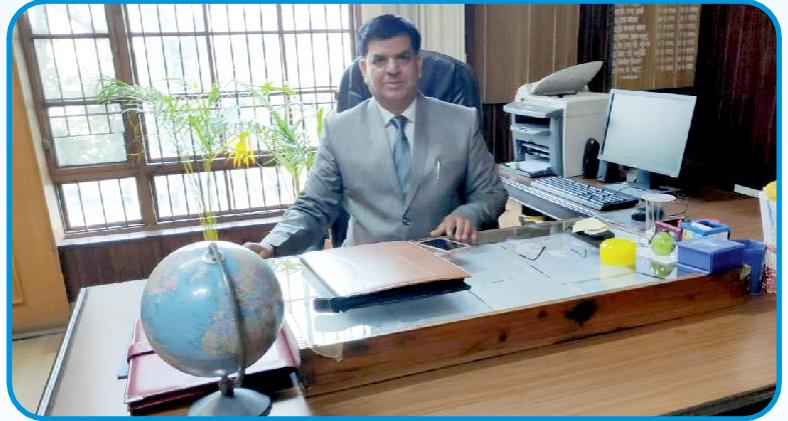




“ Education is most powerful weapon you can use to change the world” – **Nelson Mandela**

From Principal's Desk

Dear Student! Welcome to Govt. College Bilaspur, an institution of academic excellence and achievement, which was established in 1952. It is amongst one of the finest colleges within the Himachal Pradesh University. In this college, we are imparting higher education to the students coming from different parts of District Bilaspur as well from other parts of State of Himachal Pradesh, which is a very substantial, potent and Conscientious task. We all know that education plays



critical role for the development of a nation. It is a fact that education is a dynamic process in which new-fangled thoughts are supplemented persistently to constrict the education in progressive approach. It is also realism that the nation is as strong as its education system. A developed country has strong and deep rooted education system where as the developing and its system that makes the country great, strong and developed.

I want that our students should be imparted an all round education so that they become multidimensional rather than uni-dimensional. In my view, acquiring information is no longer the main focus of education, instead the main aim of education is to build the powers of human mind and spirit. We believe in providing our students an environment, rich in knowledge and supportive for their extra curricular interests. We aim to evaluate our students on the basis of their physical, mental, social, emotional and intellectual development.

I feel proud to acknowledge the contribution of highly qualified, dynamic and multi-talented faculty, non teaching staff and also the students who have studied or are studying in this college. We have to continue to move ahead for producing and maintaining the best. We run so many courses which endeavor to enrich the academic and extra-curricular standards of our students. Our teachers work hard throughout the year with the students to provide them high quality educational experience in the form of debates, group discussions, workshops, symposia, seminars and cultural competitions. Eminent personalities are invited from all walks of life to address our students and expose them to new ideas and thoughts. I welcome all the new students and assure that every efforts will be put to meet their ambitions and desires.

“ The purpose of education is to replace an empty mind with an open one - **Malcolm Forbes**

Ram Krishan
Principal
Govt. PG College Bilaspur (H.P.)



Vocational education programs have made a real difference in the lives of countless young people nationwide; they build self-confidence and leadership skills by allowing students to utilize their unique gifts and talents. -**Conrad Buras**

From the Desk of Nodal Officer



Vocational courses provide a golden opportunity for the students to pursue job oriented higher education and cater to the needs of business industry with the tremendous growth of economy. Vocational individuals can best be thought of as creators, innovators, problem solvers, managers and leaders. Through B.Voc.programs, we strive to prepare our college students to become contributors to society in all respect. Students enrolled in these courses will learn how to think logically, deal with uncertainty, apply technology in a socially and environmentally responsible manner, communicate effectively and collaborate with others and deliver desired results. The programs of Bachelor of Vocation (B.Voc.) degrees in Retail Management and Hospitality & Tourism are the gateway for the upward growth of our young persons, desirous to pursue their career objectives with the Retail, Hospitality & Tourism Industry. The need for these programs was felt long ago, as in retail,

hospitality & tourism sectors, the students at all levels who wanted to learn and develop their career in these sectors, did not have any options of structured learning/training, while continuing with their studies. Today, with offer of these programs, such aspirants can overcome this impediment. I wish them success. For those, who are yet to enter the Retail, Hospitality & Tourism Industry and joining these courses, I would like to welcome them to the B.Voc. courses which has many exciting career growth opportunities. To reach out to all corners of the state, Vocational Degree/Diploma courses are being offered in Himachal Pradesh from 2017 through 12 colleges with financial assistance from HPKVN.

B.Voc. courses focuses on comprehensive growth of the students, working on their hearts and minds by addressing to their academic, cultural, physical and social needs in an environment of continuous education by investing all its skills and knowledge. The University Grants Commission (UGC) has launched this scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the NSQF. The B.Voc. programme is focused on colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

With these words I welcome you to the fascinating world of Retail, Hospitality & Tourism sector and wish you all the best in all your future endeavours.



The more we give importance to skill development, the more competent will be our youth. -**Narendra Modi**

Dr. Atul Gupta
Nodal Officer (B.Voc. Courses)

FACULTY PROFILE

Department of
Hospitality & Tourism

Mr. Poorvesh Pandit
For Level 7 (H&T)
MTM ,MBA,SSC Certified
Mob- 8988238024

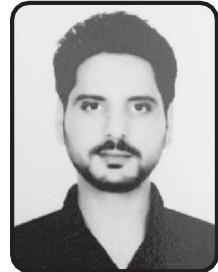
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Department of
Retail Management

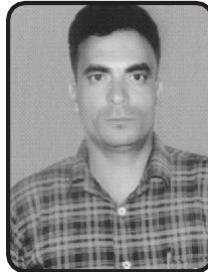
Mr. Amit Chandel
For Level 7 (RM)
MBA, SSC Certified
Mob- 9805887247

1



Mr. Karam Chand
For Level 6 (H&T)
MTA, MBA, SSC Certified
Mob- 9817066203

2



Mr. Prem Chand
For Level 6 (RM)
MBA, SSC Certified
Mob- 7018320991

2



Mr. Vinod Kumar
For Level 4 & 5 (H&T)
MBA in Tourism
Administration , SSC Certified
Mob- 8894349327

3



Mr. Kishor Kumar
For Level 4 &5 (RM)
MBA
Mob- 8580433768

3

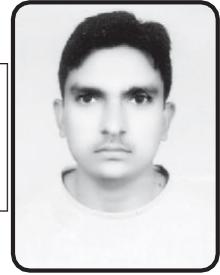


LABORATORY Staff

M/s. Santosh
Lab Asstt.
1 (Hospitality & Tourism Lab)



Mr. Gautam Dutt
Lab Asstt.
2 (Retail Management Lab)



Office Staff

M/s. Asha Verma
Office Assistant

1



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Introduction

Govt Post-Graduate College Bilaspur is one of the oldest and amongst the most prestigious colleges of Himachal Pradesh, Established in 1952. It has remained instrumental in providing quality education to the people of the town and adjoining areas. Nestled below the imposing Bandla hills on the left bank of the world famous Gobind Sagar Lake, college campus presents ideal surroundings for scholarly pursuits. Over the past sixty years the college has established a glorious record of academic excellence and has made remarkable achievements in various fields such as sports, cultural & extracurricular activities.

The college is affiliated to Himachal Pradesh University and has been accredited B grade by NAAC. It is a matter of pride that H.P. University has notified this college as one of the five best colleges amongst more than hundred colleges of state affiliated to it. It has the honour to be designated as the 'Star College in Life Sciences' by UGC.

The institution provides education in Arts, Science and Commerce & Vocational streams. The Computer Science Department of the college is running Bachelor of computer application (BCA) and Post Graduate Diploma in Computer Application (PGDCA) programme under the self financing scheme. The college has also started new courses under the self financing schemes in the form of degree courses in B.Sc. Biotechnology, BBA, BTA which have received an overwhelming response.

The College has well equipped lab in Physics, Chemistry, Botany, Zoology, Biotechnology, Computer Science, Geography and Music departments. It has also established a computer to improve the computer skills of students. It is having a well stocked Library with INFLIBNET facility. Regular activities such as Sport, NCC, NSS and Rovers & Rangers enhance the vibrance of the institution. The college has girls & boys hostels and residential quarters for its teaching and non teaching members.

The college is well equipped with all the facilities to provide an overall integrated development of the students. The college hosts a number of Inter college sports and cultural events to provide variant opportunities to the students to sharpen their talent and skills in different fields. The College has an Environment Club, Energy Club, Cultural activities Club and subject related Societies to celebrate various notified days and events to educate throughout the year. An overall integrated development of the students is the prime objective of this institution.

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VISION: i) Achieving excellence in education by maintaining high standards in teaching, shaping talents of students, building their character and imbibing in them a sense of civic and social responsibility.

ii) Empowering students to become able, responsible citizens by imparting quality education and inculcating sound ethical values.

iii) Providing best infrastructure comparable to international standards.

MISSION: The mission of the institution is "Quality education for all". To fulfil this vision the students from diverse backgrounds irrespective of region, religion, caste, gender, economic status are admitted in this institution.

Admission Rules

GENERAL ADMISSION RULES.

- 1) Admission will be made on the recommendation of admission committee.
- 2) All admissions will be provisional subject to the approval of vice-chancellor, HPU, Shimla.
- 3) Admission will be strictly on the fulfillment of eligibility of candidate as fixed by HPU Shimla/HP Govt.
- 4) Every candidate seeking admission in any class of the college will be required to pay Rs. 300/- towards PTA fund. Fees & funds once deposited will not be refunded.
- 5) A candidate having a gap of one or two years in their studies will have to submit an affidavit explaining the reason.
- 6) A candidate **disqualified/expelled/rusticated** from other institution/University will not be admitted to any course during his/her disqualification period. (HPU ordinance 3.6)
- 7) The principal reserves the right to disallow or cancel any admission if conduct of the student has not been up to the mark during previous years.

Admission Procedure

- A. Every candidate seeking admission to first semester shall have to apply on the prescribed form available before specified date.
- B. A candidate seeking admission should personally appear before the concerned admission committee along with original documents. If otherwise eligible, the admission committee will allot date of centralized counseling to the candidate at the time of submission of form.
- C. The admission to first semester of B.Voc. in various subjects will be made through centralized counseling. Since the no. of seats in each subject are limited the admission will be made strictly on the basis of marks secured in 10+2 class. All the candidates are required to appear in person in centralized counseling on the dates allotted failing which their admission form will be rejected and the seat will be given to the next in candidate in the merit form during specified dates of admission.
- D. After the allotment of seat by the Centralized Counseling Committee, the admission form will be forwarded to the concerned subject committee which will finalize the admission of the student.

ADMISSION PROCESS FOR B.VOC. IIIrd & Vth SEMESTER

For admission to IIIrd & Vth semester Roll on system will be applicable. The students of this college who have appeared in IInd semester examination will have to take admission in the next semester without waiting for result before the last date of admission. No candidate will be admitted in the college after the specified date of admission schedule. Every candidate seeking admission to IIIrd & Vth semester shall have to apply on the prescribed form available in the prospectus. A candidate seeking admission should personally appear before the concerned admission committee along with original documents.

DOCUMENT REQUIRED

- a) Original certificates along with photocopies of all the certificate of matric onward examination. Fresh candidate must submit two copies of academic certificate and character certificate/school leaving certificate.
- b) Three passport size photographs.
- c) Character certificate from institution last attended or issued by Gram Panchayat Pradhan or by some H.P. Gazetted class I officer, in case student is seeking admission to the first semester of any course or an applicant from any other college/university seeking admission in any of the courses.
- d) Fresh candidate seeking admission to I Sem. must submit enrolment form complete in all respects.
- e) An affidavit in case of gap.
- f) Category certificate for SC/ST/OBC/IRDP candidate.
- g) Board equivalence certificate for the candidate passing +2 class from other than H.P. Board.

At the time of appearing before admission committee, the applicant should submit his/her application from complete in all respects with required documents in the following sequence :-

1. Admission form
2. Record file
3. PTA Enrolment form
4. Attested copies of certificates - Matric and onwards.
5. HPU enrolment form with attested matriculation and 10+2 certificate to be submitted separately. (In case seeking admission in first year.)
6. Attendance cum result card.
7. PTA general house meeting card.
8. Character certificate (in case of fresh admission)
9. Copy of Aadhar Card
10. Bonofied Himachal Certificate (Only for Bonafide Himachal girls)
11. Migration Certificate.

COURSE OF STUDY

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

B. Voc. in Retail Management 45 Seats*

B. Voc. in Hospitality & Tourism 45 Seats*

** No. of seats can be increased or decreased as per the directions from Directorate of Higher Education Shimla*

ABOUT THE BACHELOR OF VOCATION (B. Voc.) DEGREE PROGRAMME

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

OBJECTIVES

- To provide multiple entry and exit options at various levels through program design in conformation to the skill eco system.
- To create requisite job role specific skilled manpower for industry at various NSQF levels as per NOS's (National Occupational Standards).
- To empower the youth leading to employment and income generating opportunities.
- To provide judicious mix of skills relating to a profession and appropriate content of general education.
- To provide flexibility to the students by means of pre-defined entry and multiple exit levels.
- To integrate skill based NSQF compliant vocational studies with the undergraduate level of higher education in order to enhance employability of the graduates and meet the industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be competent to become part of the global workforce.

COURSE STRUCTURE

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

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

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

MULTIPLE ENTRY AND EXIT OPTIONS:

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

INTERNSHIP PROGRAMME

- In every level there will be internship at the end of the semester / Year. Internship is an integral / essential component of B. Voc. degree.
- The Internship shall also carry credits to be added in the final evaluation of skill components.
- **HPKVN (Himachal Pradesh Kaushal Vikas Nigam)** is fully sponsoring the internship apart from facilitating the skill component (60%) of this programme along with courseware for whole of the programme.
- Candidates enrolled for this programme are entitled for '**Kaushal Vikas Bhatta**' of Rs. 1000/- per month as per state government policy as per state government policy.

Detail of Courses in Retail Management and Hospitality & Tourism

B.Voc. in Retail Management

B.Voc. Semester 1st

Sr.No.	GC/SC	Course Code	Title of the Course
1	General Component	RA111/RA114	Business Communication & Personality Development
2	General Component	RA112/RA113	Fundamentals in Accounting & Technology(Computer Skills)
3	Skill Component	RA121/RA125/ RA125	Introduction to Retail Store Operations, Health Safety & Security and Team and Organizational Dynamics
4	Skill Component	RA122	Consumer Buying Behavior and Retail Sales
5	Skill Component	RA123	Consumer Service and Customer Relationship Management

B.Voc. Semester 2nd

Sr.No.	GC/SC	Course Code	Title of the Course
1	General Component	RA211/RA214	Business Communication & Personality Development - II
2	General Component	RA112/RA113	Fundamentals in Accounting & Technology (Computer Skills) - II
3	Skill Component	RA221	Store Display and Visual Merchandising
4	Skill Component	RA222/RA224	Sales Management and Customer Experience Management
5	Skill Component	RA223	Organization and Team Dynamics

B.Voc. Semester 3rd

Sr. No.	GC/SC	Course Code	Title of the Course
1.	General Component	RA311	Communicative English
2.	General Component	RA312	Store Operation and Supply Chain Management
3.	Skill Component	RA322	Customer Exercise Management
4.	Skill Component	RA323	Retail Store Operation & Profit Management

B.Voc. Semester 4th

Sr. No.	GC/SC	Course Code	Title of the Course
1.	General Component	RA411	Environment Science
2.	General Component	RA412	Human-Resource Management
3.	Skill Component	RA424	Understanding leadership
4.	Skill Component	RA425	Team and Organizational Dynamics

B.Voc. Semester 5th

Sr. No.	GC/SC	Course Code	Title of the Course
1	General Component	RA511	Marketing Management
2	General Component	RA512	Business Statistics
3	Skill Component	RA552/555/ 557/559	Retail Store Operations and Sales
4	Skill Component	RA553/556	Process compliance Safety and security

B.Voc. Semester 6th

Sr. No.	GC/SC	Course Code	Title of the Course
1	General Component	RA611	Ethics and Corporate Social Responsibility
2	General Component	RA612	Retail Environment
3	Skill Component	RA658/654	People ,Process and profitability Management

B.Voc. in Hospitality & Tourism**B.Voc. Semester 1st**

Sr. No.	GC/SC	Course Code	Title of the Course
1	General Component	EN111	Learning a Foreign or English
2	General Component	TH111	Introduction to Tourism Aviation, Hospitality Industry
3	Skill Component	TH121	Front Desk Operation
4	Skill Component	TH122	Basics of Hospitality service
5	Skill Component	TH123	Consumer Query and Complaint Management

B.Voc. Semester 2nd

Sr. No.	GC/SC	Course Code	Title of the Course
1	General Component	EN211	Tourism Product
2	General Component	TH211	Communicative English for Tourism and Hospitality
3	Skill Component	TH221	Hospitality and Tourism products
4	Skill Component	TH222	Guest Handling and Team Management
5	Skill Component	TH223	Hospitality Supervisory Skills

B.Voc. Semester 3rd

Sr. No.	GC/SC	Course Code	Title of the Course
1.	General Component	TH311	Basic of Tourism Research
2.	General Component	TH312	Basic of Tourism Management
3.	General Component	TH313	Travel Agency Management Operations
4.	General Component	TH314	Environment Science
5.	Skill Component	TH321	Facilitate a smooth stay for the guest at the hotel
6.	Skill Component	TH322	Train and Supervise front Office staff
7.	Skill Component	TH323	Follow gender and age sensitive service practices

B.Voc. Semester 4th

INTERNSHIP and REPORT 04 months 740 hours 24 credits.

B.Voc. Semester 5th

Semester Paper	Code No.	Subject	GC/ Credit SC	Total Hours	
General Paper	1	TH511	Accounting in Tourism & Hospitality Industry	GC 06	90
	2	TH512	Introduction to Tourism Marketing	GC 06	90
	3	TH513	Entrepreneurship in Tourism and Hospitality Industry	GC 06	90
	4	TH514	Human Resources Management	GC 06	90
Skill Paper	1	TH521	Hotel Reservation System	SC 02	Theory 20 Practical 30
	2	TH522	Plan and Control day to day front office activities	SC 05	Theory 37 Practical 75
	3	TH523	Communicate with customer and colleagues	SC 05	Theory 37 Practical 50

B.Voc. Semester 6th

INTERNSHIP and REPORT 04 months 740 hours 24 credits.

JOB OPPORTUNITIES

RETAIL MANAGEMENT

- After the completion of the first semester, the student will get a “Sales Associate” Certificate in the Retail Management sector from Retailers Association’s Skill Council of India (RASCI). The candidate may work as a certified resource in any retail-related industry.
- After the completion of the second semester, the student will get a combined “Team Leader” Diploma in the Retail Management sector from Retailers Association’s Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may get an opportunity to work in any retail-related industry.
- After the completion of the second year, the student will get a combined “Departmental Manager” Advanced Diploma in the Retail Management sector from Retailers Association’s Skill Council of India (RASCI) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Store Manager” in retail-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Sem	Job Role	Training Hours
4	I	Sales Associate	585
5	II	Team Leader	585
6	III & IV	Department Manager	1170
7	V & VI	Store Manager	1245

HOSPITALITY & TOURISM

- After the completion of the first semester, the student will get a “Front Office Associate” Certificate in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC). The candidate may work as a certified resource in any hospitality and tourism-related industry.
- After the completion of the second semester, the student will get a combined “Front Office Executive” Diploma in the Hospitality & Tourism sector from Tourism and Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may get an opportunity to work in any Hospitality & Tourism-related industry.
- After the completion of the second year, the candidate will get a combined “Guest Relations Manager” Advanced Diploma in the Hospitality & Tourism sector from Tourism & Hospitality Skill Council (THSC) and Himachal Pradesh University. The candidate may work as a skilled resource in the related field as well as explore opportunities to become an entrepreneur.
- After the completion of the third year, the student will get a Degree Certificate from the Himachal Pradesh University. The candidate may become a “Duty Manager” in the Hospitality & Tourism-related industries as well as explore opportunities to become an entrepreneur.

NSQF Level	Sem	Job Role	Training Hours
4	I	Front Office Associate	585
5	II	Front Office Executive	585
6	III & IV	Guest Relations Manager	1170
7	V & VI	Duty Manager	1245

ON THE JOB TRAININGS

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

The OJT helps the trainee:

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

Organizations where OJT happened

Retail Management	Hospitality and Tourism
Future Group(BigBazar)	Different Hotels of Himachal Pradesh Tourism Development Corporation
Vishal Mega Mart	Hotel Purnam Residency
Pantaloons Dehradun	Hotel Sagar View, Hotel Panchwati
Mahindra Group	DNR Amritsar, Royal Tulip ,Wood Wine Hotel
Centra Mall, Elante Mall, Best Tech Mall Chandigarh	Hotel Pristine Peak Mashobra Shimla, Solang Vally Resort
Trillium Mall Amritsar	Hotel Pallavi Chandigarh
Vasal P etal Mall Jalandhar	West side Hotels and Resorts Panchkula
Brand Factory Amritsar	Hotel Velvet clarks exotica Zirakpur
Reliance Mart, Reliance Trend	Hotel Sarovar Portico ,Hotel Radisson ,Best Western, Royal Orchid Hotels

Glimpses of OJTs



Industrial Visits and Guest Lectures by Industry Experts:

As this is skill based programme which is focused on practical knowledge of the students so in this regard we organize Industrial Visits and Guest lectures in or by industry experts to give more exposure to the students of the industry. We invite guest lecturers who possess a very long experience in their concerned industry.





Guest lecture on World Truism Week by Resource person

Other Activities / Event Conducted in College



Intra College Competition



Participation by Tourism Students on Sustainable Tourism



Competition on the theme of Tourism



Cultural Events



Sports day and Awareness Program

CONDITIONS FOR ADMISSION

ELIGIBILITY CONDITIONS

- Admission to the B.Voc. programme will be as per the rules and regulations of the Himachal Pradesh University.
- The eligibility criteria for admission to the B. Voc. degree programme shall be 10+2 in all streams from a recognized board; 10+2 examination or an examination equivalent thereof from a Board/University established by law in India with English as a compulsory subject with 45 % marks in aggregate, OR any examination of a University/ Board/ College or School in a foreign country recognized as equivalent for the above purpose by the Vice-Chancellor/ Equivalence Committee on its own, OR on the recommendation of Association of India Universities with 45% marks OR as per eligibility norms of the college for admission to undergraduate courses in case of center of excellence.
- Vocational subjects under NSQF will be given weightage, equivalent to any other general education subject while considering admission to students to the undergraduate courses as per reference no. DDNo.. 1-52/2013(CC/NSQF) dated 30.04.2014 of UGC.
- Maximum age limit for admission to B. Voc courses is 23 years for general category, 25 years for SC/ST category and 25 years for girl candidates, as on July 1 of the admission year. The Vice Chancellor may permit age relaxation as per norms.
- Reservation rules are applicable as per the rules or guidelines of the Himachal Pradesh Government.
- Students belonging to SC/ST category shall be given a 5% relaxation in marks for admission purpose, i.e., they would require a minimum of 40% marks in aggregate at 10+2 level.
- Compartment students shall not be allowed admission in the B. Voc. programmes.
- A candidate cannot pursue two full time undergraduate courses simultaneously.
- The University reserves the right to cancel any admission at any stage.
- In matters relating to undergraduate admissions, the decision of the Admission Committee/Vice-Chancellor, Himachal Pradesh University, Shimla, shall be final.
- All legal matters pertaining to undergraduate admissions shall be subject to the Himachal Pradesh jurisdiction only.

MODE OF SELECTION

- Admission to the B. Voc. programme in Retail Management and Hospitality & Tourism (Semester-I) shall be done purely on the merit in the qualifying examination (10+2 etc.).
- There are three categories of candidates who shall be given admission in Semester-I of the skill-based courses under NSQF.

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

CONDITIONS OF REGISTRATION AND ADMISSION

- Application for admission shall be sent in the prescribed form to the Principal. Application should be registered in the College office.
- True and correct particulars should be given in the application form.
- A self-addressed post card shall be sent along with the filled-in application to be used for acknowledging the receipt of application.
- The following certificates in original shall be produced at the time of admission:
 - a) Higher Secondary Certificate
 - b) 10+2 Mark Sheet(s)
 - c) Conduct Certificate from the Head of the Institution where applicant last studied.
 - d) Copy of Aadhar Card.

ADMISSION AND RESERVATION ORDINANCE

Admission shall be open to all persons irrespective of race, creed, caste, or class subject to the following condition:

15% and 7.5% seats be reserved for SC and ST candidates respectively who have passed their qualifying examination from H.P. or HP or HP Krishi Vishav Vidyalaya.

The remaining 77.5% seats shall be filled as under :-

- 1) 25% of the seat for admission shall be open for all the candidates irrespective of the institution from where they have passed their qualifying examination.

- 2) 75 % of seat will be filled out of the candidates who have passed their qualifying examination from HPU or HPKV subject to the following reservations.
- 3) 5% of seats shall be reserved for outstanding sportsmen/women.
- 4) 5% for the seats outstanding cultural candidates.
- 5) 3% for physically handicapped candidates.
- 6) Provided that minimum eligibility for admission to a course in the case of SC/ST and outstanding sportsmen will be 5% lower than the eligibility conditions for other students.
- 7) One Supernumerary for single girl child candidate is reserved in each subject.

ROSTER

120 point reservation roster for admission will be applicable as per HPU rules.

RULES FOR ADMISSION IN SPORTS QUOTA

- 1) Sportsmen/women seeking admission to any department of the college leading to a Postgraduate Degree course should be eligible to play in the inter-college/inter-University Championship as per the rules for inter University Tournaments.
- 2) Admission against outstanding sports quota would only be made once in the beginning of the academic sessions. No forms for such admission would be entertained after the expiry of the last date of the general admission in the University.
- 3) Only those sportsmen/women should be considered for admission against outstanding sports quota, who have represented the university or state in the inter-university or inter-state championship tournament respectively.
- 4) The sportsmen/women seeking admission against outstanding sports quota should also qualify the minimum eligibility conditions for admission in that course as provided under the rules.
- 5) In order to judge the suitability of players for admission in the sports quota trials would be held in the respective games/sports by the committee to be constituted by the Director of Physical Education and youth programmes, who will be chairman of the committee and the recommendations of the committee would be kept in view while giving admission. The original certificate would also be seen by the committee at the time of trials. In case certificate is issued on the association pad, it should be duly signed and stamped by both the president and secretary of the respective association.
- 6) For the students who are given admission on sports basis, it will be compulsory for them to attend the sports activities in his/her games regularly.
- 7) Any student who is found to be without adequate reasons avoiding his/her games/sports activities will be liable for disciplinary action, leading to the cancellation of his/her admission.

RULES FOR ADMISSION IN CULTURAL QUOTA

- 1) Admission against outstanding cultural quota would only be made once in the beginning of the academic session. No form for such admission would be entertained after expiry of the date of the general admission in the college.
- 2) Only those students will be eligible for the admission against outstanding cultural quota who are having at least 1st, 2nd or 3rd position in the inter college youth festival in any item on any of the previous three years festival/competitions. Other things being equal, preference will be given to those who have represented this university in inter-university festival or state cultural competition/festivals.
- 3) While considering against cultural quota only the following item will be considered. (1) Debate (2) Indian/Folk Dance (3) Indian classical music (Vocal) (4) Indian classical music (instrumental) (5) Light vocal music (6) vadya vadan (7) Group singing (8) Indian classical dance (9) One act play/short/play skit (10) Symposium (11) Poetic symposium (12) Spot painting and (13) Quizzing.

NOTE : The distinction in the individual items will have preference over the group items. The student seeking admission against outstanding cultural quota should also qualify the minimum eligibility conditions for admission in that course as provided under rules.

- 4) For students who are given admission on cultural quota basis it will be compulsory for them to represent the college in the cultural activities.
- 5) Any students who is found to be without adequate reasons avoiding his/her cultural activities will be liable for disciplinary action, leading to the cancellation of his/her admission
- 6) In order to judge the suitability of candidates for admission against cultural quota, trial will be held in the respective cultural item by a committee.

7. Credit for NCC, NSS etc.

1. 2% for NSS
2. 2% NCC "C" Certificate for boys
3. 2% NCC "C" Certificate for girls.
4. 2% to the instructors of adult education literacy centre.
5. 3% in case of president scout and 3% in case of National Participation in NCC
6. 5% in case of international representation.
7. 10% for the honours course provided the admission is sought in the subject concerned.
8. 2% for getting first, second and third position in the HP University inter college sports competition.
9. 5% for representing university in the inter-university sport competition for at least two years.

Note :-

1. Credit of one certificate beneficial to the candidate, will be allowed in respect of certificate form 1 to 6 and 8.9 but the minimum condition of eligibility shall be observed in all the cases.
2. The degree of Physical Handicap will be the same as prescribed by the govt. of Himachal Pradesh i.e. 40% or more.

IMPORTANT

- 1) In order to be eligible to appear in University examination a candidate should have put in 75% attendance in each of the course failing which his/her admission to the examination will be withheld.
- 2) Time of the class may range between 9:00am to 5:00 pm.

Scholarships and Stipends

Following Scholarship and stipends are granted.

- Scholarship to the children of armed forces personnel killed / disabled during different wars.
- Indira Gandhi utkrishita chhattervritti yojna-merit scholarship
- SC/ST/OBC scholarship
- Low income group scholarship

- Merit cum poverty scholarship
- I.R.D.P. scholarship
- Dr. S.C. Gupta former principal of this college has instituted a scholarship in memory of his mother Late Smt. Satyawati Gupta Memorial scholarship : Rs 2500/- each will be awarded to the following:
 - i) **Topper of B.Sc. I & II (Pass course)**
 - ii) **Topper of B.Sc. I & II (Biotechnology)**
 Application forms may be obtained from the college office. The last date for submission of forms will be notified separately.
- Scholarship to students based on poverty Cum-merit sponsored by Teaching Staff, PTA & OSA.
- Nirmal Excellence Award for two science students started by Dr. Bindu and Satya Kam Sharma in the memory of their loving mother Late Smt. Nirmala Sharma.
Last date to accept the application for these scholarships will be notified by the Government/College.

Identity & Library Card & Neck Lanyard

While in college campus, every student will be required to carry a ribbon identity card obtained from the library duly authenticated by the college authorities. He/She has to show the card as and when demanded. In case the card is lost a duplicate card will be issued at the cost 20/- . The student will him/her self be responsible if his/her card is misused in bus pass, library or any other activities.

LIBRARY

The college has a well stocked library and periodical section/reading room. The college library has been authorized as national library and information service infrastructure for scholarly content N-List. The programme provided access to more than 2100 journals and more than 1500 E-books. Library management software SOUL-2.0 has been installed to automate entire housekeeping operation of the library

Rules :-

- 1) Reference books are not issued.
- 2) A maximum of two books will be issued on the identity card of each student.
- 3) Books are issued for one month. If the books are not returned within due date a fine of Rs. 1/- per book per day will be charged.
- 4) If a student mutilates or defaces a book - a fine and the cost of the book will have to be deposited.

Leave Rules

- 1 Student will have to apply for leave.
- 2 Concerned teacher can recommend leave for three days.
- 3 For than 3 days the chief tutor will sanction the leave on the recommendation of the tutor.
- 4 In case of illness lasting more than 6 days the medical certificate from the doctor will have to be submitted.
- 5 A student who remains absent without leave for more than 10 days his/her name will be struck off from the attendance register. In that case the student will have to seek re-admission.

- 6 The application must be got sanctioned by the applicant himself/herself and applicant must ensure that the concerned subject teacher noted down the leave.
- 7 A student whose name has been struck off twice will not be eligible for re-admission.
- 8 Students who go for participation in various inter-college games or other competition will have to get their leaves sanctioned and noted by the subject teachers before their departure for the participation.
- 9 Leave during house examination will be sanctioned by the principal after the recommendation of the concerned subject teachers in special cases only.
- 10 There will be no fine for the leave period, but the students will have to fulfil the condition of 75% lecture attendance.

Extra Curricular Activities

The college student can participate in extracurricular activities like youth festival, sports meets and other cultural programmes from time to time.

1. **NCC** Navy and infantry wings are operational in the college for both boys and girls. Only eligible cadets can appear in "BEE" and "CEE" certificate exam.
2. Apart from these are three units of **NSS** in which about 300 volunteers participate every year. NSS camps inculcate spirit of social service among the student in order to give exposure to the students.
3. **Rovers & Rangers** activities of Bharat Scouts and Guide are also operational. A student can opt any one activity.
4. **Educational tours are conducted during vacations.**
Detailed information can be obtained from the teacher in charge of different wings.

Career Guidance And Counseling

The college provides special facilities to students for getting career information and vocational guidance best suited to their aptitude, interests and other related factors. The cell also provides information regarding the opportunities for higher, general and professional education in India and abroad, scholarship, fellowship, apprenticeship, search and travel grants, competitive examination, job opportunities, employment outlook etc. Students are advised in their own interest to contact the Bureau personally before making a final choice of their careers and courses of studies. The Bureau welcomes enquiries regarding the world of work. Detailed information can be obtained from the teachers in charge of different wings.

College Magazine

College magazine "VYAS" is published every year to cultivate writing skills amongst the students of the college. It has sections viz, English, Hindi Science, Commerce, Planning forum, Sanskrit and Pahari. Vocational Students may submit their self-composed articles to the staff editors of respective sections for publication in the college magazine.

Parent Teachers Association

PTA was established in the year 1996 with the objective to have participation of the parents, teachers and the students for all round development of the institution. PTA provides assistance to the needy and deserving students and honours the meritorious students. The annual membership fee is Rs. 300/-. The election for the executive committee will be Held as per decision of college management.

Old Students Association

Oldstudents association was established in 1999 with a view to have interaction between the old & existing students, OSA also provides financial help to needy & deserving students of the college. The annual general meeting is held on last Sunday of Dec. every year.

Annual Prize Distribution Function

The prize distribution function of the college is held annually towards the end of the academic year in the month of February, in which the prizes & medals and certificates of Merit are awarded to the students winning distinctions in academics and cultural activities, NCC and sports during the academic session.

Hostel For Girls And Boys

A girl's and boy's hostel is functioning in the college campus having 40 seats. Selection is made on the basis of merit & reservation norms. Only undergraduate students can apply for the hostel and detailed information can be sought from the hostel warden.

Anti Ragging Squad/Proctorial Committee

According to the Himachal Pradesh Education Institution (Prohibition of ragging) ordinance, 2010 no person shall practice ragging in any form, within or outside premises of an educational institution. Any person who contravenes the provisions of subsection (1) shall on conviction be punished with imprisonment for a term which may extend to three years or with fine which may extend to 50 thousand rupees or both.

Any complaint of ragging should be brought immediately to the knowledge of Principal or Warden, member of anti-ragging squad or police by student or his/her parent. If the individuals, committing or abetting ragging are not identified, collective punishment can be given.

Discipline

College is a silence zone. The academic atmosphere of the college should not be disturbed by ringing mobile bells/songs or by raising slogans in the campus. Students are expected to conform to certain norms of decent behaviour in and out of the college. They are well advised not to pollute the atmosphere of the college in any way. Those who indulge in acts of indiscipline would invite disciplinary action such as reprimand, imposition of fine, suspension or expulsion, depending upon the gravity of indiscipline indulged in. Smoking and use of other tobacco products is a punishable offence under law so, its use is strictly banned in the college campus. The offender will be penalized accordingly.

Dress Code

It is mandatory for B. Voc Students to adhere to the following dress code :

- (1) Black Coat (Having Logo of College)
- (2) White Shirt, Blue & Grey Tie
- (3) Black Pant.

College Fees And Funds

1. All annual charges will be charged at the time of admission to 1st, 3rd and 5th Semester along with monthly charges for six months.
2. Fee once deposited will not be refunded.
3. Library security can be taken within one year of leaving the college otherwise, it will lapse.
4. Special fines can be imposed by the college.

Note :

- 1) Late fee will be charged as per instructions from HPU.
- 2) PTA fund Rs. 300/- will be charged extra.
- 3) Wi Fi fund Rs. 10/- Per Month.
- 4) Migration Fee of Rs. 200 will be charged from students coming for other than H.P. Board/HP University.

Fee Structure of B. Voc. Courses

Admission Fee	25
Registration Form	20
University Registration Fee	200, 400 (Other Boards)
University Migration Fee	50
Continuation Fee	10
HPU Sports Fee	15
HP Youth Welfare Fund	15
HP Holiday Home Fee	1
Yearly Exam Fee	80
Library Security Refundable	100
Student Aid fund	20
College Magazine	50
Health, Red Cross Fund	6
NCC Fund	10
Book Replacement	25
Furniture Replacement Fund	10
Identity Card	10
Cultural Activity Fund	20
Computer & Internet Fund	20
Campus Beautification & Development Fund	10
HPU Development Fund	250, 100 (IRDP, BPL)
Total (1)	897
Tuition Fee	600 (for boys only)
Amalgamated Fund	300
Building Fund	120
Rover & rangers Fund	60
Sports Fund	240
Total (2)	720
Skill Component Charges (per Semester)	
Practical-1	240
Practical-2	240
Assessment cum Certification Fee (Yearly)	1200
Total (3)	1680
Fine PTA	300
Wi-Fi Fee	120

Hostel Fee Details

1.	Adm. Fee	10
2.	Room Rent	360
	Total :	370
1.	Hostel Security	1000
2.	Estt. Charges	240
	Utensil Charges	5
	I Card	20
3.	Sweeper & Sani	360
4.	First Aid	120
5.	Maintanace of Furniture	240
6.	Maint. of Fan, Geyser	480
7.	Water Supply	240
8.	Security maintanee	240
9.	Elect.	1200
10.	Hostel Development	1200
11.	Common Room	240
12.	Asstt. Fund	500
13.	Misc. Fund	240
14.	Mess Security	3000
	Total : II	9325
	G.Total : (I+II)	9695

- NOTE:**
- 1) Wifi membership fund 10 pre month PTA fund of Rs. 300/- will be charged extra from every student (I&III Sem)
 - 2) Inter university Migration Fee of Rs. 50/-, Registration Fee of Rs. 30/- will be charged from students migrating from other universities.
 - 3) Library security will be charged once for the both academic session.

- FINES**
- | | |
|--------------------------------|-----------------------------|
| 1) Absence fine per period | Rs. 1.00 |
| 2) Absence from practical | Rs. 3.00 |
| 3) Absence from House Test | Rs 10.00 Per course/subject |
| 4) Late return of library book | Rs 1.00 per day/per book |

NOTICE BOARD

All the students of the college must read the notice board on a regular basis to keep aware of the latest developments in the college. A regular visit to the notice board throughout the year will save the students from many problems. Notices are also displayed in the girls common room. A day to day information as also disagree on digital notice board

