ESTD. 1984

PROSPECTUS
2021-22

Rajiv Gandhi Government Degree College

CHAURA MAIDAN, SHIMLA - 171004 (H. P.)

BCA ✦ PGDCA

ADMISSION SCHEDULE

Admission Commences w.e.f.   *26th July, 2021*

"Real education enhances the dignity of a human being and increases his or her self respect."

—Abdul Kalam

ACADEMIC TEAM
PRINCIPAL-CUM-DIRECTOR : Dr. ANUPMA GARG

Dr. Daleep Sharma	Member
Ms. Sunita Sharma	Member
Dr. Nishtha	Member
Dr. Jay Prakash Sharma	Member
Dr. Mast Ram	Coordinator (BCA)
Dr. Bhupender Dogra	Coordinator (PGDCA)
Dr. Nidhi Thakur	Faculty
Mrs. Alka Dixit	Faculty
Mr. Vijay Kumar	Faculty
Mr. Dharmender Kumar	Faculty
Mr. Someshwar Thakur	Superintendent
Mr. Mohan Singh Thakur	Sr. Assistant
Mr. Dikshit Namta	Clerk
Mr. Khushwant Thakur	Lab Attendant
Mr. Sapna Sharma	Lab Attendant
Mr. Munish Kumar	Lab Attendant

Rajiv Gandhi Government Degree College, popularly known as Kotshera, located in Chaura Maidan, Shimla came into existence in the year 1984. Situated at a distance of about 3 Kms. from the Old Bus Stand, it is easily accessible from the Mall Road, Boileauganj and Summerhill. It is at a 10 minutes' walking distance from 103 bus stop and around 12 minutes' walk from the Railway Station. The campus is situated near the picturesque and serene Inverarm Hill, one of the seven hills in the city. A narrow downhill trail from opposite the historic Cecil Hotel, canopied by thick and lush green deodar and rhododendron groves, leads to the college campus. The college is ensconced amidst a pristine natural environment offering a perfect academic setting for the students. Surrounded by prestigious institutions like The Academy of Indian Audit and Accounts, Yarrows and the renowned Annadale helipad, the college building offers a mesmerizing view of snow clad mountains and thick woods. The college has the rare *Cryptomeria japonica* trees, very few of which can be found in the city.

The old building of the college was a colonial, palatial house named the Kotshera House, from which the college got its name. The pre-independence history of the place is said to have deep connections with a family belonging originally to Gujranwala in the erstwhile Punjab. The building served as the office of the Himachal Pradesh State Education Board for a few years, before being set up as a degree college. Its journey as an educational institution began by serving as the Humanities wing of Government Degree College, Sanjauli, in the year 1984.

The college has made immense progress and grown in stature all through its glorious journey. At present, the college campus spreads over wide area having strength of 3000 students. It is transforming into a leading co-educational institution of the state offering undergraduate courses in all three streams viz. Humanities, Sciences and Commerce. Varied job-oriented professional courses like Bachelor of Computer Applications (for which a separate prospectus is available), Journalism and Mass Communication, Tourism and Travel Management and PGDCA are being offered by the college to provide a cutting edge to the students. The Add on courses (or Skill Development Courses) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) have also been started in this institution. It offers skill-based Training to the Youth that will enable them in securing a better livelihood. This College is one of the few institutions in the state which offers English Honours to students.

The institution aspires for the socio-cultural, moral and intellectual development of its students through disseminating purposeful knowledge and imparting meaningful education. The institution works persistently to equip the students for higher education and better job opportunities and offers counselling and tutorials for the underprivileged students. The purpose of the institution is to make quality all round education available to all who enter its portals.

The dedicated and efficient faculty of the college believes in imparting education in its full scope by covering its intellectual, moral and humanitarian dimensions. The holistic vision of the institution endeavors to contribute in the progress of the nation by imparting an education based firmly on a robust moral foundation. The teaching staff encourages the creative streak in the students and is actively involved in their academic, cultural and sport pursuits. The mission of the college is to inspire, prepare and empower its students to succeed in the rapidly changing world.

The college has state-of-the-art infrastructural facilities for academic and personal growth of the students through academic, co-curricular and extra curricular activities. The institution has adequate number of well furnished classrooms, well equipped Science laboratories, an IT laboratory, a BCA laboratory, a well-stocked library, a multi-purpose auditorium, Gymnasium and a playfield. The college campus provides hygienic canteen facility to the staff and students. Smart class rooms have been provided to foster teaching and learning through audio/visual aids. The institution offers social outreach activities like the National Service Scheme, National Cadet Corps, Eco-Club, Red Ribbon Club, Rovers and Rangers and Women Cell to cultivate a sense of social responsibility among the students.

More details about the college and its activities can be accessed on the college website- www.gccm.ac.in

VISION

The college fosters dissemination of knowledge to ensure holistic development of the young minds and nurture them into individuals with skill sets, critical thinking, unwavering confidence, and above all a strong character embodying values of honesty, kindness, earnestness and integrity. Keeping pace with the technological advancement and recognizing its need, we endeavour to inculcate tehnological skills in order to prepare our students to incorporate the same in their personal, as well as professional lives. We envisage to create generations of well integrated individuals who can prove an asset to the society.

BCA COURSE

GUIDELINES OF BCA ADMISSION

BCA is a three year degree course based on 6 semester system of examination, leading to the degree of Bachelor of Computer Applications of Himachal Pradesh University. The admission to the course is open under two categories of seats, Subsidized and Non Subsidized.

SEATS DISTRIBUTION

Total number of seats in BCA - I are 40

Category	Seats	Fee Structure
Subsidized	20	Annual consolidated Fee of Rs. 12000/- + University Development Fee is Rs. 250/- & for IRDP & BPL the fee is Rs. 100/- + Refundable Security of Rs. 500/-
Non Subsidized	20	Annual consolidated Fee of Rs. 25000/- + University Development Fee Fee is Rs. 250/-+ Refundable Security of Rs. 500.

Note :

1) As per university rules, 75% seats will be filled by the candidate who have passed their 10+2 examination from the schools situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H.P. University shall be applicable.

2) The admission to BCA Course semester I/III/V will be made under the CBCS system adopted by HPU, Shimla.

ELIGIBILITY CONDITIONS

BCA FIRST SEMESTER

A candidate must have passed plus two examinations under 10+2 system or an examination equivalent there to of a Board/University established by law in India with English as compulsory subject with 40% marks (35% marks in case of Scheduled Caste/ Schedued Tribes).

Or

Any examination of a University/Board/College or School in foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/Equivalence Committee on its own or on recommendation of Association of Indian Universities with 40% (35%) marks in case of Scheduled Caste/Scheduled Tribes).

BASIS OF ADMISSION

* The admission to BCA First Semester is exclusively on merit basis.
* Separate merit list shall be prepared for subsidized and non-subsidized categories. The 20 subsidized seats will be filled first and the remaining 20 seats in non subsidized self financing category shall be filled after all the seats in the subsidized category are filled.
* All old students after completion of 2nd & 4th Semester can seek admission in the 3rd & 5th semester respectively if they fulfill the eligibility criteria set by the university ordinance from time to time.

The admission to BCA Semester III/V will be given on roll-on basis.

AGE LIMIT

The maximum age limit for admission to BCA course is 21 years for general category, 24 years for SC/ST and 23 years for girl candidates as on 1st July 2021. The Vice-Chancellor may permit age relaxation up to a maximum of three months.

The Reservation of seats as per H.P. University norms.

Note :

i) All the students of BCA III/V Semester are directed to pay the college fee under the Roll-On system well within the prescribed schedule. No one will be permitted to attend the classes without depositing the prescribed fee. Lectures attended under Roll-On system will also be counted for every concerned purpose.

ii) It is to be noted that all the admissions under Roll-On system are provisional. If any

student fails to fulfill the eligibility criteria (as mentioned in this prospectus) his/her admission will stand cancelled automatically.

iii) Admissions under Roll-On system are to be regularized (after fulfilling the required eligibility conditions) within 10 days of declaration of their university result, failing which their admission will automatically stand cancelled.

iv) The present fee structure may change as per the latest University/Govt. of H.P. guidelines/notification.

DRESS CODE

A compulsory Dress Code has been introduced for all BCA students for imparting a professional aspect to the students and inculcating discipline, corporate culture and sense of decorum among them. The prescribed uniform is as hereunder:
Grey Coat, Grey Trousers, White Shirt, Red Tie, Crest, Grey Socks, and Black Shoes.

DOCUMENTS TO BE ATTACHED FOR FIRST SEMESTER ADMISSION

Online Application form duly filled in and accompanied by the following documents for the BCA First Semester should be submitted on the college website on or before 31st July 2021.

1. One attested copy of the certificate of matriculation as a proof of date of birth.
2. One passport size photographs.
3. Copy of attested 10+2 certificate
4. Copy of Attested SC/ST certificate (SC/ST candidates only)
5. Original and valid character-cum-school leaving certificate (issued by the Principal of the institution last attended for regular students or by a gazetted officer in case of private candidate).
   The character certificate must have been issued within last 6 months on the day of submission of application.
6. Migration Certificate (in original) from School Education Board other than H.P. Board of School Education, Dharamshala should also be submitted.

ADMISSION COMMITTEE BCA

Ms. Sunita Sharma	9418679113
Dr. Mast Ram	9418054043
Dr. Nishtha	9418070590
Dr. Nidhi Thakur	9459584769
Mr. Vijay Kumar	9459044443
Mr. Dharmender Kumar	8351982911
Mr. Dikshit Namta	9817144442
Ms. Sapna Sharma	8261030095

ADMISSION COMMITTEE PGDCA

Dr. Bhupinder Dogra	9418452021
Dr. Mast Ram	9418054043
Dr. Nishtha	9418070590
Dr. Nidhi Thakur	9459584769
Mr. Vijay Kumar	9459044443
Mrs. Alka Dikshit	8629873548
Mr. Dikshit Namta	9817144442
Mr. Khushwant	7876000213
Ms. Sapna Sharma	8261030095

COURSE OUTLINE AS PER ORDINANCE 9.68

Bachelor of Computer Applications (BCA) course wise scheme of examination:-

a) The duration of BCA shall be three years split over six month semesters.

b) There shall be an examination at the end of each semester in the month of April and October on the dates to be notified by the Controller of Exams of Himachal Pradesh University.

c) 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.

d) A candidate obtaining pass marks in any course shall not be required to re-appear in that course again. However, the candidate shall be required to complete his BCA Degree within a maximum of five years duration.

Semester I

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
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

Semester II

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA 0201	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 Structure Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3

Semester III

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Exam Duration
BCA 0301	Mathematics-III	4	70	30	100	3
BCA 0302	Business Practices & 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 & Designing	4	70	30	100	3
BCA0304(P)	Object Oriented Programming with C- Lab- V	3	35	15	50	3
BCA0305(P)	Desktop Publishing & Designing Lab-VI	3	35	15	50	3

Semester IV

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA0401	Personal Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis & 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 Tech. & Web Page Design Lab-VII	3	35	15	50	3
BCA0405(P)	Programming in Visual Basic Lab-VIII	3	35	15	50	3

Semester V

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA0501	Operating System	4	70	30	100	3
BCA0502	eCommerce	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)	Comp. Oriented Statistical Methods Lab-X	3	35	15	50	3

Semester VI

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
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
BCA0605(P)	Major Project	3	35	15	50	3

SCHEME OF EXAMINATION

English will be the medium of instruction and examination. For more information, consult the university syllabus and respective teaching staff members.

Continuous Comprehensive Assessment (CCA/IA)

There shall be a component of internal assessment in all the BCA classes. It will be 30% for theory papers and 30% for practical. The remaining 70% marks in theory and practical both will be for the University semester examinations.

30% marks assigned to the internal assessment for theory are to be divided as follows:
a) 15% marks for Mid-Term examination.
b) 10% marks will be awarded on the basis of seminar/assignment/term paper given by the concerned course teacher.
c) 5% marks for regularity in attendance.

MID TERM EXAMINATION

Mid Term Examination shall ordinarily cover around two third of the syllabus in each paper and shall follow the same format as that of the University examination in all papers, including the time duration and maximum marks allotted to each paper. The marks obtained shall be scaled down to 15%. If there are fractions in the marks obtained in any test or otherwise, these shall be carried over as such and shall not be converted into a whole number. This shall be done at the final stage of calculating the internal assignment.

ATTENDANCE

Weightage for attendance

1	75% to 80% attendance	-	1 mark
2	81% to 85%	-	2 marks
3	86% to 90%	-	3 marks
4	91% to 95%	-	4 marks
5	96% and more attendance	-	5 marks

At the end of the term examination the marks scored in CCA/IA by every student in each subject with total of Mid Term examination (15) plus marks in Seminar Assignment/Term Paper (10) plus marks gathered through attendance (5).

RULES REGARDING THE PAYMENT OF FEE

1. Fee should be paid (without fine) on the dates fixed by the office for each class and notified from time to time. Delay in payment will be fined accordingly.
2. The students who do not pay their dues by the notified dates will be charged Rs. 10/ per day as late fee.
3. Fee, fine and other dues once paid, will not be refunded.
4. University examination fee will be charged at the time of filling up of examination form.

FINES, PENALTIES AND RE-ADMISSION

1. In case, students do not deposit their dues on the dates notified, their names will be struck off from the college roll at the end of the month.
2. The names of the students who are absent for six days continuously from any class without proper leave shall be struck off from the college rolls. However, the Principal, on his/her discretion, may re-admit such students on payment of the re-admission fee along with a fine (to be decided by the Principal).
3. Parent/guardian must accompany the students seeking re-admission and will assume responsibility for the students' regularity in classes in the remaining period of the academic session.
4. Any student whose name is struck off for the second time will not be eligible for re-admission except in exceptional circumstances.
5. First re-admission will be allowed within 7 days after the name is struck off on paying fee of Rs. 100/- and fee of Rs. 200/- will be charged for the second re-admission (in exceptional circumstances) within 7 days after the name is struck off.
6. Every student will have to procure No-Dues Certificate from College/Library/Concerned Science Department/ N.S.S./Sports/ College Canteen/Fee Clerk etc. if they want to leave the college.
7. The security deposit will lapse if a student does not apply for refund of security within one year of his/her leaving the college.

ABSENCE AND OTHER FINES (Rs.)

i) Absence Fine (Per Period)	1.00
ii) Absence Fine (Per Practical)	3.00
iii) Absence from MTT per paper	10.00
iv) Late Return of Library Books (per Day)	1.00
v) Late payment of dues (Per Day)	1.00
vi) Re-admission Fee (First Time) (on the recommendation of teachers only)	100.00
vii) Re-admission Fee (Second Time)	200.00
viii) Duplicate Identity Card	20.00

Breakage/Damage in the Computer Lab: Minimum double the amount of actual cost of the computer, computer component(s) or the lab furniture will be charged. This fine has to be deposited immediately otherwise the student will not be allowed to attend classes/ practical /exams and will be marked absent.

LEAVE RULES FOR STUDENTS

1. Student applying for leave should get the recommendation from the teachers of all the classes/subjects in which they are enrolled for sanction of leave.
2. A student can proceed on leave with prior permission from all the class/subject teachers and the committee formed for the purpose, but the application should be signed by their parent or guardian.
3. Leave for two days can be sanctioned by the Leave Sanctioning Committee. However, leave for 3 days or more shall be sanctioned of by the Principal. Leave application must be submitted in the office.
4. Leave on account of illness for more than 3 days, must be accompanied by a Medical Certificate/Hospital Registration Slip.
5. Students who participate in various inter-college games or other competitions, will have to get their leave sanctioned & noted by the concerned subject teachers before their departure for participation. No exemption /leave will be granted during House Examination.

MIGRATION

1. No migration certificate can be issued unless the student is registered with the University. A migrating student will not be admitted to the college if the subjects/course studied by him/her previously are not available or not in combination decided by the college.
2. The migrating student must submit the following documents/information :
    i) Lecture Attendance Statement (of all subjects offered)
    ii) Statement of Credit earned by the student under CCA.
    iii) Character Certificate from the Principal of the college last attended.

3. After migration has been sanctioned and notified by the H.P. University, the student must join the second college within the time period stipulated by the University.
4. The admission of a student migrating from another university shall be treated as provisional and shall be confirmed when he/she produces the migration certificate issued by the university and a certificate of good conduct issued by the head of the institution last attended.
5. A student disqualified by another university shall not be given admission during the period of disqualification.

IDENTITY CARD

1. It is mandatory for every student to carry their college Identity Card within the college premises.
2. A student without an identity card is deemed an outsider. In the event of inspection of identity card during surprise check or for any other reason, if the student is found without Identity Card he/she will be handed over to the police or as the situation may demand.
3. The students are not permitted to replace their photographs on the identity cards due to any reason whatsoever.
4. It is the personal responsibility of the student to keep their Identity Card in safe custody. In case, the Identity Card is lost or gets misplaced, one has to file an FIR in order to get a duplicate Identity Card issued.

LIBRARY AND ITS RULES

1. The college provides Library and Reading Room facility to all its students.
2. The library subscribes to 13 daily Newspapers, 14 Magazines and 3 Journals. Students are encouraged to avail library facility during college hours on all working days.
3. Our college library is also connected to National Library and Information Service Infrastructure for Scholarly Content (N-List) jointly run by UGC-IIT Delhi. This project provides free access to more than 55,000 full e-text books and more than 2000 e-journals to the faculty members and students. Students interested to avail this facility may contact the Librarian.

Rules

    a.   Library-Cum-Identity Card will be issued by the Librarian at the time of admission.

    b.   Ordinarily, 2 books are issued at a time for 14 days but the Librarian has the right to recall the books at any time.

    c.   Reference books are not issued.

    d.   In case of loss of a book, the student will have to replace the book or pay fine in addition to the present price of the book with the permission of the Principal.

    e.   The student is responsible for the book as soon as it is issued. In case a book is defaced /damaged in any way, the book is to be replaced by him/her.

SCHOLARSHIPS, FEE CONCESSION AND FINANCIAL ASSISTANCE

A number of scholarships and concessions are available to eligible and deserving students. Information regarding the dates, eligibility conditions and procedure for applying for these scholarships/concessions, etc. is notified on the college Notice Board from time to time. (For additional information contact the Convenor, Scholarship Committee).

The student may apply for these scholarships/concessions on prescribed form that can be obtained from the college office. The application should be duly attested/verified by the competent authority and should be accompanied by the relevant certificates of educational qualification/income/caste/tribe/domicile, etc. The scholarship/concessions available are:

- Indira Gandhi Utkrishta Chattravritti Yojna Merit Scholarship
- Kalpana Chawla Chhatravriti Yojna Merit Scholarship
- IRDP Scholarship
- Scholarship to the children of Armed Forces personnel killed/disabled in action.
- Post-Matriculation
- Scholarship to SC/ST/OBC students.
- National Merit Scholarship.

DISCIPLINE AND CONDUCT

The Principal and the members of the teaching staff have the power to take disciplinary action against students indulging in reprehensible acts, which may lead to imposition of fine, suspension or expulsion from the college. The following conduct comes within the preview of indiscipline and misconduct:

- Ragging in or around the college campus.
- Damage to college property that includes defacement of walls, black boards and damage to furniture (breaking window panes, plucking flowers, removing notices, tampering with electrical/water fittings etc. is also a break of discipline).
- Loitering around in the campus or corridors during vacant periods causing disturbance to teaching work.
- Putting up of notices on the College Notice Board without proper authorisation by the college authorities.
- Smoking, chewing of tobacco/gutka, using of cell phones and plying of vehicles within the college premises is strictly prohibited and any infringement may entail a fine of Rs. 100/-
- The Director of Higher Education H. P. vide letter no. **EDN-HE (21) B (15)/2017-V** has directed that the use of Mobile Phones in the class rooms and campus of Educational Institutions will not be allowed. A particular zone will be fixed by the college authority within the campus where students will be able to use their cell phones.

NOTICE BOARD

All the students must read the notices which are pasted on the College Notice Board or displayed on e-notice board on regular basis to keep acquainted with the latest developments in the college.

ANTI-RAGGING

All students are hereby cautioned that **ragging is a criminal offence**. "Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies from any mental disturbance or torture created thereby. Any person who aids or encourages such an action shall also be guilty of such ragging." Ragging in and around the college/hostel campus or on roads/approaches leading there to, is strictly prohibited. If any student is found indulging in ragging directly or indirectly, the college authorities shall be obliged **under Rule 22.17 (a) (b) (c) of H.P. University** to expel the guilty student(s) from the college/hostel and to report the matter to the police as ragging amounts to criminal offence as per the recent judgement of the Hon'ble Supreme Court of India, Hon'ble H.P. High Court and the Govt. of H.P.

PUNISHMENTS
THE STUDENTS INDULGING IN RAGGING WILL BE PUNISHED BY LAW WITH :
1. Cancellation of admission and withholding/withdrawing scholarship and any other benefit.
2. Debarring from appearing in any test, examination or any other evaluation process.
3. Debarring from representing the institution in any national or international tournament, youth festival etc.
4. Suspension from college and consequent debarring from admission to any other institute.
5. Fine upto Rs. 50,000/- or imprisonment upto 3 years or both.

All the students admitted to the college shall be deemed to have given the following undertaking:

"I have gone through the rules and regulations regarding ragging and discipline of the university/college and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of rustication/expulsion from the college."

EXTENSION ACTIVITIES OF THE COLLEGE

IT Club: It is an association of all the students of Computer Science Department. It organizes activities like seminars workshops quizzes etc. The composition of club is as follow
I)   President: Coordinator/Head of Department
II)   Secretary: Elected/Nominated Student
III)   Joint Secretary: Elected/Nominated Student
IV)   Members: All the students of Computer Science Department
NSS: The National Service Scheme unit of the college works actively towards social welfare, and promotes national integration under the able leadership of the experienced faculty.
NCC: The College has an active and well organized unit of NCC which strives towards inculcating the spirit of patriotism and discipline.
Rovers & Rangers: The college has well organized units of Rovers (for Boys) & Rangers (for Girls) which gives an opportunity to the students to improve their personality and develop leadership qualities under the guidance of able teachers.

SPORTS

The college offers coaching to prepare the students for participation in inter-college and inter-university sports championships in Basket Ball, Volley Ball, Kabaddi, Badminton, Cricket, Kho-Kho, Athletics, Cross-Country and Chess.

CELLS, CLUBS AND ASSOCIATIONS

- **Career Guidance and Placement Cell**
  The Career Guidance and Placement Cell guides the students regarding different career avenues open to them in their respective fields through notice board, organising training programmes and arranging lectures by experts and resource persons.
- **Anti Ragging Cell**
  An Anti- Ragging Cell, with the Principal as the Chairman, has been formed to sensitize the students about the menace of ragging which has sullied the names of many reputed institutions. The following measures have been undertaken by the institution to ensure a safe environment for the new entrants:

  1. Installation of CCTV Cameras at vital points in the College.
  2. Making students aware of the consequences of indulging in any form of ragging through notice boards.
  3. Regular Counselling of students by the members of the Anti Ragging Cell.

4. The students also are required to give an undertaking at the time of admission that they are aware of the rules and regulations regarding ragging and are also aware of the consequences and shall not indulge any form of ragging which is an offence punishable under law.

- **Women Grievance and Redressal Cell**
  This Cell has been formed to ensure safety and protection of girl students against any form of sexual harassment and making them aware of their legal and other rights. The Cell also addresses other women-specific problems on priority basis.

- **Gender Sensitisation Cell**
  This cell has been constituted to achieve the objective of gender equality. Gender disparity manifests itself in various forms and underlying causes of discrimination are related to social and economic structure, which is based on formal and informal norms, and practices. The cell aims to ensure an equitable learning environment for the students and to create awareness on this issue by organizing sessions and lectures.

- **Disaster Management Cell**
  This Cell, with the support of Police Personnel and Home Guards, makes sincere efforts to train and produce a team of young, alert and informed enthusiasts who will be able to work with phenomenal speed without losing equanimity of mind in the event of any natural or man-made disaster.

- **Red Ribbon Club**
  The Red Ribbon Club aims at launching an exhaustive campaign about AIDS.

- **Literary Society**
  This Society aims to inculcate among students a flair for the language and enhance their literary skills and to induce reading habit in students. It also aims to encourage the students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence.

- **College Magazine**
  The College brings out the yearly issue of its Magazine titled **'Abhay Jyoti'** . The students having a flair for writing, may submit their articles within the specified date for inclusion in the magazine.

- **PTA**
  The Parent- Teacher Association is formed with an objective of promoting parents' participation in different developmental activities of the college. There is a General Body of PTA comprising of (a)Parents or Guardians (only in blood relation) ; (b) Teachers and (c) The Principal of the College who is the Patron of the body.

INFORMATION AND TECHNOLOGY LABORATORY (IT LAB)

The College has three well equipped Computer Lab with adequate number of computer systems with internet access to impart ICT education to the students of all streams.

ANNUAL PRIZE DISTRIBUTION

Prizes are awarded during the Annual Prize Distribution Function for obtaining First, Second and Third position in the aggregate and also for achieving First and Second position in the individual subjects in the Annual Examination, provided a student has passed in all the subjects offered. Apart from academic prizes, outstanding performers in Sports, NCC, NSS and Rovers and Rangers and Cultural Activities are also felicitated.

STUDENTS' CHARTER

The students are important stakeholders in any educational institution. The Students' Charter as adopted by IQAC of the college is a document that defines and confers rights, responsibilities and privileges to the students with a view to achieve holistic growth.

A)   Responsibilities of the institution towards the students.

Rajiv Gandhi Degree Government College, Shimla shall endeavor to provide to its students :

- Healthy atmosphere for their academic, individual and collective growth and development.
- Creating awareness about the value and purpose of education as upheld in the vision, goals, programmes of study, instructional methodology and various co-curricular activities as outlined in the Annual Calendar of Activities.
- To provide free access to the students to every kind of information about college/university statutes, ordinances, acts, regulations, policies, procedures and curriculum.
- To inculcate amongst the students the values of social responsibility, religious and cultural tolerance and other values of human and national importance as per the Constitution of India and the vision document of the University Grants Commission.
- To adopt a student centric approach in teaching-learning methodology .
- To develop the competence of the students at different levels, especially with regard to :
  a)   linguistic competence   b)   logical and analytical ability
  c)   scientific temperament and   d)   entrepreneurship.
- To provide support and guidance to the students through continuous mentoring viz. regular tutorials, remedial course and career counselling.
- To provide add-on, state-of-the art courses and skill oriented courses to   enable the students to face the challenges of the future, like a) enhancing the soft skills, b) starting new courses in the fields of journalism, multi-media, advertising, floriculture, silviculture, horticulture, vermicomposting, green house technology and rain water harvesting/environmental conservation.
- To provide the students adequate exposure to the teaching-learning methodology through Smart Classrooms, IT and Language Labs.
- To receive constant feedback from the students and other stakeholders like the Parent-Teacher Association, the Old Students' Association for improving and strengthening the activities of the institution and to act upon the same in an empathic and pragmatic manner.

B.   Responsibilities of the students towards the Institution

All students of the college are expected to observe the following in the larger interests of the institution:

- To understand, appreciate and follow the vision and goals of the institution .
- To have a clear and adequate knowledge of various programmes of study, admission policy, programme completion requirements, assessment mechanism and other student services of the college.
- To undertake regular and intense study of their course material.
- To adhere to the general norms of the institution with regard to the courses of study time, schedule as per ordinances/rules/acts of H.P. Government or H.P. University/UGC as framed and implemented from time to time.
- To abide by the decision of the college administration in case any grievance, individual or pertaining to

more than one student/group and to help the college administration.

- To make optimum use of learning resources available in the college and to participate actively in academically enriching programmes such as seminars, workshops, debates etc.
- To provide neutral feedback on the quality of teaching and various other activities undertaken by the college, both in a formal as well as informal way, whenever they are asked for the same.
- To contribute to the enrichment of institutional life of the college through their engagement in all the student related activities of the institution as outlined in Part A of Students' Charter.
- ✦ Not to indulge in acts of Ragging or to make use of any kind of intoxicants in and around the institution.
- ✦ Not to shout slogans, damage college property, deface walls or desks, spit or spread litter in the campus, or indulge in other acts of violence which tend to disrupt academic and general atmosphere of the college and amount to unlawful or criminal acts.
- ✦ To follow the moral and constitutional values as enshrined in our multi dimensional culture, the Constitution of India including respect for diversity of ideas/thinking, inculcation of inclusive culture without any preconceived notions of caste, creed or religion.

INSTRUCTIONS FOR STUDENTS

➡ *Writing on the walls and sticking posters or pamphlets in the college campus is banned.*

➡ *Use of mobile phones is forbidden in classrooms, Principal's office, examination hall and library.*

➡ *Party based badges are not allowed in classrooms, Principal's office and staff room.*

➡ *Assignments, midterm Tests and 75% attendance in the classes is compulsory for internal assessment.*

➡ *Absenting from a class for 6 consecutive days may render the students names to be struck off.*

➡ *Outsiders entry in the college campus would be permissible with identity card only.*

➡ *Use of drugs in the college premises or even in the vicinity of the college is strictly prohibited.*

➡ *Students should come well dressed to the college (Shorts and Track suits/Pants not allowed)*

➡ *Good moral behavior is expected from every student of the college.*

➡ *Ragging as well as indulging in any kind of anti-social activity is a criminal offence.*

➡ *Damaging of college property is an offence.*

➡ *Students should co-operate with the authorities in maintaining cleanliness in an around the campus.*

Note: The entire campus of the college is under surveillance of the CCTV Cameras.

COMMITTEES 2021-2022

1.   **Anti Raggaing Cell/Squad**
        Dr. Daleep Kumar Sharma (Convenor)
        Ms. Sunita Sharma
        Dr. Raj Kumar
        Dr. R. L. Bhardwaj
        Mr. Someshwar Thakur
        SHO Boileauganj
        PTA President

2.   **Prospectus & Students' Charter Committee**
        Dr. Mast Ram (Convenor)
        Dr. Bhupinder Dogra
        Dr. Nishtha
        Dr. Jai Parkash

3.   **Bus Pass Committee**
        Dr. Mast Ram (Convenor)
        Dr. Bhupinder Dogra
        Dr. Nishtha
        Dr. Jai Parkash

4.   **Scholarship Committee**
        Dr. Mast Ram (Convenor)
        Mr. Yesh Desh Dulta
        Mr. Virender Sharma
        Ms. Yashika Guleria
        Dr. Yashwant

5.   **External Expert**
        Prof. Manu Sood (Dept. of C.S. H.P.U.)
        Dr. Sunil Mankotia (Dept. of C.S. H.P.U.)

Post Graduate Diploma in Computer application (PGDCA)

Guidelines for PGDCA

PGDCA is a one year diploma course split over two semesters, leading to the award of Post Graduate Diploma in Computer Application from Himachal Pradesh University. The admission to the course is open under two categories:

Subsidized and non subsidized

Basis of Admission The admission to PGDCA shall be made on the basis of merit.

SEATS DISTRIBUTION

Total number of seats in PGDCA -1st Semester are 40

Category	Seats	Fee Structure
Subsidized	20	Annual consolidated Fee of Rs. 14000/- +PTA 500/-+ Library Security Refundable of Rs. 500/-
Non Subsidized	20	Annual consolidated Fee of Rs. 25000/- +PTA 500/-+ Library Security Refundable of Rs. 500/-

Eligibility Conditions

Graduate in any discipline or equivalent of University established by law in India with 45% marks.

Student appearing in examination of final year of Graduation course may also apply provided they fulfill eligibility conditions at the time of counseling.

Age Limit

The Maximum age is 26 years for boys and 28 years for girls as on 1-7-2021. However, in case of candidates belonging to scheduled castes / scheduled tribes, there will be relaxation of three years. The Vice-Chancellor shall have the power to permit age relaxation for reason to be recorded in writing up to a maximum of 3 months.

Admission Procedure

Step: 1

Application form duly filled-in form with the following documents enclosed should be submitted in college.

> One attested copy of matriculation certificate as a proof of date of birth. One attested copy of 10+2 certificate.
>
> One attested copy of B.A./B.Sc./B.Com certificate.
>
> One passport size photograph (To be pasted on admission form. Library membership form, identity card and a postage stamp of Rs. 6/- to be affixed on the student progress card).
>
> Certificate as proof of SC/ST status, Excellence in cultural activities, Physical disability.
>
> Valid character cum college leaving certificate (issued by the principal of the institution last attended for regular student or by Gazette officer in case of private candidates) in original.
>
> The character certificate should have been issued within the last 6 months on the day of submission of application.
>
> Migration certificate in original for those candidates who have graduated from university other than H. P. University.

Step: 2

> University Registration form is to be filled with a copy each of Matriculation, 10+2 and Graduation certificate is to be attached by those candidates who have done graduation from a University other the H. P. University.
>
> Migration certificate in original is to be attached with the registration form.
>
> Admission will finally be approved by the Principal.
>
> Students are also required to fill in library membership from which is not to be attached with the admission form. Library-cum-identity card will be issued from the library to a student on the production of fee receipt and library membership form.

Course outline

PGDCA- First Semester			
Paper No.	**Title**	**Maximum marks**	**Internal Assessment**
DCS-101	Fundaments of programming using C	75	25
DCS-102	PC software	75	25
DCS-103	Operating System	75	25
DCS-104	Computer organization and Architecture	75	25
DCS-105	Practical-I (C language)	75	25
DCS-106	Practical-II (PC Software)	75	25
PGDCA- Second Semester			
Paper No.	**Title**	**Maximum marks**	**Internal Assessment**
DCS-201	Data and File Structure	75	25
DCS-202	System Analysis and Design	75	25
DCS-203	Object Oriented Programming & C++	75	25
DCS-204	Data Base Management System	75	25
DCS-205	Practical-III (DFS using C++)	75	25
DCS-206	Practical-IV (Data Base Management System)	75	25
DCS-207	Project Work	200	---

Note: Migration fee will be charged in case the student has passed the qualifying examination from a university other than H.P University. The above fee and funds are subjected to change as per HPU/HP Govt. instructions. The fee will be paid in full at the time of admission. Fee once deposited shall not be refunded.

All other conditions and rules discussed previously for BCA students are also applicable for the PGDCA students.

ACADEMIC CALENDAR

College Reopens	:	August, 2021
Regular Teaching Commences	:	16th August, 2021
Principal's Address to new Students	:	18th August, 2021
Practical Work for the Classes Begin	:	As Per University Schedule
Freshers' Day	:	First Week of September, 2021
Filling of Scholarship Forms	:	September, 2021
PTA Meeting	:	September 14, 2021
Functions of Subject Societies	:	September-November, 2021
Mid- Term Examination	:	December, 2021
Inter- College Youth Festival & Sports	:	As per University Schedule
Deadline for submission of articles for College Magazine	:	15th December, 2021
Filling of Annual Examination Forms	:	As per University Schedule
Annual NSS Camp	:	Last week of December, 2021
Winter Break	:	As per University Schedule
Annual Prize Distribution Function	:	February, 2022
Farewell to Outgoing Students	:	Last Week of February, 2021
Annual Examination	:	April, 2022

COVID-19 SOP's

The general preventive measure needs to be observed by all teachers, employees and students in the college campus. These includes:

1) Physical distancing of at least 6 feet to be followed as far as feasible.

2) Use of face covers/masks is mandatory.

3) Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.

4) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief/ fiexed elbow and disposing off used tissues properly.

5) Self-monitoring of health by all and reporting any illness at the earliest.

6) Spitting shall be strictly prohibited.

7) Installation and use of Aarogya Setu App is mandatory.

RAGGING IS BANNED IN THIS INSTITUTION

"Ragging includes any type of physical or mental torture inflicted by any individual or group, either by words or by conduct, which creates an apprehension in the mind of the person that he/she cannot pursue his/her studies from any mental disturbance or torture created thereby. Any person who aids or encourages such an action shall also be guilty of such ragging."

Anti Ragging Squad

Dr. Anupma Garg (Principal)	98160-51555
Dr. Daleep Kumar Sharma	70188-66959
Ms. Sunita Sharma	94186-79113
Dr. Raj Kumar	70185-67049
Mr. Someshwar Thakur	70181-50629
SDM Urban	0177-2657007
SHO Boileauganj	0177-2630-193

UGC Toll Free No. 1800 180 5522
UGC Website : helpline @antiragging.in

RGGDC, Chaura Maidan, Shimla - 4
Telephone No. 0177-2653291
Email : principalkotshera@gmail.com
Website : www.gccm.ac.in

DISCLAIMER

The prospectus cum handbook of information is published for the purpose of information only. Information contained in this document does not form the basis of any binding or gives rise to any contractual or other obligation on behalf of RGGDC. The college does not accept any liability whatsoever to any person in relation to the content of this document and any reliance placed on it.

The college is committed to maintain an academic environment free of sexual harassment for its students, teachers and non-teaching staff in accordance with section 4 (I) of sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013, RGGDC has an internal Women Grievances Harassment Cell to address such complaints.