rules: The following rules govern withdrawal or removal of a student from the college rolls by the Principal:
1. A student who remains absent from the college for ten or more days without prior sanction of the Principal will be removed from the college rolls. Re-admission is allowed within 10 days from the date of the name has been struck-off.
2. A student whose name is struck-off thrice will not be re-admitted.
3. Re-admission first time: Rs. 100.00; Re-admission second time: 200.00.

Withdrawal by the student: A student who would like to withdraw himself/herself from the college rolls, will do so by giving application and his/her application must carry counter signature of his/her parents/guardian. He/she must clear all his/her dues before he/she quit the college.

13. COLLEGE STUDENT'S CENTRAL ASSOCIATION (CSCA)

As per rules laid down by the H.P. University, College Students Central Association is formed every year in the beginning of the session to promote participation of students in college activities. The members of this body are chosen by merit basis as per norms laid down by the H.P.U., on a date approved and notified by the H.P.U. There is also a provision for academically brilliant students and others to enter this august body by nomination, as per norms laid down in CSCA constitution. It must be noted that there is a strict rule that a student cannot be nominated if he fails to fulfill lecture condition of 75%.

14. CO-CURRICULAR ACTIVITIES

The college encourages students to participate in co-curricular activities, under the supervision of our experienced and competent staff members. Every student has to compulsorily participate in either of the following activity.

- ❖ **N.C.C.:** Students are lucky that this college has separate NCC units for Boys and Girls. NCC teaches students the lesson of discipline and inculcates in them quality of leadership. Anyone who is medically fit can join NCC. Students must remember that the "C" certificate holder of N.C.C. is eligible to appear directly for interview in the Armed Forces.

- ❖ **N.S.S.:** The College has two NSS Units. The purpose of NSS is to encourage community services in young minds. Students are taught value of rendering their services for the improvement of rural and urban environment. NSS volunteers holding certificate of accomplishment of two year NSS regular activity along with a camp get 2% weight age in admission in postgraduate classes.

- ❖ **Rangers & Rovers**: The College has one unit each of Rangers & Rovers to inculcate the value of adventure, discipline and velour. The girls and boys can join Rangers & Rovers activities.

15. SOCIETIES/CLUBS

A number of literary, cultural and subject societies/ clubs function in the college to inculcate the spirit of public speaking, quizzing, dramatics and talent among the students. These societies are: (i) English literary Society (ii) Science Society (iii) Social Science Society (iv) Geography Society (v) Commerce Society (vi) Red-Ribbon Club & (vii) Eco club. Every student of the college is expected to take an active participation in at least one of the societies/ clubs afore listed.

16. CAREER COUNSELLING CELL

The college has a Career Counseling Cell. The purpose of this cell is to guide students in choice of careers that may be suitable in accordance with their temperament and profession skill. It is proposed that the cell will invite resource persons from different fields such as law, army, teaching, administration and others to inform students about the various jobs avenues available in these areas.

17. COUNSELLING CELL FOR ADOLESCENTS

The college has started a Health Mind Cell cum Counseling Cell for Adolescents in the college. The 7objective of the Cell is to provide psychological counseling to students. In this highly competitive age, it is common to observe many students undergoing stress and tension that may lead to acute depression and many other psychological problems. There may be many of psychological problems that a youth experiences but is unable to share with anyone. Talking about the problems is a big leap in the direction of solving it. The college, therefore, has formed the Cell under the chairpersonship of the Principal, which will provide counseling to students in the matters related to their mind's health. Students are free to discuss and share any anxiety related problem with the members of the cell. They will be given patient listening and in this sharing some way out to their anxieties will be found. Healthy mind is fundamental pre-requisite of a happy and positive human being.

18. WOMEN GRIEVANCES REDRESSAL CUM COUNSELING CELL

The cell has been constituted with the aim of give a patient hearing to the problems of girls students and female staff of the institution. The cell also works towards making women aware of their rights and opportunities.

19. COLLEGE MAGAZINE "*HATKESHWARI*"

In order to encourage creativity among the students, the College magazine "*Hatkeshwari"* is published. There is an Editorial Board, consisting of college teachers and students. It consists of number of sections including articles of students from diverse fields of interest.

20. SCHOLARSHIPS

The following scholarships are available to the students under different schemes:
1. IRDP Scholarships.
2. Kalpana Chawla merit Scholarship for girls of HP .
3. Post Matric Scholarship for SC/ST/ minorities candidates.

The eligible students must fill the form at the time of Admission and submit along with admission form. Eligible SC/ST/OBC/PWD/ minorities students should submit their scholarship form for the academic year by February for processing of Scholarship.

21. OLD STUDENTS' ASSOCIATION (OSA)
To maintain connectivity with the ex-students and to ensure their constructive role in developing vibrant academic environment in the college, Old Students Association (OSA) was constituted during the last session. OSA played a remarkable role to celebrate the Silver Jubilee of the college. OSA and PTA collectively created a bronze bust of Late Sh. Lal Bahadur Shastri in the college campus. OSA also organized a grand cultural function 'Milan' on 23rd December, 2011 to celebrate the Silver Jubilee.

22. ANNUAL PRIZE DISTRIBUTION FUNCTION
Prizes are awarded at the Annual Prize Distribution Function of the college to the students for obtaining first and second position in aggregate as well as in individual subjects in the University and house examinations provided the students have (a) passed in all the subjects offered (b) obtained a minimum of 50% marks in the subject in which prize is claimed. In addition, prizes are also awarded to the outstanding achievements in sports, N.C.C., N.S.S. sports and other Co-curricular activities. OLD STUDENTS' ASSOCIATION (OSA)
To maintain connectivity with the ex-students and to ensure their constructive role in developing vibrant academic environment in the college, Old Students Association (OSA) was constituted during the last session. OSA played a remarkable role to celebrate the Silver Jubilee of the college. OSA and PTA collectively created a bronze bust of Late Sh. Lal Bahadur Shastri in the college campus. OSA also organized a grand cultural function 'Milan' on 23rd December, 2011 to celebrate the Silver Jubilee.

23. PARENT-TEACHER ASSOCIATION (PTA)
To encourage community participation in education, college Parents-Teacher Association (PTA) meets twice during the session. The college PTA has been extending all the needed co-operation in improving the academic environment in the College. PTA enrolment form is attached with the Prospectus. In addition, the parents are welcome to visit the college and inquire about the progress of their wards any time.

24. HOSTEL FACILITIES
The college provides hostel facility to cater to the safe accommodation requirements of the girls students coming from far flung areas. Admission to the hostel shall be made on merit basis, as per eligibility conditions and as per fee structure mentioned in the prospectus.

25. RULES AND REGULATIONS FOR BOARDERS OF GIRLS HOSTEL
❖ **Eligibility**
1. Admission in the Hostel will be strictly on the basis of merit depending upon the availability of the vacant seats.
2. Priority will be given to the students belonging to SC/ST and to those students who come from more than 20 km. distance from the college.
3. List of the candidates selected for admission to the hostel will be displayed on the Notice Board by due date.
4. Only those students will be considered for admission to the hostel who have deposited their college fees on notified dates.
❖ **Documents Required:**
1. Medical fitness certificate to be issued by a doctor of Govt. Hospital.
2. SC/ST certificate from class 1, Magistrate.
3. A passport size photograph and specimen signature of parents/guardian who are allowed to see the

boarder.

26. HOSTEL FEE STRUCTURE:

I.	Admission Fee (Annual)	Rs. 75-00/-
II.	Annual Charge Refundable/Adjustable	
1.	Furniture Security	Rs. 100-00/-
2.	Hostel Security	Rs. 500-00/-
3.	Mess Advance	Rs. 1000-00/-

Total Rs. 1600-00/-

III.	Annual Charge (Non-Refundable)	
1.	Utensil Fee	Rs. 30-00/-
2.	Hostel Identity Card	Rs. 10-00/-

Total Rs. 40-00

IV.	Monthly Charges	
1.	Room Rent per Seat	Rs. 30-00/-
2.	Attendant Fee	Rs. 50-00/-
3.	Common Room Fee	Rs. 20-00/-
4.	Water Charges	Rs. 50-00/-
5.	Electricity Charges	Rs. 100-00/-
6.	Telephone Charges	Rs. 10-00/-
7.	Clerical Assistance Fee	Rs. 10-00/-
8.	Safai Karamchari Charges	Rs. 40-00/-

Total Rs. 310-00/-

Annual Amount=310X12= 3,720/-
Grand Total (1+2+3+4) = Rs. 5435-00/-

Note: 50% of the total hotel fee will be charged during admission to the college and remaining amount will have to be deposited in November with college fee.

27. INSTRUCTIONS FOR BOARDERS OF GIRLS HOSTEL

1. The boarders are expected to arrive a day before the term begins with their own bedding, a lock, a bucket, a mug, curtains for the windows and a CFL Bulb.
2. Furniture will be issued to the resident student against her signature. Before leaving the hostel she must obtain a certificate from the warden that the furniture issued has been returned in working condition.

3. The boarders are not allowed to keep mobile phones, record players and electric gadget in their rooms. Defaulters will be imposed a fine of Rs. 50/- and the objects will be confiscated.
4. A weekly outing to market between 2:00 PM-5.00 PM is allowed on every Saturday.
5. The girls will be allowed to visit local guardians (duly authorized by her parents) only once in a month with the prior permission of warden.
6. No boarder will leave or enter the hostel without making an entry in the departure/arrival register of the hostel.
7. Visitors/ Guests are allowed only on Sunday in the visiting room of the hotel. No visitor is allowed to enter the rooms of the girls.
8. Absence from the hostel without prior permission of the warden will be deemed to be an act of indiscipline and punished accordingly. Parents/ guardians will have to take the wards with them after due permission of the warden.
9. All boarders will report for the routine roll call daily at 5:00 PM, and any student absenting herself without the prior permission of the warden will be fined Rs. 5/- per day.

10. Hostel shall have hostel committee consisting of prefect, Mess Manager, Common Room Secretary and Cleanliness In-charge etc. The committee will be appointed every year by the warden from amongst senior students of good standing to her in the administration of hostel.
11. No hosteller will be allowed to stay in the hostel during summer vacation after the university examinations are over.
12. Failed boarder will not be given admission to the hostel.
13. The principal and member of the Hostel Committee reserve the right of censoring all correspondence of the resident students.

❖ **Disclaimer**

The information contained in this Prospectus is general in nature for the information of the students seeking admission in various classes. It is neither an exhaustive nor legal documents. The information contained here is believed to be correct at the time of publication. However, the college reserves the right to make any alteration, subject to directions from H.P. Govt. and H.P.U. The college will not be responsible for any hardship or expense occurred by any student on account of such change.

LBS Govt. College Saraswati Nagar Distt. Shimla H.P-171206

Post Graduate Diploma in Computer Application

In order to cater to the growing demand of computer awareness among the youth, this College has introduced aPost Graduate Diploma in Computer Applications (PGDCA) from this academic session.

The duration of PGDCA course is one year spread over two semesters. The examinations will be held at the endof each semester.

Distribution of Seats

Sr. No.	Category	No. of seats
1.	Subsidized Seats	30
2.	Non-Subsidized Seats	10
	Total (1 +2)	40

ELIGIBLITY CONDITIONS:

Any graduate from recognized university or its equivalent with at least 50% marks (45% marks in case of SC/ST candidates).

AGE LIMIT:

The maximum age limit for the candidates seeking admission to PGDCA programme shall be 26 years for malecandidates, 28 years for female candidates and 29 years for SC/ST (M/F) candidates as on 1st July of the admission year.

ADMISSION CRITERIA:

The admission to PGDCA course will be on the basis of merit drawn in the Entrance Test conducted in the College. There will be only one paper of 100 marks and the duration of the test will be 90 minutes. The entrance test shall include two sections as:

Section A: - General Aptitude Mathematics (+2 level)Section B: - Computer Science

NOTE:
Rechecking/Re-evaluation of answer books of the entrance test will not be allowed.

RESERVATION:
Please Check Roster on college website
https://lbsgcsnagar.edu.in/pdf/admission%20reservation%20roster.pdf

CATEGORY -I

ANNUAL FEE SCHEDULE FOR SUBSIDIZED CATEGORY

Sr. No.	Description	Amount (Rs.)
01.	Admission Fee	25.00
02.	Re-admission Fee	100.00
03	Tuition Fee	600.00
03.	Migration Fee	250.00
04.	House Examination Fee	40.00
05.	HP U Registration Fee (old Students)	30.00
06.	Continuation Fee	10.00
07.	Sports Fee	240.00
08.	Medical Fee	06.00
09.	Holiday Home Fee	01.00
10.	Student Aid Fund	02.00
11.	Youth Welfare Fund	15.00
12.	Youth Red Cross Fund	40.00
13.	Identity Card	10.00
14.	Duplicate I Card	40.00
15.	Magazine	50.00
16.	Cultural Activities Fund	20.00
17.	Building Fund	120.00
18.	Book Replacement Fund	25.00
19.	Furniture Fund	10.00
20.	Amalgamated Fund	300.00
21.	Miscellaneous Fund (NCC etc.)	15.00
22.	Campus Development Fund	10.00
23.	Subject Society Fund	05.00
24.	PTA Fund	600.00
25.	Library Fee	200.00
26.	Security Deposit (Refundable)	1100.00
27.	Faculty Fee	7000.00
28.	Computer Fee	4400.00

CATEGORY II

SELF FINANCING STUDENTS (NON-SUBSIDIZED CATEGORY)

This applies only to NRI's/NRI sponsored /Foreign Nationals/Payment category. This scheme admits studentsas per the merit in the examinations passed by the candidates. Top 10 candidates who had applied in this category shall be admitted.

In addition to the eligibility conditions mentioned above, a candidate shall be required to submit along with the application form, anyone of the following documents as may be applicable for the category of their candidature.

Proof of Nationality in case of Foreign Nationals.
Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proper proof:

Copy of Non-resident card/Employment card issued by the employer.
Photocopy of the immigration card/employment VISA entry on the passport along with the details of the passport.
Certificate issued by the Indian Embassy/High Commission in the country where the NRI is residing.
Photocopy of the latest assessment order of Income Tax authorities either in India or the country of employment filed in the status of NRI.

Certificate of sponsorship form NRI in the case of a sponsored candidate along with a proof of NRIstatus of the sponsorer required under para (B).
Photocopy of the latest assessment order of the Income Tax authorities in India and the PermanentAccount

Number (PAN) of the spons

orer issued by the Income Tax Department.
Candidates granted admission under self-financing scheme shall be required to pay an **annual consolidated fee of US$ 550 (Five hundred and fifty US Dollars) in case of Foreign Nationals or NRIs and Rs 25000/- in case of NRI sponsored/Non-subsidized candidates**. These dues have to be submitted at the time of admission.
NOTE:

Fee once deposited shall not be refunded.
The student admitted will be governed by the rules and regulations mentioned in the prospectus.

DOCUMENTS REQUIRED WITH THE APPLICATION FORM:

Any student interested in seeking admission must pay Prospectus cum- Admission Form fee through online mode by visiting college website *www.lbsgcsnagar.edu.in*. After going through the prospectus and admission form, he/she should upload all necessary documents with admission form.

The detailed course outline for PGDCA is given below which is subjected to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

**HIMACHAL PRADESHUNIVERSITY
SUMMER HILL, SHIMLA-171005.**

Outline of PGDCA Course (1 year) - two semesters and scheme of examination. (Effective from 2002 onwards)

SEMESTER –I

Course Code	Paper	Max. Marks Theory	Internal Assess.	Exams. Duration (Hrs.)
DCS-101	Fundamentals of Programming Using C	75	25	3
DCS-102	PC Software	75	25	3
DCS-103	Operating system	75	25	3
DCS-104	Computer Organization and Architecture	75	25	3
DCS-105	Practical-I (C Language)	50	50	3
DCS-106	Practical-I I (PC Software)	50	50	3

SEMESTER –II

DCS-201	Data and File Structure	75	25	3
DCS-202	System Analysis and Design	75	25	3
DCS-203	Object Oriented Programming &C ++	75	25	3
DCS-204	Data base Management system	75	25	3
DCS-205	Practical-III (DFS Using C ++)	75	25	3
DCS-206	Practical-IV (Data baseManagement system)	75	25	3
DCS-207	Project Work	200	-	-

The project should involve development of application software for some industry/ Institute.