

KDC Govt Degree College Jaisinghpur District Kangra (HP)

HAND BOOK OF INFORMATION

For **BCA & PGDCA** Courses

Session 2025-2026



Phone: 01894-229194

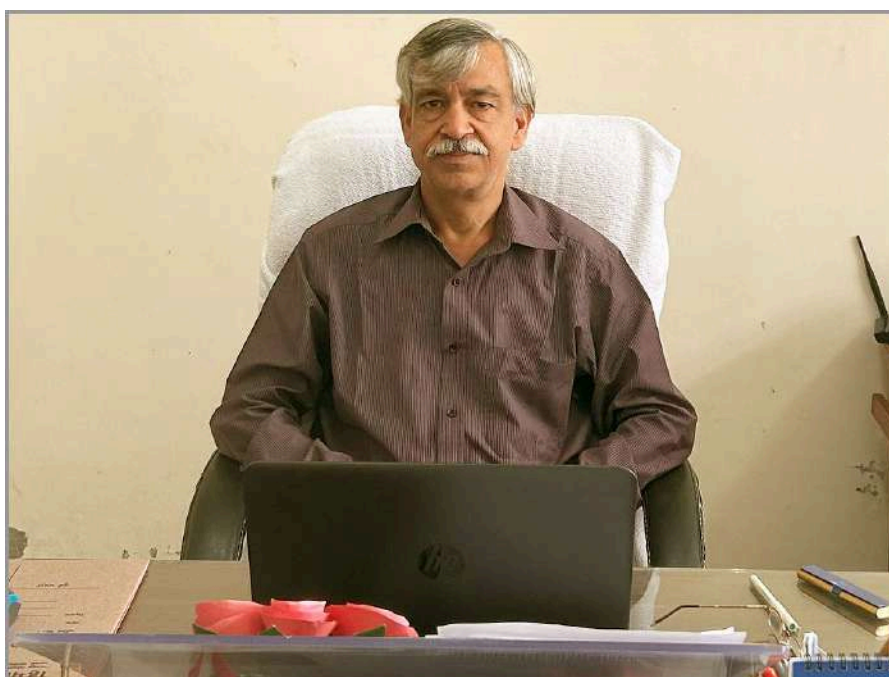
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Principal's Message



Prof Upendra Sharma,
Principal, KDC Govt. College

Principal, KDC Govt College

Jaisinghpur (Kangra) HP

Erstwhile Vyas Valley Private College was taken over by Government in the year 6th of February, 2007 and renamed as Kunwar Durga Chand Memorial Government Degree College Jaisinghpur.

Kanwar Durga Chand was one of the towering personality of Himachal Pradesh in the field of social service and politics. He served as a member of Himachal Pradesh State Assembly from 1967-77 and as a Member of Parliament in sixth Lok-Sabha from 1977-79 from Kangra Parliamentary Constituency.

At present college has its own well-furnished Building with sufficient Lecture Theatres, Smart Class Rooms, Laboratories, Computer lab, Library, Gym and Sports Complex, Girls Common Room and well connected Wi-Fi network.

"We aim to create in our students a cutting edge which will bring success in the emerging competitive world. Integrated development of the students will not only help them in generating knowledge, acquiring skills, developing attitude but will also help them in becoming best of the human beings with meaningful living." A plethora of co-curricular and sports activities are organized to stimulate the creativity and to maintain physical fitness of the students. The units of NSS, Red Ribbon and Rovers and Rangers instil a sense of social responsibility among the students.



BCA Co-ordinator Message

Prof. Ravinder Kumar
(Co-ordinator BCA)

It is indeed my pleasure to share with you all that we have started BCA and PGDCA courses in KDC GDC Jaisinghpur, Distt. Kangra. These courses will run under Jaisinghpur Educational Society for Professional Advancement. The primary objective of running these courses is to establish the professional atmosphere in this area with the aim to develop a skilled/professional workforce in the area. It will also help to provide technical education to the students of rural background.

I pay my best wishes to the staff engaged in the course and also welcome the students who will get enrolled in these courses. I assure the management committee to put in all efforts and energy to get best results for the college in the near future.

Prof. Ravinder Kumar
Assistant Professor Commerce
KDC GDC Jaisinghpur



PGDCA Co-ordinator Message

Dr. Arpit Kaistha
(Co-ordinator PGDCA)

Today is the era of skill based education. Without skill based education we stand nowhere in society. The knowledge of computers is essential in almost all industries and companies. In order to cater to the growing demand of computer awareness among the youth, this College has introduced a Post Graduate Diploma in Computer Applications (PGDCA) from this academic session. The College is highly committed in imparting quality education to the students residing in the rural area of the Jaisinghpur tehsil in particular and HP State in general.

This college is providing the best computer laboratory, library, Gymnasium and Wi-Fi facilities to the students. All computers are connected with networking and Internet Connection. The college premise is becoming Hi-Tech day by day. Learned faculty members are always there in the college premises to help the students. The Scholarship will also be provided to all eligible students as per Govt. norms. The carrier counselling and placement cell of this college will help in industry linkage.

Finally, I congratulate you for being a part of this course and I would like to advise the students to work smart and have a potential professional skill, so that their dreams and the dreams of their parents may come true in letter and spirit.

Dr. Arpit Kaistha
Assistant Professor of Physics
KDC GDC Jaisinghpur, Distt Kangra

About College

Jaisinghpur is a small town in the Kangra district of Himachal Pradesh. It was named after Maharaja Jai Singh, the Katoch king of the princely state Kangra-Lambagraon situated on the right bank of the river Beas. It holds historical significance as the birthplace of Maharaja Sansar Chand. He was the famous Katoch king of "Trigarta" (presently Kangra), born in 1765 AD at Bijapur, a Jagir of the Trigarta princely state, which is only 3 km away from present-day Jaisinghpur town. Currently, Jaisinghpur is a Sub-Division of Kangra district of Himachal Pradesh, where KDC Govt College is situated.





Initially, KDC Government College was privately managed Vyas Valley Private College, which was taken over by the Government on the 6th of February, 2007, and renamed after the social reformer Kunwar Durga Chand. He was one of the towering personalities of Himachal Pradesh in the field of social service and politics. The college is named after such a generous and kind-hearted personality known for his work in providing free education and empowering women. After returning from Lahore, he opened a school for girls to impart good education. Likewise, the institution's objective is to continue his legacy by encouraging more students for higher education.



At present, the institution provides undergraduate three-year degree courses in B.A/B.Sc./B.Com, nurturing and honing approximately 500 young minds every year, giving them ample opportunity to grow, develop, and excel. Currently, the main three streams such as Arts, Science and Commerce are running successfully in the college and the courses offered under these streams at undergraduate levels are English, Hindi, History, Political Science, Psychology, Philosophy, Physical Education, Economics, Geography, Mathematics, Physics, Chemistry, Zoology, Botany and all the courses under Commerce stream respectively.

Along with this, from the last year i.e. 2024-25 the college has started self-finance courses, Bachelor of Computer Application (BCA) and Post Graduate Diploma in Computer Application (PGDCA). To meet educational demand of the population, especially the rural population, support professional and career development of individuals by introducing professional courses like BCA and PGDCA.

The primary focus of the institution is on the holistic development of the students, nurturing self-esteem, confidence and reflective thinking. The special emphasis is laid on value-based education with a progressive and positive outlook to help students succeed in a highly competitive world. Since its inception in the year 2007, the college has grown gradually but magnificently in every aspect. Apart from imparting education the institution also focuses on the physical health of students and provides physical facilities like well-equipped Gymnasium for young boys and girls. The steps have been taken to maintain the decorum and discipline in the campus by forming an Anti-Ragging Committee, Women Complaint and Empowerment Cell etc. And CCTV Cameras for the safety and security of the students have also been located in the entire campus.

Administrative Assignments

Administrative Staff

1. Prof. Ravinder Kumar
2. Dr. Arpit Kaistha
3. Sh. Vinod Kumar Sharma Supdt. Grade I
4. Sh. Sanjay Kumar Sr. Assistant
5. Mr. Gagan Lab Assistant
6. Mr. Rakesh Multitask worker

BCA Coordinator
PGDCA Coordinator
Member
Member
Member
Member

Internal Quality Assurance Cell (IQAC)

1. Prof. Ravinder Kumar	Convener
2. Prof. Vikas Kalotra	Co-Convener
3. Dr. Arpit Kaishtha	(Member)
4. Dr. Inder Kumar	(Member)
5. Prof. Sumixal Sood	(Member)
6. Prof. Kiran Sharma	(Member)
7. Sh. Vinod Kumar Sharma (Supdt. G-I)	(Member)

Grievance Cell for Women and Prevention of Sexual Harassment Committee

1. Prof. Kiran Sharma	Convener
2. Prof. Rajnee Devi	Co-convener
3. Prof. Anshu Devi	Member
4. Prof. Lalita Sharma	--do--
5. Prof. Aastha Gupta	--do--
6. Prof. Sarjani	--do--
7. Prof. Poonam Sharma	--do--
8. Prof. Shivani	--do--
9. Smt. Tripta Devi (Asstt. Librarian)	--do--
10. Two CSCA Members (Girls)	--do--

RUSA Affairs Committee

1. Dr. Arpit Kaistha	Convener
2. Prof. Arvind Kumar	Co-convener
3. Prof. Rajnee Devi	--do--
4. Prof. Sachin Kumar	--do--
5. Prof. Shivani	--do--

Anti Ragging Discipline Committee

1. Prof. Upendra Sharma (Principal) (Mob. No. 9418224893)	Principal
2. Prof. Ravinder Kumar(9805391376)	Convener
3. Dr. Arpit Kaistha (Mob. No. 8350851575)	Co-Convener
4. Prof. Vikas Kalotra (Mob. No.8219408986)	--do--
5. Dr. Inder Kumar (Mob. No. 8580970443)	--do--
6. Prof. Kiran Sharma (Mob. No. 9625004512)	--do--
7. Prof. Anshu Devi (Mob. No. 9418977864)	--do--

College Student Grievance Redressal Committee (CSGRC)

1. Principal	Chairperson
2. Prof. Ravinder Kumar	Member Secretary
3. Prof. Kiran Sharma	Member
4. Prof. Arvind Kumar	--do--
5. Prof. Sachin Kumar	--do--
6. Prof. Harjinder Singh	--do--
7. Prof. Sarjni	--do--
8. Two representatives from students (Boy and Girl)	--do--

Examination Committee

1. Prof. Vikas Kalotra	Convener
2. Prof. Kiran Sharma	Co-convener
3. Prof. Arvind Kumar	Member
4. Prof. Harjinder Singh	--do--
5. Prof. Aastha Gupta	--do--

- | | |
|-------------------------------------|--------|
| 6. Prof. Poonam Sharma | --do-- |
| 7. Sh. Sanjay Kumar (Sr. Assistant) | --do-- |

Jaisinghpur Educational Society for Professional Advancement (JESPA)

Jaisinghpur Educational Society for Professional Advancement (JESPA) has been framed in KDC, Government Degree College, Jaisinghpur in 2024. Its main objective is to establish, manage, operate, maintain and control the imparting of education in vocational, professional, Add-on courses and its related areas in the college with an aim to develop skilled and professional workspace in this area. So that pupil's of rural areas can also empower themselves with the skills of the modern world. This society will increase the employability of the youth by introducing innovative and industry based skill development courses.

Professional Education

Himachal Pradesh, one of the most literate States in the country, lacks adequate employment opportunities for its youth. Even today its economy is Government-job oriented. A large number of educated youth are not in a position to get meaningful employment without professional degrees. The Institute resolved to be a part of the solution to this problem by starting professional courses to help the new generation in finding their rightful place in society.

Affiliation/Recognition

The BCA and PGDCA courses in KDC Govt. Degree College Jaisinghpur had been started from the last session i.e. 2024-2025. The approval for running these courses has already been received from the Government of Himachal Pradesh. As these courses are to be run in self-financing mode, so a society called ***Jaisinghpur Educational Society for Professional Advancement (JESPA)***, KDC GDC Jaisinghpur has been formed and got registered with the concerned authorities. The above courses will be run by this society and the society has already applied to HP University Shimla for the affiliation of these courses. The admission to these courses is subject to the grant of affiliation for these courses which we are expecting in the coming few days. The status of affiliation will be updated in this prospectus as well as on the website of the college at the earliest. KDC GDC Jaisinghpur is already affiliated to H. P. University, Shimla for BA/ B.Sc. / BCom courses for which a separate prospectus is available on the college website. The college is also included in the approved list of the University Grants Commission, Govt. of India.

College Buildings

The college is housed in its own palatial building. In addition to the separate Administrative, Academic & Science Blocks and modern well-equipped computer laboratories, there is an independent Library consisting of Stack Rooms, Magazine Section and study rooms for students and faculty members. The college has a spacious and magnificent hall of its own. A three storey Science Block has been constructed, it consists of Physics, Chemistry and Bio-Science laboratories, and spacious and well furnished class rooms. KDC GDC Jaisinghpur premises have spacious well equipped class rooms, laboratories, all other amenities and well equipped facilities for different indoor sports activities like multi-gymnasium hall, yoga/T.T. hall.

The college has allocated a separate block for BCA and PGDCA courses consisting of smart classrooms having e-teaching facility and well equipped computer labs having sufficient number of personal computers (PCs) and laptops.



Library

The College has a well stacked centralized library with over 4727 books comprising 929 titles of sciences, arts, commerce, education, computers streams, magazines & newspapers. A well furnished wi-fi reading room with a seating capacity of 100 students is also available in the library. The library is a member of N-LIST program of UGC through INFLIBNET Centre, Gandhinagar Ahmedabad. Library has 03 computers with internet wi-fi in the reading room for students and staff members.

The library has just purchased new books as per the syllabi prescribed for BCA and PGDCA courses also.





Playground

The college owns a very picturesque and spacious playground with facilities for various games such as Basketball, Volleyball, Badminton, Kho-Kho, Kabaddi and Athletic activities. Gymnasium and Indoor games such as Table Tennis, Weightlifting are also available.





Internet

Students have the privilege to avail internet facility during college hours with broad-band connection in the Computer Lab and students can also avail the wi-fi facility in the whole campus.

College students central association(CSCA)

CSCA is constituted according to the rules laid down by the HP University. The association aims at developing among students greater awareness of their role as young citizens, giving them a sense of responsibility and a spirit of service. The role of this association will be to advance the aims & objectives of the college and add to its tone and discipline and help in organizing various functions in the college and suggest measures to make the stay of the students in the college fruitful and purposeful. CSCA also serves as a link between the students and the administration and coordinates and integrates the activities of various clubs & associations in the college. eco

Parent Teacher Association

The Parent Teacher Association (PTA) is a statutorily constituted body which aims at the overall development of the college. Parental cooperation in creating a healthy campus atmosphere is of utmost importance. The PTA aspires for co-operation and participation of parents in full measure, in the wholesome activities of the college.

National Service Scheme (N.S.S.)

The Himachal Pradesh University has allowed one NSS Units to the College with a strength of 100 students. By joining NSS, the volunteers are given an additional weightage of 2% or 5% preference in matters of admission by various institutions and universities in India.



NSS students during 7 days camp

Information, Career Guidance and Placement cell

The cell is working as a resource centre of information and guidance for the students to establish linkages with the world of work and locate career opportunities. Seminars and guidance workshops are organized to inform the students about the emerging trends and events, leadership roles, entrepreneurship; and implementation of national socio-economic policies. The cell also works to promote healthy outlook and positive attitude towards national integration.

RED RIBBON CLUB





Pride of our College

**PALAK SHARMA, Gold Medalist, Women Taekwondo Inter-College
Championship 2024-2025**

Bachelor of Computer Applications (B.C.A.)

Introduction

In today's world Information Technology has become essential and this has greatly enhanced the value of Computer Applications. We cannot visualize any work situation or job opportunity which does not require proficiency in Computer Applications. To keep up with these rapidly changing requirements for new skills the governing body of JESPA decided to start the BCA course from the Academic Year 2024-2025. The Institute maintains high standards of education and will continue to augment the infrastructure for running this course annually.

The Faculty and other Staff

Sr. No.	Name	Designation	Subject	Qualification	Experience in Years
1.	Dr. Surjeet Singh Rana	Associate Professor	English	M.A. M.Phil. Ph.D.	31
2.	Dr. Arpit Kaistha	Assistant Professor	Physics	M.Sc. Ph.D. NET SLET	11
3.	Prof.Sumixal Sood	Assistant Professor	Mathematics	M.Sc. M.Phil. SLET	09
4.	Prof.Harjinder Singh	Assistant Professor	Mathematics	M.Sc. NET	02
5.	Mr.Gagan	Clerk/Computer Instructor		Graduation (BCA)	09
6.	Mrs.Kanta	Peon			
7.	Mr.Rakesh	Sweeper			

Admission Procedure

Admission to the BCA Course will be done in online mode through the college website regulated and conducted as per the norms prescribed by H.P. University.

Number of Seats: 60

Subsidized: 40

Non-Subsidized: 20

Reservations

Reservations of the seats will be as per H.P. University norms issued from time to time.

Eligibility

Candidates who have passed 10+2 examinations from H.P. Board/CBSE/ICSE or any other examination considered equivalent to 10+2 by the Himachal Pradesh university, Shimla-5, with 40% marks (35% marks for SC/ST Category), shall be eligible.

Age Limit

Maximum age limit for admission to BCA course is 21 years for general category, 24 years for SC/ST category and 23 years for girls candidates, as on the 1st July of the year concerned. The Vice Chancellor may permit age relaxation up to a maximum of 3 months.

How to Apply /Documents to be attached with Application

- i) Attested Copy of the Matriculation Certificate
- ii) Attested Copy of the +2 Certificate
- iii) Character Certificate issued by Institution last attended.
- iv) Attested Copy of relevant certificates of Reserved Category.
- v) Affidavit & Character Certificate if there are gap years.
- vi) Family income certificate in the name of head of the family.

Note : Candidates have to produce the original documents at the time of counselling.

STEP BY STEP GUIDE FOR ONLINE ADMISSION

STEPS FOR ONLINE ADMISSION



Selection Procedure

Admission will be made on the basis of merit of qualifying examination. As per H.P.U. rules 75% seats will be filled out of the candidates who have passed their 10+2 examination from the schools situated in Himachal Pradesh irrespective of the Board. Remaining 25 % seats will be filled on an all India basis. Other reservation rules of H.P. University shall be applicable.

Counselling

Counselling for admission to BCA will be held on date(s) specified in the academic calendar, beginning with reserved category candidates and concluding with general category candidates. Each candidate will be required to be personally present at the counselling venue along with either of the parents. Candidates shall have to produce the required certificates/documents in original at the time of counselling. First installment of the fee must be deposited immediately after the confirmation of admission failing which the candidate will have no claim on the seat.

Course Content and Scheme of Examination

A) Course Content

The duration of the BCA course is 3 years (6 Semesters)

The Course of Study for BCA Under CBCS Scheme

Semester-1

Course Code	Title of the Course	Credits	ESE	CCA
BCA0101	Mathematics - I	4	70	30
BCA0102	Applied English	4	70	30
BCA0103	Computer Fundamentals	4	70	30
BCA0104	C Programming	4	70	30
BCA0105	Office Automation Tools	4	70	30
BCA0104 (P)	C Programming Lab-I	3	35	15
BCA0105 (P)	Office Automation Tools Lab-II	3	35	15
	Max. Marks. 600			
	Environment Science			

Semester-2

Course Code	Title of the Course	Credits	ESE	CCA
BCA0201	Mathematics - II	4	70	30
BCA0202	Communicative English	4	70	30
BCA0203	Digital Electronic	4	70	30
BCA0204	Data Structures	4	70	30
BCA0205	Data Base Management System	4	70	30
BCA0204(P)	Data Structures Lab-III	3	35	15
BCA0205(P)	Data Base Management System Lab-IV	3	35	15
	Max. Marks. 600			

Semester-3

Course Code	Title of the Course	Credits	ESE	CCA
BCA0301	Mathematics - III	4	70	30
BCA0302	Business Practices and Management	4	70	30
BCA0303	Computer Organization	4	70	30
BCA0304	Object Oriented Programming with C++	4	70	30
BCA0305	Desktop Publishing and Designing	4	70	30
BCA0304(P)	Object Oriented Programming with C++ (Lab-V)	3	35	15
BCA0305(P)	Desktop Publishing and Designing (Lab-VI)	3	35	15
	Max. Marks. 600			

Semester-4

Course Code	Title of the Course	Credits	ESE	CCA
BCA0401	Personnel Management	4	70	30
BCA0402	Accounting	4	70	30
BCA0403	System Analysis and Design	4	70	30
BCA0404	Internet Technology and Web Page Design	4	70	30
BCA0405	Programming in Visual Basic	4	70	30
BCA0404(P)	Internet Technology and web page Design (Lab-VII)	3	35	15
BCA0405(P)	Programming in Visual Basic (Lab-VIII)	3	35	15
	Max. Marks. 600			

Semester-5

Course Code	Title of the Course	Credits	ESE	CCA
BCA0501	Operating System	4	70	30
BCA0502	e Commerce	4	70	30
BCA0503	Management Information System	4	70	30
BCA0504	ASP.net Technologies	4	70	30
BCA0505	Computer Oriented Statistical Methods	4	70	30
BCA0504(P)	ASP.net Technologies Lab IX	3	35	15
BCA0505(P)	Computer Oriented Statistical Method Lab X	3	35	15
	Max. Marks. 600			

Semester-6

Course Code	Title of the Course	Credits	ESE	CCA
BCA0601	Computer Networks	4	70	30
BCA0602	Numerical Methods	4	70	30
BCA0603	Multimedia Technology	4	70	30
BCA0604	Computer Graphics	4	70	30
BCA0605	Software Engineering	4	70	30
BCA0604(P)	Computer Graphics Lab XI	3	35	15
BCA0606	Major Project	3	35	15
	Max. Marks. 600			

Scheme of Examination

Admission Under Choice Based Credit and Semester System (CBCS)

From the academic year 2024-2025 onwards, the admission to first year of BCA (Bachelor of computer application) will be made under choice based credit system and semester system (CBCS) as notified by the Director, Higher Education. Detailed examination scheme & information in this regard is available on the HP University Website.



Post Graduate Diploma in Computer Application (PGDCA)

The PGDCA is a professional course designed for graduate students. In order to cater to the growing demand of computer awareness among the youth, this college has introduced a post graduate diploma in computer applications (PGDCA) from the academic session 2023-24. The duration of the programme is one year (divided into two semesters).

The faculty and staff

Sr. No.	Name	Designation	Subject	Qualification	Experience in Years
1.	Dr.Surjeet Singh Rana	Associate Professor	English	M.A. M.phil. Ph.D.	31
2.	Dr. Arpit Kaistha	Assistant Professor	Physics	M.Sc. Ph.D. NET SLET	11
3.	Prof. Sumixal Sood	Assistant Professor	Mathematics	M.Sc. M.Phil. SLET	09
4.	Prof. Harjinder Singh	Assistant Professor	Mathematics	M.Sc. NET	02
5.	Mr. Gagan	Clerk/Computer Instructor		Graduation (BCA)	09
6.	Mrs. Kanta	Peon			
7.	Mr. Rakesh	Sweeper			

No. of seats: 60

Subsidized: 40

Non- Subsidized: 20

Eligibility Criteria:

Any graduate from recognized university or its equivalent with at least 50% marks (45% marks in case of SC/ST candidates).

Age limit:

The maximum age limit for the candidate seeking admission to PGDCA programme shall be 26 years for male candidates, 28 years for female candidates and 29 years for SC/ST candidates as on 1st July of the admission year. OR the age limit decided by the HP government or by HPU/ SPU from time to time. Dress code for PGDCA students is compulsory.

Admission criteria:

The admission to PGDCA course will be on the basis of merit drawn in graduation. If the number of candidates is three times or more than the no. of seat then entrance test will be held of 50 marks.

1. 15% and 7.5% seats shall be reserved for scheduled caste and scheduled tribe candidates respectively who have passed their B.Sc/B.Com. Or any other equivalent degree from any recognized university.

2. The remaining 77.5% seats shall be filled as under:

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

(ii) 75% of the seats shall be filled out of the candidates who have passed their graduation degree from Himachal Pradesh university subjected to the following reservations:

- (a) 5% of the seats shall be reserved for outstanding sportsmen/women.
- (b) 5% of the seats shall be reserved for outstanding cultural activists.
- (c) 3% of the seats shall be reserved for physically handicapped candidates.
- (d) Reservation will be applicable as per HPU govt. and HPU norms.

(e) The Roster system will be followed strictly. The H.P. University 120 Point roster for admission showing reservations of various categories shall also be followed as per norms.

Annual fee structure for BCA and PGDCA

Courses	Subsidized	Non-Subsidized
BCA	1st instalments: ₹8124 +1000 (Refundable security) 2nd instalment: ₹5665	1st instalment: ₹13799 +1000 (Refundable security) 2nd instalment: ₹10000
PGDCA	1st instalment: ₹9000 +1000 (Refundable security) 2nd instalment: ₹6000	1st instalment: ₹15000 +1000 (Refundable security) 2nd instalment: ₹ 12000

Note: The fee structure will remain same for the 2nd and 3rd year also and is subject to change as per the directions of the HPU, HP government and the Jaisinghpur Educational Society for Professional Advancement (JESPA).

Self Financed Students (Non-Subsidized category):

This applies only to NRI's/NRI sponsored/Foreign Nationals/Payment category candidates. This scheme admits students as per the merit in the examination passed by the candidates. Top 10 Candidates who had applied in this category shall be admitted.

In addition to the eligibility conditions mentioned above, a candidates shall be required to submit along with the application form, anyone of the following documents as may be

Applicable for the category of their candidature.

1. Proof of nationality in case of Foreign Nationals.
2. Proof of their status in the case of NRI's. For this purpose, either of the following documents shall be considered as a proper proof:
 - (i) Copy of Non-resident card/employment card issued by the employer.
 - (ii) Photocopy of the immigration card/employment VISA entry on the passport along with the details of the passport.
 - (iii) Certificate issued by the Indian Embassy/High Commission in the country where the NRI is residing.
 - (iv) Photocopy of the latest assessment order of income tax authorities either in India or the country of employment filed in the status of NRI.
 - (v) Certificate of sponsorship from NRI in the case of a sponsored candidate along with a proof of NRI status of the sponsored required under para (B)

(vi) Photocopy of the latest assessment order of the Income Tax authorities in India and the permanent account.

(vii) Number (PAN) of the sponsor issued by the income tax department.

Candidates granted admission under self-financing schemes shall be required to pay an annual consolidated fee of US \$550(Five hundred and fifty US Dollars) in case of foreign Nationals / NRIs and Rs. 25000/- in case of NRI sponsored/ Non subsidized candidates. Their dues have to be submitted at the time of admission.

Note:

1. Fees will be paid in two instalments.
2. Fees once deposited shall not be refunded.
3. The student admitted will be governed by the rules and regulations mentioned in the prospectus.

Document to be attached with the application

The application forms duly filled and accompany the following documents should be submitted to: The Director PGDCA Programme/Principal KDC GDC Jaisinghpur, District Kangra (H.P.) – 176095

1. Attested copies of the Matriculation Certificate or its equivalent examination
2. Proof of Date of Birth (if not given in the Matriculation Certificate).
3. Attested copies of TOC I, II and III or its equivalent examination from a recognized university.
4. Attested copies of SC/ST/Physically handicapped/ sports certificates if applying under these categories.
5. Two self addressed envelopes of size 28×13 cm bearing stamps of Rs. 5/- or in case of foreign nationals /NRIs, the foreign addressee stamps or required amount should be affixed by the applicant.

Note: The detailed course outline for PGDCA is given below which is subject to any change by the Board of Studies approved by Academic Council and Executive Council of Himachal Pradesh University.

Step By Step Guide for Online Admission

STEPS FOR ONLINE ADMISSION



Semester-1

Course Code	Title
DCS 101	Fundamentals of Programming Using C
DCS 102	PC Software
DCS 103	Operating System
DCS 104	Computer Organization and Architecture
DCS 105	Practical I(C Language)
DCS 106	Practical II(PC Software)

Semester-2

Course Code	Title
DCS 201	Data and File Structure
DCS 202	System Analysis and Design
DCS 203	Object Oriented Programming and C++
DCS 204	Database Management System
DCS 205	Practical III (DFS using C++)
DCS 206	Practical IV(Database Management System)
DCS 207	Project Work

Code of Conduct and General Rules for BCA and PGDCA

1. The decision of the Principal in all matters will be final and binding.
2. Students must be seated in the classrooms before the start of the lecture. No student shall enter the class or knock the door after 5(Five) minutes of the start of the class.
3. No students shall be loitering near the classes once the classes are in progress.
4. Regular attendance in the class including guest lecturers is compulsory.
5. Use of mobile phones is strictly prohibited in the college premises.
6. Every student will submit assignment; projects etc. as per periodic directions.
7. Mis-behaviour, persistence disobedience, habitual late coming, consumption of drug or liquor in the institute, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.
8. Each student is expected to observe the college dress code strictly.
9. Each student is expected to be present regularly in the college. Name will be struck-off if a candidate absentees himself continuously for five days. Candidates can seek readmission after satisfying the Principal.
10. No student is permitted to undertake any part time/ whole time job during the course of study.
11. No student is allowed to put posters in college campuses or notice boards and to hold assembly in college premises or to address unauthorized assembly in the college campus.
12. Any student causing loss to the college property will be penalized and the students concerned will have to replace or get the same repaired at his/her own costs.
13. Food, breweries and any type of drink are not permitted in lab/ class rooms.
14. Students are not allowed to leave the college campus during teaching hours without prior permission.
15. Parents will be intimated about the progress of their ward periodically through report card and personal feedback.
16. Every student must always carry with him/her duly completed identity card.
17. The preparation of Video and Reels are totally prohibited inside college campus.
18. Dress code will be compulsory both for boys and girls and penalty/fine may be imposed if they do not follow dress code properly.

Inhibiting Ragging in the Institution

1. Ragging in institute is strictly banned according to the judgments and directions of Hon'ble Supreme Court of India, Himachal Pradesh University and guidelines issued by UGC in this regard. The following guideline will be observed to prevent incidents of ragging in the institute.
2. Every candidate seeking admission will give undertaking duly printed on the application form that he/she will not indulge in ragging and if found guilty he/she will be liable for punishment. Similar undertaking will be obtained from the parents/guardian of the applicant.
3. Anti Ragging committees have been constituted in the college.
4. Whenever a ragging incident is brought to the notice of the college authorities, the disciplinary committee will hold an enquiry into the incident.
5. If any student is found guilty of ragging, after the inquiry he/she will be punished accordingly.

The punishment may include:-

1. Suspension from classes

- (i) Expulsion from the college
- (ii) Suspension from the classes
- (iii) Fine with a public apology
- (iv) Withholding scholarship or other benefits
- (v) Debarring from the representation in events
- (vi) Suspension or expulsion from the hostel or mess.
- (vii) Legal proceedings under criminal law shall be initiated.

If any student is found guilty of ragging incidents that occurred in the past then he /she may be expelled from the institution.

ACADEMIC CUM ACTIVITIES CALENDAR 2025-2026

Sr. No.	Online Admission Schedule (1st year)	
1.	<ul style="list-style-type: none"> ● Online Submission of Admission forms ● Display of merit list ● Fee to be deposited ● Display of 2nd merit list ● Fee to be deposited 	01 st June- 19 th July,2025 20 th June upto 05:00 pm 21 st June- 23 rd June 2025 24 th June upto 05:00 pm 21 st June - 23 rd June, 2025
2.	Orientation of First year students	28th-30 th June 2025
3.	Commencement of regular classes	1 st July to 15 th March of next year i.e 2026 excluding vacation period.
4.	Online Admission of 2nd and 3rd year on roll on basis	w.e.f. 01st June- 19 th June 2025
6.	Enrolment in Clubs and Societies.	First week of August
7.	Plantation drive by Clubs and Societies	In August/ September
8.	Parent- Teachers Association General House Meeting	Second week of August
9.	Fresher Party	In August/September
10.	Constitution of CSCA	To be notified by university
11.	Applications for SC/ ST/IRDP Scholarship	Sept/October
12.	Filling of e-examination form	To be notified by university
13.	Annual Athletic Meet	2nd week of November
14.	Mid-Term Exams	2nd week of December
15.	NSS Camp (7 days)	Last week of December
16.	Submission of Articles to the college magazine	First week of Feb
17.	Annual Day Celebration	2nd week of March
18.	Annual Practical Examination	16.03.2026 to 25.03.2026
19.	Annual Theory Examination	26.03.2026 to 10.05.2026
20.	Annual Result of all UG Classes	Up to 30.06.2026
21.	Result of re-evaluation	Up to 20.08.2026

22.	Supplementary Examination	September
23.	Result of Supplementary Examination	October
20.	Summer Vacation	May/June 2026
<u>IMPORTANT DAY (ACTIVITY).</u>		
21.	Basant Panchmi	In the month of Feb.
22.	National Science Day	28thFeb.
23.	International Women's Day	8th March
24.	World Water Day	22th March
25.	World T.B Day	24th March
26.	Health Day	7th April
27.	Kanwar Durga Chand Death Anniversary	17th May
28.	Anti - Tobacco Day	21th May
29.	Environment day	5th June
30.	Yoga Day& World Music Day	21st June
31.	Teachers Day	5th sept.
32.	Hindi Diwas	14th Sept
33.	Ozone Day	16th Sept
34.	NSS Day	24th Sept
35.	Celebration of Kanwar Durga Chand Birth Anniversary	24th Sept
36.	Integration Day	in the month of September
37.	CSCA (Triveni)	Last week of October.
38.	Constitution Day	26th Nov
39.	Traffic Day	19th Nov
40.	World AIDS Day	1st December

41.	National Mathematics Day	22th December
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Vacation Schedule

Diwali Break	2 days before and 2 days after Diwali
Winter Break	01.01.2026 to 04.02.2026
Summer Vacation	18.05.2026 to 11.06.2026

Laptop Ownership Scheme:

BCA and PGDCA are professional courses which are very highly valued because they impart skills to the students which are in high demand in the job market. These courses teach students the practical skills related to using the latest computer technology in different spheres of life, especially in business and industries. So, naturally a person who is more skilled in computing will be valued more. For this, the student must practise a lot on a regular basis and spend as much time as possible on the machine. Keeping this in mind, the college has devised a unique plan, which will make available a laptop to every willing student forever, so that they can use it freely both in college and at home. This will give ample time to a student to practise his coding and other computing skills. Normally a student gets a very small amount of machine time if they are dependent on the computer lab available in the college itself, but this scheme will increase manifold the machine time of a student. As we are catering to a basically not very affluent, rural community, we have devised an easy on pocket instalment plan for owning a laptop to increase the machine time of a student multiple times. The College is coming out with this scheme which is first and only one of its kind in government colleges in Himachal Pradesh. As per the scheme, the student admitted in the first year of BCA/PGDCA will be given a laptop and he/she will be its owner for the whole life. So, they can study on it equally both in the college and at home. As a part of the scheme they will pay a small down payment at the time of the admission and afterwards they would pay the rest of the cost in easy half yearly installments. This scheme will also reduce the financial burden of the parents along with making the training of the students very effective and efficient.

In the current academic session, 10 additional laptops have been procured to enhance student learning and support their academic needs.

For further details of the scheme, contact:

Dr. Arpit Kaistha (☎9418354180)

Prof. Kiran Sharma (☎9625004512)

Disclaimer: Admissions in BCA and PGDCA are subject to final affiliation of the courses with the HP University Shimla, for which we have already applied and expecting approval in the coming few days. The final number of seats in different categories will also be known at that time. For any update, please keep looking on the college website. The college reserves the right to make any changes and corrections in the content of this document if and when required without any notice.

ROVER AND RANGER UNIT OF COLLEGE DURING 5 DAYS CAMP AT REWALSAR





For More Detail Please Contact

Co-ordinator (BCA) Prof. Ravinder Kumar

ASSISTANT PROFESSOR, COMMERCE

Department of Computer Applications Mobile: 9805391376

Co-ordinator (PGDCA) Dr. Arpit Kaistha

ASSISTANT PROFESSOR, PHYSICS

Department of Computer Applications Mobile: 9418354180