

Lal Bahadur Shastri Govt. College Saraswati  
Nagar,



# Prospectus

**For B. Voc. Courses 2024-25**

## Session 2024-25

Website: [www.lbsgcsnagar.edu.in](http://www.lbsgcsnagar.edu.in) Email: [gcsnagar25@rediffmail.com](mailto:gcsnagar25@rediffmail.com) Contact: 01781-238149

### CALENDAR OF ACTIVITIES

#### Session 2024-25

Admission Schedule	Online filling of Application Form from 3 <sup>rd</sup> June 2024 to 15 <sup>th</sup> July 2024.
Pre-admission counseling of students	03.06.2024 to 15.06.2024
Display of 1 <sup>st</sup> Merit List	16 <sup>th</sup> July 2024 upto 1.00 pm
Fee to be deposited	16-19 <sup>th</sup> July 2024
Display of 2 <sup>nd</sup> Merit List	20 <sup>th</sup> July 2024 upto 11.00 am
Fee to be deposited	20 <sup>th</sup> July upto 5.00pm
Orientation of 1 <sup>st</sup> Year Students	22-07-2024
Admission of UG 2 <sup>nd</sup> Year & Final year students on Roll on Basis	06.06.2024 to 15.06.2024
Fee to be deposited	06.06.2024 to 19.07.2024
Post admission counseling	20.7.2024 to 22.07.2024
Commencement of regular teaching work	23 <sup>rd</sup> July 2024 onwards
Change of subject/faculty	Upto 31 <sup>st</sup> August 2024
Van Mahotsav	August 2024
Address by Principal	1 <sup>st</sup> week of August 2024
Cleanliness Drive (Eco Club)	August 2024
International Youth Day	12 <sup>th</sup> August 2024
Online / Offline Quiz on General English	12 <sup>th</sup> August 2024
Independence Day	15 <sup>th</sup> August 2024
Enrollment of NCC, NSS and Rovers & Rangers	Upto 31 <sup>st</sup> August 2024
Date of CSCA Elections	As fixed by HPU Shimla
PTA General House Meeting	4 <sup>th</sup> week of August 2024
Teacher's day	5 <sup>th</sup> September, 2024
Academic Committee Quiz / Debate/ Declamation/Painting/Photography etc. Contests	September 2024
Commerce Society Function	2 <sup>nd</sup> week of September
Hindi Diwas	14 <sup>th</sup> September 2024
World Ozone Day	16 <sup>th</sup> September 2024
Essay writing and poetry recitation , article writing (Literary Society.)	16 <sup>th</sup> September 2024
NSS Day	24 <sup>th</sup> September 2024
World Tourism Day	27 <sup>th</sup> September 2024

Gandhi Jayanti Celebrations	2 <sup>nd</sup> October2024
English Literary Fest	14 <sup>th</sup> October2024
Chemistry Week	October 2024
Tourism/Departmental Field Trip	October 2024
Green Diwali Campaign	October 2024
Academic Committee PPT presentation by students	November 2024
Diwali Break	29.10.2024 to 02.11.2024
Constitution Day	26 <sup>th</sup> November 2024
Industrial Visit(Commerce Dept.)	Last week of November
World AIDS Day	1 <sup>st</sup> December 2024
Human Rights Day	10 <sup>th</sup> December2024
Anti Drugs Campaign	December 2024
Field Trip (Geography Dept.)	December 2024
Mid Term Examination	1 <sup>st</sup> week of December 2024.
NSS7daysSpecialCamp	3 <sup>rd</sup> week of December 2024
Annual Athletic Meet	29 <sup>th</sup> November 2024
Academic Committee Essay Writing Competition	February 2025
National Science Day	28 <sup>th</sup> Feb. 2025
International Women's Day	8 <sup>th</sup> March 2025
Annual Prize Distribution Function	12 <sup>th</sup> March 2025
HPU Annual Practical Examination	16 <sup>th</sup> March to 25 <sup>th</sup> March 2025
HPU Annual Theory Examination	1 <sup>st</sup> April-14 <sup>th</sup> May2025

### Vacation Schedule:

1. Winter Vacation	1 <sup>st</sup> January to 4 <sup>th</sup> February 2025
--------------------	--

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

# Introduction

Lal Bahadur Shastri Government 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 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. PGDCA has been started from the session 2022-23. 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 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, Rovers & Rangers 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 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 benefited not only in acquiring latest information and knowledge but also in acquiring the skills in handling the computers at their doorsteps. Besides two more computer labs, one for BCA and another for Computer application are functional in the college. A language lab was also established in the year 2017. Seminar room has been given a face-lift with advanced teaching-learning tools i.e. smart class rooms have been installed.

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 Applications. 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.

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 Uttarakhand to pursue their dreams. The students are innocent, hard working and respectful. 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. Post graduation in the subjects of History and Political Science was started in year 2019.

## 1. Admission Procedure:

Any student interested in seeking admission must pay Prospectus-cum-Admission Form fee through online mode. After going through the prospectus and admission form, he/she should follow the steps given below:

- Step-1:** Every candidate seeking admission to first semester shall have to apply online all the prescribed form
- Step-2:** Since the number of seats in each course are limited the admission will be made strictly on the basis of marks secured in 10+2 class. All the candidates are required to appear in person in centralized counseling on the dates allotted failing which their admission form will be rejected and the seat will be given to the next in candidate in the merit list during specified dates of admission.
- Step-3:** Present yourself before scrutiny committee followed by approval from Principal.

## 2. DOCUMENTS REQUIRED

1. Original certificates along with photocopies of all the certificate of matric onward examination. Fresh candidate must submit/upload two copies of academic certificate and character certificate/school leaving certificate.
2. Three passport size photographs.
3. Character certificate from institution last attended or issued by Gram Panchayat Pradhan or by some H.P.

Gazetted class I officer, in case student is seeking admission to the first semester of any course or an applicant from any other college/university seeking admission in any of the courses.

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

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

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

### **3. B.Voc. (Bachelor of Vocation) UGC Approved 3-Year Regular Degree Programme: COURSE OF STUDY**

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

- 1. B.Voc. in Retail Management 40 Seats**
- 2. B.Voc. in Hospitality & Tourism 40 Seats**

#### **4. Faculty :**

- 1. Mrs. Neha Malokta (VT Hospitality & Tourism )**
- 2. Mrs. Meera Verma ( VT Retail Management )**
- 3. Ms. Archana Nanda ( Retail Management)**

#### **5. Supporting Staff B Voc.**

- 1. Mrs. Monika ( MIS Executive)**
- 2. Mrs. Raj Kumari ( LA H &T)**
- 3. Mrs. Ashweta Jhingta ( LA Retail)**

### **6. ABOUT THE BACHELOR OF VOCATIONAL STUDIES (B.Voc.) DEGREE PROGRAMME:**

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

### **7. OBJECTIVES**

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

To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).

To empower the youth leading to employment and income generating opportunities.

To provide judicious mix of skills relating to a profession and appropriate content of general education.

To provide flexibility to the students by means of pre-defined entry and multiple exit levels.

To integrate skill based NSQF complaint vocational studies with the undergraduate level of higher education in order



to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

## 8. COURSE STRUCTURE

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

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

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

## 9. MULTIPLE ENTRY AND EXIT OPTIONS:

After the completion of Semester I, the candidate will get a Certificate, and she/he may go for a job or continue studying.

The candidate may rejoin Semester II. After the completion of Semester II, the candidate will get a Diploma, and she/he may go for a job or continue studying.

The candidate may rejoin Semester III. After the completion of Semesters III and IV, the candidate will get an Advanced Diploma, and she/he may go for a job or continue studying.

The candidate may rejoin Semester V. After the completion of Semesters V and VI, the candidate will be awarded a B.Voc. degree, and she/he may go for a job or become an entrepreneur, or continue studying for the M.Voc. Degree (NSQF Level 8 onwards) and can register for Ph.D. degree (NSQF Level 10) after it in Vocational studies, or they can take admission in any other masters' programme after completion of required Bridge course, or appear in any competitive exams conducted by State Public Service Commission and Union Public Service Commission.

## 10. INTERNSHIP PROGRAMME:

In every level there will be internship at the end of the semester / Year. Internship is an integral/essential component of B. Voc. degree.

The Internship shall also carry credits to be added in the final evaluation of skill components.

HPKVN (Himachal Pradesh Kaushal Vikas Nigam) is fully sponsoring the internship apart from facilitating the skill component of this programme along with courseware for whole of the programme.

Candidates enrolled for this programme are entitled for 'Kaushal Vikas Bhatta' of Rs. 1000/- per month as per state government policy as per state government policy.

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

### B.Voc. Year 1

#### SEMESTER – 1 (LEVEL-4)

Paper	Course Code	Title of the Course	General/Skill Components	Credit s	Total Hrs	Max Marks
General Paper-01	RA111	Business Communication & Personality Development	GC	6	90	100
General Paper-02	RA112	Fundamentals in Accounting & Technology(Computer Skills)	GC	6	90	100
Total of General Components				12	180	200

Skill Paper – 01	RA121	Introduction to Retail and Retail Store Operations, Health Safety & Security. Team and Organizational Dynamics	SC	3	45	50
Skill Paper -02	RA122	Consumer Buying Behaviour and Retail Sales	SC	Th 3 PR 1	Th 45 PR 30	67
Skill Paper – 03	RA123	Consumer Service and Customer Relationship Management	SC	Th 3 PR 1	Th 45 PR 30	67
Internship Project	RA124	On Job Practical Training and Report	SC	7	210	116
Total Skill Components				18	405	300
B.Voc. Level 4 Certificates (Sales Associate)		Total of Semester 1		30	585	500

### SEMESTER II (Level 5)

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

		Development - II				
General Component	RA212	Fundamentals in Accounting & Technology (Computer Skills) - II	GC	6	90	100

Total of General Components				12	180	200
-----------------------------	--	--	--	----	-----	-----

Skill Component	RA221	Store Display and Visual Merchandising	SC	Th 3 PR 1	45 30	67
-----------------	-------	--	----	--------------	----------	----

Skill Component	RA222	Sales Management and Customer Experience Management	SC	Th 4 PR 1	60 30	84
-----------------	-------	---	----	--------------	----------	----

Skill Component	RA223	Organization and Team Dynamics	SC	2	30	33
-----------------	-------	--------------------------------	----	---	----	----

Internship Project	RA224	On Job Practical Training and Report	SC	7	210	116
--------------------	-------	--------------------------------------	----	---	-----	-----

Total of Skill Components				18	405	300
---------------------------	--	--	--	----	-----	-----

Total of Semester – II				30	585	500
------------------------	--	--	--	----	-----	-----

Total of Semester – I				30	585	500
-----------------------	--	--	--	----	-----	-----

B.Voc. Level 5 – Diploma (Team Leader)		Total of 1st year		60	1170	1000
--	--	-------------------	--	----	------	------

## Detail of Courses in Hospitality & Tourism

### B.Voc. in Hospitality & Tourism - Year 1

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

SEMESTER – II (LEVEL5)						
Paper	Course Code	Title of the Course	General/Skill Components	Credits	Total Hrs	Max Marks
General Paper-01	EN211	Tourism Product	GC	6	90	100
General Paper-02	TH211	Communicative English for Tourism and Hospitality	GC	6	90	100
Total of General Components				12	180	200
Skill Paper - 01	TH221	Hospitality and Tourism products	SC	5	Th 35 PR 75	83
Skill Paper -02	TH222	Guest Handling and Team Management	SC	4	Th 30 PR 50	67
Skill Paper - 03	TH223	Hospitality Supervisory Skills-I	SC	4	Th 30 PR 50	67
Internship	TH224	On Job Practical Training and Report	SC	5	150	83
Total Skill Components				18	420	300
Total of Semester – II				30	600	500
Total of Semester – I				30	600	500
B.Voc. Level 5 – Diploma (Front Office Executive)		Total of 1 <sup>st</sup> year		60	1200	1000



## 12. JOB OPPORTUNITIES

### RETAIL MANAGEMENT

After the completion of the first semester, the student will get a “Sales Associate” Certificate in the Retail Management sector from Retailers Association's Skill Council of India (RASCI). The candidate may work as a certified resource in any retail-related industry.

After the completion of the second semester, the student will get a combined “Team Leader” Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may get an opportunity to work in any retail- related industry.

After the completion of the second year, the student will get a combined “Departmental Manager” Advanced Diploma in the Retail Management sector from Retailers Association's Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.

After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Store Manager” in retail-related industries as well as explore opportunities to become an entrepreneur.

### HOSPITALITY & TOURISM

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

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

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

After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Duty Manager” in the Hospitality & Tourism-related industries as well as explore opportunities to become an entrepreneur.

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

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

## 13. ON THE JOB TRAININGS

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

The OJT helps the trainee:

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

## **14. CONDITIONS FOR ADMISSION**

### **ELIGIBILITY CONDITIONS**

Admission to the B Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.

The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board; 10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45% marks in aggregate, OR any examination of a University/ Board/ College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 45 marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.

Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DD No. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.

Maximum age limit for admission to B.Voc. Courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice Chancellor may permit age relaxation as per norms.

Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.

Students belonging to SC/ST category shall be given a relaxation in marks for admission purpose, i.e., they would require a minimum of marks in aggregate at 10+2 level.

Compartment students shall not be allowed admission in the B.Voc. programmes.

A candidate cannot pursue two full time undergraduate courses simultaneously.

The University reserves the right to cancel any admission at any stage.

In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.

All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

### **15. MODE OF SELECTION**

Admission to the B.Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.) .

There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

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

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

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

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

### **16. MEDIUM OF INSTRUCTIONS**

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

### **17. CONDITIONS OF REGISTRATION AND ADMISSION**

Application for admission shall be sent in the prescribed form to the Principal. Application should be registered in the College office.

True and correct particulars should be given in the application form.

1. A self-addressed post card shall be sent along with the filled-in application to be used for acknowledging the receipt of application.

2. The following certificates in original shall be produced at the time of admission:
3. Higher Secondary Certificate.
4. 10+2 Mark Sheet(s)
5. Conduct Certificate from the Head of the Institution where applicant last studied.
6. Copy of Aadhar Card.

### 18. Fee Structure of B. Voc. Courses

Sr. No.	Fund Name	Amount
A	<b>I Annual Charges</b>	
1	Admission Fee	Rs. 25.00
2.	Re-admission Fee (1 <sup>st</sup> time)	Rs. 100.00
3.	Re-admission Fee (2 <sup>nd</sup> time)	Rs. 200.00
4.	Late Admission Fee	Rs. 20.00 per day
5.	House Examination Fund	Rs. 80.00
6.	Medical Fund	Rs. 06.00
7.	Campus Dev. & Beautification Fund	Rs. 10.00
8.	Book Replacement Fund	Rs. 25.00
9.	Furniture Repair & Replacement Fund	Rs. 10.00
10.	Identity Card	Rs. 20.00
11.	Duplicate Identity Card	Rs. 40.00
12.	Magazine Fund	Rs. 50.00
13.	NCC Fund	Rs. 10.00
14.	Student Aid Fund	Rs. 20.00
15.	Cultural Activity Fund	Rs. 20.00
16.	Library Security(Refundable)	Rs. 100.00
17.	Computer & Internet Facility	Rs. 60.00
18.	Youth Red Cross	Rs. 40.00
19.	Misc. ( Flag. Student Prg. Etc.)	Rs.100.00
	<b>Total</b>	<b>Rs. 576.00</b>
<b>II . University Charges</b>		
1.	Continuation Fee (For Old Students)	Rs. 10.00
2.	Youth Welfare Fund	Rs. 15.00
3.	University Fund	Rs. 15.00
4.	Holiday Home Fund	Rs. 1-00
5	University Development Fund ( General Category)	Rs 250/- ( Rs.100/-IRDP & BPL)
6.	University Affiliation Fee	Rs.500.00
	<b>Total</b>	<b>Rs.781.00 ( Rs.631.00 for BPL/IRDP)</b>
<b>III. Monthly Charges /Semester wise</b>		
1	Tuition Fee(only for Boys)	Rs. 300.00
2	Amalgamated Fund	Rs. 150.00
3	Sports Fund(Local)	Rs. 120.00
4.	Building Fund	Rs. 60.00
5.	Rangers and Rovers	Rs. 30.00
<b>PTA Fund</b>		<b>Rs. 300.00</b>

<b>Total</b>		<b>Rs. 960.00</b>
<b>IV Skill Component Fee/Semester I</b>		
	Other Charges (Skill Component) per Semester	
<b>1</b>	Skill Component Practical –I	240.00
<b>2</b>	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester	800.00
	<b>Total</b>	<b>Rs. 1040.00</b>
	<b>Total Fee (Semester I) (I+II+III+ IV)</b>	<b>Rs.3357.00</b>
<b>B Fee IInd Semester</b>		
<b>1</b>	Tuition Fee(only for Boys)	Rs. 300.00
<b>2</b>	Amalgamated Fund	Rs. 150.00
<b>3</b>	Sports Fund(Local)	Rs. 120.00
<b>4</b>	Building Fund	Rs. 60.00
<b>5</b>	Rangers and Rovers	Rs. 30.00
<b>6</b>	<b>PTA Fund</b>	Rs.300.00
	<b>Total</b>	<b>Rs.960.00</b>
<b>II</b>		
<b>1</b>	Skill Component Practical –II	240.00
<b>2</b>	Assessment-cum-Certification Fee charged by Sector Skill Council per Semester	800.00
	<b>Total</b>	<b>Rs. 1040.00</b>
	<b>G. Total B ( I +II)</b>	<b>Rs. 2000.00</b>
	<b>Fee 3<sup>rd</sup> &amp; 4<sup>th</sup> Semester</b>	<b>Rs. 4467.00</b>
	<b>Fee 5<sup>th</sup> &amp; 6<sup>th</sup> Semester</b>	<b>Rs. 4467.00</b>

\* No Admission Fee + Funds including practicals fee shall be charged from candidates who have already paid. (i.e. Migrating to B. Voc. Programme from other streams).

## 19. HOSTEL FEE STRUCTURE:

Sr.No	Component	Fee Amount	
<b>1</b>	Admission Fee (Annual)	Rs. 75.00	
<b>2</b>	<b>Annual Charge Refundable/Adjustable</b>		
	1.Furniture Security	Rs. 100.00	
	2.Hostel Security	Rs. 500.00	
	3.Mess Advance	Rs. 1000.00	
	<b>Total</b>	<b>Rs. 1600.00</b>	
<b>3</b>	<b>Annual Charge (Non-(Non-Refundable)Fee</b>		
	1. Utensil Fee	Rs. 30-00/-	
	2.Hostel Identity Card	Rs. 10-00/-	
	3.Pollution CB Charges	Rs.500.00/-	
	<b>Total</b>	<b>Rs.540.00</b>	
<b>4</b>	<b>Monthly Charges</b>		
	Room Rent per Seat	Rs. 30-00/-	
	Attendant Fee	Rs. 50-00/-	
	Common Room Fee	Rs. 20-00/-	
	Water Charges	Rs. 50-00/-	
	Electricity Charges	Rs. 200-00/-	

	Telephone Charges	Rs. 10-00/-	
	Clerical Assistance Fee	Rs. 10-00/-	
	Safai Karamchhari Charges	Rs. 40-00/-	
	<b>Total</b>	<b>Rs. 410-00/-</b>	

**Total =Annual Amount=410 x 12= 4920/-**

**Grand Total (1+2+3+4) = Rs.7135-00/-**

**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.

## 20. INSTRUCTIONS FOR BOARDERS OF GIRLS' HOSTEL

- 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.
- 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.
- 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.
- A weekly outing to market between 2:00 PM-5.00 PM is allowed on every Saturday.
- 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.
- No boarder will leave or enter the hostel without making an entry in the departure/arrival register of the hostel.
- 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.
- 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.
- 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.
- 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.
- No hosteller will be allowed to stay in the hostel during summer vacation after the university examinations are over.
- Failed boarder will not be given admission to the hostel.
- The principal and member of the Hostel Committee reserve the right of censoring all correspondence of the resident students.

**Prohibition of ragging under H.P.EDUCATIONAL Institutions( Prohibition of Ragging) ACT, 2009** defines 'Ragging' as doing any act, by disorderly conduct , to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to the student. Such disorderly conduct includes, teasing or abusing or playing practical jokes on or causing hurt to such students or asking a student to do any act or perform something which such student, will not be willing to do in the ordinary course.

A student who commits the offence of ragging shall be punishable with imprisonment for a term which may extend to three years or shall al be liable to fine which may extend to RS. 50,000 or both.

If a student is convicted of the charges of committing, abetting, participating or propagating ragging, he shall be dismissed from the college and such student will not get admission in other colleges for a period of three years from the date of his dismissal from the colleges.



### COLLEGE ANTI- RAGGING COMMITTEE

<b>Dr. P.P Chauhan , Principal</b>	Chairperson	<b>94184- 70677</b>
<b>Prof. Yogita Bandta</b>	Nodal Officer/ Convenor	<b>9816025354</b>
Prof. Preeti Panta Chhatti	Member	<b>9418209261</b>
Prof. Sandeep Kumar	Member	<b>9816433831</b>
Dr. ND Bhardwaj		<b>9482050194</b>
<b>Sh. Mukesh Pathik Supdt Gr-1</b>	Member	<b>6230130648</b>
<b>Sh. Anil Kumar Negi</b>	Member	
<b>CSCA President</b>	Member	
<b>NSS President (Boys &amp; Girls)</b>	Member	
<b>NCC SUO (Boys &amp; Girls)</b>	Member	
<b>Best Sportsperson (Boys &amp; Girls)</b>	Member	
<b>PTA President</b>	Member	
<b>PTA Vice President</b>	Member	
<b>SHO Jubbal</b>	Member	
<b>Incharge , Police Post Saraswati Nagar</b>	Member	