GOVT. DEGREE COLLEGE SHAHPUR

Distt. Kangra, Himachal Pradesh

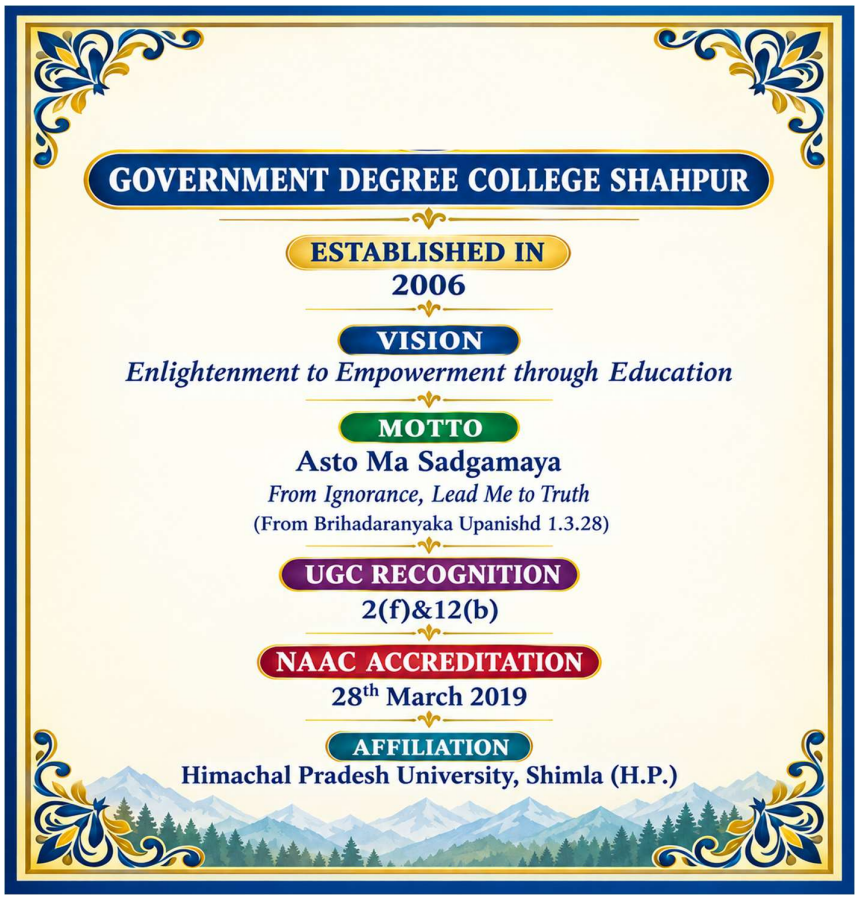
PROSPECTUS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

FIRST YEAR | SESSION 2026–27

Self-Financing Course

Affiliated to Himachal Pradesh University, Shimla



CONTENTS

- **From Principal's Desk**
- **Message From BBA Coordinator**
- **Schedule For The Academic Session 2026-27**
- **Academic & Co-Curricular Activity Calendar**
- **Admission Committee**
- **National Education Policy And HPU-CCFUGP**
- **Procedure of Online Admission**
- **Eligibility For Admission**
- **Course Structure**
- **Fee Structure**
- **Dress Codes**
- **Student Rules, Guidelines & College Information**



From the Principal's Desk...

Dear Students, Faculty, Staff, Parents and Esteemed Members of the Community,

It gives me immense pleasure and pride to share that **Government Degree College Shahpur** has introduced the **Bachelor of Business Administration (BBA)** course for the first time during the academic session **2026–27**.

The introduction of BBA marks an important milestone in our institution's journey towards providing **career-oriented, skill-based and quality education** to the youth of Shahpur and adjoining areas.

On this significant occasion, I express my **heartfelt gratitude to the Hon'ble Government of Himachal Pradesh, the Department of Higher Education, HPU Shimla and all concerned authorities** for their valuable support and guidance. I also appreciate the dedicated efforts of our faculty, staff and all stakeholders in making this initiative possible.

I extend my **heartfelt congratulations** to the entire college community and wish our students a **successful and rewarding academic session 2026–27**.

With best wishes,

Dr. Vishavjeet Singh
Principal
Government Degree College Shahpur



Message from BBA Coordinator

Dear Students,

It gives me immense pleasure to welcome you to the **BBA (Bachelor of Business Administration) Programme**, newly introduced at **Government Degree College Shahpur from the Academic Session 2026–27**.

This marks an exciting new beginning for our college and provides students with an opportunity to build strong foundations in **Business Management, Entrepreneurship, Communication, Leadership and Professional Skills**.

I warmly welcome all the newly admitted students and encourage you to attend classes regularly, actively participate in academic and co-curricular activities, and make the most of this new opportunity.

Wishing you all a successful and enriching academic journey!

Dr. Shivani Sabharwal
Coordinator Department of BBA
Government Degree College Shahpur

Schedule for the Academic Session 2026-27

Admission/ Regular Study Schedule		
Particulars	**Period**	**Days**
Submission of admission formsforthesession2025-26	01 June to 19 June	19Days
Pre-admission counseling of students	13 June to 19 June	07 days
Display of 1st Merit List	20th June at 5.00 PM	
Fee to be deposited	21st June to 23rd June	03 Days
Display of 2nd Merit List	24th June at 3.00 PM	
Fee to be deposited	25th June to 27th June	03Day
Orientation of 1st year Students	28th to 30th June	03Day
Admissions of UG 2nd& Final year students on roll on basis	1st June to 19th June	19 Days
Fee to be deposited	12th June to 23rd June	12 Days
Post admission counseling	24th June to 30th June	07 Days
Regular Teaching	1st July to 15 March of next year excluding vacation period	
	Total teaching days	>180
Annual Practical Examination /remedial/need based classes/self-study by student	16th march to 25th march	
Theory examination	26th March to 10th may	
Evaluation of answer scripts	7th April to 17th may	
Result of all U.G. classes	Up to 30th June	
Result of revaluation	Up to 20th August	
Supplementary examination	September	
Result of supplementary examination	October	
Vacation Schedule		
Festival Break	2 days before and 2 days after Diwali	5 Days
Winter Vacations	01 January to 04 February	35 Days
Summer Vacation	18 May to 11 June	25 Days
	Total Vacation Period	65 Days

Note: Changes make occur in schedule as per the guidelines of HPU / HP. Govt. / College administration.

ACADEMIC & CO-CURRICULAR ACTIVITY CALENDAR

2026-27

Annual Schedule

S. No.	Event / Programme	Date / Schedule
1	Induction Programme – Zero Week	
2	International Youth Day	12th August
3	Independence Day	15th August
4	College Inception Day	17th August
5	Sadbhavna Day	20th August
6	Sanskrit Day	31st August
7	CSCA Formation	As Notified by HPU
8	Teacher's Day	5th September
9	Literacy Day	8th September
10	Hindi Diwas	14th September
11	Ozone Day	16th September
12	Tourism Day	27th September
13	Surgical Strike Day	30th September
14	PTA General House Formation	Last Sunday of September
15	Gandhi Jayanti	2nd October
16	World Mental Health Day	10th October
17	Rashtriya Ekta Diwas	31st October
18	Vigilance Awareness Week	31st October to 5th November
19	Athletic Meet	1st Week of November
20	Education Day	12th November
21	Communal Harmony Week	19th–25th November
22	Constitution Day	30th November
23	CSCA Function	Last Week of November
24	World AIDS Day	1st December
25	International Day of Persons with Disabilities	3rd December
26	Human Rights Day	10th December
27	Half Yearly Exams	2nd Week of December
28	National Mathematics Day	22nd December
29	National Consumer Day	24th December
30	NSS Camp	1st Week of January
31	National Youth Day	12th January
32	Voter Awareness Day	25th January
33	Republic Day	26th January
34	National Science Day	28th February
35	Annual Prize Distribution Function	Last Week of February
36	International Women's Day	8th March
37	National Poetry Day	21st March
38	Water Day	22nd March
39	Himachal Day	15th April
40	Earth Day	22nd April
41	World Book Day	23rd April
42	Anti-Tobacco Day	31st May
43	World Environment Day	5th June
44	International Yoga Day	21st June
45	World Music Day	21st June

ADMISSION COMMITTEE

- Dr. Shivani Sabharwal Convener
- Mrs. Rachna Thakur
- Mr. Surender Kumar

National Education policy and HPU-CCFUGP

The National Education Policy (NEP) 2020 aims to transform higher education by promoting holistic, multidisciplinary, flexible, and student-centric learning. It envisions the development of creative, ethical, skilled, and socially responsible individuals capable of meeting the challenges of the 21st century. The policy emphasizes conceptual understanding, critical thinking, innovation, communication skills, and experiential learning instead of rote memorization. It also seeks to integrate sciences, social sciences, arts, humanities, sports, vocational education, and Indian knowledge systems to provide well-rounded education to students.

In accordance with the vision of the NEP 2020, the University Grants Commission introduced the Curriculum and Credit Framework for Undergraduate Programmes (UGC-CCFUGP 2022). Based on these guidelines, Himachal Pradesh University has implemented the HPU-CCFUGP for undergraduate programmes from the current academic session.

The new curriculum framework provides flexibility to students in choosing courses according to their interests and career goals. It promotes multidisciplinary education with a flexible choice-based credit system and multiple entry and exit options. Under this framework, students may obtain a Certificate after one year, Diploma after two years, Bachelor's Degree after three years, and Bachelor's Degree with Honours/Research after four years of study, subject to fulfilment of prescribed credits.

The HPU-CCFUGP also focuses on skill development, employability, value-based education, use of technology, research aptitude, and experiential learning. It encourages academic mobility, interdisciplinary learning, and the holistic development of learners while ensuring equity, inclusion, and respect for Indian culture and constitutional values.

Our college is committed to implementing the spirit of NEP 2020 by providing quality education, academic flexibility, skill-oriented learning opportunities, and a supportive environment that prepares students to become responsible citizens and lifelong learners.

Disclaimer Regarding NEP

The Directorate of Higher Education, Government of Himachal Pradesh, vide Letter No. **EDN-H(8)-Misc.-L/(NEP-2020) dated 26.02.2020**, initiated the implementation of the **National Education Policy (NEP-2020)** in colleges across the State.

Accordingly, the provisions related to **admission, syllabus, examination, CBCS and other academic matters** mentioned in this Prospectus-cum-Handbook shall be subject to the rules, regulations and guidelines issued by the competent authorities under **NEP-2020**, as and when implemented in the State.

The college reserves the right to make necessary changes in accordance with the instructions issued by the Government of Himachal Pradesh, the Directorate of Higher Education and Himachal Pradesh University.

Procedure of online admission: (On website www.gcshahpur.ac.in)

1. Read the instructions thoroughly and carefully as given in the prospectus.
2. Keep soft copies of the following documents ready with you (Documents required to be uploaded online while filling the form):
    i. Recent passport-size scanned photograph (less than 250 KB)
    ii. Signature specimen (less than 250 KB)
    iii. Matriculation certificate
    iv. 10+2 certificate
    v. Character certificate (not older than 6 months) issued by the Head of the Institution last attended or character certificate issued by a gazetted officer in case of private candidate. *The original character certificate must be attached with the admission application form*.
    vi. Migration certificate (for students who have completed 10+2 from board other than HP Board)
    vii. Bonafide Certificate (only for Himachali girls)
    viii. 40% disability certificate/category certificate in case the student is seeking any kind of fee concession (IRDP/BPL/PwD/age relaxation)
    ix. UID Aadhaar Number or Enrollment Number (if applied for Aadhaar)
    x. APAAR ID
    xi. Student's own mobile number and email ID belonging to the candidate only
    xii. Scanned copy of the front page of the student's own bank account passbook showing account number and IFSC code
3. All candidates who wish to apply for scholarships must have a valid Aadhaar-linked bank account with core banking facility. Please keep the bank account number, branch name, and branch IFSC code ready.
4. Candidates applying under any reservation category must possess valid supporting documents.
5. At the time of counselling, candidates must bring a printout of the online filled admission form along with photocopies of all submitted documents and the original documents for verification.

6. Students are advised to regularly check their email, SMS, the college official website, and the college notice board for the latest updates regarding the admission process, cut-off lists, and counseling schedule.
7. In case any student faces difficulty while applying online for admission, they may contact the following faculty members for assistance:
    i. Mr.Sanjiv Kumar – 9418730912
    ii. Dr.Shivani Sabharwal – 9015045885
    iii. Dr. Keshav Kaushal – 862887589
    iv. Dr. Sohan Kumar – 9418305295
    v. Mr. Sunil Kumar – 9805864423
8. At the time of admission, students must bring their parents/guardians (only blood relatives and not students of this institution) to the college.

ELIGIBILITY FOR ADMISSION

1. Eligibility Criteria

- Passed **Plus Two (10+2)** examination under the 10+2 system or an equivalent examination from a Board/University established by law in India.
- Minimum **45% marks** required.
- **SC/ST candidates:** Minimum **40% marks** required.
- Candidates who have passed an examination from a foreign University/Board/College/School must have an equivalence certificate recognized by the **Vice-Chancellor/Equivalence Committee** or as recommended by the **Association of Indian Universities (AIU)**.
- The same minimum marks requirement of **45% (40% for SC/ST)** applies to such equivalent qualifications.

2. Basis of Admission

- Admission to **Subsidized Seats** will be made on the basis of **merit**.
- Merit will be determined by the **marks obtained in the 10+2 examination**.
- Admission will be made as per the **HPU reservation roster**.

3. Age Limit

- **General Category:** Maximum **21 years**.
- **SC/ST Category:** Maximum **24 years**.
- **Girl Candidates:** Maximum **23 years**.
- Age will be calculated **as on 1st July of the concerned year**.

COURSE STRUCTURE – BBA 1st YEAR

Course Outline: BBA

BBA 1st Semester (NEP 2020)

SR. NO.	COURSE CODE	TITLE OF COURSES	COURSE TYPE	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	BBA 101	BUSINESS ORGANISATION & MANAGEMENT	DSC -1	4+0+0	70	30	100	4
2	BBA 102	STATISTICS FOR BUSINESS DECISIONS	DSC- II	4+0+0	70	30	100	4
3	BBA 103	MANAGERIAL ECONOMICS	MC -1	4+0+0	70	30	100	4
4	GEOG MDC 102	FUNDAMENTAL CONCEPTS IN GEOGRAPHY	MDC-1	3+0+0	50	25	75	3
5	BBA 105	PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS	SEC-1	3+0+0	50	25	75	3
6	AEC ENG 115	FOUNDATION COURSE IN ENGLISH	AEC-1	2+0+0	35	15	50	2
SUB-TOTAL (A)					345	155	500	20

BBA 2nd Semester (NEP 2020)

SR NO.	COURSE CODE	TITLE OF COURSES	COURSE TYPE	TEACHING HOURS PER WEEK (L + T + P)	SEE	CIE	TOTAL MARKS	CREDITS
1	BBA 201	BUSINESS ACCOUNTING	DSC -III	4+0+0	70	30	100	4
2	BBA 202	MACROECONOMICS	DSC- IV	4+0+0	70	30	100	4
3	BBA 203	ENTREPRENEURSHIP DEVELOPMENT	MC -II	4+0+0	70	30	100	4
4	GEOG MDC 105	GENERAL GEOGRAPHY OF HIMACHAL PRADESH	MDC-II	3+0+0	50	25	75	3
5	BBA 205	IT TOOLS IN BUSINESS	SEC-II	3+0+0	50	25	75	3
6	VAC-ENV	ENVIRONMENT EDUCATION AND AWARENESS	VAC-I	2+0+0	35	15	50	2
7		INTERNSHIP	I/A/P/C	AS PER GUIDELINES OF THE UNIVERSITY				4
SUB-TOTAL (B)							500	24

FEE STRUCTURE

Important Note: The fee, funds and fines mentioned in this Prospectus are for reference only. The actual amount payable at the time of admission may vary as per the rules and instructions of the College/HPU. The College/HPU reserves the right to revise the same without prior notice.

1. All students must pay their dues within the dates notified by the College. First-year students shall pay all applicable dues at the time of admission.
2. A fine of **₹1/- per day** may be charged for delayed payment. Non-payment of dues may result in the student's name being struck off the rolls.
3. Students must obtain a **No Dues Certificate** from the concerned departments before leaving the College.
4. The Principal may take disciplinary action, including expulsion, in cases of **misconduct, indiscipline or ragging**.
5. Security deposit refund must be claimed within **one year** of leaving the College.
6. **PTA contribution:** ₹1,000/- per student per annum, payable at admission.
7. Bonafide **Himachali girl students** are exempted from tuition fee on submission of a valid Bonafide Himachali Certificate.
8. Students with **more than 40% disability** are exempted from applicable fees and funds as per rules.

Sr. No.	Fee Head	Boys (& Girls from state other than HP) General	Boys IRDP / BPL	Girls from HP (HP Bonafide) General	Girls from HP (HP Bonafide) IRDP / BPL
1	Admission Fee	25	25	25	25
2	AF	150	150	150	150
3	Self-financing Fees (Subsidized)	6000	6000	6000	6000
4	Self-financing Fees (Non-Subsidized)	10000	10000	10000	10000
5	Building Fund	60	60	60	60
6	Campus Beautification	10	10	10	10
7	College Magazine	50	50	50	50
8	Computer and Internet Fee	20	20	20	20
9	Cultural Activity	20	20	20	20
10	Furniture Repair	10	10	10	10
11	Health Fund	6	6	6	6
12	HIFF	1	1	1	1
13	House Exam Fee	50	50	50	50
14	I Card	10	10	10	10
15	Library Book Replacement	25	25	25	25
16	Library Security (refundable)	100	100	100	100
17	NCC	10	10	10	10

Sr. No.	Fee Head	Boys (& Girls from state other than HP) General	Boys IRDP / BPL	Girls from HP (HP Bonafide) General	Girls from HP (HP Bonafide) IRDP / BPL
18	PTA	1000	1000	1000	1000
19	Rovers & Rangers	30	30	30	30
20	SAF	2	2	2	2
21	Sports Fund	120	120	120	120
22	Tuition Fee	300	300	0	0
23	University Development fund	500	250	500	250
24	University Sports Fund	100	100	100	100
25	Youth Welfare Fund	100	100	100	100
26	Yuva Red Cross	40	40	40	40

BBA-1st Semester fee for Subsidized

Boys		Girls from (state other than HP)	Girls (HP State bonafide)	
General	IRDP / BPL		General	IRDP / BPL
8739	8489	8739	8439	8189

BBA-1st Semester fee for Non-Subsidized

Boys		Girls from (state other than HP)	Girls (HP State bonafide)	
General	IRDP / BPL		General	IRDP / BPL
12739	12489	12739	12439	12189

Dress Codes


White Shirt
Maroon Tie
Grey Sweater
Navy Blue Blazer
Dark Grey Trouser
Black Shoes
COLOUR COMBINATION
Blazer : Navy Blue
Shirt : White
Sweater : Grey
Trouser : Dark Grey
Tie : Maroon
Shoes : Black

STUDENT RULES, GUIDELINES & COLLEGE INFORMATION

LEAVE RULES

1. The name of the student will be struck off from the rolls of the college if he/she remains absent without leave for more than 5 days in any class/subject (Theory/Practical).
2. A Tutor can recommend leave up to 3 days. For longer duration, a student must get the application signed by the Senior Tutor/Principal.
3. Leave during House Examinations will be sanctioned by the Principal on the recommendation of the Tutor/Subject Teacher.
4. Leave for sickness must be accompanied by a medical certificate.

CODE OF CONDUCT FOR STUDENTS

1. Every student must always carry with him/her a duly completed Identity Card and must produce it whenever demanded by any teacher or security guard.
2. Any student representing the college in Sports/Cultural/NSS/co-curricular activities must get permission from the concerned subject teacher. Students participating in inter-college competitions should note that practice/rehearsal should be either before the classes or after the classes.
3. Ragging is not only a social evil but also a punishable crime.
4. There is a complete restriction on bringing unwanted outsiders to the college campus.
5. Students must help the college administration in keeping the college campus clean and beautiful by making use of dustbins installed in the campus.
6. Students must not cause any damage to the college property. In case any damage is noticed, the cost will be recovered from the students.
7. Use of chewing gum, cigarettes, ghutka, etc. in the college campus is strictly prohibited.
8. Use of mobile phones or head/earphones is strictly prohibited in the college campus.
9. The college has zero tolerance for any kind of abuse/harassment/violence on the campus.
10. The Principal reserves the right of expulsion/suspension of any student who is found indulging in indiscipline/illegal activity or violation of the Code of Conduct.

VALUES & ETHICS

1. Be punctual.
2. Do not loiter about in the corridors.
3. Utilize your free time in the library.
4. Help the needy. Participate in community work.

5. Be healthy, be positive, and exercise regularly.

6. Treat everyone with respect and empathy.

7. Display inclusiveness, appreciate diversity, and abide by the norms and guidelines of the institution.

LIBRARY

The college library houses 4,003 books and 191 books are available in the Book Bank section. Seven daily newspapers (two English and five vernacular) and five magazines are subscribed for the college library. Two books are issued at a time for 14 days to a student, and the Librarian has the right to recall the books at any time. In case of loss of books, students have to replace the book or pay a fine in addition to the price of the book. The library remains open from 9:00 a.m. to 7:00 p.m. and is equipped with various facilities and amenities, including SOUL software.

ANNUAL PRIZE DISTRIBUTION

The Annual Prize Distribution function is held in February/March every year. Prizes are awarded to students who show excellence in the fields of Academics, Sports, Cultural events, NSS and other activities. The rules for the award of prizes will be notified separately.

CO-CURRICULAR ACTIVITIES

The college promotes a wide range of co-curricular and student-development activities through clubs, societies and committees.

Clubs / Committees / Societies

A. Important Committees & Cells

- Anti-Ragging & Discipline Committee
- Committee for Internal Complaints & Sexual Harassment at Workplace
- Grievance Redressal Cell
- Anti-Drugs Awareness Committee
- Career Guidance, Counselling,
- Placement & Incubation Centre
- Health Club & First Aid Committee
- Campus Beautification Committee

B. Academic & Intellectual Societies / Clubs

- Commerce & Management Society
- Science Society
- Social Sciences Society
- Mathematics Club
- IT Club
- Literary Society
- Cultural Society

C. National Integration, Civic & Social Awareness

- NSS (National Service Scheme)
- Ek Bharat Shreshtha Bharat Club
- Electoral Literacy Club
- Road Safety Club
- Red Ribbon Club
- Yuva Red Cross
- Gender Champion

D. Environment, Tourism & Wellness

- Eco Club
- Yuva Tourism Club
- Yoga & Happiness Club

E. Sports & Youth Activities

- Sports
- Rovers & Rangers

COLLEGE MAGAZINE

The college magazine "Samarpan" is published every year to give expression to the creative talents of students. The magazine has nine sections. Each section is edited by the Staff Editor and assisted by the Student Editor.

COMMUNITY PARTICIPATION (PTA)

There is a Parent-Teacher Association (PTA) which plans and undertakes development works in the college. The association is run by the Executive Committee, which takes all decisions. Parents/Guardians of the students contribute towards the PTA fund at the time of admission.

COLLEGE STUDENTS CENTRAL ASSOCIATION (CSCA) & OLD STUDENT ASSOCIATION (OSA)

The college student body, called CSCA, is nominated as per the norms and directions of Himachal Pradesh University. It follows the recommendations of the Lyngdoh Committee. CSCA plays an important role in involving students in various co-curricular and extra-curricular activities at inter/intra-college level.

Old Student Association (OSA) has been formed with the objective of involving stakeholders for the development of the college and students.

RULES FOR COMPUTER LAB

1. Lab computers are for academic and research use. Personal e-mailing, chatting and games are not permitted.
2. Settings of the computers should not be changed.
3. No personal CDs, Pen Drives and Memory Cards are allowed in the computer lab.
4. Internet facility can be availed with the prior permission of a teacher.
5. Accessing prohibited sites may invite penalty or suspension from the Lab/College.
6. No eatables are allowed in the lab.

NAME STRUCK OFF, RE-ADMISSION & RE-ADMISSION

In case the name of a candidate is struck off, re-admission is permissible within the first seven days on payment of a first re-admission fee of Rs. 100/- on the prescribed proforma. If the candidate fails to seek re-admission within the first seven days, he/she may seek re-admission up to 12 days on payment of Rs. 200/- as the second re-admission fee and on the personal presence of the parent/guardian. After 12 days from the date on which the name is struck off, there shall be no re-admission in any case.

If the name of the student is struck off again, the second re-admission fee is Rs. 200/-. If the name of the student is struck off for the third time, there is no provision for re-admission in that case.

Note:

- Parents are requested to be present with their wards at the time of counselling.
- Parents are requested to check the performance of their wards on the last Saturday of every month in the respective departments.

RAGGING IS A PUNISHABLE OFFENCE

Ragging Means the Following:

Any conduct or practice by which dominant power of senior students, former students or outsiders is brought to bear on students freshly enrolled who are in a way considered junior by other students, and includes individual or collective acts/practices which:

■ Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint;

■ Violate the status, dignity and honour of such students;

■ Expose students to ridicule and contempt and affect their self-esteem;

■ Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Any student found involved in any ragging activity shall be punished as under:

1. Expulsion from the college.

2. Suspension from the classes.

3. Fines with public apology.

4. Withholding scholarship or other benefits.

5. Debarring from re-presentation in events.

6. Legal proceedings under criminal law shall be initiated.

7. Imprisonment, fine or both.

8. Withholding of result of examination.

In case of any complaint, kindly contact the Anti-Ragging cum Discipline Committee.

TOLL-FREE ANTI-RAGGING HELPLINE: 18001805522 (24×7)

IMPORTANT NOTE

This is an e-copy of the Prospectus for Session 2026–27. The content of the printed and signed copy (by the authority) will be treated as final. This e-copy of the prospectus is only for reference. Information including dates, instructions and fees may change at any time as decided by the College or HPU.

"Learn • Lead • Innovate • Succeed"

Contact Us: 01892-237150
Email Id: principalgcshahpur@gmail.com