



# ATAL BIHARI VAJPAYEE GOVERNMENT DEGREE COLLEGE SUNNI

Distt. Shimla 171301 (HP)



*Prospectus*  
2024

➤ BCA

## ADMISSION SCHEDULE FOR BCA 1<sup>st</sup> SEMESTER

### BCA-1<sup>st</sup> SEMESTER

Online Submission of admission form From  
**3<sup>rd</sup> June, 2024 to 15<sup>th</sup> July 2024**

### BCA-1<sup>st</sup> Semester

Display of first merit list on  
**16<sup>th</sup> July, 2024**

### BCA 1<sup>ST</sup> SEMESTER

■ Last date of online submission of admission form	15th July 2024
■ Display of merit list for subsidized seats (20 seats)	16th July, 2024
■ Date & Time for deposit of fees for subsidized seats (20 seats)	16th July, 2024 to 19th July, 2024
■ Display of merit list for Non-subsidized seats (20 seats)	20th July, 2024.
■ Date & Time for deposit of fees for subsidized seats (20 seats)	21st July, 2024

**Orientation for new admission: 22<sup>nd</sup> July 20234**  
**Regular teaching will start from 23<sup>rd</sup> July 2024**

## FOR CONTACT

College Office Telephone No. : 0177-2786567 Website : [www.gcsunni.edu.in](http://www.gcsunni.edu.in) BCA Co-ordinator

Dr. Ashwani Kumar : +91-7018072550 E-mail : [principalgcsunni@gmail.com](mailto:principalgcsunni@gmail.com)



*“ the Whole Purpose of education is to turn mirrors into windows ”*

— Sydney J. Harris

**W**elcome to an exciting journey into the world of computing and information technology at our esteemed institution. I am delighted to inform you that after the long demand of students and parents we are starting this course /programme from this year, this will be the first batch. As the Principal of this vibrant college, it is my privilege to introduce you to our Bachelor of Computer Applications (BCA) program, which is designed to bridge the gap between IT industries' requirements and the skills of enthusiastic learners like you.

In today's era, where technology is not just an enabler but the backbone of innovations across sectors, our BCA program is meticulously crafted to meet the evolving needs of the industry. We focus on providing a robust educational environment that stimulates intellectual growth and fosters technical competence. Our curriculum is as per the H P University's framework. It is continually updated to incorporate the latest trends and technologies, ranging from software development to data science, from systems analysis to cloud computing, ensuring that our students not only learn but also innovate.

At our college, we believe in a holistic approach to education. You will find that in addition to technical training, our program emphasizes the development of analytical skills, logical reasoning, and ethical values, which are crucial for a successful career. Our faculty members are not only educators but also experts who bring their real-world experiences into the classroom. This blend of practical exposure and academic knowledge ensures that our students are well-prepared to tackle challenges and seize opportunities in their professional paths.

Beyond the classroom, our college encourages a thriving student life with various clubs, societies, and events that foster teamwork, leadership, and personal growth. We will also try to provide the internship and placement programs provide valuable industry exposure and employment opportunities, often leading to job offers even before graduation.

As you consider your options for higher education, I invite you to explore our BCA program. I am confident that the blend of our curriculum, our faculty, and our commitment to student success will provide you with the tools necessary to excel in your career and make meaningful contributions to society.

We are excited about the possibility of you joining us and being part of our community where innovation, creativity, and ambition are nurtured and celebrated. Please reach out with any questions you might have as you make this important decision. We look forward to helping you shape your future and achieve your dreams.

**In the words of Dr. A P J Abdul Kalam**

*Learning Gives creativity, creativity leads to thinking, thinking provides knowledge and knowledge makes you great”.*

(Dr. Ram Lal Sharma )



**W**elcome to the Bachelor of Computer Applications (BCA) program at Atal Bihari Vajpayee Government Degree College, Sunni! As the BCA Coordinator, I am delighted to introduce you to a journey that promises to equip you with the skills and knowledge needed to excel in the dynamic field of computer science.

At ABV GDC Sunni, we are committed to fostering a learning environment that encourages innovation, critical thinking, and hands-on experience. Our BCA program is designed to provide a comprehensive foundation in computer applications, blending theoretical knowledge with practical skills. We aim to prepare our students not only for successful careers in the IT industry but also for lifelong learning and professional growth.

Our dedicated faculty members bring a wealth of experience and expertise, ensuring that you receive high-quality education and mentorship. The curriculum is regularly updated to keep pace with the rapidly evolving technology landscape, incorporating the latest advancements and industry trends. Additionally, our state-of-the-art laboratories and resources provide an ideal setting for experimentation and discovery. Beyond academics, we emphasize the importance of holistic development. Through various extracurricular activities, seminars, workshops, and industry interactions, we strive to enhance your soft skills, leadership abilities, and overall personality. Our goal is to nurture well-rounded individuals who are ready to take on the challenges of the modern world.

I invite you to embark on this exciting academic journey with us. Together, let us explore the fascinating world of computer applications and create a brighter future. Welcome to ABV GDC Sunni's BCA program – where your aspirations meet opportunities!

**Dr. Ashwani Kumar**  
**BCA Coordinator**  
**ABV Government Degree College, Sunni**



## *Vision*

**T**he vision of the college is “**To transform society through knowledge, capabilities, ethics, truth, inclusiveness, creativity and excellence by providing quality higher education**”. The college is committed to the holistic development of its students by making them academically excellent, professionally skilled, mentally strong and socially responsible citizens so that they become contributors to society as well as lead a better and capable life.



## *Mission*

**T**he mission of the college is to prepare students as sensitive, objective, value-oriented, productive human beings who can contribute to the society. To develop a state of art by making the college a Centre of excellence that brings out student's total personality emphasizing ethical values and growing challenges of the diverse social needs of the state as well as of the nation. The mission of the college is to help the students to acquire comprehensive competitive skills, develop ethical values and concerns for environment.

# ATAL BIHARI VAJPAYEE GOVT. DEGREE COLLEGE SUNNI

## *An Insight*

Government College Sunni came into being in 2006. Sunni town (lat. 31.24 degree N. Long-77.12 E), a pristine place, rests deep in a scenic valley and is at a distance of about 50 kms. from Shimla on the state highway 13. It is enroute to the famous tourist spot Tattapani. Initially the college started functioning in Govt, Sr. Sec. School, Sunni temporarily and later was shifted to the building formerly known as Intern Medical Hostel, IGMC. The college started functioning from the new building w.e.f. September, 2012. In Oct. 2018 the college was renamed as Atal Bihari Vajpayee Govt. Degree College, Sunni.

This new majestic college building is situated at a distance of about 500mts. from Sunni bus station and is beautifully laid out on the Sylvan Himalayan foot hills on the left bank of the mighty river Satluj. However, now, the back waters of the Kol Dam reservoir have formed a lake which has further enhanced the charm and beauty of the place. Thus the college campus having a picturesque, serene location provides an ideal ambience for the seekers of learning. The sprawling campus is spread over an area of 12 acres. The new magnificent building has more than 15 spacious, airy and well-lighted lecture theatres and rooms, a well-stocked library and a reading hall, well-equipped laboratories, a computer lab and many other essential features.

The College is affiliated to H.P. University and offers courses in Arts, Commerce and Science. In Arts there are 12 disciplines of Humanities and Social Sciences. In Science, this college provides the best of laboratory facilities for both Medical and Non-medical streams. We are happy to announce that from this academic session we are starting BCA in self-financing mode. The government has given NOC and the H P University has also given affiliation to start this course.

The new features added to the college include CCTV cameras, a seminar room, six smart class rooms, a gymnasium, separate rooms for different departments and wi-fi facility. The panoramic, vast, new sports ground is fully functional. The Physical Education (sports) department of the college can boast of having the best quality equipment especially for games like boxing, hockey, cricket, volley ball, badminton, kabaddi, basketball and table tennis. The computer lab of the college is well-equipped with a total number of 30 latest computers, with broadband connection. Fire extinguishers have also been installed as safety measures for the campus, solar lights have also been installed at various places in the campus, a solar power plant with a capacity of 25 KW has been installed. Under the guidance of the Principal and the staff, NSS volunteers of the college have developed a "Tarun-Triveni Vatika" and Botanical Garden as part of campus beautification.

For the all-round development of the students, a number of subject societies and clubs exist. The students get ample opportunity to exhibit their talent in the various activities organised by these societies throughout the session. The college has one unit under National Service Scheme (NSS), a Rovers & Rangers unit and an active NCC wing. The College Magazine 'Taptdhara' is published every year which gives an opportunity to the students to express their ideas and views and sharpen their writing skills. The Parent-Tecaher's Association (PTA) is contributing a great deal in the developmental activities of the college. The students of this college have set a glorious record of academic excellence by bagging merit positions in university examination and other fields.

Thus the college is now making rapid progress in the field of education by providing all the facilities available in any city college. This institution aims to bring about a transformation in the lives of students and people of rural Shimla.

The motto of the college is "स्वयंप्रभा समुज्ज्वला" 'Swayamprabha Samujjwal' i.e.

*Let your own guiding light  
Enlighten the whole world equally*

The aim of this college is not merely to equip the students academically but also to provide a requisite environment and training to enable them to blossom into truly humane, serviceful and integrated personalities.

Registration No :



HPCD-14210

# Certificate of Registration of Societies




## Himachal Pradesh Societies Registration Act 2006 (Act No. 25 of 2006)

This is certified that the SHATUDARI located at ABV GOVERNMENT DEGREE COLLEGE SUNNI SHIMLA 171301 (H.P.) has been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act No. 25 of 2006) on the 25th day of April 2023 (25/04/2023).

Given under my hand and seal at SDM, Shimla-Rural, Himachal Pradesh.



  
उप न्यौयक नभयि  
शिमली उपमण्डल  
SDM -cum- Deputy Registrar of Societies

Himachal Pradesh

# ATAL BIHARI VAJPAI GOVERNMENT COLLEGE SUNNI

SHIMLA-171301 (Himachal Pradesh)

Co-ordinator	:	Dr. Ashwani Kumar
Faculty	:	Dr. Sapna Dogra
		Prof. Chunni Lal
		Prof. Manish
Computer Application Faculty	:	(Vacant) to be filled
Administrative Staff	:	Mr. Jitender Sharma
		Mr. Dharm Prakash
		Mr. Karam Dass Verma
		Mr. Ali Mohamad

## PRE-ADMISSION COUNCELING/ ADMISSION COMMITTEE

Convenor	:	Dr. Ashwani Kumar
Member	:	Prof. Chunni Lal
Member	:	Prof. Manish

## ADMISSION GUIDELINES

The duration of BCA shall be 3 years split over six semesters.

### 1. SEATS:

The total number of seats in BCA-1 is 40, distributed as under:

**Category Seats: Subsidized 20 Non-subsidized 20**

### 2. ELIGIBILITY CONDITIONS BCA-1<sup>st</sup> Semester

A Candidate who has passed 10+2 examination from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2, by the Himachal Pradesh University, Shimla-5, with 55% Marks (50% marks for SC/ST category), shall be eligible.

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 India Universities with English as compulsory subject.

**Note: - Vocational subjects under NVEQF will be given weightage equivalent to any other general education subject while considering the admission to the students to the UG courses as per reference no. DDNo. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.**

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



## 1. MODE OF SELECTION

The admission to BCA course will be made on the basis of merit of the qualifying examination. As per H.P. University rules. 75% seats will be filled out of the candidates who have passed their 10+2 examination from the school situated in H. P. Remaining 25% seats will be filled on all India basis. If applications received on all India basis are not sufficient then seats will be filled by internal candidates.

## RESERVATION OF SEATS

### ROSTER TO BE FOLLOWED FOR ADMISSION

***The Roster will be applicable from 21 to 40 during the academic session 2024-25***

Our institution follows the reservation policy of H.P. Government and H.P. University in admissions. The following reservations are available, which are filled according to the reservation roster devised by H.P. University: Schedule Caste (SC) :15% Cultural Activities (CUL) :5% Schedule Tribe (ST) :7.5% Persons with disability (PC) :5% Sports (SP) :5% Economic Weaker Section (EWS):10%

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. For reservation the following roster will be followed.

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

**Note: One Seat Will be reserved for single girl child over and above the allotted 40 seats.**

## RESERVATION OF SEATS (ORDINANCE 3.14)

15%, 7.5% and 3% of the seats shall be reserved for SC, ST & differently enabled candidates respectively as per H.P. University 12 seats roster norms. This reservation policy will be applicable to those, who have passed their qualifying examination from H.P. Board or from any other school located within territorial jurisdiction of Himachal Pradesh or bonafide of Himachal Pradesh. Sports and cultural quota will be given for those events which are recognized by the HPU sports and co-curricular council. The final decision under sports and cultural quota will be with the committee constituted for the same. For reservation the following roster will be followed:

<b>ROSTER</b>				
<b>120 POINTS RESERVATION ROSTER FOR ADMISSION</b>				
1	26 SC	51	76	101
2	27 ST	52 SC	77	102
3	28	53 ST	78 SC	103
4	29	54	79 SP	104
5	30	55	80 ST	105
6	31	56	81 CUL	106SC
7 SC	32	57	82	107 SC
8	33 SC	58	83	108
9	34 HC	59 SC	84	109
10	35	60 SP	85 SC	110
11	36	61 CUL	86	111
12 SC	37	62	87	112
13 ST	38 CUL	63	88	113 SC
14	39 SC	64	89	114
15	40 SP	65 SC	90	115
16	41 ST	66 HC	91 SC	116
17	42	67 ST	92	117 SP
18 SC	43	68	93 ST	118 CUL
19 SP	44	69	94	119 SC
20 CUL	45	70	95	120 ST
21	46 SC	71	96	
22	47	72 SC	97SC	
23	48	73	98 CUL	
23	49	74	99 SP	
23	50	75	100 HC	
HC-3%	CUL-%	Sp5%	SC15%	ST 7.5%
3	6	6	18	9

*Note : One seat in every subject will be reserved for the single girl child over and above the allotted seat.*

## 1. BASIS OF ADMISSION (Ordinance 3.15)

The admission to BCA-I shall be made purely on the basis of merit. Separate merit lists will be prepared for subsidized category and non-subsidized category. The 20 subsidized seats will be filled in first and the remaining 20 non-subsidised seats will be filled after all the seats in subsidized category are filled.

# ADMISSION PROCESS

## ADMISSION PROCESS FOR BCA 1<sup>st</sup> SEMESTER

1. The candidate seeking admission to BCA 1<sup>st</sup> Semester has to apply on the prescribed form available online on <http://www.abvgcsunni.edu.in>
2. The students can approach the College Guidance and Counselling Committee in case they find any difficulty in filling up of the admission form during the college hours.
3. The merit lists will be displayed as per schedule mentioned in the prospectus.
4. After getting the approved admission form, applicants are advised to deposit their fee online by using Credit Cards/Debit Cards/UPIs (BHIM/Google Pay/PhonePe/Paytm)/Mobile/ Internet Banking

### DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

1. Matriculation certificate for Date of Birth.
2. 10+2 marks sheet.
3. H.P. Domicile certificate for girl students (for exemption in tuition fee).
4. Minimum 40% disability certificate and category certificate in case of students seeking admission against these seats.
5. Original character certificate from Head of the Institution last attended. In case of private candidates the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor but not older than 6 months from the day of submission of admission form.
6. For seat against the 'single girl child category' an Affidavit proclaiming the same from the parents is to be submitted with the admission form.
7. A student seeking admission from Board/University other than H.P. will have to upload the copy of migration certificate and the original certificate has to be submitted at the time of counseling.
8. Affidavits should be provided wherever applicable.
9. Certificate of SC/ ST from Magistrate Class-1 (Authorized Signatory) should be provided by those seeking relaxation in age/ marks.
10. Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence / affidavit as proof of his/ her activities during the period of gap.  
NRIs/NRI sponsored candidates & foreign nationals are eligible only for Non-Subsidized seats. They are required to attach the following additional documents along with the application form:
  - a) Proof of their status in case of NRIs: The following documents will be considered as proof for this purpose:
    - i) Copy of the 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.
    - iv) Photocopy of the latest assessment order of the Income Tax Authorities either in India or the country of employment field in the status of Non-Resident Indian.
  - b) Certificate of sponsorship from a NRI in case of a NRI sponsored candidate along with proof of NRI status of the sponsorer.
  - c) Proof of the nationality in case of the foreign Nationals.

## FEE & FINES

### Subsidized Seats

#### BCA-I, II & III year

The candidates admitted against the subsidized seats

shall be required to pay an annual consolidated fee ... Rs.12,000/-  
University Development Fund (General/SC/ST) ... Rs. 250/-  
University Development Fund (BPL/IRDP) ... Rs.100/-

### Non-Subsidized Seats

The candidates admitted against the Non-subsidized seats ... Rs.25, 000/-  
shall be required to pay an annual consolidated fee ... Rs.500/-  
University Development Fund

PTA ... 600 annually

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

#### **NOTE : Beside above mentioned fees students of BCA will have to pay**

**i) Library security (refundable) of Rs.500.**

**ii) Migration fees (from students other than HP Board) of Rs.50/-.**

- 1. THE FEE ONCE DEPOSITED WILL NOT BE REFUNDED IN ANY CASE AS PER GUIDELINES ISSUED FROM UGC.**
- 2. THE FEE IS SUBJECT TO CHANGE i.e. IF THE FEE IS REVISED, THE STUDENTS WILL HAVE TO PAY THE REVISED FEE.**

1. Absence fine per period Rs. 1/-
2. Absence fine per practical Rs. 3/-
3. Absence fine for house test per paper Rs. 10/-
4. Late return of library books per day Rs. 1/- per book
5. 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's and will be marked absent.
6. Re-admission amount of Rs.500 will be charged if the name of student is struck off for the first time and Rs. 1000 will be charged for the next time.

**NOTE: - Students will have to follow dress code as approved by the college advisory Committee.**

# COURSE OUTLINE

## THE COURSE OUTLINE FOR BCA-I SYLLABUS

As per ordinance 9.68

Bachelor of Computer Application (BCA) scheme of examination: -

1. The duration of BCA shall be three years split over six semesters.
2. There shall be 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.(H.P.)
  - (c) The courses of study and syllabi shall be as prescribed by the Board of Studies/Faculty from time to time other rules will be similar to those for the corresponding examinations in the University.
  - (d) The pass marks in each paper shall be 40%.
  - (e) A candidate should have passed at least 50% papers of 1st year i.e. 1st & 2nd Semester to get admission to 3rd semester of 2nd year and pass in 50% papers of 2nd Year shall determine the eligibility for admission to 5th semester of 3rd year.
  - (f) A Candidate obtaining pass marks any course shall not be required to re-appear in that course again, however, the candidate shall be required to complete his/her BCA Degree within at a maximum of five years.

### First Year (1<sup>st</sup> Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max. Marks	Exam Duration
BCA101	Mathematics-I	4	70	30	100	3
BCA102	Applied English	4	70	30	100	3
BCA103	Computer Fundamentals	4	70	30	100	3
BCA104	C Programming	4	70	30	100	3
BCA105	Office Automation Tools	4	70	30	100	3
BCA104(P)	C Programming Lab-I	3	35	15	50	3
BCA105(P)	Office Automation Tools Lab-II	3	35	15	50	3

### First Year (2<sup>nd</sup> Semester)

Paper Code	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 Structure	4	70	30	100	3
BCA0205	Data Base Management System	4	70	30	100	3
BCA0204(P)	Data Structure Lab-III	3	35	15	50	3
BCA0205(P)	Data Base Management System Lab-IV	3	35	15	50	3

### B.C.A. Second Year (3<sup>rd</sup> Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0301	Mathematics-III	4	70	30	100	3
BCA0302	Business Practice & 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
BCA0304(P)	Object Oriented Programming with C++ (Lab-V)	3	35	15	50	3
BCA0305	Desktop Publishing & Designing	4	70	30	100	3
BCA0305(P)	Desktop Publishing & Designing (Lab -V)	3	35	15	50	3

### B.C.A. Second Year (4<sup>th</sup> Semester)

PapeCode	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0401	Personal Management	4	70	30	100	3
BCA0402	Accountancy	4	70	30	100	3
BCA0403	System Analysis & Designing	4	70	30	100	3
BCA0404	Internet Technology & Web Page Design	4	70	30	100	3
BCA0404(P)	Internet Technology & Web Page Design(Lab VII)	3	35	15	50	3
BCA0405	Programing in VB	4	70	30	100	3
BCA0405(P)	Programingin VB (Lab-VIII)	3	35	15	50	3

### B.C.A. Third Year (5<sup>th</sup> Semester)

Paper Code	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination Duration
BCA0501	Operating System	4	70	30	100	3
BCA0502	E Commerce	4	70	30	100	3
BCA0503	Management Information System	4	70	30	100	
BCA0504	Management Information System	4	70	30	100	3
BCA0505	Computer Oriented Statistical Methods	4	70	30	100	3
BCA0504(P)	APS. Net Technologies Lab-IX	3	35	15	50	3
BCA0505(P)	Computer Oriented Statistical Methods Lab-X	3	35	15	50	3

### B.C.A. Third Year (6<sup>th</sup> Semester)

PaperCode	Paper Title	Credit	University Examination	Internal Assessment	Max Marks	Examination 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	

## **PROJECT WORK**

In 3<sup>rd</sup> year (6<sup>th</sup> Semester) the students have to develop one software project, which will be evaluated by the external examiner from the panel submitted by the Chairman, Department of Computer Sciences, Himachal Pradesh University, Shimla and duly approved by the university authorities/evaluation branch, Himachal Pradesh University, Shimla on the following basis: 1. Project Report 10 marks 2. Seminar 15 marks 3. Viva-Voce 25 marks

## **SCHEME OF EXAMINATION**

English will be the medium of instruction and examination. For more information, consult the latest university syllabus and the teacher.

## **INTERNAL ASSESSMENT**

There shall be a component of internal assessment in all the B.C.A. classes. It will be 30% for theory papers and practical. The remaining 70% marks in theory and practical will be for the annual University examination. 30% marks assigned to the internal assessment shall be sub-divided as follow:

a) 15% for house examination (b) 5% for regularity in attendance (c) 10% for Seminars etc.

## **HOUSE EXAMINATION**

House Examination shall cover ordinarily around two third of the syllabus in each paper and shall follow the same format as that of the University Examination in all respects including the format of question papers, the time duration for each paper 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 paper as a result of scaling down or otherwise, these shall be carried as such and shall not be converted into whole numbers. Conversion of fractions into whole number shall be done at the final stage of calculating internal assessment.

## **WEIGHTAGE FOR ATTENDANCE**

At the end of the term examination, the marks scored by every student in the House Examination in each paper will be added to the marks allotted for attendance in that paper as follows: (1) 75% to 80% Attendance 1 Mark; (2) 80% to 85% Attendance 2 Marks; (3) 85% to 90% Attendance 3 Marks; (4) 90% to 95% Attendance 4 Marks; (5) 95% and above Attendance 5 Marks.

## **ELIGIBILITY CONDITIONS TO APPEAR IN THE ANNUAL EXAMINATION**

**(Ordinance 6.69):**

- i) 75% attendance is compulsory in theory and practical.
- ii) 75% attendance is mandatory in seminars and submission of assignments.
- iii) It shall be mandatory for all the students to appear in the House Examination. A minimum of 50% marks in aggregate shall be an essential condition to be eligible to appear in the annual examination.
- iv) It shall also be mandatory to participate in activities of subject societies.
- v) The University annual examination form shall be treated as provisional unless and until the eligibility criteria as mentioned above for appearing in annual examination is fulfilled by the candidate and a certificate to this effect is given by the Principal.



## **ADD ON COURSES**

In order to enhance the job readiness of our students it is necessary that along with their regular degree programme each student should undertake at least one add on course once in three years degree programme. The college will offer an add-on course in Communication and Soft skills. Other options for add-on courses are available through SWAYAM, NPTEL, IIT Bombay Spoken tutorials. Students are advised to reach out to the Academic Committee for guidance regarding options for add-on courses.

### **Objectives of Add-On Courses**

- ✓ To empower students with the fundamental knowledge of area of specialization.
- ✓ To introduce students to practical world of decision making which connects to industrial requirements in better way?
- ✓ To allow students to go beyond their curriculum and facilitate them to extend their interest level in each area.
- ✓ To give students a platform to experience competitive environment through real time projects and assignments.

## **ACADEMIC BANK OF CREDITS (ABC)**

### **What Is The Academic Bank Of Credits (ABC)?**

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be “multiple exits” & “multiple entries” points during the higher education tenure & credits will be transferred through the ABC seamlessly.

ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students “skillful professionals” and help their overall growth.

In a crux, the Academic Bank of Credits will be a game-changer in transforming Indian education to a great extent.

### **1: Functions of Academic Bank of Credit (ABC)**

- The Academic Bank will be accountable for opening, closing, and validating the academic accounts of students.
- It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of students.
- The courses include online and distance mode courses offered by the government and institutes.
- The validity of these academic credits earned by students will be up to seven years and students can redeem these credits.
- The credits can be redeemed and students can seek admission directly in the second year at any university.
- The validity will be up to seven years, hence, students will have to rejoin within seven years.

### **2: Credits Information as Per Courses**

As per the courses, a credit structure will be created by the Government.

When a student pursues any course and clears exams, credits will be automatically awarded to them. Institutions need to fill out the details and upload the deposits in the students' Academic Credit Bank's account on the digital portal.

### 3: Evaluation & Verification of Credits

Any kind of credit evaluation & verification will be carried out by the Academic Credit Bank at regular intervals. If students want to transfer the credits, they need to approach the ABC for further process. It will help in regulating the processes with ultimate authenticity.

### 4: Types of Courses

Online & offline – both types of courses are included in the scheme. Some of the important ones include National Schemes such as–

- NPTEL
- SWAYAM
- V-LAB

Thus, the ABC will cover almost all types of courses including distance learning courses to help students of every possible stream.

### 5: Credits' Validity

The credits earned by students will be valid for seven years.

However, the validity of credits is subject to change depending on the type of courses or disciplines. In such instances, ABC will provide the details of the exceptions to students.

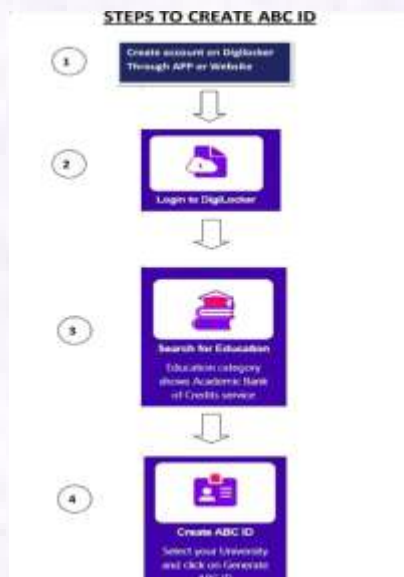
Even if a student takes a break or is not able to continue their education, they may redeem the earned credits in the future within the time limit of seven years.

In accordance with NEP-2020, it is mandatory for all the students to generate their unique Academic Bank of Credit (ABC) ID before the next academic session. This can be done easily by following the steps given below:

1. Create an account on Digilocker through Digilocker app or website  
[https://accounts.digilocker.gov.in/signup/smart\\_v2/4595884c0973da4e6cd57c42d3c3a42e-enn](https://accounts.digilocker.gov.in/signup/smart_v2/4595884c0973da4e6cd57c42d3c3a42e-enn)  
Using your Aadhaar number and mobile no. linked with Aadhaar (In case the mobile number linked with Aadhaar is not active, then please update your mobile number by visiting Aadhaar update center viz. Post Office or authorized banks/CSC)
2. Then visit <https://www.abc.gov.in/> Click on My Account > Student
3. Sign in using digilocker account Id (linked mobile number) and password/pin
4. Select University>Himachal Pradesh University
5. Your ABC ID will be displayed on screen. Note it down and keep it safe. REMEMBER: ABC ID is unique and can be generated only once.

Link of video (step by step procedure to generate ABC ID):

[https://img1.digitallocker.gov.in/nad/assets/video/ABC\\_ID.mp4](https://img1.digitallocker.gov.in/nad/assets/video/ABC_ID.mp4)



## STUDENT CHARTER

ABVGC Sunni being an affiliating institution follows the laws framed by the Himachal Pradesh University, Shimla. Student Charter is a document that clearly defines the rights and privileges guaranteed to student. Keeping in mind the benefit of students, Himachal Pradesh University has prepared a 'Student Charter'. Drawing broadly from the said document, the institution has resolved to commit the following to its most important stakeholders, the students:

1. Value social justice, equality and ethical practices for producing globally responsible citizens.
2. Provide safe, clean and healthy ambience to all the students.
3. Promote healthy practices in both academics and administration and their adoption by all the stakeholders of the college.
4. Make its students aware of the mission, vision and goals of the college. This information shall be conveyed through the college prospectus and website. It shall also be conveyed to the new students on the very first day of the academic session, in the 'Orientation Program'.
5. Provide free access to every kind of information about various college committees like Scholarships, Bus-pass committee, Youth festivals et cetera.
6. Provide clear-cut and complete information about fee structures, refund policies, financial aids and scholarship et cetera.
7. Follow student focused approach towards learning and provision of efficient and timely student services.
8. Offer need based academic courses, skill improvements and training programs and a wide range of study programs at various levels with adequate flexibility.
9. Effectively implement the mechanism devised by the University for students' assessment, grading and examination.
10. Implementing a well-conceived plan for monitoring student progress and provide necessary feedback.
10. Arrange Remedial classes for students.
11. Devise mechanism for student feedback.
12. Ensure intellectual independence, freedom of enquiry and scientific temper.
13. Provide appropriate opportunities to all the stakeholders to participate in activities which can ensure reaching out to communities and society for extension activities.
14. Provide academic, professional and personal counselling.
15. Be empathetic to the concerns of students and other stakeholders such as parents and alumni.
16. Treat students with respect, tolerance and help them pursue their academic goals.

### Responsibility of the Students:

1. Understand, appreciate and follow the university's and college's vision, mission and goals.
2. Read the prospectus of the college thoroughly and regularly visit the college website.
3. Have a clear and adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms and other student services.
4. Abide by the decisions of the college administration.
5. Actively participate in co-curricular and extra-curricular activities.
6. Respect the property and physical infrastructure of the institution.
7. Abstain from any activity leading to violence and use of banned substances.
8. Respect and celebrate diversity of ideas, multiculturalism and inclusiveness

## **MECHANISM OF REDRESSAL AT ABV GOVT. COLLEGE SUNNI,**

To accomplish its mission of quality teaching-learning in a safe environment, the College has, in accordance with UGC regulations, a strong grievance redressal mechanism. There are several committees (sub-committees of the Staff Council) which work towards the resolution of issues in a time-bound manner once complaints are received by the College. Depending on the nature of the complaint, the College directs the representation received to the relevant committee. Students can make a representation regarding their grievance to the College. They can either email their grievances to [principalgcsunni@gmail.com](mailto:principalgcsunni@gmail.com), submit the representation to the Office of the Principal, submit the complaint online, or submit their complaints to the convener of the respective committee. The following committees address the grievances of students;

### **Grievance Redressal Committee:**

The college has an Academic Grievance Redressal Committee. The composition of the Committee is notified on the website and in the prospectus annually. This committee addresses student grievances as and when received. The cases addressed by this committee include grievances related to:

- Internal Assessment
- Change of course
- Miscellaneous Complaints related to any issue faced by students in their departments, Students' Societies or related to infrastructure.

While adhering to the University norms regarding Internal Assessment (IA), the College has retained the flexibility to allow teachers to design the pattern and schedule of internal assessment to best suit the domain requirements of the course being assessed, and the profile of the students attending the course. Different methods like assignments, projects, quizzes and class presentations are employed for continuous assessment. The students have a right to see the assessment they have received and if not satisfied, they may seek clarification and modification if there has been any error in assessment. Students have the responsibility to ask for their mid-term answer sheets to be shown to them. In case the student feels dissatisfied with the assessment, he/she can seek the intervention of the Redressal committee.

In case there has been any error in the uploading of assessment on the University portal, the committee will ensure redressal within one week of the submission of the complaint. This allows for a prompt correction of errors, should any occur.

### **SC/ST/OBC/ Religious Minorities Redressal and Development Cell**

This cell caters to the welfare of students belonging to the SC/ST/OBC/Religious Minorities. The cell aims at addressing discrimination and sensitising all students/staff about issues around social equality. The cell has been constituted to empower students from these categories and equipping them to deal with their academic, personal issues and redress grievance if any arises. To enhance their career opportunities and growth, it will also facilitate the fundings of online add-on courses taken up by 100 students who fall in the above categories. The cell looks into grievances of SC/ST/OBC/religious minorities category applicants. The committee is constituted as per the legal requirements of this committee. The committee is notified through the website. This cell ensures that the students from underprivileged sections of society do not face discrimination on grounds of caste/class/religion. Any such complaint will be taken prompt and serious cognizance of and strict action will be taken against anyone found guilty. If the guilty person is a student, the punitive action may result in expulsion. If it is a staff member, the case will be forwarded for departmental action.

The cell also ensures and assists the college in implementing the reservation policy with regard to the

admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing. Its task is to implement the reservation policy for SCs/STs in the college; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions, and analysis of the data showing the trends and changes towards fulfilling the required quota. Any perceived slip in the provisions for reservation, discriminatory behavior will be assessed and analyzed by the cell and redressal will be moderated by its members.

#### **Internal Complaints Committee:**

The college has an internal complaints committee in accordance with the University notifications pertaining to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC guidelines of May 2016 on the same. The ICC committee is notified on the website and in the annual prospectus. All complaints pertaining to Sexual Harassment are submitted to/directed to the ICC and the mechanism of redressal followed by the ICC is in complete accordance with the mandate and provisions of Vishakha Guidelines and Saksham Guidelines.

#### **Anti Ragging Committee:**

The Anti Ragging Committee is concerned with maintaining discipline in the College. It is a representative body comprising faculty members and elected student representatives. All students are required to maintain good discipline and a congenial environment while studying in the college. Ragging is an offence. The Committee will undertake preventive and prohibitive anti-ragging measures as per the HP University Ordinance. At the time of admission at the beginning of an academic session, every student has to give an undertaking pledging non-participation in any form of ragging. This should be adhered to strictly. The Committee is notified annually through the website and the prospectus. Contact details of the members of the committee are displayed in the college campus too. All complaints pertaining to ragging are taken up for redressal immediately. “Ragging” means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

- i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
- ii) violate the status, dignity and honour of such students; or
- iii) expose students to ridicule and contempt and affect their self-esteem; or
- iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an Officer-in-Charge makes a complaint, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty. Any student convicted of an offence shall be expelled from the educational institution. A student expelled on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion. Where, on enquiry by the head of the educational institution, it is proved that prima facie there is no substance in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

## GENERAL INFORMATION

1. It is compulsory for all the students to get their leave sanctioned before proceeding on leave due to any reason.
2. If a student remains absent for 10 days continuously without information, his/her name will be struck off from the rolls of the college.
3. Even if a student is on leave he/she will have to deposit his/her fees as per the scheduled dates decided by the college.
4. To get leave for more than one week's duration, the students shall have to apply to the Principal of the college.
5. Students can seek re-admission twice during the session. First re-admission will be allowed within 10 days after the name is struck off after paying a fine of Rs. 100/- and a fine of Rs. 200/- will be charged for the Second re-admission within 10 days after the name is struck off from the college rolls.

### College Library

There are over 5500 books in the college library. The college has subscribed 12 Journals/ Magazines and 06 daily newspapers. The one of the unique features of our library is that one reading room remains open from 9am to 6pm on all week days including Sundays and holidays. It is managed by CSCA of the college.

***All the students are required to adhere to the following Library rules strictly:***

- i. All the students on the rolls of the College shall be eligible to become members of the College library.
- ii. Every student is entitled to borrow two books for a period of 30 days from the library.
- iii. The borrower shall be solely responsible for the safety/preservation of the books drawn by him/her.
- iv. A fine of ₹ 1/- per day per book will be charged beyond due date of, return of the book.
- v. In case a book is found mutilated, torn, defaced or misplaced, the actual cost of the book plus 20% of the original cost will be charged from the student.
- vi. Reference books are to be consulted in the library itself after obtaining permission from the Librarian.
- vii. The College also operates a book bank from which text books are loaned to poor students of all categories on payment of a nominal security, (i.e. actual cost plus 20% and maintenance charge of ₹ 2/-per book}.

***Students can get their library security refunded within one year after leaving the College; otherwise the security stands forfeited.***

### Identity Card

- **Without Identity Card, no one is allowed to enter the college.**
- **A student without an Identity Card is deemed an outsider.**
- **In case the Identity card is lost, one has to file an FIR in order to get a duplicate identity card on payment of Rs. 20/- along with a fine of Rs. 100/- (within one week only)**

### Parent Teachers Association (PTA)

To encourage community participation in education, Parent Teachers Association (PTA) under section 2.33 to 2.337 of the H.P. Education code, 2001 has been established. It is a non-political body for better coordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities of the college. Parents, guardians, teachers and head of the institution are the members of the association. PTA has emerged as instant solution to the problems of students and the institution in the field of education.

## 10. SCHOLARSHIPS

As per the College Scholarship Policy, we grant scholarships in various categories to the deserving students as per the rules/directions issued by the state government from time to time. Some important categories are as follows:

- (a) IRDP,  
 (b) SC/ST -- it is restricted to certain income level as applicable by the order of H. P. Govt.  
 (c) 'Brilliant students scholarship of H.P'--This scholarship is available only for those students who fulfil the following requirements:
- He /she should be a bonafide resident of Himachal Pradesh.
  - He/she should have passed plus two from H.P. Board.
  - He/she should have secured a minimum of 77% marks in 10+2.
  - He/she should have secured a minimum of 60% marks at TDC I or II as applicable.

### SCHOLARSHIP POLICY

In order to encourage deserving students to pursue their higher education, this college provides scholarship to meritorious students as per the policy of the state and centre government's scholarship schemes. All the centre and state sponsored schemes are given as per the instructions of the government.

There are more than 25 scholarships available to students under varied conditions and requirements. The state government has been actively working on providing easy access to HP scholarship to the deserving students. The students are open to a broad gamut of scholarships that can be categorized under state-sponsored, central sponsored and technical scholarship. The various schemes sponsored under the state and central authorities have elaborately been listed below along with their application period and provider details.

### State-Sponsored HP Scholarship Schemes

Scholarship Name	Provider Name	Application Period*
Dr. Ambedkar Medhavi Chattervriti Yojana for SC Students	Himachal Pradesh Education Department	Between September and December
Dr. Ambedkar Medhavi Chattervriti Yojana for OBC Students	Himachal Pradesh Education Department	Between September and December
Kalpna Chawala Chattervriti Yojana	Himachal Pradesh Education Department	Between September and December
Mukhya Mantri Protsahan Yojana (One-time Incentive)	Himachal Pradesh Education Department	Between September and December
Maharshi Balmiki Chattervriti Yojana	Himachal Pradesh Education Department	Between September and December
IRDP Scholarship Scheme	Himachal Pradesh Education Department	Between September and December
NDA Scholarship Scheme (Only for NDA Khadakwasla)	Himachal Pradesh Education Department	Between July to September
Financial Assistance to the Children of the Armed Forces personnel killed/ disabled during the different war/ operations	Himachal Pradesh Education Department	Between July to September
Mukhya Mantri Gyandeep Yojana	Himachal Pradesh Education Department	Between July to September
Indira Gandhi Utkrisht Chattervriti Yojana for Post plus two Students	Himachal Pradesh Education Department	Between September and December
Lahaul Spiti Pattern	Tribal Department, Himachal Pradesh	Between July to September

\*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.

## Centrally Sponsored HP Scholarship Schemes

Scholarship Name	Provider Name	Application Period*
Post-Matric Scholarship to SC/ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship to OBC Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	July to October
National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Persons with Disabilities	July to October
Post-Matric Scholarship to SC/ST Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship to OBC Students (CSS)	Ministry of Minority Affairs, Government of India	October to December
Dr. Ambedkar Post-Matric Scholarship for Economically Backward Classes (EBC)	Ministry of Minority Affairs, Government of India	October to December
Merit Cum Means Scholarship Scheme for Students belonging to Minority Community (CSS)	Ministry of Minority Affairs, Government of India	October to December
Post-Matric Scholarship Scheme to Students belonging to Minority Community	Ministry of Minority Affairs, Government of India	July to October
National Means Cum Merit Scholarships	Department of School, Education, and Literacy, Government of India	October to December
Scholarship to Disabled Students	Department of Empowerment of Persons with Disabilities	July to October

*\*The application period mentioned above is tentative and may change on the discretion of the scholarship provider.*



- **Annual Prize Distribution Function**

Meritorious students and students excelling in co-curricular activities, sports are given prizes at the end of the session in the Annual Prize Distribution Function. The students who hold positions in the university merit list are given special prizes.

## **GENDER POLICY DOCUMENT**

### **Zero Tolerance to Sexual Harassment And Gender Discrimination**

Our college recognizes that sexual harassment and gender discrimination are pervasive problems that negatively impact our community. Sexual harassment and gender discrimination undermine the safety, dignity, and equality of our students, staff, and faculty. We are committed to creating a safe and inclusive environment where everyone is treated with respect and dignity. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms.

#### **Policy Statement**

Our college is committed to providing a safe and inclusive environment free from sexual harassment and gender discrimination. We recognize that sexual harassment and gender discrimination are serious violations of human rights that undermine the dignity, safety, and equality of individuals in our community. Therefore, we have developed a policy of zero tolerance towards sexual harassment and gender discrimination in all its forms. Sexual Harassment: Any unwelcome sexual behaviour that creates an intimidating, hostile, or offensive environment. It includes physical, verbal, or non-verbal conduct of a sexual nature, such as unwanted touching, comments or jokes of a sexual nature, displaying sexually suggestive images, or making sexual advances. Sexual harassment can occur between individuals of the same or different genders, and can occur in any context, including in person or online. Gender Discrimination: Our college also recognizes that gender discrimination is a serious problem that undermines the equality and dignity of individuals in our community. Gender discrimination refers to any unequal treatment based on gender, including discrimination based on gender identity or expression. This includes denying opportunities or benefits to individuals based on their gender, as well as creating a hostile or offensive environment based on gender.

#### **Legal Provisions**

The college's policy on sexual harassment and gender discrimination is consistent with the following legal provisions: The Vishaka Guidelines, issued by the Supreme Court of India in 1997; The UGCs Saksham Measures for Ensuring the Safety of Women and Programmes for Gender; Sensitization on Campuses; The University Grants Commission (Prevention, prohibition and redressal of sexual harassment; of women employees and students in higher educational institutions) Regulations, 2015.

#### **WOMEN CELL AND PREVENTION OF SEXUAL HARASSMENT (POSH) COMMITTEE**

The college will have a Women Cell and Prevention of Sexual Harassment (POSH) Committee responsible for implementing the college's policy on sexual harassment and gender discrimination. The Women Cell will be headed by a senior woman faculty member of the college. The POSH Committee will be made up of representatives from the college administration, faculty, and students. The mandate of the Women Cell and POSH Committee will be to provide a variety of services relating to sexual harassment and gender discrimination. These activities will be divided in two broad categories:

- Prevention of Sexual Harassment and Gender Discrimination, including providing information and resources, and sensitization about sexual harassment and gender discrimination.

- Remedies for Sexual Harassment and Gender Discrimination, including counselling and support, and support in the complaint process.

The Women Cell and POSH Committee are committed to creating a safe and inclusive environment for all students, faculty, and staff. All stakeholders will be encouraged to contact and consult the Women Cell or POSH Committee in case of questions or concerns about sexual harassment or gender discrimination in the College. The names and contact information of Women Cell or POSH Committee members will be prominently displayed on the College website as well as at prominent places in the College campus.

### **PREVENTION OF SEXUAL HARASSMENT**

- The prevention of sexual harassment is an important part of our commitment to creating a safe and inclusive environment. The preventive framework will include:
- Sensitization and training to all employees and students on the prevention of sexual harassment and gender discrimination along with the procedures for reporting and addressing complaints. Focus areas of sensitization and training will include topics such as: identifying sexual harassment;
- identifying gender discrimination;
- the impact of gender discrimination on individuals and the community;
- the impact of sexual harassment on individuals and the community;
- strategies for preventing sexual harassment; and
- strategies for preventing gender discrimination.
- In addition to training, the college will also take steps to create a culture of respect and inclusion.
- This includes promoting respectful communication, addressing stereotypes and biases, and encouraging open and honest dialogue about issues related to gender and sexuality.
- The college will also provide resources and support services to individuals who have experienced sexual harassment and gender discrimination.

### **REPORTING SEXUAL HARASSMENT AND GENDER DISCRIMINATION**

We encourage all members of our community to report incidents of sexual harassment/gender discrimination. Reports can be made to any staff member or faculty member, and will be treated with sensitivity and respect. Complaints can also be made anonymously if desired.

### **COMPLAINT PROCEDURE**

- **Who can file a complaint:** Any student, faculty member or personnel from the college administrative staff, who believes that they have been the victim of sexual harassment or gender discrimination is encouraged to report the incident.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the POSH Committee.
- **To Whom:** A complaint can be addressed to either the POSH Committee or any individual member of the Post Committee.
- **Confidentiality:** All complaints of sexual harassment and gender discrimination will be handled in a confidential manner to the extent possible. All members of the Committee, including the Coordinator, will take all necessary steps to protect the confidentiality of the complainant and the respondent.
- **Protection of Complainant:** The college will also take steps to ensure that the complainant is protected from retaliation or further harassment.

### **REMEDIES**

The college takes allegations of gender discrimination seriously and will take appropriate action against individuals who engage in such behaviour.

- Upon receipt of a complaint, the college will initiate an investigation into the incident. The investigation will be conducted by a complaints committee, which will be composed of three members. The committee will be trained in the procedures for handling complaints of gender discrimination and will be independent of the parties involved in the complaint.
- The investigation will be conducted in a prompt and confidential manner. The complainant and the accused will have an opportunity to present evidence and witnesses to the committee. The committee

will make a determination as to whether an offence has been committed based on a preponderance of the evidence. If the committee determines that an offence has occurred, it will recommend appropriate action to the College. Sanctions for Sexual Harassment/Gender Discrimination.

### **SANCTIONS FOR SEXUAL HARASSMENT**

Gender Discrimination Sanctions for gender discrimination may include:

- Counseling
- Disciplinary action
- Termination of employment
- Expulsion from the college

Our College is committed to providing a safe and inclusive environment for all students, faculty, and staff. This policy is intended to prevent sexual harassment and gender discrimination and to ensure that all members of the college community are treated with respect. In addition to the above, the college will take the following steps to prevent sexual harassment and gender discrimination:

**Create a culture of respect and inclusion.** The college will promote a culture of respect and inclusion by providing training on sexual harassment and gender discrimination to all members of the college community. The college will also create opportunities for dialogue and discussion on these issues.

**Provide resources for victims of sexual harassment and gender discrimination.** The college will provide resources for victims of sexual harassment and gender discrimination, including counselling, support groups, and legal assistance.

**Hold perpetrators accountable.** The college will hold perpetrators of sexual harassment and gender discrimination accountable, up to and including expulsion from the college. The college is committed to creating a safe and inclusive environment for all.

### **MECHANISM OF REDRESSAL AT ABV GOVT. COLLEGE SUNNI**

To accomplish its mission of quality teaching-learning in a safe environment, the College has, in accordance with UGC regulations, a strong grievance redressal mechanism. There are several committees (sub-committees of the Staff Council) which work towards the resolution of issues in a time-bound manner once complaints are received by the College. Depending on the nature of the complaint, the College directs the representation received to the relevant committee. Students can make a representation regarding their grievance to the College. They can either email their grievances to [principalgcsunni@gmail.com](mailto:principalgcsunni@gmail.com), submit the representation to the Office of the Principal, submit the complaint online, or submit their complaints to the convener of the respective committee. The following committees address the grievances of students;

**Grievance Redressal Committee:** The college has an Academic Grievance Redressal Committee. The composition of the Committee is notified on the website and in the prospectus annually. This committee addresses student grievances as and when received. The cases addressed by this committee include grievances related to:

- Internal Assessment
- Change of course
- Miscellaneous Complaints related to any issue faced by students in their departments, Students' Societies or related to infrastructure.

While adhering to the University norms regarding Internal Assessment (IA), the College has retained the flexibility to allow teachers to design the pattern and schedule of internal assessment to best suit the domain requirements of the course being assessed, and the profile of the students attending the course. Different methods like assignments, projects, quizzes and class presentations are employed for continuous assessment. The students have a right to see the assessment they have received and if not satisfied, they may seek clarification and modification if there has been any error in assessment. Students have the responsibility to ask for their mid-term answer sheets to be shown to them. In case the student feels dissatisfied with the assessment, he/she can seek the intervention of the Redressal committee.

In case there has been any error in the uploading of assessment on the University portal, the committee will ensure redressal within one week of the submission of the complaint. This allows for a prompt

correction of errors, should any occur.

### **SC/ST/OBC/ Religious Minorities Redressal and Development Cell**

This cell caters to the welfare of students belonging to the SC/ST/OBC/Religious Minorities. The cell aims at addressing discrimination and sensitising all students/staff about issues around social equality. The cell has been constituted to empower students from these categories and equipping them to deal with their academic, personal issues and redress grievance if any arises. To enhance their career opportunities and growth, it will also facilitate the fundings of online add-on courses taken up by 100 students who fall in the above categories. The cell looks into grievances of SC/ST/OBC/religious minorities category applicants. The committee is constituted as per the legal requirements of this committee. The committee is notified through the website. This cell ensures that the students from underprivileged sections of society do not face discrimination on grounds of caste/class/religion. Any such complaint will be taken prompt and serious cognizance of and strict action will be taken against anyone found guilty. If the guilty person is a student, the punitive action may result in expulsion. If it is a staff member, the case will be forwarded for departmental action.

The cell also ensures and assists the college in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing. Its task is to implement the reservation policy for SCs/STs in the college; Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions, and analysis of the data showing the trends and changes towards fulfilling the required quota. Any perceived slip in the provisions for reservation, discriminatory behavior will be assessed and analyzed by the cell and redressal will be moderated by its members.

### **Internal Complaints Committee:**

The college has an internal complaints committee in accordance with the University notifications pertaining to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC guidelines of May 2016 on the same. The ICC committee is notified on the website and in the annual prospectus. All complaints pertaining to Sexual Harassment are submitted to/ directed to the ICC and the mechanism of redressal followed by the ICC is in complete accordance with the mandate and provisions of Vishakha Guidelines and Saksham Guidelines.

### **Anti Ragging Committee:**

The Anti Ragging Committee is concerned with maintaining discipline in the College. It is a representative body comprising faculty members and elected student representatives. All students are required to maintain good discipline and a congenial environment while studying in the college. Ragging is an offence. The Committee will undertake preventive and prohibitive anti-ragging measures as per the HP University Ordinance. At the time of admission at the beginning of an academic session, every student has to give an undertaking pledging non-participation in any form of ragging. This should be adhered to strictly. The Committee is notified annually through the website and the prospectus. Contact details of the members of the committee are displayed in the college campus too. All complaints pertaining to ragging are taken up for redressal immediately. "Ragging" means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which-

- i) involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
- ii) violate the status, dignity and honour of such students; or
- iii) expose students to ridicule and contempt and affect their self-esteem; or
- iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Whenever any student or, as the case may be, the parents or guardian or a teacher of an educational institution or an Officer-in-Charge makes a complaint, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty. Any student convicted of an offence shall be expelled from the

educational institution. A student expelled on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion. Where, on enquiry by the head of the educational institution, it is proved that prima facie there is no substance in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

### **Career Guidance and Job Placement Cell**

It is formed to help the students by providing information regarding selection of career and job placement through various Government and Private Agencies and to arrange lectures by the experts for selection of better and more suitable career.

### **College Magazine**

The college publishes "Taptdhara" annually which provides a forum to the students with a flair for writing to express their thoughts and perceptions.

## **EXTRA & CO-CURRICULAR ACTIVITIES**

### **Cultural and Academic Societies**

The college runs various clubs and subject societies viz **Eco Club, English Literary Society, Sahitya Parishad, Science Association, Commerce Society, Red Ribbon Club** which undertake different academic and cultural activities for the all-round and harmonious development of students. The activities of these societies are duly notified on the notice board of the college by the teacher incharge for the information and participation of the students.

### **National Service Scheme (NSS) & National Cadet Corps (NCC)**

NSS & NCC inculcates the spirit of voluntary work among the students and teachers through sustained community interaction. It brings academic institution closer to the society. The motto of NSS is "Not me but you". NSS teaches students to become socially aware and play a constructive role in society. Students are encouraged to join the NSS for the all-round development of their personality and to inculcate in them the spirit of serving the nation.

### **Rovers & Rangers**

A unit of Rovers & Rangers exists in the college in which 24 boys (as rovers) and 24 girls (as rangers) are enrolled. This unit helps in inculcating good citizenship qualities and a spirit of social service among students.

### **Sports**

The College Calendar gives great importance to various activities in sports. We have the proud privilege of representing the University and the State in many National and Zonal level sports competition. The College also has a good Gymnasium for sports persons.

## HP University Youth Festival Events

- Group 1: Creativity:** Debate, Elocution, Declamation, Spot, Painting, Collage and Poster Making, Clay Modeling, Cartooning, Rangoli
- Group 2: Music:** Classical, Vocal & instrumental (solo), light vocal (Indian/Western) Group song (Indian/Western)
- Group 3: Dance:** Folk/ classical dances (solo and group)
- Group 4: Theatre:** One act play & skit; mime

## Old Students Association (OSA)

The ex-students of the college have a sense of belonging to the institution and they nurse a desire to contribute constructively for the growth of their alma mater. The college has formed an Old Students Association (OSA) which holds a get-together/reunion once a year.

## OTHER ACTIVITIES IN THE COLLEGE

### 1. Mentor/Mentee Programme

The college provides for a mentorship programme to ensure that students have a guardian-mentor in college. Each student will have a teacher-mentor in the college. Students will be required to attend a mentor-mentee session every last Saturday of the month (or as notified in the time table). The mentees will get their cards signed by the mentors in each session. Students will be penalized / fined for the sessions they miss.

### 2. Cultural and Academic Societies

Each student is to be a member of at least two clubs/societies; one academic club and at least one extra-curricular club. Students' library cards will have provision for signatures of teacher-in-charges of these clubs on registration in the club. Every student must ensure presence in the functions of these clubs and societies, failing which they will be fined.

The institution has various clubs & societies:

- |    |                             |                         |
|----|-----------------------------|-------------------------|
| a) | Sahitya Parishad            | (Dr.Praveen Sharma )    |
| b) | Nature/Eco Club             | (Prof. Monika Manta )   |
| c) | Young Speakers' Association | (Prof. Damodar Gautam ) |
| d) | Theatre Club                | (Prof. Rashmi)          |
| e) | Sports Club                 | (Prof. Kavita Saini )   |
| f) | HelpAge (Social Outreach)   | (Dr. Manmohan Verma )   |
| g) | Red Cross Society           | (Prof. Subhash Thakur ) |
| h) | Photography Club            | (Prof. Dharmender )     |
| i) | Art Club                    | (Prof. Sushmita )       |
| b) | Book Club                   | (Prof. Dalim Kumar )    |
| k) | Adventure Club              | (Prof. Manish )         |
| l) | Music Club                  | (Prof. Anil )           |

**Apart from the above, every subject has its own subject society.**

## College support

### Parent- Teachers Association (PTA)

A Parent- Teachers Association is formed in every session in the college with the avowed objective of promoting participation of parents in the development activities of the college. Their presence and valuable suggestions are eagerly solicited by the college staff in P.T.A. meetings. There is a General Body of P.T.A. comprising:

- (i) Parents or guardians.
- (ii) Colleges Teachers.
- (iii) The Principal of the college as the patron.
- (iv) Every student contributes Rs. 600/- per annum toward P.T.A.

*PTA also provides fee waiver and funds to students from BPL category for the purchase of books.*

### College Students Central Association (CSCA)

As per rules laid down by the HP University, student's central association is formed every year in the beginning of the session to promote disciplined and harmonious life in the college. The members of this body are either elected or selected on merit basis as per norms laid down & notified by the HP University. There is also a provision for academically brilliant students or others to enter this august body by nomination, as per norms laid down in CSCA constitution.

### OUR POLICY FOR MAINTAINING A GREEN CAMPUS

Atal Bihari Vajpayee Government College Sunni recognizes the importance of protecting the environment and promoting sustainable practices. In line with this, the college is committed to implementing policies and practices that contribute to a healthy environment and a green campus. It is mandatory for every student to maintain strict discipline within the College campus as well as outside the College.

## TENTATIVE ACTIVITY SCHEDULE FOR THE SESSION 2024-25

<b>PLANTATION DRIVE</b>	<b>Second and Third Week of July, 2024</b>
<b>INDUCTION PROGRAMME FOR STUDENTS OF BA/B.Sc./ B.Com/ BCA</b>	<b>Within One Week of Commencement of Classes (week of August 2024)</b>
<b>NATIONAL SPORTS DAY</b>	<b>August 29, 2024</b>
<b>HINDI PAKHWARA</b>	<b>September 1 to September 15, 2024</b>
<b>TEACHER'S DAY CELEBRATION</b>	<b>September 5, 2024</b>
<b>HINDI DIWAS CELEBRATIONS</b>	<b>September 14, 2024</b>
<b>CELEBRATION OF NSS DAY</b>	<b>September 24, 2024</b>
<b>PTA GENERAL HOUSE</b>	<b>First Week of September, 2024</b>

<b>GANDHI JAYANTI CELEBRATIONS</b>	<b>October 2, 2024</b>
<b>SWACHATA PAKHWARA</b>	<b>In the Month of October, 2024</b>
<b>CSCA FORMULATION</b>	<b>Date to be Notified by HPU</b>
<b>DIWALI BREAK</b>	<b>Date to be Notified by HPU</b>
<b>MID TERM TESTS</b>	<b>First Week of November, 2024</b>
<b>VIGILANCE AWARENESS PROGRAMME</b>	<b>2<sup>nd</sup> Week of November, 2024</b>
<b>CONSTITUTION DAY</b>	<b>November 26, 2024</b>
<b>CSCA CULTURAL FUNCTION</b>	<b>First Week of December, 2024</b>
<b>AIDS DAY</b>	<b>December 1, 2024</b>
<b>DRUG FREE AWARENESS CAMPAIGN</b>	<b>Third Week of December</b>
<b>DEPARTMENTAL SEMINARS</b>	<b>Last Week of December, 2024</b>
<b>WINTER BREAK</b>	<b>Date to be Notified by HPU</b>
<b>REPUBLIC DAY CELEBRATIONS</b>	<b>January 26, 2025</b>
<b>7 DAYS NSS CAMP</b>	<b>First Week of February, 2025</b>
<b>ANNUAL ATHLETIC MEET</b>	<b>Second Week of February, 2025</b>
<b>NATIONAL SCIENCE DAY</b>	<b>February 28, 2025</b>
<b>ANNUAL PRIZE DISTRIBUTION FUNCTION</b>	<b>First Week of March, 2025</b>
<b>INTERNATIONAL DAY FOR WOMEN</b>	<b>March 8, 2025</b>
<b>ANNUAL EXAMINATION (PRACTICAL &amp; THEORY)</b>	<b>Date to be Notified by HPU</b>
<b>HIMACHAL DAY</b>	<b>April 15, 2025</b>
<b>LABOUR DAY</b>	<b>May 1, 2025</b>
<b>NO TOBACCO DAY</b>	<b>May 31, 2025</b>
<b>SUMMER BREAK</b>	<b>Date to be Notified by HPU</b>
<b>WORLD ENVIRONMENT DAY CELEBRATION</b>	<b>June 5, 2025</b>
<b>INTERNATIONAL YOGA DAY CELEBRATION</b>	<b>June 21, 2025</b>



## COMMITTEES (2024-25)

### College Advisory Committee

Dr. Dharmender Mehta. (Convener)  
Prof. Sunil Acharya  
Prof. Damodar Gautam  
Dr. Ashwani Kumar  
Dr. Praveen Sharma

### Anti-Ragging cum Drugs Committee

Prof. Sunil Acharya (Convener)  
All Teaching Staff

### Discipline Committee

All Teaching/Non-Teaching Staff

### Prospectus Committee

Prof. Sunil Acharya (Convener)  
Dr. Ashwani Kumar  
Dr. Sapna Dogra  
Prof. Subhash Thakur

### Time Table Committee

Prof. Dharmender Mehta (Convener)  
Prof. Sunil Acharya  
Dr. Man Mohan

### Campus Development and Beautification Committee cum Building Committee

Prof. Praveen Sharma (Convener)  
Prof. Damodar Gautam  
Dr. Ashwani Kumar  
Prof. Suchitra  
Prof. Anil  
Prof. Kavita Saini  
Dr. Man Mohan Thakur  
Prof. Sushmita Thakur  
Dr. Jyoti  
Sh. Sandesh Kumar (Supdt.)  
Sh. Jitender Sharma(Supdt.)  
Sh. Dharam Prakash ( Sr. Asstt.)

### Sexual Harassment & Women Cell

Ms. Kusum Lata Sharma  
Dr. Ashwani Kumar  
Prof. Monika Manta  
Prof. Suchitra Sharma  
Prof Kavita Saini  
Dr. Sapna Dogra  
Prof. Rameshwari  
Dr. Jyoti  
Prof Dharmender

### IQAC/NAA C

### Committee/UGC/RUSA/NEP

Prof. Dharmender Mehta (Convener)  
Prof. Sunil Acharya  
Prof. Damodar Gautam  
Dr. Praveen Sharma  
Prof. Sapna Dogra  
Dr. Ashwani Kumar  
Prof. Anil Kumar  
Prof Subhash Thakur  
Sh. Jitender Sharma (Supdt.)  
Sh. Dharam Prakash ( Sr. Asstt.)

### CSCA Election Committee

Prof. Damodar Gautam (Convener)  
Dr. Ashwani Kumar  
Prof. Dalim Kumar  
Prof. Kavita Saini  
Prof. Monika Manta  
Prof. Suchitra Sharma  
Prof. Sushmita  
Prof. Rashmi

### Purchase Committee

Prof. Sunil Acharya (Convener)  
Prof. Damodar Gautam  
Dr. Ashwani Kumar  
Prof. Kavita Saini  
Sh. Dharam Prakash

### Disaster Management Committee

Prof. Monika Manta (Convener)  
Prof. Suchitra Sharma  
Prof. Sushmita Thakur

### Sahitya Parishad

Dr. Praveen Sharma (Convener)  
Dr. Sapna Dogra  
Prof. Dalim Kumar  
Prof. Rameshwari

### Environment and Nature Club

Prof. Monika Manta (Convener)  
Prof. Suchitra Sharma  
Dr. Jyoti  
Prof. Dharmender

### NSS Programme Officer

Prof. Man Mohan Thakur  
Prof. Sushmita Thakur

### **Rangers & Rovers**

Prof. Suchitra Sharma  
Prof. Anil Kumar

### **Magazine Committee**

Dr. Sapna Dogra (Editor -in-Chief)  
Prof. Rameshwari (English)  
Prof. Dalim Kumar (Hindi)  
Prof. Subhash Thakur (Science)  
Dr. Ashwani Kumar (Commerce)  
Prof. Suchitra Sharma (Pahari)  
Dr. Praveen Sharma (Sanskrit)  
Prof. Sushmita Thakur (Planning)

### **Sports Committee/Auditorium Committee**

Prof. Dharmender Mehta (Convener)  
Prof. Kavita Saini  
Prof. Anil Kumar  
Dr. Ashwani Kumar  
Prof. Rashmi  
Prof. Chunni Lal  
Sh. Padam Singh (LA)  
Sh. K. D. Verma  
Sh. Chunni Lal

### **Fee/Scholarship Committee**

Dr. Ashwani Kumar (Convener)  
Prof. Damodar Gautam  
Prof. Suchitra Sharma  
Prof. Monika Manta  
Prof. Man Mohan Thakur.  
Prof. Dharmender

### **H.P.U Youth Festival/Sports Committee**

Prof. Dharmender Mehta (Convener)  
Prof. Praveen Sharma  
Prof. Kavita Saini  
Prof. Sapna Dogra  
Prof. Anil Kumar  
Prof. Rashmi

### **NCC Unit**

Prof. Kavita Saini

### **Canteen Committee**

Prof. Sunil Acharya (Convener)  
Prof. Damodar Gautam  
Dr. Ashwani Kumar  
Prof. Kavita Saini  
Prof. Manish  
Sh. Jitender Sharma ( Supdt.)  
Sh. Padam Singh

### **Bus Pass/University Form**

#### **Attestation Committee**

Prof. Damodar Gautam (Convener)  
Prof. Dalim Kumar  
Prof. Manish  
Prof. Dharminder  
Dr. Jyoti

### **House Examination Committee**

Prof. Damodar Gautam (Convener)  
Prof. Suchitra Sharma  
Prof. Monika Manta  
Prof. Dharmender  
Sh. Rakesh  
Sh. Dharam Prakash ( Sr. Asstt.)  
Sh. Ali Mohammed (Peon)  
Sh. Mohinder (Peon)

### **Library Committee**

Ms. Kusum Lata Sharma (Convener)  
Sh. Laiq Ram  
HOD's of All Department

### **Career Counseling and Placement cell**

Dr. Praveen Sharma(Convener)  
Prof. Damodar Gautam  
Dr. Ashwani Kumar  
Prof. Subhash Thakur  
Prof. Dharmender

### **ICT/Computer Committee**

Dr. Ashwani Kumar (Convener)  
Prof. Chunni Lal  
Sh. K.D. Verma

### **Red Ribbon Club**

Prof. Subhash Thakur  
Prof. Chuni Lal  
Dr. Jyoti

### **Refreshment Committee**

Prof. Sunil Acharya (Convener)  
Prof. Damodar Gautam  
Prof. Kavita Saini  
Prof. Sapna Dogra  
Prof. Rameshwari  
Prof. Rashmi  
Sh. Laiq Ram  
Sh. Padam Singh

### **Sitting/Decoration Committee**

Ms. Kusum Lata (Convener)  
Prof. Damodar Gautam  
Prof. Anil  
Prof. Rashmi  
Prof. Sushmita Thakur  
Prof Manish  
Sh. Laiq Ram  
Sh. Rakesh  
Sh. Padam Singh  
Sh. Sh. Bhoop Ram  
Sh. K.D. Verma  
Sh. Ali Mohammed (Peon)  
Sh. Mohender (Peon)

### **OSA Committee**

Prof. Praveen Sharma(Convener)  
Prof. Kavita Saini  
Prof. Sushmita  
Dr. Manmohan Thakur  
Sh. Jitender Sharma (Supdt.)  
Sh. Padam Singh  
Sh. Dharam Prakash

### **PTA Committee**

Dr Praveen Sharma. (Convener)  
Prof. Suchitra Sharma  
Prof. Dalim Kumar  
Dr. Ashwani Kumar  
Prof. Kavita Saini

### **Annual Prize Distribution Committee**

Prof. Dharmender Mehta (Convener)  
Prof. Sunil Acharya  
Prof. Ashwani Kumar  
Prof.Subhash Thakur  
Prof. Kavita Saini  
Sh. Laiq Ram

### **Stage Committee/Press Committee**

Prof. Praveen Sharma (Convener)  
Prof. Damodar Gautam.  
Dr. Sapna Dogra  
Prof. Dalim Kumar

### **Academic Bank Credit (ABC) Committee**

Dr. Dharmender Mehta (Convener)  
Dr. Praveen Sharma  
Dr. Man Mohan Thakur

### **Bursar**

Dr. Ashwani Kumar

### **BCA (Add on Courses)**

Dr. Ashwani Kumar (Co-ordinator)  
Sh. K.D Sharma

### **Admission Committee**

Prof. Dharmender Mehta -Dean  
Prof. Ashwani Kumar -Dean (Commer ce)  
Prof. Sunil Acharya-Dean (Arts)  
Prof. Damodar Gautam (Science)

### **Energy Club**

Prof. Chunni Lal . (Convener)  
Prof. Manish  
Prof Dharmender

### **Road Safety Club**

Prof. Damodar Gautam (Convener)  
Prof. Monika Manta  
Prof. Suchitra Sharma  
Prof. Anil Kumar  
Dr. Ashwani Kumar

### **Mentor/Mentee Committee**

Prof. Sapna Dogra ( Convener)  
Prof. Rameshwari  
Prof. Rashmi

### **Young Speaker Club**

Prof. Damodar Gautam (Convener)  
Prof. Man Mohan Thakur

### **Fine Collection Committee**

Dr. Ashwani Kumar (Convener)  
Sh. Laiq Ram  
Sh. Dharam Prakash  
Sh. Rakesh  
Sh. Bhoop Ram  
Sh. Chunni Lal  
Sh. Padam Singh

### **Students Redressal Cell (Examination)**

Dr. Dharamender Mehta (Convener)  
Prof. Damodar Gautam  
Prof. Kavita  
Prof. Subhash Thakur  
Sh. Dharam Prakash

## CONDUCT AND DISCIPLINE

A student is defined as one who devotes his/her time in the pursuit of knowledge by engaging in fruitful studies. This is only possible if students help the college staff in surging up a conducive and healthy environment in the college. For maintaining discipline in the college campus, the Principal can impose fine, suspension or expulsion of any student who is found indulging in such misconduct as listed below.

- a) i) **Ragging is banned in the institution and any act of ragging in the campus will be severely dealt with. Ragging implies harassment/physical or mental torture to another student by a student or a group of students. Any student found associating in such notorious activities will be guilty of gross misconduct and can cause his/her expulsion from the college. Further, legal proceedings under criminal law shall be initiated and any person who is proved to be indulged in ragging shall on conviction be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or with both.**
- ii) Anybody found guilty of writing obscenities/dirty words on black boards, walls or furniture.
- iii) Aimlessly loitering in the corridors, raising noise there or attempting to disturb classes.
- iv) Smoking or taking drugs/alcohol/chewing paan/chewing gum/gutka & spitting inside the college building. [A fine of Rs 200/- (minimum) will be imposed for the offence.]
- v) Use of Mobile Phones inside the college building is strictly prohibited as per H.P. Govt. Notification. [A fine of Rs 500/- minimum will be charged from the guilty student.]
- vi) To pluck flowers or damage plants [a fine of Rs 150/- (minimum)]
- vii) Any attempt to damage the furniture, window panes or other property in the campus.(Damage or loss will be charged from the defaulter).
- viii) To fiddle with the electric installations.
- ix) To indulge in any rash/unbecoming behavior.
- x) To use unfair means in the examinations.
- xi) To bring outsiders to the college is strictly prohibited and attracts heavy fines, rustication and even expulsion.
- xii) To paste notice, hand bills, pamphlets on notice boards without the prior permission of the Principal. Writing slogans and pasting handbills, pamphlets or notices on the walls of the college campus (including boundary walls) is strictly prohibited and may attract heavy fine, rustication or expulsion.
- xiii) Students creating disturbance in corridors by shouting, exploding crackers or kicking doors of the lecture room etc. will be fined amounting to rupees 500/- . A strict disciplinary action will be taken against the defaulters.
- xiv) **Mobile usage in class rooms will attract -a fine of Rs. 500/-**
- b) **Every student should carry his/her identity card which is issued to the students after admission. It should be shown/ produced on demand.**
- c) Students who participate in sports or other extracurricular activities/educational tours must produce written permission from their parents/guardians.
- d) Parents/guardians are requested to remain in touch with the Principal and the concerned teachers regarding the progress of their wards in the college.
- e) Whenever the parents/ guardians are requested to meet the Principal in connection with some problems regarding their wards, they should immediately come to the college.

## STUDENTS CHARTER

Student charter is a document /an instrument that defines and confers rights, responsibilities and privileges of students in the College/University with the aim of achieving excellence in pursuit of education and learning through quality assurance. The students have to be aware of their rights and responsibilities and this will help the College to impart quality education to the learners in a better way. In order to fulfill the creative and professional potential of students they need to know what to expect from college - and what the college expects from them. The quality of the services that we believe the students are entitled to be balanced with responsibilities placed on them. The Student Charter is jointly developed by the members of advisory council of the college, members of IQAC and PTA, students, and the CSCA. The Charter will be reviewed and updated each year.

## ROLE OF THE COLLEGE

### ABV Govt. Degree College Sunni shall:

- Value social justice, equality and ethical practices
- Make its students aware of goals of the college, study programs, delivery means and assessment objectives at the time of admission, student induction and counseling for various programs.
- Follow student focused/centric approach towards learning and provision of efficient and timely student services.
- Ensure intellectual independence, freedom of enquiry and spirit of scientific temper.

## RESPONSIBILITIES OF STUDENTS TOWARDS COLLEGE

### Students shall:

- Understand, appreciate and follow the College's Motto.
- Make optimum use of the learning resources available in the College.
- Actively participate in academically enriching programs such as seminars, workshops etc.
- Follow moral and constitutional values as enshrined in our multidimensional culture and Constitution of India.
- Respect and celebrate the diversity of ideas, multiculturalism and inclusiveness without any preconceived notions of caste, creed and religion.
- Abide by the decisions of the College/University as decided by the various statutory bodies of the College/University or the executive authorities from time to time.
- Always strive for Excellence.
- Students' Union or CSCA will work with staff and students of the College to promote and implement the principles of this Charter.

# TEACHING STAFF



**Dr. Ram Lal Sharma**  
Principal



**Dr. Dharmender Mehta**  
Commerce



**Prof. Sunil Acharya**  
History



**Dr. Praveen Kumar**  
Sanskrit



**Prof. Damodar Gautam**  
Sociology



**Prof. Suchitra**  
Pol. Science



**Dr. Sapna Dogra**  
English



**Dr. Ashwani Kumar**  
Commerce



**Prof. Monika Manta**  
Geography



**Prof. Kavita Saini**  
Physical Education



**Prof. Anil**  
Music



**Prof. Dalim Kumar**  
Hindi



**Prof. Subhash Thakur**  
Chemistry



**Dr. Manmohan Thakur**  
Chemistry



**Prof. Chuni Lal**  
Physics



**Dr. Jyoti Sharma**  
Botany



**Prof. Sushmita Thakur**  
Economics



**Prof. Manish Pal**  
Maths



**Prof. Rameshwari**  
English



**Prof. Dharamender Singh**  
Zoology



**Prof. Rashmi**  
Music

# NON-TEACHING STAFF



**Mrs. Kusum Lata**  
Librarian



**Mr. Sandesh Kumar**  
Supdt. G-I



**Mr. Jitender Kumar**  
Supdt. G-II



**Mr. Laiq Ram**  
Asst. Librarian



**Mr. Dharam Prakash**  
Sr. Asst.



**Mr. Rakesh Kumar**  
Sr. Lect. Asst.



**Mr. KD Verma**  
Jr. Lect. Asst.



**Mr. Padam Singh**  
Lab Attendent



**Mr. Bhoop Ram**  
Lab Attendent



**Mr. Chuni Lal**  
Lab Attendent



**Mrs. Mangla Devi**  
Lab Attendent



**Mr. Mahender Kumar**  
Peon



**Mrs. Shanta**  
Peon



**Mrs. Meena Kumari**  
Peon



**Mr. Ali Mohammad**  
Lab Attendent



**Mr. Sonu**  
Peon



**Mrs. Babli**  
Sweeper

## IMPORTANT INSTRUCTIONS

While in the college campus, every student must keep his /her Identity Card. Without Identity Card, no one is allowed to enter the college campus.

## ATTENDANCE

The students are advised to be regular in their classes. As required by HP University Ordinance;

6.2.a candidate should have to put in 75% attendance (in both Theory & Practical classes) in order to be eligible to appear in the University Examinations.

## DISCIPLINE

The students are advised to maintain discipline in the college campus. Any act that is tantamount to indiscipline is punishable.

\*The indiscipline incorporates teasing , using foul language, speaking loudly, causing disturbance in any form. Scribbling/writing anything on the black-board/ furniture or walls; removing or breaking furniture /window panes; removing notices, plucking flowers, spreading litter, using mobile phones in and around the campus, fiddling with electric and water fittings etc. are also a part of indiscipline.

\* No student, who is guilty of misconduct in any way, shall be eligible, for prize/scholarship/feeconcession/membership of the CSCA, sports council or other important bodies in the college.

## CLEANLINESS

The students are advised to co-operate with the college authorities in keeping the campus clean.

## RAGGING IS A CRIMINAL OFFENCE

Students are warned against ragging, which is a criminal offence punishable under law.

## RAGGING - A PUNISHABLE OFFENCE

The college cautions the students studying and seeking admission in it that Ragging is a criminal offence. It is entirely banned in all its forms- physical, verbal and emotional. It also includes mental torture inflicted by any individual or group through words or conduct. Anyone who creates an apprehension in the minds of the students that they cannot pursue their studies without any mental disturbance would be considered aiding and abetting ragging.

This is informed for the conscious notice of the students, parents and guardians that our institution abides by the latest judgement given by the Learned Supreme Court of India regarding this offence. The guilty students would be punished with any one or a combination penalties listed below:

- Debarring from any test and from representing in any meet. Rustication from the institution which means the loss of one academic year i.e. the students concerned shall not be allowed to appear in any university examination during the academic year in which he/she is rusticated.
- Cancellation of admission and expulsion with subsequent bar on ever seeking admission at the institution.
- Fine up to Rs. 2.5 Lakh (Rupees two lakhs and fifty thousand only). Suspension from classes and other academic privileges: withholding, debarring scholarship or fellowship.
- Our institution keenly yearns for the strict compliance of students and parents. This Punishable offence is strictly prohibited within or outside the college campus. Any student who directly or indirectly commits, participates, aids, abets or instigates ragging shall be considered guilty of indulging in ragging and will be punished in accordance with the abovementioned charter of punishment.

The college has constituted an anti-ragging committee to prevent any occurrence of ragging in its campus. The students are directed to approach the following members of the committee just in case of ragging as described in the first paragraph.

Principal	Dr. Ram Lal Sharma	Mob.: 9418455488
Convener	Prof. Sunil Acharya	Mob.: 94183 -40604
Member	All Teaching Staff	

The student can also report to any of the following, if he/she falls victim to ragging:

Vice Chancellor	HP University, Shimla, 0177-283363 (Off.)	0177-280252 (Res.)
Registrar	HP University, Shimla, 0177-2830912 (Off.)	0177-2653228 (Res.)
Principal	Govt. College Sunni, 0177-2786567 (Off.)	0177-2786566 (Off.)
Superintendent	Govt. College Sunni, 0177-2786567 (Off.)	0177-2786566 (Off.)



**Atal Bihari Vajpayee  
Government Degree College Sunni**  
Distt. Shimla 171301 (HP)

(A-co-educational institution)

AFFILIATED TO HIMACHAL PRADESH UNIVERSITY



**₹200/-**