HANDBOOK OF INFORMATION
Session 2021-2022

BBA
(BACHELOR OF BUSINESS ADMINISTRATION)

BCA
(BACHELOR OF COMPUTER APPLICATIONS)

(*Admission starts w.e.f 26/07/2021)*

GOVT. COLLEGE NAURA
NAAC ACCREDITED
TEH. PALAMPUR, DISTT. KANGRA (HP) 176084
PHONE NO: 01894222837
E.mail: gcnaurahp@gmail.com   Website: www.gcnaura.in

Guidelines of MHA and MHRD regarding the

preventive measures and SOP COVID-19

Protect yourself and others

Students are required to follow these Do's and Don'ts

Do's (✓)	Don'ts (×)
1. Wash your hands with soap and water frequently or use alcohol based hand rub. Wash hands even if they appear to be clean.	1. Don't have close contact with anyone, if you are experiencing cough and fever.
2. Wear a mask while you are on campus.	2. Don't touch your eyes, nose and mouth.
3. Maintain Social Distancing.	3. Don't spit in the campus/public places.
4. Cover your nose and mouth with handkerchief/tissue paper while sneezing and coughing.	
5. Throw used tissue napkins into closed bins immediately after use.	
6. See a doctor if you feel unwell (fever, difficulty in breathing and cough). While visiting a doctor, wear a mask/cloth to cover your mouth and nose.	

If you have signs/symptoms of Covid-19 infection, please call state helpline number 1070. Avoid participating in large gatherings in the college.

GOVT. COLLEGE NAURA (KANGRA) H.P.

Introduction

Govt. College Naura was established in February, 2007 with a total of 53 students. Since then it has been growing by leaps and bounds.

The college has developed all modern facilities which include Gymnasium, Spacious classrooms, well-equipped science labs, smart classrooms, computer lab with internet facility, multipurpose hall equipped with CCTV cameras, well stocked and updated Library with computerized functioning and ample reading room, girls common room, suitable sports infrastructure for different games, with neat, clean and green campus. The college magazine **'Navrang'** provides opportunities to the students to express their creative skills. Various clubs and societies formed in the college give students a platform to show their brilliance and make the college experience memorable and unforgettable. The college is still in its infancy yet it has made great strides in the field of academics, cultural and sports activities over a short span of time. The extension of the playground with Volleyball and Basketball court facilities is proposed to be completed in the coming session. The college aims at the overall development of the students by ensuring their participation in all cultural, sports and extra co- curricular activities along with the excellence in the academics. Highly qualified and experienced faculty members are making their continuous and concerted efforts in shaping the future of the students.

Dear students, keeping in view the importance of self financing courses, it is a matter of immense pleasure that the college is going to start BBA and BCA courses from this academic session 2021-22. The basic objective of the courses is to impart training and developing computer skills to meet the increasing demand in the technological business world.

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Faculty Profile Of BBA Course

S.no.	Name	Designation	Mobile No.
1.	Dr .Sanjivan Katoch	Principal- Cum- Director	9418011995
2.	Dr. Gagan Jaggi	Co-ordinator	9418043797
3.	Prof. Kamal Kumar	Associate Professor	8628896809
4.	Dr. Anupama Dogra	Associate Professor	7876053326
5.	Prof. Rajiv Bhoria	Assistant Professor	9459107223
6.	Prof. Sunita	Assistant Professor	8219831227
7.	Prof. Pooja	Assistant Professor	9878703886

Faculty Profile Of BCA Course

S.no.	Name	Designation	Mobile No.
1.	Dr Sanjeevan Katoch	Principal- Cum- Director	9418011995
2.	Prof. Arun Kumar Dixit	Co-ordinator	9459061640
3.	Prof. Alka Vats	Associate Professor	8219398192
4.	Dr. Anupam Dogra	Associate Professor	7876053326
5.	Prof Pooja	Assistant Professor	9878709886

*Guest faculties to be recruited for both of the above said courses.

Office Staff

S.no.	Name	Designation	Mobile No.
1.	Mr. Anil Rana	Supdt.	9816414183
2.	Mr. Vikas	Clerk	9816216760

BBA /BCA Course Eligibility, Age Limit and Basis of Admission

Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) are three *y*ear Degree Courses having Semester system of examination spread over six semesters under Self-Financing scheme.
The distribution of seats for the courses is as under:

Subsidized seats	25
Non-Subsidized seats	5

Eligibility

Plus two examinations in any discipline under 10+2 scheme or any other examination equivalent thereto, of Board/University established by law in India with at least 40% marks (35% marks for SC/ST category). **Courses will start from session 2021-2022 only if 75% of the seats are filled.**

Age Limit:

Maximum age limit for admission to BBA/BCA course is 21 years for the general category, 24 years for SC/ST category and 23 years for the girl candidates as on 1st July of the year concerned. The Vice Chancellor may permit age relaxation upto maximum of three months.

BASIS OF ADMISSION

Subsidized Seats:

The admission to BBA/BCA will be purely on the basis of merit obtained in 10+2 class from CBSE / ICSE / HP Board of School Education or any other equivalent board recognized by Govt. of India.

Non-Subsidized Seats:

This scheme admits students as per the merit examination. The candidate seeking admission under non-subsidized category must submit his/her application on a plain paper with the Co coordinator. After filling the seats in the subsidized category, top 10 candidates in the merit list who have applied separately for the non- subsidized category will be admitted in this category.

In addition to the eligibility conditions mentioned above(under subsidized category), NRIs/NRI Sponsored/ Foreign nationals shall be required to submit along with the application form, the following documents as may be applicable for the category of their candidature.

A. Proof of nationality in case of Foreign Nationals.

B.   Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proof.
 (i) Copy of Non-resident card/Employment card issued by the employer.
 (ii)   Photocopy of the immigration card/employment VISA entry on the passport along with details of the passport.

(iii)   Certificate issued by the Indian Embassy/High Commission in the country where NRI is residing.

C.   Certificate of sponsorship from NRI in the case of a sponsored candidate, along with proof of NRI status of the sponsor required under para (B)

D.   Photocopy of the latest assessment order of the Income-tax authorities in India and the Permanent Account number (PAN) of the sponsor issued by the Income Tax Department.

E.   Two self addressed envelopes of size 28X13 cm bearing stamps for Rs.6 or in the case of Foreign addressee stamps of required amount should be affixed by the applicant. Admission to the courses except for seats reserved for NRI's/NRI sponsored and foreign students shall be subject to the following conditions:

(A)   15% and 7.5%seats shall be reserved for Scheduled Caste and Scheduled Tribe candidates respectively, who have passed their qualifying examination from H.P. Board of School Education, or any other school located within the territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE board etc. However, reservation of seats will be governed by notification of the Government from time to time.

(B) The remaining 77.5% seats shall be filled as under:

(i)   25% of the seats for admission to the course shall be open for all the candidates irrespective of the institution from which they have passed their qualifying examination.

(ii)   75% of seats shall be filled out of the candidates who have passed their qualifying examination from H.P. Board of School Education or any other school located within territorial jurisdiction of Himachal Pradesh affiliated to any other Education Board e.g. CBSE or ICSE Board etc. subject to the following reservation:

(a) 5% of all seats shall be reserved for outstanding sportsmen.

(b) 5% of the seats shall be reserved for the outstanding cultural activists.

(c) 3% of the seats shall be reserved for physically handicapped candidates.

(d) Provided that the minimum eligibility for admission to the course in Case of SC/ST will be 5% lower than the eligibility conditions for other candidates.

The admission to these reserved seats as stated at (a), (b) & (c) to para (ii) of clause (B) above shall be made as per procedure/rules approved by the Executive Council from time to time.

<div align="center">OR</div>

120 points roster of H.P. University showing reservation of various categories for admissions shall be followed.

1	27 ST	53 ST	79 SP	105
2	28	54	80ST	106SC
3	29	55	81CUL	107ST
4	30	56	82	108
5	31	57	83	109
6	32	58	84	110
7SC	33SC	59SC	85SC	111
8	34HC	60SP	86	112
9	35	61CUL	87	113SC
10	36	62	88	114
11	37	63	89	115
12SC	38CUL	64	90	116
13ST	39SC	65SC	91	117SP
14	40SP	66HC	92	118CUL
15	41ST	67ST	93ST	119SC
16	42	68	94	120ST
17	43	69	95	

18SC	44	70	96	
19SP	45	71	97SC	
20CUL	46SC	72SC	98CUL	
21	47	73	99SP	
22	48	74	100HC	
23	49	75	101	
24	50	76	102	
25	51	77	103	
26SC	52SC	78SC	104	

Abbreviations used: SC: Scheduled Cast; ST: Scheduled Tribe; SP: Sports; CUL: Cultural; HC: Handicapped/ Physically Challenged Number of category-wise Reserved Seats in 120 Point Reservation Roster.

SC: 18 Seats (15%)   ST:9 Seats (7.5%)   SP: 6 Seats (5%)   CUL: 6 Seats (5%) HC: 3 Seats (3%)

Detailed Course Outline for BBA

1st Semester

Paper code	Paper Title	Credit	ESE	CCA	Max Marks
101	Environmental Science Ability Enhancement Compulsory **(AECC)-I**	6	70	30	100
102	Fundamental of Management & Organizational Behaviour	6	70	30	100
103	Statistics of Business Decisions	6	70	30	100
104	Entrepreneurship Development	6	70	30	100

2nd semester

Paper code	Paper Title	Credit	ESE	CCA	Max Marks
201	Business Communication (Language: English/ MIL)	6	70	30	100
202	Managerial Economics	6	70	30	100
203	Business Accounting	6	70	30	100
204	Ethics & Corporate Social Responsibility	6	70	30	100

http://www.hpuniv.ac.in/upload/5d6e03b20904dBBA%20syllabus.pdf

Detailed Course Outline for BCA

1st Semester

Paper code	Paper Title	Credit	ESE	CCA	Max Marks
BCA0101	Mathematics-I	4	70	30	100
BCA0102	Applied English	4	70	30	100
BCA0103	Computer Fundamentals	4	70	30	100
BCA0104	C Programming	4	70	30	100
BCA0105	Office Automation Tools	4	70	30	100
BCA0104(P)	C Programming Lab I	3	35	15	50
BCA0105(P)	Office Automation Tools Lab II	3	35	15	50

2nd semester

Paper code	Paper Title	Credit	ESE	CCA	Max Marks
BCA0201	Mathematics-II	4	70	30	100
BCA0202	Communicative English	4	70	30	100
BCA0203	Digital Electronics	4	70	30	100
BCA0204	Data Structures	4	70	30	100
BCA0205	Database Management System	4	70	30	100
BCA0204(P)	Data Structures Lab III	3	35	15	50
BCA0205(P)	Database Management System Lab IV	3	35	15	50

http://www.hpuniv.ac.in/upload/syllabus/596af9ceda572BCACBCSSyllabus20161730.pdf

Fee Structure

The College will charge fee and funds as per following schedule:

(i) First installment: At the time of admission

(ii) Second installment: December/January.

   Fines and other dues, if any, shall be charged as and when these are notified.
   Fee once paid shall not be refunded in any case.
   The library security/ or any other security will lapse if it is not claimed within one year after leaving the college.

	1st installment	2nd installment
BBA faculty fee for subsidized category	Rs 4500	Rs 4500
BBA faculty fee for non-subsidized category	Rs 10000	Rs10000
BCA faculty fee for subsidized category	Rs 6000	Rs 6000
BCA faculty fee for non-subsidized category	Rs 12500	Rs 12500
Admission Fee	25	
Tuition fee	300	300
Registration fee/ Cont. fee	220	10
Sports fee	15	
YWF	15	
HHFF	1	
House Exam fee	40	
College Magazine	50	
Health Fund	6	
Library Book Replacement	25	
Identity card	10	
SAF	2	
Building Fund	60	60
Furniture Repair Fund	10	

Library Security	100	
Cultural activity	20	
Amalgamated Fund	150	150
Campus Beautification Fund	10	
CSCA	10	
Uni. Sports fee	120	120
Scout& Guide fund	30	30
NCC	5	5
Computer & Internet Facility	20	20
University development fund	250	
BCA Practical Fee	180	180
PTA	450	150
Security(Refundable)	1000	

Distribution of fee over semester

Class	Fee
BBA (Subsidised)	
1st semester	Rs 6444+1000(Refundable Security)
2nd , 4th, 6th semester(each)	Rs.5345
3rd ,5thsemester(each)	Rs 6444
BCA (Subsidised)	
1st semester	Rs 8124+1000(Refundable Security)
2nd , 4th, 6th semester(each)	Rs.7025
3rd,5thsemester (each)	Rs 8124

For Non subsidised BBA   EXTRA **Rs.5500** in each semester

For Non subsidised BCA   EXTRA **Rs. 6500** in each semester

General Guidelines For Submission of Application Forms

The candidate will download application form from the college website www.gcnaura.in and submit the duly filled application form along with the following documents in the college

(i)   Self attested copies of the certificates of Matriculation or its equivalent examination and Plus Two (10+2) or its equivalent examination with the conversion formula of grade into percentage wherever applicable with relevant testimonials.

(ii)   Proof of date of birth (if not given in the Matriculation Certificate, self attested photocopies of supporting documents).

(iii)   Original copy of latest Character Certificate and self attested copy of Aadhar Card.

(iv)   Bonafide certificate for the girls of Himachal Pradesh if they want an exemption from the tuition fee.

(v)   Attested copy of the certificate of reserved category.

 * **Wearing a mask is mandatory for all on the college campus.**
 * **All will maintain social distancing during the admission /counseling process in the college campus.**
 * ***DRESS CODE :-***   *There will be a Dress Code for the students of BBA & BCA.*

GOVT. COLLEGE NAURA

Teh Palampur,Distt. Kangra (H.P)-176084
ADMISSION /REGISTRATION FORM
(2021-22)
Provisional Admission

Course Applied: BBA / BCA (Tick whichever is applicable)

			Attach latest photograph and sign across
Subject Allotted: Date	Student ID Allotment	Fee received vide Receipt No	
Signature of Fee Clerk			

For Office Use Only :-

1. Name of the Candidate :_____
   (As per Matriculation Certificate in Block Letters)

2. Father's Name:_____ Mother's Name:_____

3. Date of Birth (**in figures**)_____ (*In words*)_____

4. Gender (*Male/Female/others*) :_____

5. Application under Category : _____
   (General/SC/ST/OBC/Sports/Cultural/Single Girl child/ specially abled - Attach Certificate)

6. Class and Year in which seeking admission*(BBA/BCA 1ST semester)*:_____

7. Subjects Details

   1_____ 2_____
   3_____ 4._____

8. State you belong to *(for girls, in case of Himachal Pradesh bonafide resident certificate to

   be attached)*:_____

9. Aadhaar Card No.:_____ 12. Blood Group:_____

13. E-mail Id:_____ 14.Contact No(s):_____

15. Bank Account No._____ IFSC Code:_____

16. Permanent Address:_____

   _____ ContactNo(s):_____

17. Guardian'sName&Address:_____

ContactNo(s):_____

18. Do you belong to Minority Community (*whichever is applicable*):
   . *(Sikh / Muslim / Christian /Buddhists / Parsis / if other (mention)*

19. Name, Class & Roll No. of Brother/Sister currently studying in the College:

   _____

   _____

20. Last year College Roll No.:_____University Roll No.:_____

21. Academic Record *(attach signed copies of certificates):*

Exam Passed	Board/ University	Roll No. Univ./Board	Year & Month of Passing	Maximum Marks	Marks Obtained	Percentage	Division/ CGPA	Subjects Offered
10th								
10+2								
Any Other								

DECLARATION BY THE APPLICANT

i)   I am applying for admission with **the approval of my Parents/Guardian.**

ii)   *I will abide by the University/College rules and regulations*. I have gone through the rules and regulations regarding ragging and discipline of the University/College (given in the College Prospectus) and 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 the rules, the decision of the college authorities will be binding on me.

iii)   All college dues will be paid intime.

iv)   *I will be regular in my classes and will complete 75% of the lectures delivered, failing which I will not be entitled to appear in university examinations.*

v)   I will appear in the house examinations and fulfill all the conditions laid down by the University in this respect.

vi)   I hereby promise not to take part in political activities of any kind as a student.

vii)   My admission will be provisional till its approval by the University.

Date...................................   **Signature of Applicant**

Enclosures (Please Tick- ✓)

i) Copy of Aadhaar Card. ii) Copy of Matriculation Certificate. iii) 10 + 2 Class Certificate iv) Previous Class Result Card. v)   Original Character Certificate vi) SC/ ST/ OBC/ IRDP/ BPL Certificate. vii) Migration Certificate viii) Bonafide Certificate (only for girls) ix) Affidavit for Gap in Education. x) PTA Membership Form xi) other (if any)_____

DECLARATION BY
PARENT/GUARDIAN*

    I, Parent/Guardian of Mr./Ms   Solemnly declare that my Son/daughter/ward is seeking admission with my permission and I promise to pay all dues regularly as and when demanded. He /She will not take part in any political, subversive activities, agitations, ragging and will not use tobacco or tobacco products. In case he/she is involved in any of the above activities, I shall abide by the action taken by the college authorities. I undertake the responsibility for the good behavior and conduct of my son/ daughter / ward. I shall personally look at his/her regularity in attendance, progress in studies and general behavior and keep in touch with the Principal/Class Teachers regarding all these.

   (Guardian means only blood relation but not a student of this institution)

Date................................   Signature of Applicant   Signature of Parent/Guardian

Certified that all the particulars mentioned in the form and other documents have been carefully checked. Original certificates are found in order and that the applicant has signed the form before me. The applicant is RECOMMENDED / NOT RECOMMENDED FOR ADMISSION.

Signature of Members: 1._____   2._____   3._____

Signature of Convener

(Admission Committee)   **Signature of Principal**
Admission Provisionally Granted

Date _____

ANTI-RAGGING AFFIDAVIT

Vide H.P University Notification No 4-39/2012-HPU(Acad.) dated 25th May, 2010, regarding curbing of menace of ragging in Educational Institutions, the parent/ guardian of the students are required to submit the affidavit at the time of admission containing undertaking as mentioned below:

I……………………….. Father / Mother/Guardian…………………….. seeking admission to the class ………….
assure you that my son /daughter/ward will not indulge in any act of ragging or indiscipline in the college   campus/ hostel/ anywhere outside the college campus. In case of any such violation strict disciplinary
action may be taken against him /her as per the Ordinance issued by H.P Govt and I will not interfere in any way in the action taken against my son/daughter /Ward.

Date………………   Signature of Parent/ Guardian

PARENT TEACHERS ASSOCIATION

Govt. College Naura

Membership Form (2021-22)

<div style="text-align:right">

Photograph
of a
Parent /
Guardian

</div>

1. Name of Student *(in Block letters)* : _____

2. Class : _____

3. Roll No. : _____

4. Parent /Guardian's Name : _____

5. Guardian's Relation with the student : _____

6. Permanent Home Address : _____

7. Present Address of
   Father/Guardian:_____

   _____

   Contact No(s):_____

8. Parent/Guardian's Occupation :_____

9. Name of Brother/Sister Studying in the college (with Class & Roll No)

UNDERTAKING:

Kindly enroll me as a member of the Parent Teachers Association for the session 2021-22. I promise to abide by the rules and regulations of the association as at present and amended from time to time. I also promise to attend all the meetings of PTA convened by the college authorities. My donations to the PTA are voluntary.

Signature of Student   **Signature of Parent / Guardian**

RAGGING IS A PUNISHABLE OFFENCE UNDER LAW

Students are informed that under the orders of the Hon'ble Supreme Court of India as well as Hon'ble High Court of Himachal Pradesh and The Himachal Pradesh University, Ragging in Educational Institutions is strictly banned.

- ☐ No student shall indulge in ragging in any form, within or outside the premises of college.
- ☐ Any student found guilty of ragging will be punished with imprisonment for a term which may extend to three years or with fine which may extend to rupees fifty thousand or with both.
- ☐ If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.
- ☐ Any student if on prima facie evidence is found guilty will be suspended/ expelled from the College/Institution.
- ☐ Expelled student will not be admitted in any other Institution for a period of three years from the date of order of such expulsion.

Anti-Ragging Helplines:
National Toll Free Helpline :1800-180-5522
Email: helpline @antrigagging.in
State -01772625400
Email: - cm-hp@nic.in
College 01894-222837

Principal, G.C. Naura: Dr. Sanjivan Katoch **- 94180-11995**

Anti-Ragging Committee:

 Dr. Gagan Singh - 94180-43797
 Dr. Anupama Dogra - 78760-53326
 Prof. Arun Dixit - 94590-61640
 Prof.Pawan Kumar - 97367-34134
 Prof. Sapna - 98173-33626
 Prof. Pooja - 98787-03886