




Prospectus 2025-26



Rajiv Gandhi Government College
Chaura Maidan, Shimla-4 (HP)

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BCA
PGDCA

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FROM THE PRINCIPAL'S DESK

Dear Students,

It gives me immense pleasure to welcome you as you prepare to embark on the exciting journey of higher education. College opens the door to endless possibilities for learning, development, and self-discovery. It is a time to explore new interests, meet diverse people, and develop the skills that will effectively shape your future.

As you prepare for this transition, I urge you to focus on your studies, engage in meaningful extracurricular activities, and build strong relationships with your teachers and peers. These experiences will not only strengthen your academic foundation but also prepare you for the challenges and opportunities that await you in the future.

We, in RGGC, Chaura Maidan, Shimla believe in the capacity of every student to grow and excel, nurturing their talents and potentials. Our college is committed to providing a supportive and inclusive environment that fosters academic excellence, creativity, and integrity. We encourage our students to embrace challenges, develop critical thinking, and become responsible citizens ready to contribute positively to society. We exhibit commitment to blending theory with practical learning for industry readiness and global excellence. Our emphasis is to combine intellectual growth with moral and character development.

Teaching-Learning is at the core of the institutional ethos. We are constantly making efforts to maintain standards and innovate to improve the quality of education. We follow a student-centric approach. Field Trips, Symposium, Seminars, remedial classes are just some examples. We do our best to extend and encourage learning beyond the classroom.

Teachers are trained as empowered agents to bring social change. The classroom is looked upon as a site of engaged learning, reflective action and participatory pedagogy. Further, RGGC has adequate infrastructure to cater to the needs of our students. We have ICT enabled classrooms, well stocked library, a multipurpose auditorium, a gymnasium, a basketball court and a canteen.

We also take pride in being an environmentally conscious institution. We follow the cardinal principle of Reduce, Re-use and Recycle. We have been taking several initiatives to reduce our carbon footprint and will continue to do so. The college campus is a natural locale where life blooms and provides a joyful environment for RGGC Community.

As you undertake this fulfilling journey, remember that your time here is what you make of it. Embrace every opportunity, learn from every challenge, and strive for excellence in all that you do. Your hard work and determination will lead you to success.

Best of luck to each one of you as you begin this new chapter of your academic journey.

Dr. Gopal Chauhan
Principal



A BRIEF PROFILE OF RAJIV GANDHI GOVERNMENT COLLEGE, SHIMLA

Established: 1984 | Affiliated to HPU, Shimla | NAAC Accredited 'B' Grade

A Legacy of Learning in the Heart of Shimla

Nestled amidst the serene surroundings of Inverarm Hill, one of Shimla's historic seven hills, Rajiv Gandhi Government College, Chaura Maidan, Shimla—popularly known as Kotshera College—has been a beacon of higher education since 1984.

Located just 3 km from the Old Bus Stand and easily accessible from Mall Road, Boileauganj, and Summer Hill, the campus offers both connectivity and tranquillity. It lies a short walk from the 103 Bus Stop and Shimla Railway Station, making it highly convenient for students from across the city.

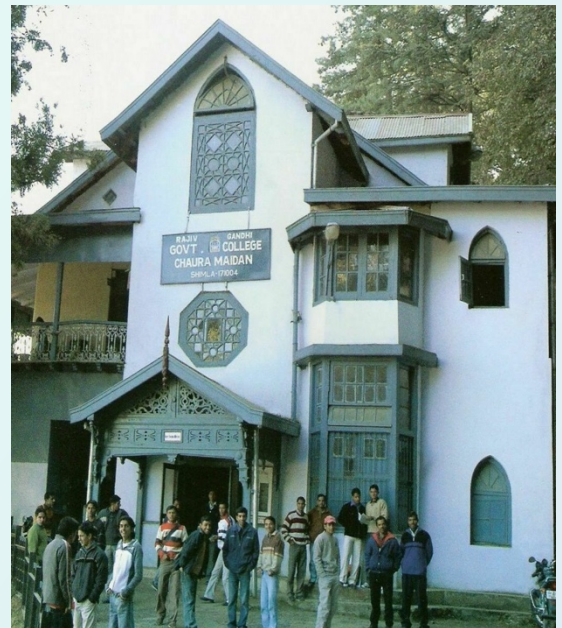
A Campus Steeped in History and Nature

Set against the backdrop of snow-capped mountains and lush forests, the college is reached via a shaded trail opposite the iconic Cecil Hotel. The campus is adorned with rare *Cryptomeria japonica* trees and surrounded by landmarks like the Academy of Indian Audit and Accounts, Yarrows, and Annadale Helipad.

The institution takes its name from the historic Kotshera House, originally a colonial-era mansion linked to a family from Gujranwala (now in Pakistan). Before becoming a college, it served as the office of the Himachal Pradesh State Education Board.

Academic Excellence & Professional Growth

From humble beginnings as the Humanities Wing of GDC Sanjauli, the college emerged as an independent institution in 1984 and has since flourished into one of Himachal Pradesh's premier co-educational colleges, with over 3,000 students enrolled.



Courses Offered

Undergraduate Degree Programs

- Bachelor of Arts (B.A.)
- Bachelor of Science (B.Sc.)
- Bachelor of Commerce (B.Com.)

Professional Programs

- Bachelor of Computer Applications (B.C.A.)
- Post Graduate Diploma in Computer Applications (P.G.D.C.A.)

Honours Program

- English Honours (Among the few colleges in Himachal Pradesh offering this specialization)

Skill-Based Add-On Course

- Offered under Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

Modern Infrastructure for Holistic Development

The college boasts modern, student-friendly infrastructure, including:

- Smart Classrooms with audio-visual tools
- Science and IT Laboratories
- Language Lab
- Library with extensive resources
- Conference Room & Seminar Room
- Multipurpose Auditorium
- Gymnasium & Sports Ground
- Hygienic Canteen

Beyond Academics: Fostering Responsible Citizens

At Kotshera, education goes beyond textbooks. The college promotes a holistic approach to learning through:

- National Service Scheme (NSS)
- National Cadet Corps (NCC)
- Rovers and Rangers
- Eco Club
- Red Ribbon Club

These initiatives nurture social awareness, leadership, and a deep sense of civic duty.

Affiliation & Recognition

- Affiliated to Himachal Pradesh University (HPU), Shimla
- Recognized by the University Grants Commission (UGC) under 2(f) and 12(B)
- Accredited with 'B' Grade by NAAC with CGPA 2.43



VISION, MISSION & VALUES



Vision

The college is committed to the dissemination of knowledge aimed at the holistic development of young minds. It strives to nurture students into well-rounded individuals equipped with critical thinking skills, practical competencies, unwavering confidence, and above all, a strong character rooted in honesty, kindness, sincerity, and integrity.

Mission

- To promote and nurture students' creativity by engaging them in meaningful academic, cultural, and athletic pursuits.
- To motivate, empower, and equip students with essential life skills, effective communication abilities, and leadership qualities to succeed in a dynamic, globalized world.
- To pursue academic excellence through the adoption of innovative teaching and learning methodologies.
- To develop students' technological and analytical capabilities, enabling them to thrive in both personal and professional domains.
- To foster a culture that upholds ethical values and professional conduct, contributing to the development of a harmonious and progressive society.



Values

- Inspiring Work Environment
- Honesty and Integrity
- Punctuality and Dedication
- Pursuit of Excellence

STAFF: TEACHING AND NON-TEACHING

Principal-cum-Director

Dr. Gopal Chauhan

Coordinator (BCA)

Dr. P.D. Kaushal

Coordinator (PGDCA)

Dr. Rakesh K. Sharma

Faculty (Members, BCA & PGDCA)

Dr. Shalini Chauhan

Dr. Rajeev Sharma

Dr. P.L. Verma

Dr. Brij Mohan

Dr. Divya Chauhan

Guest Faculty for BCA & PDGCA

Dr. Nidhi Thakur

Ms. Parul Jhingta

Ms. Alka Dixit

Mr. Vijay Kumar

Mr. Dharmender Kumar

Non-Teaching Staff

Mr. Ashwani Thakur Supdt Grd-II

Mr. Dikshit Namta Clerk

Mr. Khushwant Thakur LA

Ms. Sapna Sharma LA

Mr. Maneesh Kumar LA

Ms. Raksha Jokta LA

ADMISSION SCHEDULE (FOR B.C.A./P.G.D.C.A. FIRST SEMESTER)

Particular	Period	Days
Submission of admission forms (Online Only)	01-06-2025 to 19-06-2025	19 Days
Pre-Admission Counselling of Students	13-06-2025 to 19-06-2025	07 Days
Display of First Merit List (UG First Year)	20-06-2025 up to 05:00 PM	
Fee to be deposited	21-06-2025 to 23-06-2025	03 Days

- Note:** a) Do not miss the admission, after online submission of form, students should check their phone SMS and e-mail for any comment/discrepancy removal so as to complete form-verification before the last day of admission
- b) Any change in the admission schedule, if notified by HP University, will be displayed on the notice board and on the college website. The admission to First Year shall be strictly on the basis of merit, and the roster reservation of HPU will be applicable.

DOCUMENTS/CERTIFICATES REQUIRED TO BE UPLOADED

1. Matriculation certificate for date of birth.
2. 10+2-mark sheet (Internet copy not valid).
3. Passport-size photograph.
4. Character certificate in original from the Head of the Institution last attended in case of regular candidates. Character certificate shall be issued by a gazetted officer or the panchayat pradhan in the case of private candidates. **The character certificate should not be older than six months on the day of submission of the admission form.**
5. Certificates issued by competent authority for availing the benefit of reservation or relaxation in age in the category concerned, i.e., SC/ST/OBC/Person with Disabilities/Economically Weaker Section/Ex Serviceman (or EWS)/Ward of Freedom Fighter.
6. Any gap in the academic career of an applicant must be supported by documentary evidence/affidavit as proof of his/her activities during the period of the gap.
7. H.P. Domicile certificate for exemption of tuition fee (for female candidates only).
8. An equivalence eligibility certificate from H.P. Board/H.P. University for the candidates who have passed 10+2 from a board other than the H.P. Board of School Education/CBSE/ICSE.
9. Migration certificates need to be submitted by candidates coming from boards/universities other than H.P. Board of School Education/H.P. University.

Note :- Admit Card of Previous Semester Examination) is mandatory for seeking admission in BCA 3rd & 5th semester.

ADMISSION SCHEDULE (FOR B.C.A./P.G.D.C.A. III & V SEMESTER)

Students of B.C.A./P.G.D.C.A. III & V semester are required to submit the complete admission form after verification from the admission committee in all respects and deposit the fee on the dates notified.

Particular	Period	Days
Admission to UG classes on Roll On Basis	01-06-2025 to 19-06-2025	19 Days
Fee to be deposited	12-06-2025 to 23-06-2025	12 Days

Note: Admit Card of Annual Examination (Previous Class) is Mandatory for Seeking Admission in B.C.A./P.G.D.C.A. III & V semester

ABOUT BACHELOR OF COMPUTER APPLICATION (B.C.A.)

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=80

Category	Seats	Fee Structure
Subsidized	40	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	40	Annual Consolidated Fee of Rs.25000/-+ University Development Fee is Rs.250/-+ Refundable Security of Rs.500.

Note:

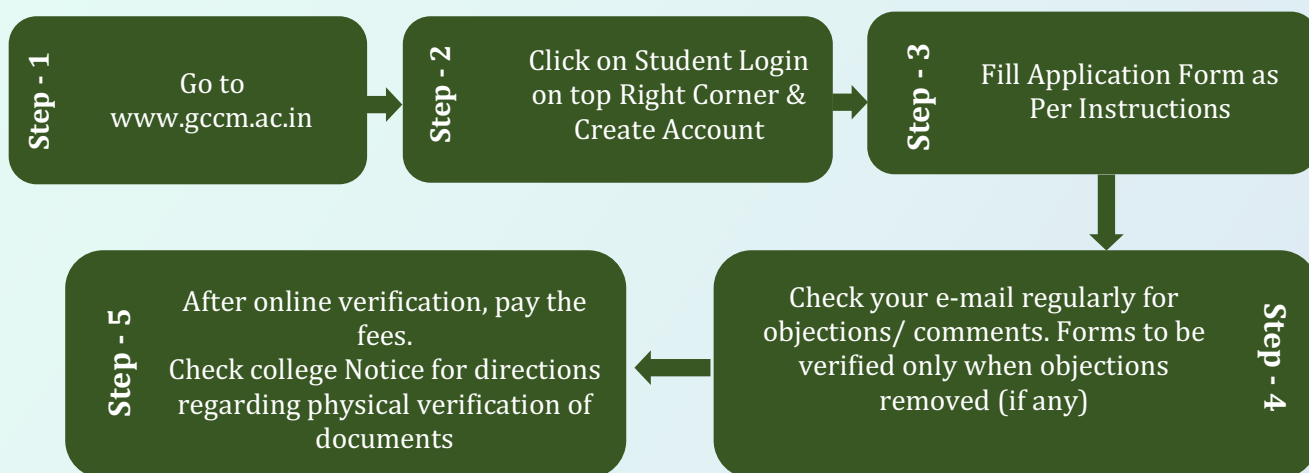
- As per university rules, 75% seats will be filled by the candidate who have passed their 10+2 examination from the schools situated in Himachal Pradesh irrespective of the Board. Remaining 25% seats will be filled on all India basis. Other reservation rules of H. P. University shall be applicable.
- The admission to BCA Course semester I/III/V will be made under the CBCS system adopted by HPU, Shimla.

ADMISSION PROCEDURE & CRITERIA (For First Semester Students)

General Instructions

Read the instructions thoroughly before filling out the admission form for any course.

1. A candidate seeking admission to the first semester should apply online. The form, complete in all respects, must be submitted through the college website.
2. Before applying for admission, students must obtain an APAAR (Automated Permanent Academic Account Registry) ID linked to Digi Locker and sign an online anti-ragging pledge.
3. The eligibility criteria for admission to B.C.A./P.G.D.C.A. in the first semester are strictly as per the latest ordinances/guidelines/calendar notified by Himachal Pradesh University.
4. Candidates are required to upload the original documents and a recent passport- size photograph.
5. The admission form recommended by the admission committee and approved by the principal entitles a candidate to deposit the prescribed fee within the stipulated time period.
6. Change of subject is allowed only with the permission of the principal. A change of faculty, i.e., from science to arts or vice versa, is permissible only if the candidate has the required percentage of marks as specified for admission to that faculty.
7. College authorities may discontinue a course if adequate number of students are not available/ enrolled in that particular course.
8. Roster for reservation of seats in various categories shall be as per rules of H.P. University, Shimla
9. Incomplete admission forms will not be entertained.
10. All admissions will be as per the admission schedule notified by HP University from time to time.
11. Students admitted to the college will have to abide by all the rules and regulations of the college as stipulated in the prospectus/student's charter.



Eligibility Condition

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/Scheduled 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 40 subsidized seats will be filled first and the remaining 40 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 2025. The Vice- Chancellor may permit age relaxation upto 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 fulfil 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

There is a compulsory Dress Code for all BCA students for imparting a professional outlook to the students and inculcating discipline, corporate culture and sense of decorum among them. The prescribed uniform is as here under:

Grey Coat, Grey Trousers, White Shirt, Red Tie, Crest, Grey Socks, and Black Shoes.

Note: Changes (if any) in the guidelines and eligibility for admission will be notified as per the notification of Himachal Pradesh University Shimla.

Documents Required at the Time of Admission to First Semester

1. Two passport-size photographs.
2. Self-attested copy of matriculation certificate.
3. Self-attested copy of the 10+2 pass marks sheet issued by a recognised board.
4. One copy of the H.P. Domicile certificate for girl students (for exemption of tuition fee).
5. An original character certificate from the head of the institution last attended in case of a student seeking admission to the 1st year of any course.
6. A student seeking admission from a board/university other than H.P. will have to produce his/her migration certificate in original.
7. Gap Year Undertaking to be attached wherever applicable.
8. One copy of the SC/ST certificate from the Magistrate (Class-1) for seeking relaxation in age and benefit of reservation in the respective category.
9. One copy of the Aadhar Card (self-attested).
10. One copy of bank passbook front page (Self attested).
11. Affidavit of Single Girl Child.
12. Affidavit / Certificate related to the Economically Weaker Section of the Society.

NOTE:

- The Character Certificate must not have been issued more than six months prior to the date of admission.
- In case of gap year(s), the character certificate of the last attended institution must be supplemented by another character certificate obtained from a Gazetted Class-1 Officer or the Pradhan of the concerned Gram Panchayat or President of the concerned Nagar Panchayat / Municipality.
- *The candidate having a compartment at the 10+2 level is not eligible for admission.*
- ***The original certificates are mandatory at the time of physical verification.***
- Students must furnish the information of their latest email and Aadhar number.
- The students seeking admission to the first semester/year (as per the HPU notification) will deposit their fee only after the merit list is displayed.

ROSTER (120 POINT)

Our institution follows the reservation policy of H.P. Government and H.P. University, Shimla in admissions. The following reservations are available, which are filled according to the reservation roster devised by H.P. University, Shimla:

Schedule Caste (SC)	15%	Cultural Activities (CUL)	5%
Schedule Tribe (ST)	7.5%	Persons with disability (PC)	5%
Sports (SP)	5%		

These reservations will be applicable to:

- Those who have passed their qualifying examination from H.P. Board of School Education or from any other Schools located within territorial Jurisdiction of Himachal Pradesh or Bonafide resident of Himachal Pradesh.
- Sports and cultural seats will be allotted to those events which are recognized by HPU sports and co-curricular council.
- The final decision under sports and cultural quota will be with the respective committees constituted for the same.

120 POINTS RESERVATION ROSTER FOR ADMISSION

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

Note: One seat, over and above the allotted seats, in every subject will be reserved for the single girl child. The applicant will have to furnish a certificate from a competent authority as proof of her status as a single girl child.

ADMISSION PROCEDURE AND GUIDELINES

(For B.C.A./P.G.D.C.A. III & V semester)

1. Admission to these classes is done on a roll-on basis. Under this system the students studying in Semester II and IV are allowed to take provisional admission in the next class without waiting for the final result of the previous class.
2. These students will have to fill out the online admission form and deposit the prescribed fee by the stipulated date and time.
3. Admission schedules, as and when notified by H.P. University, will be displayed on the notice board and also on the official website of the college.

Note: 1) A student who fails to fill out the online admission form and deposit the prescribed fee within the stipulated period under the Roll-on system will not be allowed to attend the classes and appear in the Annual Examination.

2) A student declared Fail in the HP University Examination will have to revert back to the previous class in which he/she was declared failed by the university even if he has applied for the re-evaluation.



Certificate Courses

The SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform of government of India, offers a wide range of online courses, including those for which students can obtain certificates after completing a proctored exam. To access these courses and potential certifications, students are advised to register on the SWAYAM website with their APAAR (Automated Permanent Academic Account Registry) ID. APAAR ID provides a digital identity for students in the education ecosystem. Besides this, various departments of the institution are also offering different certificate courses to the students. The interested students are directed to contact the concerned head of the department(s) for admission in the certificate courses.

COURSE OUTLINE AS PER ORDINANCE 9.68

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

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

Syllabus

Semester-I						
PaperCode	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						
PaperCode	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA0201	Mathematics-II	4	70	30	100	3
BCA0202	Communicative English	4	70	30	100	3
BCA0203	Digital Electronics	4	70	30	100	3
BCA0204	Data Structures	4	70	30	100	3
BCA0205	Database Management System	4	70	30	100	3
BCA0204(P)	Data Structure Lab-III	3	35	15	50	3

Semester-III						
Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	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	Personnel Management	4	70	30	100	3
BCA0402	Accounting	4	70	30	100	3
BCA0403	System Analysis and Design	4	70	30	100	3
BCA0404	Internet Technology & WebPage Design	4	70	30	100	3
BCA0405	Programming in Visual Basic	4	70	30	100	3
BCA0404(P)	Internet Technology & WebPage 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)	Computer 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
BCA0606	Major Project	3	35	15	50	

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:

- 15% marks for Mid-Term examination.
- 10% marks will be awarded on the basis of seminar/assignment/term paper given by the concerned course teacher
- 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

- 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.
- The students who do not pay their dues by the notified dates will be charged Rs.10/ per day as late fee.
- Fee, fine and other dues once paid, will not be refunded.
- 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 their 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 readmission 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.

FINES FOR Absence and other deviations (in Rs.)

1. Absence Fine (Per Period)	1.00
2. Absence Fine (Per Practical)	3.00
3. Absence from MTT per paper	10.00
4. Late Return of Library Books (per Day)	1.00
5. Late payment of dues (Per Day)	1.00
6. Re-admission Fee (First Time)	
(on the recommendation of teachers only)	100.00
7. Re-admission Fee (Second Time)	200.00
8. 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 their commendation from the teacher so fall 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 is not available or not in combination decided by the college.
2. The migrating student must submit the following documents/information:
 - a. Lecture Attendance Statement (of all subjects offered)
 - b. Statement of Credit earned by the student under CCA.
 - c. 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 anyway, 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.
- 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:

1. Ragging in or around the college campus.
2. 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).
3. Loitering around in the campus or corridors during vacant periods causing disturbance to teaching work.
4. Putting up of notices on the College Notice Board without proper authorization by the college authorities.
5. 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/-
6. 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 with holding/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 up to 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, organizing 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 Reddressal 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 Sensitization 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.

Research and Development Cell

The R&D cell of the college provides a platform for the students and faculty wherein essential awareness about the scope and skills in the field are disseminated.

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 orator 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 (ITLAB)

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 Government College, Shimla shall endeavour 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
 - 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, greenhouse 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 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 multidimensional culture, the Constitution of India including respect for diversity of ideas/thinking, inculcation of inclusive culture without any pre-conceived 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 student's 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 behaviour 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.

Scholarship Committee

Dr. Rajeev Sharma (Convenor)
Ms. Kanika Lakhanpal
Dr. Priyanka Vinta
Dr. Sumit Gupta
Dr. Shilpa Chauhan
Ms. Mitali Dhareula
Dr. Aastha Thakur
Dr. Neha Katoch
Dr. Nidhi Thakur
Mr. Trilok Samta

External Experts:

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

Internal Complaint Committee (ICC)

Dr. Shalini Chouhan (*Convenor*)
Dr. Poonam Kimta Chauhan
Dr. Jitender Kumar Verma
Dr. Nikhil Sarta
Dr. Kamini Sharma
Dr. Neha Katoch
Mr. Ashish Negi
Mr. Ashwani Thakur (*Supdt. Grade-II*)
External Member (*Advocate*)
Student Member

Prospectus Committee

Dr. Anupriya Sharma (Convenor)
Dr. P.L. Verma
Dr. Rajeev Sharma
Ms. Mitali Dhareula
Ms. Anjna Devi
Mr. Sanjay Kumar (JOA-IT)
Ms. Sapna Sharma (LA, BCA)

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

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 nonsubsidized

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 60.

Category	Seats	Fee Structure
Subsidized	30	Annual consolidated Fee of Rs.14000/-+PTA 500/-+Library Security Refundable of Rs.500/-
Non-Subsidized	30	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 fulfil eligibility conditions at the time of counselling.

Age Limit

The Maximum age is 26 years for boys and 28 years for girls as on 1st June 2025. 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/BCA 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 than 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 form 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.



National Education Policy 2020 (NEP 2020)

For the implementation of National Education Policy (NEP) 2020, the Himachal Pradesh University, Shimla has prepared the UG Curriculum and Credit Framework. In case the NEP 2020 is implemented in the state of Himachal Pradesh from the academic session 2025-26, the students of First year will be admitted as per the rules, regulations and directions received from the government of Himachal Pradesh and Himachal Pradesh University, Shimla. The instructions regarding implementation of NEP will be circulated through the institutional website. Students are advised to constantly monitor the college website.



SAY **NO** TO DRUGS, YES TO A BRIGHT FUTURE

Drug use has no place in our college. It jeopardizes our education, our future, and our community. If you witness any use of drugs within the college premises, please report it immediately to the Principal or to any member of the Anti-Drug Committee of the college.

Drug Abuse Destroys Future
LET'S KEEP OUR COLLEGE DRUG FREE

COURSE OUTLINE**PGDCA SEMESTER-I****SEMESTER –I**

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-101	Fundamentals of Programming Using C	4	75	25	100
DCS-102	Office Automation Tools	4	75	25	100
DCS-103	Computer Organization	4	75	25	100
DCS-104	Elective - 1	4	75	25	100
DCS-105	Practical-I (C Language)	3	75	25	100
DCS-106	Practical-II (Office Automation Tools)	3	75	25	100
Total		22			600

Elective-1	
Course Code	Paper
DCS-104 (i)	Operating System
DCS-104 (ii)	Software Engineering
DCS-104 (iii)	Multimedia Technology

SEMESTER –II

Course Code	Paper	Credits	Univ. Exam Marks	Internal Assessment	Total Marks
DCS-201	Data and File Structure	4	75	25	100
DCS-202	Web Technology and Designing	4	75	25	100
DCS-203	Database Management system	4	75	25	100
DCS-204	Elective - 2	4	75	25	100
DCS-205	Practical-III (Web Technology and Designing)	3	75	25	100
DCS-206	Practical-IV (DBMS)	3	75	25	100
Total		22			600

Elective-2	
Course Code	Paper
DCS-204 (i)	Data Communication and Networks
DCS-204 (ii)	Object oriented programming using JAVA
DCS-204 (iii)	Artificial Intelligence

Total Credits: 22 + 22 = 44

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

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.

ADMISSION COMMITTEE (BCA)

Dr. P.D. Kaushal (Coordinator, BCA)

Dr. Divya Chauhan

Dr. Nidhi Thakur

Ms Parul Jhingta

Ms. Alka Dixit

Mr. Vijay Kumar

Mr. Dharmender Kumar

Mr. Dixit Namta

Ms. Sapna Sharma

ADMISSION COMMITTEE (PGDCA)

Dr. Rakesh Sharma (Coordinator, PGDCA)

Dr. Divya Chauhan

Dr. Nidhi Thakur

Ms Parul Jhingta

Ms. Alka Dixit

Mr. Vijay Kumar

Mr. Dharmender Kumar

Mr. Khushwant

Ms. Raksha Jokta

BCA AND PGDCA LABS



Note: All other conditions and rules discussed previously for BCA students are also applicable for the PGDCA students. For more detailed Guidelines, Rules, Activities, Committees etc., please follow the College Website and Prospectus of BA/B.Sc/B.Com.

ACADEMIC CALENDAR (TENTATIVE)

College Reopens	13 th June, 2025
Counselling / Orientation of First Year Students	24 th to 30 th June, 2025
Regular Teaching Commences	1 st July, 2025
Principal's Address	First Week of July, 2025
Commencement of Practical Work in Courses	As per HP University Schedule
Freshers' Day	First Week of August, 2025
NCC, NSS and R&R Enrollment	As per University Schedule
CSCA Formation	As per University Schedule
PTA General House & Election of the Executive Body	Second Saturday of August, 2025
Functions of Clubs, Societies and Important Days	August to November, 2025
Hindi Diwas	14 th September, 2025
NSS Day	24 th September, 2025
Diwali Break	18 th to 22 nd October, 2025
Inter-College Youth Festival and Sports Events	As per HP University Calendar
Road Safety Week	3 rd week of November 2025
Annual Athletic Meet	November, 2025
World AIDS Day	1 st December, 2025
Mid Term Examination	Second Week of December, 2025
Annual NSS Camp	Last Week of December, 2025
Winter Break	1 st January to 4 th February 2026
Filling of Registration and Annual Examination Forms	As per University Schedule
International Women's Day	8 th March, 2026
Annual Prize Distribution Function	1 st week of March, 2026
Farewell to Outgoing Students	2 nd Week of March, 2026
Annual Practical Exams / Remedial / Need Based Classes	16 th to 25 th March, 2026
Final/Annual Practical and Examination	26 th March, 2026 Onwards

DISCLAIMER

The prospectus cum handbook of information is published/provided on the college website for the purpose of information only. Although every effort has been made to provide reliable and accurate information, yet the college cannot be held morally and legally responsible for any error at any stage of compilation and printing. The college does not accept liability whatsoever to any person in relation to the content of this document and any reliance placed on it. Various contents are subject to change as per notification(s) and guidelines of H.P. University, Shimla, and the Department of Higher Education, Government of Himachal Pradesh; the final authority of interpretation and judgement rests with the Principal and the Advisory Committee.

RAGGING: A PUNISHABLE OFFENCE

PROHIBITION OF RAGGING UNDER H.P. EDUCATIONAL INSTITUTIONS ACT (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. He/She may be liable to a fine which may extend to Rs. 50,000 or both.

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

RAGGING IS STRICTLY BANNED IN THIS INSTITUTION



**Anti-Ragging Toll-Free
"Helpline" Number:
1800-180-5522**

UGC Website:
helpline@antiragging.in

College Anti-Ragging Committee (2025-26)	
Dr. Gopal Chauhan, Principal	+91 94184 82268
Dr. P.D. Kaushal, DSW	+91 82192 68741
Dr. Rakesh K. Sharma	+91 94180 95808
Dr. Shalini Chouhan	+91 94182 33530
Dr. Anupriya Sharma	+91 88943 53234
Mr. Ashwani Thakur (Supdt. Grade-II)	+91 94180 03330
SDM (Urban)	+91 177 2657007
SHO (Boileauganj)	+91 177 2630193

SEXUAL HARASSMENT OF WOMAN AT WORK PLACE

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(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Rajiv Gandhi Government College

Chaura Maidan, Shimla – 4 (H.P.)

(NAAC Accredited Co-Educational Institution Affiliated to H.P. University, Shimla – 5)

Website: www.gccm.ac.in Landline: +91 177 2653291 E-Mail: principal.kotshera@gmail.com

Rs. 50/-