

# Mandatory Disclosures

Name of the Institution:

- Address including Telephone, Mobile, E-Mail : **LBS Govt. College Saraswati Nagar, Telephone: 01781-238149; Email: gcsnagar25@rediffmail.com**

Name and address of the Trust/ Society/ Company and the Trustees:

- Address including Telephone, Mobile, E-Mail: **Higher Education Institute Society (Hatkeshwari Educational Society), Telephone: 01781-238149; Email: gcsnagar25@rediffmail.com**

Name and Address of the Principal:

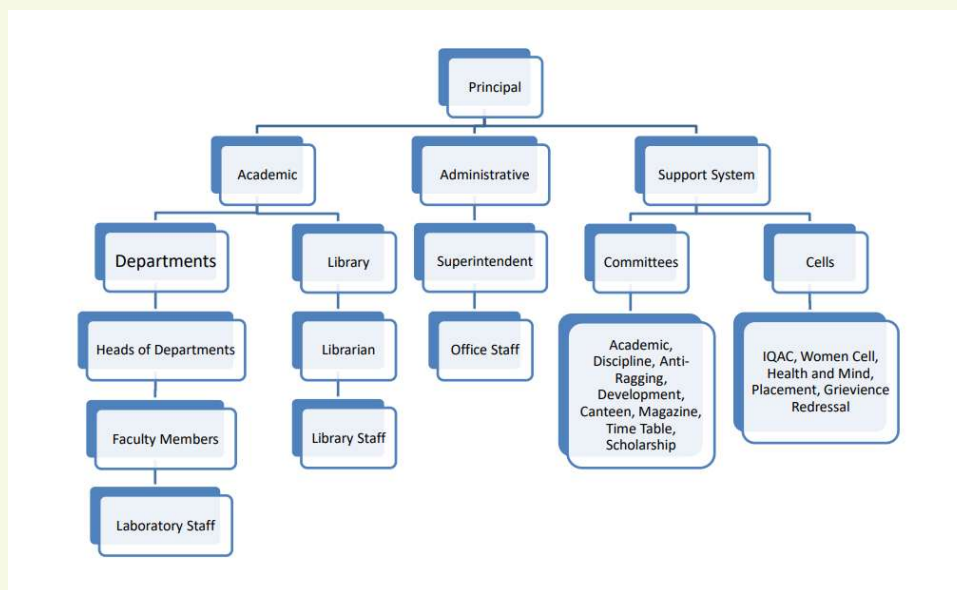
- Address including Telephone, Mobile, E-Mail: **Dr. Poonam Mehta; Mobile: 9816048658; Email: mehtapoonam174@gmail.com**

Name of the affiliating University:

**Himachal Pradesh University**

Governance

- Organizational chart:



- Grievance Redressal mechanism for Faculty, staff and students:  
<https://www.lbsgcsnagar.edu.in/pdfViewer/annualReport/committees>
- Establishment of Anti Ragging Committee:  
<https://www.lbsgcsnagar.edu.in/pdfViewer/annualReport/committees>
- Establishment of Online Grievance Redressal Mechanism:  
<https://www.lbsgcsnagar.edu.in/pdfViewer/annualReport/committees>
- Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University:  
<https://www.lbsgcsnagar.edu.in/pdfViewer/annualReport/committees>

- vi. Establishment of Internal Committee (IC): **NO**
- vii. Establishment of Committee for SC/ST: **NO**
- viii. Internal Quality Assurance Cell:  
<https://www.lbsqcsnagar.edu.in/pdfViewer/annualReport/committees>
- ix. Equal Opportunity facilities Cell: **No**

18.6 Programmes:

- i. Name of Programmes approved by AICTE: **BCA**
- ii. Name of Programmes Accredited by NBA : **Nil**
- iii. Status of Accreditation of the Courses : **Not Applicable**
- iv. Total number of Courses : **01 AICTE approved programme**
- v. For each Programme the following details are to be given:

- a. Name: **BCA**
- b. Number of seats: **60**
- c. Duration: **3 Years**
- d. Cut off marks/rank of admission during the last years: **2025: 51.2%, 2024: 54.8%, 2023: 42.6%**

- x. Fee(as approved by the state government):

Sr. No.	Description	Amount ( Fee in Rs.) Subsidized (1 <sup>st</sup> Semester)	Amount (Fee in Rs.)Subsidized ( 2 <sup>nd</sup> Semester)	Amount (Rs.) Non- Subsidized
01.	Admission Fee	25.00		25.00
02.	Identity Card	20.00		20.00
03.	Magazine Fund	50.00		50.00
04.	Library Security ( Refundable)	100.00		100.00
05.	House Examination Fund	40.00		40.00
06.	Computer Internet Fee	60.00		60.00
07.	PTA Fund	600.00		600.00
08.	Misc. ( Flag , Student Prg etc.)	100.00		100.00
09.	University Development Fund	250.00(Rs.100-BPL /IRDP)		250.00
10.	Affiliation Fee	1000.00		2000.00
11.	Faculty Fee	6900.00	<b>5800.00</b>	25000
14.	<b>Total</b>	<b>Rs. 9145.00 (Rs. 8995 BPL/IRDP)</b>	<b>5800.00</b>	<b>28245.00</b>

- xi. Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any: **Nil**

18.7 Faculty

i. Course/Branchwise list Faculty members:

Sr.No.	Name	Designation	Qualification	Experience Years	D.O.J.
1	Ranjana Dilta	Lecturer	M.Phil Maths (SET)	9	06-12-2016
2	Vishal	Lecturer	MCA	3	27-06-2022
3	Manu Panatu	Add-On Instructor	PGDCA,MA	8	01-03-2017

Faculty:Student Ratio: **2/23**

18.8 Profile of Principal:

- i. Name: **Dr. Poonam Mehta**
- ii. Date of Birth: **04/12/1971**
- iii. UniqueID: **NA**
- iv. Education Qualifications: **PhD**
- v. Work Experience: **28 Years Teaching Experience**
- vi. Teaching: **28 Years**
- vii. Area of Specialization: **Philosophy**
- viii. Courses taught at Diploma/PostDiploma/UnderGraduate/PostGraduate/PostGraduateDiploma Level: **1. Introduction to philosophy, Indian philosophy , Introduction to Logic, Ethics, Applied Bio Ethics, Western philosophy, Bhagavad Gita, Yoga**
- ix. Research guidance(NumberofStudents): **Nil**
- x. No. of papers published in National/International Journals/Conferences: **National: 01; International: 02; Conferences: 02**
- xi. Master(Completed/Ongoing): **Completed**
- xii. Ph.D.(Completed/Ongoing): **Completed**
- xiii. Projects Carried out: **01; Investigating the (mis) link between Devtas and matrix of Societies in Devbhoomí (Upper. Himachal Pradesh) and Empirical and Philosophical critique"**
- xiv. Patents (Filed & Granted): **Nil**
- xiv. Technology Transfer: **Nil**
- xvi. Research Publications (No. of paper published in National/International Journals/Conferences): **National: 01; International: 02; Conferences: 02**

xvii. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.):

Sr. No.	Name of the book	Publisher	ISBN	Year of publication
1	Indian Philosophy -1	Bharat Prakashan	9789384941017	2015
2	Indian Philosophy -1	Bharat Prakashan	9789384941079	2015
3	Western Metaphysics & Epistimology - 1	Bharat Prakashan	9789384941086	2016
4	Introduction to Philosophy	Bharat Prakashan	9789384941062	2016
5	Western Philosophy - 2	Bharat Prakashan	9789384941314	2022

18.9 Fee

- i. No. of Fee waivers granted with amount and name of students: **Nil**
- ii. Number of scholarship offered by the Institution, duration and amount: **Nil**

18.10 Admission

- i. Number of seats sanctioned with the year of approval : **60 (2023)**
- ii. Number of Students admitted under various categories each year in the last three years:

Sr. No.	Year	Category				Total
		General Open	SC	ST	OBC	
1	2025	04	02	Nil	Nil	06
2	2024	08	02	Nil	Nil	10
3	2023	08	04	Nil	Nil	12

- iii. Number of applications received during last year for admission under Management Quota and number admitted: **Nil**

18.11 Admission Procedure:

- i. Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website): **Admission based on 12<sup>th</sup> class %age**
- ii. Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/ CET (State conducted test/ University tests/ CMAT)/ Association conducted test etc.): **NA**
- iii. Calendar for admission against Management quota seats: **As per Himachal Pradesh University**
- iv. Last date of request for applications: **As per Himachal Pradesh University schedule**
- v. Last date of submission of applications: 19/06/2025 **As per Himachal Pradesh University schedule**
- vi. Dates for announcing final results: 20/06/2025 **As per Himachal Pradesh University schedule**
- vii. Release of admission list (main list and waiting list shall be announced on the same day): 20/06/2025 **As per Himachal Pradesh University schedule.**
- viii. Date for acceptance by the candidate (time given shall in no case be less than 15 days): **As per Himachal Pradesh University schedule.**

- ix. Last date for closing of admission & Starting of the Academic session: **As per Himachal Pradesh University schedule.**
- x. The waiting list shall be activated only on the expiry of date of main list: **As per Himachal Pradesh University schedule.**
- xi. The policy of refund of the Fee, in case of withdrawal, shall be clearly notified: **As per UGC Guidelines**

18.12 Criteria and Weightages for Admission:

- i. Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.: **12<sup>th</sup> class %age (100% weightage)**
- ii. Mention the minimum Level of acceptance, if any: **40% marks in 12<sup>th</sup> class (35% marks for SC/ST category)**
- iii. Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years : **2025: 51.2%, 2024: 54.8%, 2023: 42.6%**
- iv. Display marks scored in Test etc. and in aggregate for all candidates who were admitted: **NA**

18.13 List of Applicants

List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise):

<https://www.lbsqcsnagar.edu.in/pdfViewer/annualReport/Student%20enrollment>

18.14 Results of Admission Under Management seats/Vacant seats:

- i. Composition of selection team for admission under Management Quota: **Nil**
- ii. List of candidate who have been offered admission: **Nil**
- iii. Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate: **Nil**

18.15 Information of Infrastructure and Other Resources Available:

- i. Number of Class Rooms and size of each: **3;**
- ii. Number of Tutorial rooms and size of each : **1**
- iii. Number of Laboratories and size of each: **3**
- iv. Number of Computer Centres with capacity of each: **3; (30, 10, 15)**
- v. Central Examination Facility, Number of rooms and capacity of each: **01 with seating capacity of 150.**
- vi. Online examination facility (Number of Nodes, Internet band width, etc.): **Nil**
- vii. Barrier Free Built Environment for disabled and elderly persons: **Yes**
- viii. Fire and Safety Certificate: **Applied**
- ix. Hostel Facilities: **Yes; 01 Girls Hostel**
- x. Number of Library books/ebooks/Titles/Journals available (Programme-wise) : **More than 500 for BCA**

- xi. List of online National/International Journals subscribed : **All the journal available with ONOS subscription**
- xii. National Digital Library (NDL) subscription details: **ONOS Subscription**
- xiii. List of Major Equipment/Facilities in each Laboratory/Workshop: **50 Computers with Internet; One Digital Teaching System with Projector;**
- xiv. List of Experimental Setup in each Laboratory/Workshop: **NA**
- xv. Innovation Cell: **Yes as per IIC guidelines**
- xvi. Social Media Cell:
- xvii. Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments : **Yes**
- xviii. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website:
- xix. Games and Sports Facilities: **One Gymnasium; 01 ground with 400 m Track; 01 Volleyball Court; 01 Table tennis Table;**
- xx. Teaching Learning Process: **Lectures, Group Discussions, Seminars etc.**
- xxi. For each Post Graduate Courses give the following: **NA**
- xxii. Title of the Course: **BCA**
- xxiii. Laboratory facilities exclusive to the Post Graduate Course: **NA**

18.16 Enrolment and placement details of students in the last 3 years: **Enrollment details:**

Sr. No.	Year	Category				Total
		General Open	SC	ST	OBC	
<b>1</b>	<b>2025</b>	<b>04</b>	<b>02</b>	<b>Nil</b>	<b>Nil</b>	<b>06</b>
<b>2</b>	<b>2024</b>	<b>08</b>	<b>02</b>	<b>Nil</b>	<b>Nil</b>	<b>10</b>
<b>3</b>	<b>2023</b>	<b>08</b>	<b>04</b>	<b>Nil</b>	<b>Nil</b>	<b>12</b>

18.17 List of Research Projects/Consultancy Works: **Nil**

# All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



## APPROVAL PROCESS 2024-25

### Letter of Approval (LoA)

F.No. North-West /2024-25/1-44309351544

Date of Approval: 09-May-2024

To,  
The Principal Secretary  
(Education Deptt.) H. P. Secretariat,  
Shimla-171002

#### Sub: Letter of Approval for New Institution 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 Notified on 4th February, 2020 and amended on 24th February 2021 and other notifications, as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-44309351544	Application Id	1-44309351544
Name of the Institute	LAL BAHADUR SHASTRI GOVT. DEGREE COLLEGE SARASWATI NAGAR	Institute Address	LAL BAHADUR SHASTRI GOVT. DEGREE COLLEGE SARASWATI NAGAR, P.O. HATKOTI, TEHSIL JUBBAL, SARASWATI NAGAR, SHIMLA, Himachal Pradesh, 171206
InstituteType	Government	Region	North-West

#### For conduct of the following Courses with the Intake indicate below for the Academic Year 2024-25\*

Sr. No.	Level	Program	Course	Affiliating University/ Board	Intake Approved for 2024-25
1	UNDER GRADUATE	COMPUTER APPLICATIONS	BCA	Himachal Pradesh University, Shimla	60

*The approval of BBA/BCA/BMS courses is on "as is where is basis" Intake Approved for BBA/BCA/BMS Course is Subject to the approval of the Concern University.*

# 10% seats will be allowed over and above the Approved Intake to accommodate reservation for EWS as per State Government Policy.

\*Note: The approval is valid for two years from the date of issue of this letter only for getting affiliation with respective University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If institution is unable to start in the current Academic Year due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in next academic session for continuation of approval.

The Institution shall obtain necessary affiliation / permission from the concerned affiliating University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) as per the prescribed schedule of the University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institution shall fulfill the following general conditions:

1. The management shall provide adequate funds for development of infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
3. The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution
4. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
5. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.

Application No:1-44309351544

Note: This is a Computer generated Report. No signature is required.

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6. The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution
7. The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
8. The Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
9. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or persons authorized by it.
10. Heads of Departments, the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the AICTE from time to time. The Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses / programs being conducted, Fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the Institution.
11. It shall be mandatory for the Institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
12. As per mandatory Disclosure of APH 2024-27(Annexure-18, page180) Institutions must disclose the following information submitted to Council at the Prominent location on its website.
  - i. Department wise availability of Infrastructure along with approved courses and intake approved by the Council.
  - ii. Faculty details: Department wise: Name& Designation of the faculty members/teaching staff along with their qualification, tenure of service in your organization, total experience, Institution should also disclose Student Faculty Ratio, Cadre Ratio.
  - iii. Additionally, Audited Financial Statements for every Financial year on year to year basis.
13. If the Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
14. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
15. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
16. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
17. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
18. It is mandatory to comply all the essential requirements as given in APH 2024-25(Appendix 6)
19. AICTE Approved Institutes are encouraged to make efficient use of the flagship schemes like:
  - Parakh: Student Gap analysis portal bases services.
  - Students Scholarship schemes like Pragati, Saksham, Swanath, ADF, etc.
  - Course in Indian Languages.
  - ATAL FDPs: Faculty training for Emerging areas and cutting edge Technologies.
  - Augmenting Utilization of Research Assets (AURA).
  - Smart India Hackathon: World's largest Open Innovation Platform.

The Government/ Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observe any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

NOTE: If the State Government / UT / DTE / DME has a reservation policy for admission in Technical Education Institutions and the same is applicable to Private & Self-financing Technical Institutions, then the State Government / UT/ DTE / DME shall ensure that 10 % of Reservation for EWS would be operational from the Academic Year 2022-23. However, this would not be applicable in the case of Minority Institutions referred to the clause (1) of Article 30 of Constitution of India.