



# Prospectus



## **SPS JANTA COLLEGE**

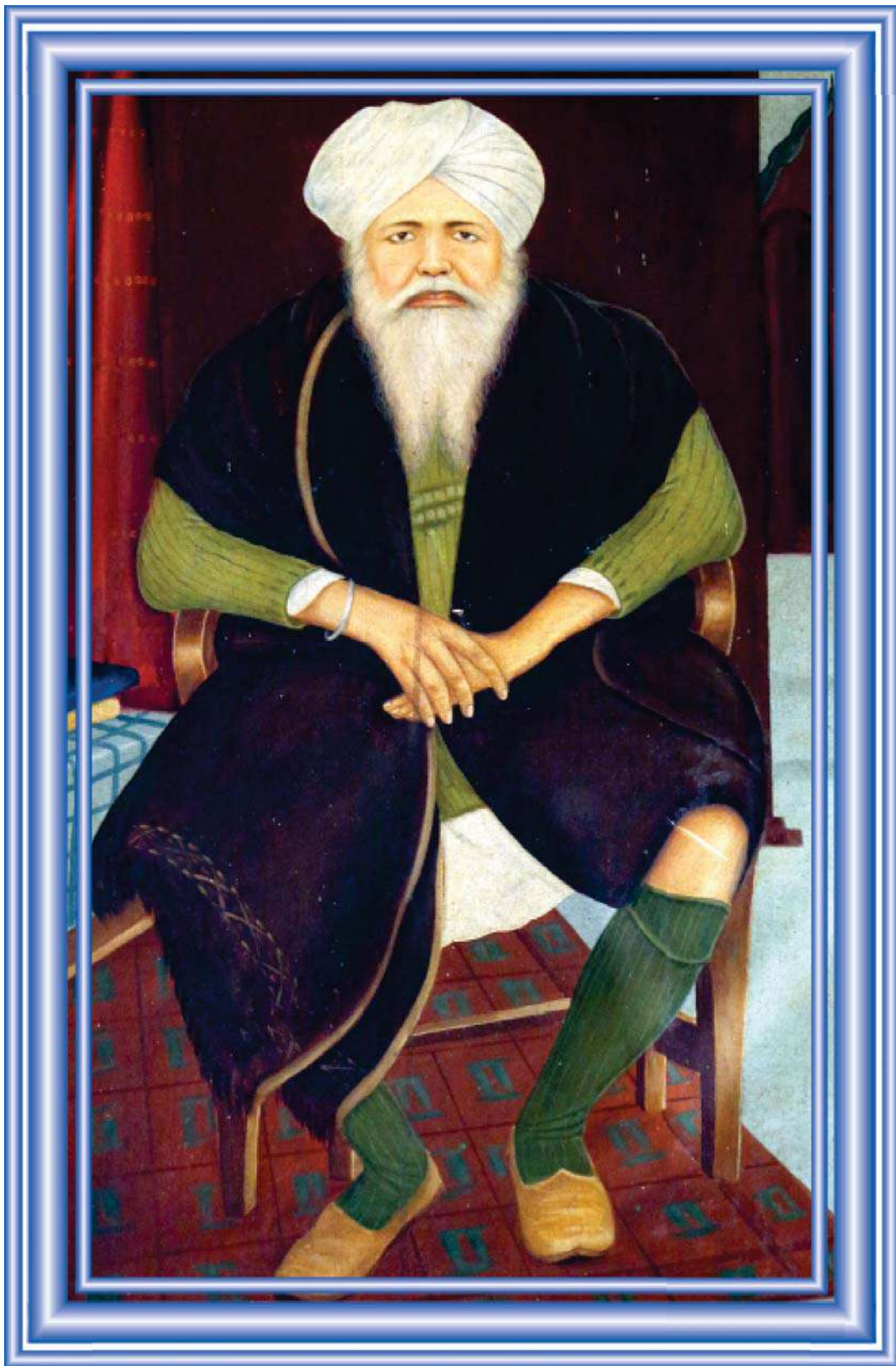
(Affiliated to Kurukshetra University, Kurukshetra)

A MINORITY INSTITUTION

SARASWATI NAGAR, DISTT. YAMUNA NAGAR - 133 103

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**Sant Prem Singh Ji**

# *About*

## *G.B.S. Education Society*



***Giani Balwant Singh***  
*Founder*  
*Janta Group of Institutions*  
*Saraswati Nagar (Yamuna Nagar)*

**Giani Balwant Singh** was a great teacher and a visionary. He established JANTA Senior Secondary School In 1957. He thought of expanding the educational Institutions and was ever ready to do any thing for that. Unfortunately his accidental death cut short his dreams. His equally visionary Sons took over his mission but the elder son S. Daljit Singh met the same fate as that of his father. His younger son S. Dewender Singh without loosing heart continued to march forward and established G.B.S. Education Society, that was duly registered under the Firms & Societies Registration Act - 1860.

The aim and objectives of the society are to propagate the philosophy of Sant Prem Singh Jee Maharaj (Murale Wale), who was an embodiment of spirituality and social service. He also established educational Institutions to serve the society selflessly and teach the moral values of which Sant Jee Maharaj and Giani Balwant Singh were the exponents.

This society has been granted Sikh Minority status by the State Government under Article 30 (I) of the constitution of India. The society carries out educational social cultural and religious activities. At present the society is running G.B.S. Public School, G.B.S. Roots (Play School), S.P.S. JANTA College, S.P.S. JANTA College of Education, B.N.S. JANTA Institute of Mgt. Tech. (MBA) and JANTA Polytechnic (Engg. Diploma).

It was the most cherished dream of Giani Baiwant Singh that is becoming reality as he always wanted that the students of this area should not only be taught at schools but should also be given higher education at their door-step in Mustafabad itself. So, SPS JANTA College is a dream come true. It is a self-financed Institution in this area, which is devoted to the cause of higher education of economically weaker section of society, scheduled castes and backward classes in general and students of Sikh Community in particular. It is running BBA, B.Com. (Computer Application), B.Com. (General) and B.A. General & B.Sc. (N.M.) the P.G. Diploma in Fashion Designing & P.G. Diploma in Cosmetology.

After degree level education the society thought of professional Institutes that could prepare our youth for jobs. SPS JANTA College of Education was established in 2007 with a sole motive to train the youth to become good teachers and serve the society honestly. So, this college is running B.Ed. and D.Ed. classes. The Society took a leap forward and also started MBA and Polytechnic Institutes that will provide another opportunity to our youth to get management and technical education. So, BNS JANTA Institute of Mgt. & Tech (MBA) was established from the year 2010-11 & Janta Polytechnic was established from the session 2011-12. GBS Education Society is striving hard to provide quality education.



*Dewender Singh*  
Chairman  
S.P.S Janta College



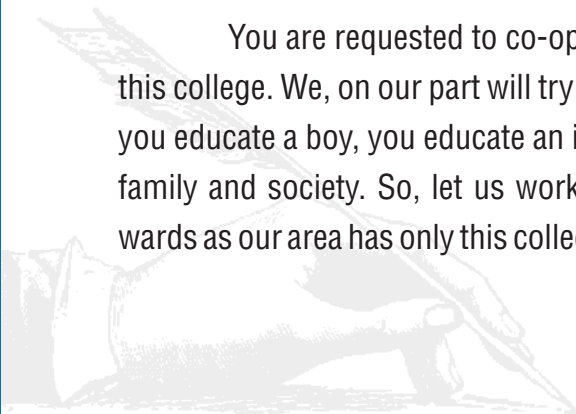
## *Message*

The management promised to open a college at Mustafabad which has been fulfilled with your blessings S.P.S. JANTA College is serving this area since 2006. The courses B.A. with Computer Science with number of traditional courses, B.Com. General & B.Com. Computer Application, B.B.A. and B.Sc. (N.M.), M.Com, PG Diploma in Fashion Designing & PG Diploma in Skin & Hair Therapy are being taught. Fashion Designing is being introduced as elective subject from session 2018-19

The college is achieving 100% results every year and has the distinction of possessing sprawling campus and magnificent building. Our primary aim is to strengthen our students by imparting education in Arts, Commerce & Science with a special stress on values of humanity, secularism and nationalism.

The Sikh Minority students are given special attentions by giving them fee concessions & scholarships & other facilities and other students are also given liberal concessions based on need-cum-merit basis.

You are requested to co-operate and help in getting your wards admitted in this college. We, on our part will try to come up to your expectations. It is said, that if you educate a boy, you educate an individual, but if you educate a girl you educate a family and society. So, let us work together for providing good education to your wards as our area has only this college at our door steps.





***Dr. Ranjit Kaur***  
*Director*  
*S.P.S Janta College*



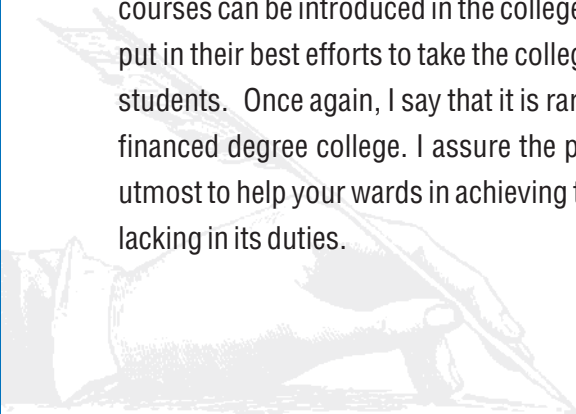
## *Message*

Marching ahead on its arduous journey, S.P.S. JANTA College stands committed for dedicated service to the rural masses and communities. Though being self-financed and unaided it is braving the difficulties and problems that normally depress and discourage the common man. S. Dewender Singh, the Chairman of the Group and members of his family are determined to take the college to a level where it can carve a niche for itself though presently it appears to be an uphill task.

It is the only self-financed college in this area opened especially for girls to facilitate the backward and the down trodden people to educate their daughters.

The college since its inception has been giving 100% results which shows the honesty and hard work put in both by the staff and the students. The college has a lush green campus where the interests and security of the students are the main concern of the administration and the management. A fair opportunity is given to the students to participate in cultural and extramural activities. Equally important is their participation in sports activities. The students grow here not only mentally, but also physically.

I wish that the people of the area must encourage the management of the college by sending their wards for admission in large number so that they can be served better and new courses can be introduced in the college in future. Their response will help the management to put in their best efforts to take the college to the new heights and provide more facilities to the students. Once again, I say that it is rare gesture on the part of the management to run a self-financed degree college. I assure the parents that staff members of the college will do their utmost to help your wards in achieving their goals and the administration too will not be found lacking in its duties.





***Dr. Amrik Singh***  
*Executive Director*  
*S.P.S Janta College*



## *Message*

It's heartening to observe that SPS Janta College, Sarswati Nagar (YNR) is making rapid strides in taking girls education to every home in the rural area of Mustafabad and its surroundings. The college is striving to create a holistic impact in grooming the students' mental and intellectual faculties along with their physical and spiritual development. It facilitates the young minds in becoming a human resource capable of contributing to the formation of nationalistic timbre of discipline and all-inclusive growth. The human values being imparted here will serve as the solid foundations for creating happy and healthy human relations. Let the message of the Gurus take home in their minds and shape their destinies to lead a life embellished with eternal values and intellectual accomplishments.

I wish them all success in the ensuing session.





***Dr. Gurpreet Kaur***  
*Officiating Principal*  
*S.P.S Janta College*



## *Message*

*"We cannot always build the future for our youth,  
but we can build our youth for the future."*

- Franklin D. Roosevelt

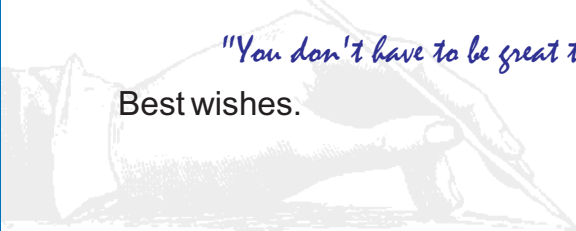
These words by Franklin D. Roosevelt perfectly describe our aim at SPS JANTA College. Beyond providing a sound education, we wish to provide our students a holistic learning experience for life. Our aim is to teach students to LEARN, not just STUDY. Hence, we strive to travel beyond the boundaries of mere books. We have realized that the future is abstract and unknown but the youth in our hands are real and can be moulded.

Dear students, "You are the nation-builders. You are the movers of technology. You are the agents of change." It is our fervent hope that the years that you will spend in SPS would enable you to equip with leadership and managerial skills. The knowledge that you will gain, the fine qualities that you will imbibe and the technical skills that you will learn to apply will be your major contribution to your parents, to society, and to the nation.

We invest our trust on you. You are our safe source and we bank all our efforts on you. We create not the future instead we craft you for the future. There are strong challenges to great efforts but, always remember great effort bears the sweet fruit of success. We want you to taste the fruit of success once and for the rest of your life, you will never rest.

*"You don't have to be great to start, but you have to start to be great."*

Best wishes.





# SHINING STARS



## B.A.



**Aarti**  
79.75%



**Anuradha**  
77.75%



**Divya**  
74.75%



**Poonam Devi**  
74.25%



**Poonam Devi**  
74.25%



**Shivani**  
69.75%



**Neha**  
69.5%



**Reetu**  
69.5%



**Poonam Devi**  
68.5%



**Renu**  
67.5%



**Eksha Sharma**  
67.5%

## PG Diploma in Cosmetology

## PG Diploma in Fashion Designing



**Deepa Rani**  
72.66%



**Madhu Bala**  
69.83%



**Nisha**  
72.83%



## M.Com.

**PUSH**  
YOURSELF BECAUSE,  
**NO ONE** ELSE IS  
GOING TO DO IT FOR YOU



**Maninder Kaur**  
70.75%



**Mandeep Kaur**  
69.83%



**Anjana**  
69.25 %



**Indraj Singh**  
69%

## B.Com.



**Harpinder Kaur**  
81.66%



**Monika Sharma**  
74.33%



**Bhawna Rani**  
68.83%



**Rohit**  
68.16%



**Harpreet Kaur**  
63%

## B.B.A.



**Sonali**  
74%



**Sushma Rani**  
72.33%

## B.Sc.



**Jeevanjot Kaur**  
77.14%



**Navjeet Kaur**  
76%



**Chanchal**  
74.85%



**Chetna**  
68.85%

## *Our Mission*

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Our Mission is to enable all eligible people of the area especially the girls to make a better world through education. Besides, it is to disseminate the value system and norms of righteous living as given in the Sikh scriptures.

## *Our Vision*

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Our Vision is to create holistic growth of our scholars who come to transform their lives through learning how to cultivate healthy attitudes, knowledge and skills conducive to all round development of their personalities.

We open up new opportunities for our scholars for a consistent and continuous growth through interactive situational exposures. All efforts are made to ensure that our scholars imbibe value system through spiritual discourses from spiritual luminaries and academic stalwarts.

Our **Values** consist of :-

- Our commitment to very high intellectual standards.
- Our commitment to high standards of human rights and freedoms.
- Our commitment to have the student experience be a central consideration in decision-making.
- Our commitment to civility and respect for others.
- Our commitment to applying teaching, research and creative activity to issues of importance to the world.
- Our commitment to be a responsible steward of people, culture, resources and the environment.



## IMPORTANT NOTE

1. Prospectus is not a legal document. It is only for general information and guidance.
2. Students must go through the rules given inside carefully and observe them strictly.
3. The Principal reserves the right to refuse/cancel any admission without assigning any reason in the interest of the institution.
4. Ragging is strictly banned in the College as per the Honourable Supreme Court Orders.
5. Rules regarding reservation, admission to college/ dues, syllabus, stream of examination etc., are subject to change by the Government/ University/ College. All such alterations shall be binding on all the students.
6. Voter Card of student is essential for admission in any stream in the college. (For those students who have attained the age of 18.
7. Medical Certificate from CMO only will be valid for medical leave.

## GENERAL RULES FOR ADMISSION

1. Application for admission to the college must be made on the prescribed form attached inside the Prospectus. Two passport size photographs are to be fixed.
2. All entries in the form must be made in the student's own handwriting.
3. Application form must be completed in all respects. No column should be left blank.
4. Copies of certificates to be attached with the admission form are as follows:
  - a) Attested photo copy of Matriculation Certificate (with date of birth).
  - b) Two Photostat copies of previous examination passed certificate for admission to B.A.-I/B. Sc-I/B. Com.-I, BBA-I.
  - c) Character certificate from the head of Institute last attended, copy of Aadhar Card & Voter Card
  - d) University Registration Card in case a student already registered with the university.
  - e) SC/ST/BC Certificate duly attested by a FIRST Class Magistrate along with AFFIDAVIT and Stipend form.
  - f) SC/BC students Saving Bank Account no. alongwith photostate copy of bank passbook.
5. Students from other Universities/Boards seeking admission to this college will be admitted only on production of original certificates of all the examinations passed prior to the class which they intend to join. Original Inter University Migration Certificate and the Detailed Marks Cards must also be produced at the time of admission.
6. The students whose results are declared late by the Kurukshetra University or Boards of School Education will be allowed admission in the College up to the date fixed by the University for the session. The original Migration Certificate will be deposited in the office by new students within 7 days from the close of admission. The concerned students will be held responsible for any lapse.
7. Fee deposited at the time of admission will not be refunded to a student whose eligibility has not been accepted by the University.
8. The students who have ever been disqualified by any University/Board will not be granted admission.
9. No student from Correspondence Courses will be granted admission to B.A./B.Sc./B.Com. Part-II and III except with the special & prior permission of the Vice Chancellor, K.U.K.
10. The students whose eligibility needs to be checked by the University will be given admission provisionally at their own risk and responsibility and that too after obtaining an undertaking in writing from them.
11. Students seeking admission to the college must satisfy themselves regarding their eligibility which is to be governed by the rules and regulation given in the Kurukshetra University Calendar and Ordinance, for, in case of invalidity of the admission, the students themselves will be solely responsible for the consequences whatsoever.
12. A student admitted to the college shall not seek admission in any other college without the prior permission of the Principal.
13. The students having passed Intermediate Examination from the Bihar Intermediate Education Council, Patna shall be considered eligible for admission to B.A.-I/ B.Sc.-I./B.Com-I w.e.f. the session 2004-05 as per K.U. instructions.



**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)

**NOTIFICATION**

It is notified that the Admission Committee of the University Vide Its Resolution No. 2 dated 14.05.2018 has approved the Schedule of Academic Calender for the University Teaching Departments/Institutes and its maintained/affiliated College for the Session 2018-19 as under :-

**FOR UNDER-GRADUATE COURSES**

EVENT	DURATION
Admissions	02.07.2018 to 12.07.2018
<b>1st Teaching Term (Odd Semester)</b>	13.07.2018 to 05.11.2018
Vacation - I (Diwali)	06.11.2018 to 13.11.2018
Examinations	14.11.2018 onwards
Winter Vacation - II	18.12.2018 to 31.12.2018
<b>1st Teaching Term (Even Semester)</b>	01.01.2019 to 17.03.2019
Vacation - I	18.03.2019 to 24.03.2019
<b>2nd Teaching Term (Even Semester)</b>	25.03.2019 to 30.04.2019
Examinations	01.05.2019 onwards
<b>Summer Vacation - II (2018-19)</b>	23.05.2019 to 30.06.2019

**FOR POST-GRADUATE COURSES**

EVENT	DURATION
Admissions	02.07.2018 to 20.07.2018
<b>1st Teaching Term (Odd Semester)</b>	21.07.2018 to 05.11.2018
Vacation - I (Diwali)	06.11.2018 to 13.11.2018
<b>2nd Teaching Term (Odd Semester)</b>	14.11.2018 to 21.11.2018
Examinations	22.11.2018 onwards
Winter Vacation - II	18.12.2018 to 31.12.2018
<b>1st Teaching Term (Even Semester)</b>	01.01.2019 to 17.03.2019
Vacation - I	18.03.2019 to 24.03.2019
<b>2nd Teaching Term (Even Semester)</b>	25.03.2019 to 30.04.2019
Examinations	01.05.2019 onwards
<b>Summer Vacation - II (2018-19)</b>	23.05.2019 to 30.06.2019

**Examinations be completed of each class within 25-30 days and the evaluation of Answer Books, etc. be got done in remaining days and during Vacations.**

- Note: 1. The next academic Session 2019-20 will start from 01.07.2019.
2. If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2018-19 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.
3. In case results of the Even Semester are not declared in time, provisional admission in case of ongoing Semesters will be made and classes may commence w.e.f. 13th July, 2018 of U.G. and 21st July, 2018 of P.G. courses.
4. The examinations of 6th Semester of UG be started w.e.f. 20.04.2019 onwards and other examinations be started w.e.f. 01.05.2019.
5. The State Universities are authorized to make minor changes/adjustment according to their local conditions at their own level, keeping in view the condition of minimum 90 teaching days in each semester.

## Infrastructure & Facilities

### CLASS ROOM

The Institute has spacious architecturally designed lecture and tutorial rooms, airy and electric gadgets, glossy chalkboards and flannel boards all intact, furnished with adequate modern furniture.



### LIBRARY

In this age of information, the library services must be the heart of any institution. The Library (Learning and Resource Centre) plays a vital role in providing & nurturing knowledge and aiding in learning activities. The primary purpose of the library is to support teaching, research & academic programmes.

The College has a well-stocked library with latest titles and volumes, it has books covering all aspects of syllabus. The Library Information Services play a crucial role in teaching and learning activities and will provide the main source in individual reading and study. Another feature of a library is a Book Bank facility.

In addition to the books from the book bank, the students are entitled to get books from the library.



### LANGUAGE LAB

In Language lab all the audio visual equipments are available to promote the proficiency in English and the communication skills. A special coaching is offered to students in listening, speaking and reading skills in English so that they can be trained to possess sufficient communication skills.



### ATM



24 hours ATM Facilities for Students & staff for money withdrawal.

## COMPUTER LAB FACILITIES

The Institute has an air-conditioned Computer Lab for students. The lab holds personal Computers & one powerful server.

Students may use the lab to do project work or research, generate print output, and to practice using software applications commonly found in the workplace. Wi-Fi connection is also available in Computer Lab. All the computers are connected via a Local Area Network. The hardware configuration of the computer centre are dual core processor and equipped with latest version of softwares and provides internet connectivity round the clock to students on totally cost free basis.



## PHYSICS LAB

The laboratories are well equipped and facilitated for conducting experiments to the students. The Physics lab has all standard equipments and apparatus for conducting the required experiments.



## CHEMISTRY LAB

The Chemistry lab has all apparatus and equipments with chemicals to perform all analytical practicals.



## TRANSPORT

The College has fleet of 10 Buses plying within the radius of 40 k.m. covering Yamuna Nagar, Bilaspur, Ladwa, Raduar, Ambala. The buses will be plying from all major towns.





## SPORTS

The campus has maintained sports facilities and adequate emphasis is laid on the all round growth and development of the students. The college provides facilities for in-door & outdoor games. These are:

- Badminton
- Cricket
- Football
- Volleyball
- Table Tennis
- Basketball

## CAFETERIA

The Campus has a modern well furnished cafeteria to cater the taste of the students. Besides soft-beverages and snacks, it has a provision of serving meals to those who wish to take their lunch. The students can relax and re-energizes themselves at the cafeteria.



## TRAINING & PLACEMENTS

The College has full-fledged Training and Placement Cell. A regular training & personality development & Soft Skill development programmes are conducted in the institute. Special training for placement for final year students.

## INDUSTRIAL TRAINING

For the purpose of providing the Industrial/Professional Training Industrial visits are organized.





## UNDERGRADUATE COURSES

### ARTS FACULTY

#### B.A. (General)

A candidate who has passed Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana or any other examination recognized as equivalent thereto with at least 33% marks in aggregate with English as one of the subjects, shall be eligible to join 1st Semester of the course.

A candidate of B.A. (General) examination shall be required to take up on each of the Semester the following subjects :

#### a) Compulsory Subjects

1. English
2. Hindi
3. Environment Studies
4. Computer Awareness (Qualifying Paper)

A candidate shall offer two elective subjects from Group I to Group V selecting any one subject

**GROUP - I :** Hindi/Computer Science/Computer Application.

**GROUP - II :** Mathematics/Pub. Admn./Health & Physical Education.

**GROUP - III :** Political Science

**GROUP - IV :** Economics

**GROUP - V :** History

### SCIENCE FACULTY

#### B.Sc (Non-Medical)

A candidate shall be eligible to join the first year of B.Sc., if he/she has passed Senior Certificate Examination (10+2 Standard) of Board of School Education, Haryana or its equivalent examinations there to in Science Group with English as one of the subjects and has obtained as least 40% marks in aggregate.

#### a) Compulsory Subject

1. English
2. Environment Studies
3. Computer Awareness

#### b) Non-Medical

1. Physics
2. Chemistry/Computer Science
3. Mathematics

### COMMERCE FACULTY

#### B.Com (General)

- a) A person who has passed any one of the following examinations with English as one of the subjects shall be eligible to join the first year of the Bachelor of Commerce Course.
- b) Senior Secondary Certificate Examination (10+2 Standard) of Board of School Education, Haryana or an Examination recognized by the Academic Council as equivalent there to with at least 40% marks in the Commerce Group or 50% marks in Non-Commerce Group (Humanities & Science) and for e-commerce and Banking & Insurance a person must have 50% marks in Commerce Group and 60% marks in Non Commerce Group.

#### Ist Semester

Course Code	Course Title
BC 101	Financial Accounting-I
BC 102	Micro Economics
BC 103	Principles of Business Management
BC 104	Computer Applications in Business
BC 105	Business Mathematics - I
BC 106	Business Communication

\*Internal Assessment based on Practical.

#### IInd Semester

Course Code	Course Title
BC 201	Financial Accounting-II
BC 202	Macro Economics
BC 203	Fundamentals of Marketing
BC 204	E-Commerce
BC 205	Business Mathematics - II
BC 206*	Business Environment of Haryana
BC 207	Environmental Studies (Qualifying Paper)

\*Internal Assessment based on Practical

#### IIIrd Semester

Course Code	Course Title
BC 301	Corporate Accounting - I
BC 302	Business Statistics - I

BC 303	Business Laws - I
BC 304	Company Law - I
BC 305	Indian Financial System

**Optional Subjects**

BC 306	i) Rural Marketing
	ii) Foreign Trade of India
	ii) Networking and Web Designing

\*Internal Assessment based on Practical.

**IVth Semester**

Course Code	Course Title
BC 401	Corporate Accounting - II
BC 402	Business Statistics - II
BC 403	Business Laws - II
BC 404	Company Law - II
BC 405	Computerized Accounting System

**Optional Subject**

BC 406	i) Advertising
	ii) Entrepreneurship Development
	ii) Accounting and Reporting Standards

**Vth Semester**

Course Code	Course Title
BC 501	Cost Accounting
BC 502	Financial Management
BC 503	Goods and Services Tax
BC 504	Income Tax - I
BC 505	Auditing

**Optional Subjects**

BC 506	i) Supply Chain Management
	ii) Indian Economy
	iii) Fundamentals of Stock Market

**VIth Semester**

Course Code	Course Title
BC 601	Management Accounting
BC 602	Fundamentals of Insurance
BC 603	Human Resource Management
BC 604	Income Tax - II
BC 605	Business Environment

**Optional Subjects**

BC 606	i) Retail Management
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- ii) Corporate Governance
- iii) Industrial Laws

**B.Com (Computer Application)**

**Ist Semester**

Course Code	Course Title
BC 101	Financial Accounting
BC 102	Micro Economics
BC 103	Principles of Business Management
BC 106	Business Communication
BC (Voc) 105	Computer Fundamentals & Logical Organizations
BC (Voc) 106	Business Data Processing & PC Software - I

**IInd Semester**

Course Code	Course Title
BC 201	Financial Accounting-II
BC 202	Macro Economics
BC 203	Fundamentals of Marketing
BC 204	E-Commerce
BC (Voc) 205	Programming in C
BC (Voc) 206	Business Data Processing & PC Software-II
BC 207	Environment Studies : (Qualifying Paper)*

**IIIrd Semester**

Course Code	Course Title
BC 301	Corporate Accounting - I
BC 302	Business Statistics
BC 303	Business Laws-I
BC 304	Company Law-I
BC (Voc) 305	Data Structure
BC (Voc) 306	Fundamentals of Database Management System
BC (Voc) 307	On the Job Training Report**

**IVth Semester**

Course Code	Course Title
BC 401	Corporate Accounting - II
BC 402	Business Statistics - II
BC 403	Business Law - II

BC 404	Company Law - I
BC (Voc) 405	Programming in Java
BC (Voc) 406	Advanced Computer Applications

BBA 112	Business Mathematics - II
BBA 113	Business Communication - I
BBA 114	Viva - Voce
BBA 115	Environment Studies

**Vth Semester**

<b>Course Code</b>	<b>Course Title</b>
BC 501	Cost Accounting
BC 502	Financial Management
BC 503	Goods and Services Tax
BC 504	Income Tax - I
BC (Voc) 505	Web Technology
BC (Voc) 506	Systems Analysis & Design
BC (Voc) 507	On the Job Training Report**

**IIIrd Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 201	Understanding Human Behaviour
BBA 202	Micro Business Environment
BBA 203	Business Statistics - I
BBA 204	Management Accounting
BBA 205	Fundamentals of DBMS and ORACLE
BBA 206	Business Communication - II
BBA 207	Seminar

**VIth Semester**

<b>Course Code</b>	<b>Course Title</b>
BC 601	Management Accounting
BC 602	Fundamentals of Insurance
BC 603	Human Resource Management
BC 604	Income Tax - II
BC (Voc) 605	Social Networking and Data Analytics
BC (Voc) 606	Enterprise Resource Planning

**IVth Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 208	Human Behaviour at Work
BBA 209	Macro Business Environment
BBA 210	Business Statics - II
BBA 211	Marketing Management
BBA 212	Financial Management
BBA 213	Principles of Material Management
BBA 214	Viva - Voce

**B.B.A.**

**Ist Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 101	Business Organisation
BBA 102	Business Accounting
BBA 103	Managerial Economics - I
BBA 104	Business Mathematics - I
BBA 105	Hindi
BBA 106	Computer Fundamentals
BBA 107	Seminar

**Vth Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 301	Business Law - I
BBA 302	Principles of Retailing
BBA 303	Principles of Banking
BBA 304	Fundamentals of E-Commerce
BBA 305	Export Procedure and Documentation
BBA 306	Principles of Production Management
BBA 307	Training Report

**IIInd Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 108	Principles of Management
BBA 109	Analysis of Financial Statement
BBA 110	Managerial Economics - II
BBA 111	Understanding Social Behaviour

**VIth Semester**

<b>Course Code</b>	<b>Course Title</b>
BBA 308	Enterpreneurship Development
BBA 309	Business Law - II

BBA 310	Logistic Management
BBA 311	Principles of Insurance
BBA 312	Introduction to Financial Services
BBA 313	Viva - Voce
BBA 314	Environment Management*

## POSTGRADUATE COURSES

### M.Com

A person who has passed with at least 45% marks in the aggregate of the Bachelor of Commerce or Bachelor of Business Administration or Bachelor of Arts/Science with Economics and/or Mathematics examination of Kurukshetra University or any other examination recognized as equivalent thereto with English as one of the subject shall be eligible to join this course.

#### Ist Semester

Course Code	Course Title
MC 101	Organisational Behaviour
MC 102	Business Environment
MC 103	Managerial Economics
MC 104	Company Law
MC 105	Accounting for Managerial Decisions
MC 106	Marketing Management

#### IIInd Semester

Course Code	Course Title
MC 201	Human Resource Management
MC 202	International Business Environment

MC 203	Strategic Marketing
MC 204	Financial Management & Policy
MC 205	Corporate Accounting
MC 206	Business Statistics
MC 207	Viva-Voce sum Case Study

#### 3rd and 4th Semester

In M.Com 3rd and 4th Semester, a student will take six papers in all comprising of one compulsory paper and five optional papers. The optional papers

will be chosen in the following manner :

- i) The student will choose at least one paper (upto maximum three papers) of each Specialization : A,B and C as below :
  - (A) Finance & Taxation
  - (B) Marketing
  - (C) HRM & General Management
- ii) Each of the specializations comprises of two mutually exclusive Optional Group (I & II) and the student has to choose only one Optional Group.
- iii) If the student chooses more then one paper from same Specialization, it must be from within the three papers of the same Optional Group already chosen at (ii) above. In 4th semester, in addition to above six papers, MC-420 Viva Voce cum Case Study is a compulsory paper.

#### IIIrd Semester

##### Compulsory Papers

MC 301 Computer Applications in Business

##### Specializations

##### Specialization A : Finance & Taxation

Note : Chose any one optional group

##### Optional Group - I (Finance & Taxation)

MC 302 Advanced Financial Management

MC 303 Security Analysis and Investment Management

MC 304 Financial Institutions and Markets

**OR**

##### Optional Group - II (Finance & Taxation)

MC 305 Fund Management in Banking and Insurance Companies

MC 306 Merchant Banking and Financial Services

MC 307 Advanced Tax Laws and Practice

##### Specialization B : Marketing

Note : Choose any one optional group

**OR**

**Optional Group - II (Marketing)**

MC 311 International marketing  
 MC 312 Foreign Trade Policy & Procedures  
 MC 313 Retail Management

**Specialization - C HRM & General Management**

Note : Choose any one optional group

**Optional Group - I (HRM & General Management)**

MC 314 Entrepreneurship Development  
 MC 315 Business Ethics & Social Responsibility  
 MC 316 Human Resource Development

**OR**

**Optional Group-II (HRM & General Management)**

MC 317 Management of Industrial Relations  
 MC 318 Cross-Cultural and Global Human  
 Resource Management  
 MC 319 Compensation Management

**IVth Semester**

**Compulsory Papers**

MC 401 IT and E-Commerce

**SPECIALIZATIONS**

**Specialization A : Finance & Taxation**

Note : Choose any one optional group

**Optional Group - I (Finance & Taxation)**

MC 402 Corporate Tax Planning and Management  
 MC 403 Project Planning and Control  
 MC 404 International Financial reporting Standards

**OR**

**Optional Group - II (Finance & Taxation)**

MC 405 Portfolio Management  
 MC 406 Multinational Financial Management  
 MC 407 Stock Market Operations

**Specialization B : Marketing**

Note : Choose any one optional group

**Optional Group - I (Marketing)**

MC 408 Sales Management  
 MC 409 Services Marketing  
 MC 410 Supply Chain Management

**OR**

**Optional Group - II (Marketing)**

MC 411 Consumer Behaviour  
 MC 412 Rural marketing  
 MC 413 International Economics

**Specialization C : HRM & General Management**

Note : Choose any one optional group

**Optional Group - I (HRM & General Management)**

MC 414 Corporate Governance  
 MC 415 International Human Resource  
 Management  
 MC 416 Event Management

**OR**

**Optional Group - II (HRM & General Management)**

MC 417 Organization Change and Intervention  
 Strategies  
 MC 418 Strategic Human Resource management  
 MC 419 Corporate Level & Centre Level Strategies  
 MC 420 Viva-Voce sum Case Study

**P.G. Diploma in Skin and Hair Therapy**

A person who has passed with at least 50% marks in the aggregate of Bachelor Degree in any stream of Kurukshetra University, Kurukshetra or any other examination recognized as equivalent there to shall be eligible to join this course.

1. Basic of Human Anatomy (Theory)
2. Basic of Beauty Therapy (Theory and Practical)
3. Tools & Techniques in Skin Care (Theory and Practical)
4. Hair Care and Styling (Theory and Practical)
5. Nutrition and Yoga (Theory and Practical)

## P.G. Diploma in Fashion Designing

A person who has passed with at least 50% marks in the aggregate of Bachelor Degree in any stream of Kurukshetra University, Kurukshetra or any other examination recognized as equivalent thereto shall be eligible to join this course.

1. Textile Studies (Theory)
2. Fashion Illustration (Theory and Practical)
3. Techniques of Fashion Designing (Theory)
4. Drafting, Pattern Making & Draping (Practical)
5. Basic of Computer and CAD (Practical)
6. Apparel & Textile Designing (Practical)
7. Dyeing and Printing in Textile (Practical)

## INFORMATION PERTAINING TO ACADEMICS

### Change of Subject / Faculty

A student of an undergraduate course may be permitted to change her subject (s) or faculty within one month of the commencement of the session. A detailed schedule for the same will be displayed on the notice board before August 07.

### Attendance

A candidate who has not attended 75% lectures in theory/practical as prescribed by the Ordinances of the University and the deficiency thereof has not been condoned by the Principal, shall not be eligible to appear in the examination.

### Important Note :

1. Weekly attendance report of all the students will be put on the college website.  
**If a student remains absent from the class for 14 days or more in a month her name will be struck off from the college rolls and she will have to seek readmission with a fee of Rs. 500/-.**

2. A candidate who has not attended 75% lectures in EVS will be heavily fined.

### Internal Assessment

There shall be 20% marks earmarked for Internal Assessment in each theory paper of all Semesters to be awarded by the class teachers calculated/based upon students' performance in college tests/ assignments and attendance in each subject according to the following criteria:

1. Two Handwritten Assignments - 10%
2. One Class Test - 5%
3. Attendance - 5%

Marks for Attendance will be given as under :

- |                |   |          |
|----------------|---|----------|
| 1) 91% onwards | : | 5 marks  |
| 2) 81% to 90%  | : | 4 marks  |
| 3) 75% to 80%  | : | 3 marks  |
| 4) 70% to 74%  | : | 2 marks* |
| 5) 65% to 69%  | : | 1 mark*  |

\*For students engaged in co-curricular activities for the college only / authenticated medical grounds duly approved by the concerned Principal.

## SCHEDULE FOR ASSIGNMENTS & TESTS

### Odd Semester (I, III, V)

### Even Semester (II, IV, VI)

1st Assignment	1st week of September
1st Assignment	2nd week of February
Class Test	Last week of September
Class Test	2nd week of March
2nd Assignment	Last week of October
2nd Assignment	1st week of April

## GENERAL RULES

1. No meeting can be organized or held in the college campus without the prior permission of the principal.
2. Students are not allowed to bring outsiders to the college.
3. A student on rolls of the college shall be bound by the college rules and regulations.
4. A student found guilty of misconduct, damaging the dignity of self and the institution, making noise, damaging/ disfiguring furniture, walls, etc., shall be severely punished.
5. All the students are supposed to consult the Notice Board daily. Ignorance of orders duly displayed on notice-board shall not be accepted as an excuse for non-compliance.
6. The college reserves the right to refuse admission to any applicant without assigning any reason.
7. The principal has the right to cancel/reject admission of any candidate at any stage.
8. **Mobile phone in the college campus is strictly prohibited. Any student found with a mobile phone will be strictly dealt with phone will be confiscated. In case of an emergency a student can make a call from administrative office.**
9. Absence from the class test is punishable with the fine of Rs. 100/- per paper. **Fine will not be exempted even if a student has obtained prior permission to remain absent in the test.**
10. **If a candidate does not appear in the EVS Exam in TDC-I, she/he will have to pay a late fee of Rs. 500/- in TDC-II/TDC-III even if a student has obtained prior permission to remain absent from the EVS Exam.**
11. Students should go to the library in their vacant period. Loitering in veranda and chit-chatting/gossiping in the corridors will be viewed seriously.
12. The students are not allowed to use the lift in the college. However, physically disadvantaged students may use this facility.
13. It is compulsory for the students of all vocational courses to wear uniform on all days.
14. Students will not be allowed to leave the college premises for any personal work till 1:00 pm.
15. **In case of mass bunk, the whole class will be fined Rs. 100/- each.**

### 16. Fee of any kind once paid will not be refunded.

#### IDENTITY CARD

An Identity Card is an important document and should be carried at all times in college as it identifies a student as a member of the college community. It can be checked at any time by any member of the staff. In case a student loses her card or needs to replace the damaged card, a duplicate ID Card can be issued on payment of additional fee of Rs. 50/-.

#### PRAYER

The college holds prayer daily for 15 minutes. It includes Vedic Hymns, Gurubani, Shabad and popular prayers. It is compulsory for all the students to attend the prayer daily. All the important announcements pertaining to the students are made in the prayer time.

#### COLLEGE FUNCTIONS

Every year the college organises the following functions : Inaugural Path, Prize Distribution Function, Annual Sports Day & Concluding Path, **which are compulsory for all the students to attend otherwise they will be fined Rs. 100/- per function.** Besides this, students of any particular class must attend all those functions which will be declared compulsory for them.

#### VEHICLE PARKING RULES

1. Students coming to college on cycles/scooters must acquire cycle/scooter token from the college office.
2. Students must park their bicycles/scooters in the Parking Area. Vehicles parked anywhere else inside/outside the college shall be confiscated.
3. Students must lock their vehicles positively. However, in case of loss of a vehicle the college shall not be responsible.
4. Students will have to pay Rs. 180/- as Cycle charges and Rs. 360/- as Scooter charges per academic session.

#### LEAVE RULES

1. Leave must be applied for in advance on leave forms.
2. On days when special functions are held, leave shall be granted only by the Principal. In case of absence fine will be imposed.
3. In case of serious illness, the leave application must be submitted alongwith the medical certificate as soon as possible. The medical certificate will be accepted only after the approval of the doctor recommended by the college.
4. **The maximum leave allowed during the year will be 15 days only. Extra leave / medical leave for more than 15 days shall automatically be cancelled and the student shall be fined Rs. 5/- per lecture/day. No lecture will be given against the leave sanctioned.**

## LIBRARY RULES

Library is primarily intended for the use of students and staff of the college. Others can also use the Library but only with special permission of the Director/Principal. The readers have free access to books and periodicals.

### MEMBERSHIP:

Only Library members enjoy the privilege of borrowing books. The faculty, students and non-teaching staff of the college can enroll themselves as members by filling up the prescribed application form and agreeing to abide by the Library rules.

Overdue charges

The following overdue charges are recovered for Library material retained longer than the permissible period of loan from the students;

- General Books: Rs. 1/- per book per day till the day it is deposited.
- Overnight Text Books/Reference Books: Rs. 2/- per book for the first day, followed by Rs. 5/- per day for next two days and then Rs. 10/- per day till the day it is deposited.

### LOSS OF LIBRARY MATERIAL:

Charges are recovered from the borrowers for the loss of any Library material.

### GENERAL RULES OF LIBRARY

- Students should bring identity card while visiting Library. Without identity card, the students may be asked to leave the library.
- Maintain silence in and around the library.
- Help to keep the books neat & clean. .

## RAGGING PROHIBITED

Definition of Ragging provided by the Hon'ble Supreme Court of India includes "ragging is any act which violates the dignity of the individual student or is perceived to violate his/her dignity." Ragging is neither a means of familiarization nor an introduction with freshers but a form of psychopathic behaviour and a reflection of deviant personalities. It produces the entrenched power configurations prevalent in civil society.

Ragging can be in either of the following forms or the acts:-

### VERBAL:

Where senior causes mental harassment, discomfort for the junior by forcing him/her to answer unacceptable/ personal questions, dance, sing etc. is said to rag the junior. It also includes within its ambit cyber ragging.



Ragging of any student inside or outside the campus is strictly prohibited. As per Supreme Court of India's order, ragging is a criminal offence.

**Punishment:** 1 year imprisonment with fine.

### SEVERE VERBAL RAGGING:

Where the mental harassment, discomfort is to such an extent as to force the junior to withdraw from the college.

Punishment: 7 year imprisonment with fine.

### PHYSICAL:

Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting him/her with objects etc.

Punishment: 7 year imprisonment with fine.

### SEXUAL RAGGING:

Where the senior asks the junior to do an act which damages sexual dignity of the junior.

Punishment: 7 year imprisonment with fine.



## STUDENT RESPONSIBILITIES / CODE OF CONDUCT

- ❖ Parents / Guardians are requested to read the Prospectus carefully and co-operate with the college authorities in counselling their wards to follow the rules and regulations.
- ❖ Various rules regarding college admission/dues/lectures/examinations etc. are subject to change by the University and these changes shall be binding on students.
- ❖ Students should attend the classes regularly.
- ❖ Morning assembly is compulsory for all the students.
- ❖ Students should keep their Identity Card with them and show to the college authorities on demand. A duplicate I-card will be issued from the college on payment of ₹ 50
- ❖ The students are requested to deposit college dues & fee in the college office on the dates notified on the Notice Board.
- ❖ Parents are requested to see the subject teachers on the last Saturday of every month for the performance of their ward. The college shall not be responsible if a student is not allowed to appear in the examination in case she fails to fulfil the conditions as per K.U.K. rules.
- ❖ To seek the blessings of the Almighty God there will be a "Sukhmani Sahib Path" in the college before the commencement of the session, and Akhand Path before conduct of Annual Examination. It is compulsory for all the students to join these ceremonies. If a student does not attend these ceremonies and other important functions of the college, disciplinary action will be taken against her.
- ❖ Students are to maintain discipline inside and outside the college.
- ❖ No student will be allowed to leave the college before 1:00 PM.
- ❖ Political & non-academic meetings of any kind can not be held in the college premises without prior written permission of the Principal.
- ❖ Disturbing the classes and calling out any student from the class for any agitation is a serious offence.
- ❖ Damaging/tampering the college property is a gross indiscipline. Serious action will be taken against defaulter.
- ❖ Outsiders are not allowed in the college.
- ❖ Mobile phones are not allowed in the college and Classes, defaulters shall be strictly dealt with

### Note:

1. Students seeking admission to the college must satisfy themselves regarding their eligibility which is to be governed by the rules given in Kurukshetra University Calendar & ordinances and also mentioned in the College Prospectus. In case of ineligibility of the admission, the students will solely be responsible for the consequences whatsoever.
2. The college reserves the right to refuse admission to any applicant without assigning any reason.
3. The admission will be treated cancelled due to non submission of Original Certificate and Migration certificate within fifteen days from the date of admission.
4. Reservation policy will be adopted as per K.U.K. / Govt. rules.
5. Merely depositing of fee does not ensure the right to admission in the college
6. The student shall not claim for admission, if he/she doesn't stand in the merit of admission list.

## MOTIVATIONAL SCHOLARSHIP SCHEMES

### BENEFITS FOR S.C. CANDIDATES

Scheme for SC welfare Post Matric Scholarship of GOI (Govt. of India) is being implemented by State Govt. for SC students studying in the Educational Institutes situated in Haryana whose parental/guardian income from all sources is up to **2.5 lacs per annum**. The benefits include enrollment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsory payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit will however, be excluded. For students admitted under this scheme the application form has to be submitted by the students to the Principal of the concerned institute.

### BENEFITS FOR B.C. CANDIDATES

At present there is one scheme for BC students namely Post Matric Scholarship of GOI. The Post Matric Scholarship scheme of GOI (GOVT. OF INDIA) is being implemented by BC Welfare Deptt. Of Haryana throughout the state. The scheme is for BC students whose annual income from all sources is not exceeding from **Rs. 1.00 lac per annum**.

### BENEFITS FOR MINORITY CANDIDATES

The post Matric Scholarship scheme of GOI is being implemented for higher educational institutions in Haryana for minority students. Annual Parents/Guardian income from all sources up to Rs. 2lacs. Not less than 50% marks or equivalent grade in the previous final Examination. Preference in the ascending order to income to students from BPL families.

## FEE CONCESSION, STIPEND AND SCHOLARSHIPS

### FEE CONCESSION

Concessions in fee are given to the brilliant students, good sports persons, holders of distinction in co-curricular activities and other deserving students.

### STIPEND AND SCHOLARSHIPS AVAILABLE IN THE COLLEGE

- A) Scholarships/Stipends offered by various Govt. Agencies
1. Backward Class Stipends Scholarships from HEC
  2. Scheduled Caste Stipends Scholarships from HEC
  3. National Merit Scholarship from HEC
  4. Haryana State Merit Scholarship from HEC
  5. Haryana Board of School Education Merit Scholarships
  6. University Merit Scholarship from K.U.K.
  7. Dr. Radha Krishnan Foundation Fund Scholarship by K.U.K.
  8. Haryana State Merit/Silver Jubilee Celebration Merit Scholarships on the basis of XII exam result through HEC.
  9. Physically Handicapped Scholarship
  10. Scholarship for dependents of Ex-Servicemen
  11. Only girl child scholarship of Rs. 24,000/- p.a. sponsored by UGC
  12. Directorate of Social Welfare, Govt. of U.P. Scholarship for U.P. domicile students studying in other states.
  13. Minority Scholarships for Minority communities by HEC

**Note:** These scholarships are offered by various agencies for specified students. The qualifying conditions and number of scholarships in each case are different and can be enquired from the scholarship clerk in the office.

### B) College level Scholarships Students Aid Funds

The college provides financial aid to the poor and needy students in continuing their higher studies. This fund is administered by Committee headed by the Principal with two staff members (one male and one female). The assistance under this fund is given to those fulfilling the duly specified conditions.

## WHOM TO CONTACT

<b>S.No.</b>	<b>Subject Societies &amp; Associations</b>	<b>Teacher Incharge</b>
1.	English Literary Association	Dr. Gurpreet Kaur Ms. Monica Luthra
2.	Hindi Sahitya Sabha	Dr. Mamta
3.	Commerce & Management Association	Mr. Sukhdev Singh Mr. Sarvjeet Singh Bhatia
4.	Economics Association	Ms. Anju
5.	History Association	Mr. Ravinder
6.	Computer Association	Ms. Manpreet Ms. Rina
7.	Punjabi Sahitya Association	Ms. Gurvinder Kaur
8.	Political Science Association	Ms. Chanchal Bakshi
9.	Maths Association	Ms. Shilpa
10.	Physics Association	Mr. Suraj Mr. Vishal
11.	Chemistry Association	Ms. Ishu Ms. Kiman
12.	Sports Association	Ms.. Saroj

### CLUBS & COMMITTEES

S.No.	COMMITTEE / CLUB / CELL	MAMBERS
1.	Anti Ragging Committee	Ms. Anju, Mr. Suraj
2.	Website updating Committee	Mr. Ankit Garg, Ms. Rina
3.	Discipline Committee	Ms. Saroj, Mr. Sukhdev, Ms. Manpreet, Ms. Anju
4.	Campus Beautification Committee	Ms. Amandeep Kaur, Ms. Surinder
5.	Library Advisory Committee	Mr. Sarvjeet Bhatia, Ms. Anju
6.	Sports Committee	Ms. Saroj
7.	Cultural Affair Committee	Ms. Anju, Ms. Gurvinder Kaur Ms. Amandeep Kaur
8.	Magazine Committee	Dr. Mamta, Ms. Manpreet Ms. Monika Luthra
9.	Hospitality Committee	Ms. Amandeep, Ms. Chanchal
10.	Grievance Redressal Cell	Ms. Chanchal, Ms. Shilpa
11.	Women Cell	Ms. Rina, Ms. Gurvinder
12.	Legal Literacy Cell	Mr. Sarvjeet Bhatia
13.	Placement Cell	Mr. Sukhdev, Mr. Ashu
14.	Career Guidance Cell	Mr. Ashu, Ms. Rina Sharma
15.	Personality Development Cell	Mr. Sarvjeet Bhatia, Ms. Surinder
16.	Alumini Association	Ms. Amandeep Kaur, Ms. Chanchal
17.	Parent Teacher Association	Ms. Rina, Ms. Anju, Ms. Shilpa
18.	Environment Awareness Club	Mr. Ravinder, Ms. Saroj
19.	Literary Club	Ms. Monica, Dr. Mamta
20.	Staff Club	Ms. Chanchal, Mr. Ravinder Kumar
21.	Controller of Examination <ul style="list-style-type: none"> <li>• Conduct of In house Examination</li> <li>• University Result of Faculties</li> <li>• Degree Record</li> <li>• Drop out Ratio of Students</li> </ul>	Ms. Anju Mr. Sukhdev Mr. Vishal
22.	NSS	Mr. Ravinder
23.	Feedback Analysis Collections	Ms. Anju, Mr. Sukhdev
24.	Academic Council	Mr. Sarvjeet Bhatia Ms. Anju, Dr. Mamta
25.	Press Note Committee	Mr. Sarvjeet, Dr. Mamta
26.	Tours & Trip Committee	Ms. Anju, Mr. Sukhdev

## SCHEME OF EXAMINATION

### Course Structure:

**Note:** Paper setter will set nine questions in all. Question number one will be compulsory which will be from the entire syllabus. It will contain six short type - questions. Students are required to attempt four questions from the remaining eight - questions. All questions will carry equal marks.

### B.Com (General)

Course Code	Course Title	External	Internal	Total Marks
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#### I Semester

BC-101	Financial Accounting-I	80	20	100
BC-102	Micro Economics	80	20	100
BC-103	Principal of Business Management	80	20	100
BC-104	Computer Application in Business	80	20	100
BC-105	Business Mathematics-I	80	20	100
BC-106	Business Communication	80	20	100

\* Internal Assessment based on Practical.

#### II Semester

BC-201	Financial Accounting-II	80	20	100
BC-202	Macro Economics	80	20	100
BC-203	Fundamental of Marketing	80	20	100
BC-204	E-Commerce	80	20	100
BC-205	Business Mathematics-II	80	20	100
BC- 206	Business Environment in Haryana	80	20	100
BC-207	Environment Studies (Qualifying paper)			100

\* Internal Assessment based on Practical.

#### III Semester

BC-301	Corporate Accounting-I	80	20	100
BC-302	Business Statistics-I	80	20	100
BC-303	Business Laws-I	80	20	100
BC- 304	Company Law-I	80	20	100
BC-305	Indian Financial System	80	20	100

#### Optional Subjects

BC-306	i) Rural Marketing	80	20	100
	ii) Foreign Trade in India	80	20	100
	iii) Networking and Web Designing	80	20	100

#### IV Semester

BC-401	Corporate Accounting-II	80	20	100
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BC-402	Business Statistics-II	80	20	100
BC- 403	Business Laws-II	80	20	100
BC-404	Company Law-II	80	20	100
BC-405	Computerized Accounting System	60	10	70
	Practical	30		

**Optional Subjects**

BC-406	i) Advertising	80	20	100
	ii) Entrepreneurship Development	80	20	100
	iii) Accounting and Reporting Standards	80	20	100

**V Semester**

BC-501	Cost Accounting	80	10	100
BC-502	Financial Management	80	20	100
BC-503	Goods and Services Tax	80	20	100
BC-504	Income Tax-I	80	20	100
BC-505	Auditing	80	20	100

**Optional Subjects**

BC-506	i) Supply Chain Management	80	20	100
	ii) Indian Economy	80	20	100
	iii) Fundamentals of Stock Market	80	20	100

**VI Semester**

BC-601	Management Accounting	80	20	100
BC-602	Fundamentals of Insurance	80	20	100
BC-603	Human Resource Management	80	20	100
BC-604	Income Tax-II	80	20	100
BC-605	Business Environment	80	20	100

**Optional Subjects**

BC-606	i) Retail Management	80	20	100
	ii) Corporate Governance	80	20	100
	iii) Industrial Laws	80	20	100

\* The qualifying paper Environmental Studies shall be taught in the 1st and IInd Semester. However, the examination will be conducted in the IInd Semester.

## SCHEME OF EXAMINATION

### Course Structure:

**Note:** Each student who has opted for the above said course shall opt two theory papers in each Semester in addition to four papers common with B.Com. General Scheme

### B.Com (Vocational)

Course Code	Course Title	External	Internal	Total Marks
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#### I Semester

BC-101	Financial Accounting-I	80	20	100
BC-102	Micro Economics	80	20	100
BC-103	Principal of Business Management	80	20	100
BC-106	Business Communication	80	20	100
BC-105 (Voc)	Computer Fundamentals & Logical Organizations	80	20	100
BC-106 (Voc)	Business Data Processing & PC Software-I	80	20	100

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

#### II Semester

BC-201	Financial Accounting-II	80	20	100
BC-202	Macro Economics	80	20	100
BC-203	Fundamental of Marketing	80	20	100
BC-204	E-Commerce	80	20	100
BC-205 (Voc)	Programming in C	80	20	100
BC-206 (Voc)	Business Data Processing and PC Software-II	80	20	100
BC-207	Environment Studies (Qualifying paper)			100

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

#### III Semester

BC-301	Corporate Accounting-I	80	20	100
BC-302	Business Statistics-I	80	20	100
BC-303	Business Laws-I	80	20	100
BC-304	Company Law-I	80	20	100
BC-305(Voc)	Data Structure	60	20	80
BC-306(Voc)	Fundamentals of Database Management System	60	20	80
BC-307(Voc)	On the Job Training Report	40		40

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

#### IV Semester

BC-401	Corporate Accounting-II	80	20	100
BC-402	Business Statistics-II	80	20	100
BC-403	Business Laws-II	80	20	100

BC-404	Company Law-II	80	20	100
BC-405(Voc)	Programming in Java	80	20	100
BC-406(Voc)	Advanced Computer Applications	80	20	100

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

**V Semester (Computer App.)**

BC-501	Cost Accounting	80	20	100
BC-502	Financial Management	80	20	100
BC-503	Goods and Services Tax	80	20	100
BC-504	Income Tax - I	80	20	100
BC-505(Voc)	Web Technology	60	20	80
BC-506(Voc)	Systems Analysis & Design	60	20	80
BC-507(Voc)	On the Job Training Report	40		

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

**VI Semester (Computer App.)**

BC-601	Management Accounting	80	20	100
BC-602	Fundamental of Insurance	80	20	100
BC-603	Human Resource Management	80	20	100
BC-604	Income Tax - II	80	20	100
BC-605(Voc)	Social Networking and Data Analysis	80	20	100
BC-606(Voc)	Enterprise Resource Planning	80	20	100

\* Internal Assessment will be based on Practical Exam conducted by Internal Examiner.

\*The qualifying paper- Environmental Studies shall be taught in the Ist and IInd semester. However, the examination will be conducted along with IInd Semester Practical Examination Project Report

**B.B.A.**

**SCHEME AND COURSE OF STUDY**

**I Semester**

B BA-101	Business Organisation	80	20	100
B BA-1 02	Business Accounting	80	20	100
B BA-1 03	Managerial Economics-I	80	20	100
BBA-104	Business Mathematics-I	80	20	100
BBA-105	Hindi	80	20	100
BBA-106	Computer Fundamentals	80	20	100
BBA-107	Seminar			50

**II Semester**

B BA-108	Principles of Management	80	20	100
BBA-109	Analysis of Financial Statements	80	20	100



BBA-110	Managerial Economics-II	80	20	100
BBA-111	Understanding Social Behaviour	80	20	100
BBA-112	Business Mathematics-II	80	20	100
BBA-113	Business Communication-I	80	20	100
BBA-114	Viva-voce			50
	EVS	75	25	100

**III Semester**

BBA-201	Understanding Human Behaviour	80	20	100
BBA-202	Micro Business Environment	80	20	100
BBA-203	Business Statistics - I	80	20	100
BBA-204	Management Accounting	80	20	100
BBA-205	Fundamentals of DBMS & Oracle	80	20	100
BBA-206	Business Communication-II	80	20	100
BBA-207	Seminar			50

**IV Semester**

BBA-201	Human Behaviour Work	80	20	100
BBA-202	Macro Business Environment	80	20	100
BBA-203	Business Statistics - II	80	20	100
BBA-204	Marketing Management	80	20	100
BBA-205	Financial Management	80	20	100
BBA-206	Principles of Material Management	80	20	100
BBA-207	Viva-voce			50

**V Semester**

BBA-301	Business Laws -I	80	20	100
BBA-302	Principles of Retailing	80	20	100
BBA-303	Principles of Banking	80	20	100
BBA-304	Fundamentals of E-Com.	80	20	100
BBA-305	Export Procedure and Doc.	80	20	100
BBA-306	Principles of Production Management	80	20	100
BBA-307	Training Report			100

**VI Semester**

BBA-308	Enterpreneurship Development	80	20	100
BBA-309	Business Laws-II	80	20	100
BBA-310	Logistic Management	80	20	100
BBA-311	Principles of Insurance	80	20	100
BBA-312	Introduction to Financial Service	80	20	100
BBA-313	Viva-voce			50
BBA-314	Envirnmental Management	80	20	100

**Scheme of Exams. & Syllabus for B.Sc.  
B.Sc. Part-I, (Semester - I)**

Paper No.	Code No.	Nomenclature	Max. Marks Written + IA	Time	
I	EN-101	English	45+5	3 hrs.	
II	I	CH-101	Inorganic Chemistry (Theory)	32+8	3 hrs.
	II	CH-102	Inorganic Chemistry (Theory)	32+8	3 hrs.
	III	CH-103	Organic Chemistry (Theory)	32+8	3 hrs.
III	PH-101	Classical Macanic And Theory of Relativity	40+10	3 hrs.	
	PH-102	Electricity Megnitism And Electromagnetic Theory	40+10	3 hrs.	
IV	BM-110	Solid Geometry	40+10	3 hrs.	
	BM-111	Algebra	40+10	3 hrs.	
	BM-112	Calculus	40+10	3 hrs.	

**FOR COMPUTER SCIENCE STUDENTS PAPER II INPLACE OF CHEMISTRY**

I	Paper-I	Computer and Programming Fundamentals	40+10	
	Paper-II	PC Software	40+10	

**B.Sc. Part-I, (Semester - II)**

Paper No.	Code No.	Nomenclature	Max. Marks Written + IA	Time	
I	EN-201	English	45+5	3 hrs.	
II	IV	CH-104	Inorganic Chemistry (Theory)	32+8	3 hrs.
	V	CH-105	Physical Chemistry (Theory)	32+8	3 hrs.
	VI	CH-106	Organic Chemistry (Theory)	32+8	3 hrs.
	VII	CH-107	Practical	60	7 hrs.
III	PH-201	Properties of Matter And Kinetic Theory of Gases	40+10	3 hrs.	
	PH-202	Semiconductor Devices	40+10	3 hrs.	
		Practical	50+50	6 hrs.	
IV	BM-121	Number Theory & Trigonometry	40+10	3 hrs.	
	BM-122	Ordinary Diferential Equations	40+10	3 hrs.	
	BM-123	Vector Calculus	40+10	3 hrs.	

**FOR COMPUTER SCIENCE STUDENTS PAPER II INPLACE OF CHEMISTRY**

I	Paper-I	Progammn IN "C"	40+10	3 hrs.
	Paper-II	Logical Organization of Comp.	40+10	3 hrs.
	Paper-III	Practical (PC Software And Progammn in "C"	100	6 hrs.

**Scheme of Exams. & Syllabus for B.Sc.  
B.Sc. Part-II, (Semester - III)**

Paper No.		Code No.	Nomenclature	Max. Marks Written + IA	Time
I	VIII	CH-201	Inorganic Chemistry (Theory)	32+8	3 hrs.
	IX	CH-202	Physical Chemistry (Theory)	32+8	3 hrs.
	X	CH-203	Organic Chemistry (Theory)	32+8	3 hrs.
II		PH-301	Computer Programming And Therodynamics	40+10	3 hrs.
		PH-302	Wave and Optics - I	40+10	3 hrs.
III		BM-231	Advanced Caculus	40+10	3 hrs.
		BM-232	Partical Diferential Equations	40+10	3 hrs.
		BM-233	Statics	40+10	3 hrs.

**FOR COMPUTER SCIENCE STUDENTS PAPER I INPLACE OF CHEMISTRY**

I	Paper-I	Computer and Proramming Fundamentals	40+10	
	Paper-II	PC Software	40+10	

**B.Sc. Part-II, (Semester - IV)**

Paper No.		Code No.	Nomenclature	Max. Marks Written + IA	Time
I	XI	CH-204	Inorganic Chemistry (Theory)	32+8	3 hrs.
	XII	CH-205	Physical Chemistry (Theory)	32+8	3 hrs.
	XIII	CH-206	Organic Chemistry (Theory)	32+8	3 hrs.
	XIV	CH-207	Practical	60	7 hrs.
II		PH-401	Statistical Physics	40+10	3 hrs.
		PH-402	Wave And Optics II	40+10	3 hrs.
			Practical	50+50	6 hrs.
III		BM-241	Sequences and Series	40+10	3 hrs.
		BM-242	Special Functions and Integral Transforms	40+10	3 hrs.
		BM-243	Integerammin In "C" And Numarical Methods	30+20 (Practical)	3 hrs.

**FOR COMPUTER SCIENCE STUDENTS PAPER I INPLACE OF CHEMISTRY**

I	Paper-I	Object Oriented Programming with C++	40+10	3 hrs.
	Paper-II	Operating System	40+10	3 hrs.
	Paper-III	Practical (Data Structure in Progammn in "C"	100	6 hrs.

**DETAILS OF FEES**

UNIVERSITY CHARGES (ANNUAL)			ANNUAL CHARGES	
1.	Registration Fee BA/B.Sc./B.Com	330.00	1.	Audio Visual Charges 25.00
	BBA	1100.00	2.	Correspondence Charges 40.00
2.	Eligibility Fee	80.00	3.	Library Membership Fees 25.00
3.	Radhakrishnan F. Fund	70.00	4.	Water/Electricity Charges 360.00
4.	Holiday Home Fee	10.00	5.	Dilapidation Fee 70.00
5.	Youth Welfare Activity Fee	100.00	6.	House Examination 85.00
6.	Sports Registration Fees	120.00	7.	Education Tour Fund 100.00
7.	Alumni Charges	100.00	8.	Generator Fee 100.00
8.	Continuation Fee BA/B.Sc./B.Com.	110.00	9.	Insurance Fee 15.00
	BBA	550.00	10.	Identity Card 40.00
9.	Development Fee BA/B.Sc./B.Com.	150.00	11.	Library Fee (Refundable) 200.00
	BBA	1200.00	12.	Magazine Fees 90.00
10.	Red Cross Society Fee	60.00	13.	Medical Fees 50.00
11.	NSS	20.00	14.	Reading Room-cum-Service 40.00
			15.	Student Aid Fund 40.00
			16.	Career Advising Fee 50.00
			17.	Women Cell 50.00
			18.	Education Film Fee 50.00
			19.	Old Student Aid Fund 25.00
			20.	Maintenance of Common Rooms 100.00
			21.	Cycle Fund 180.00

## ACTIVITY CALENDAR FOR THE SESSION 2018-19

### MONTH ACTIVITIES

- June**
- Adult Computer Literacy Campaign.
  - Spoken English and Personality Development Classes.
  - Self-Grooming Camp by Cosmetology Deptt.
  - Distribution of stationery in slum area.
  - Free Yoga Camp to celebrate World Yoga Day on June 21, 2018.
  - Celebrate environment day on 5th June.
- July**
- Commencement of UG regular classes.
  - Commencement of PG regular classes.
  - Inaugural Paath Sukhmani Sahib, Shabad Kirtan and Ardaas.
  - General Quiz Competition by the Deptt. of Public Administration and Economics.
  - Poster Making and Slogan Writing by Literary club.
  - Awareness Drive on Personal Hygiene and Cleanliness by N.S.S.
  - Orientation of the freshers to familiarize them with the Institute.
  - Library orientation of the freshers.
- August**
- Freshers' Party on 12th August at International Youth Day.
  - PPT and Declamation Contest on Life and Achievements of Great Indian Leaders. Patriotic Poem Recitation by History and Pol. Sc. Dept. to celebrate Independence Day.
  - Creative Writing on "Clean India - Healthy India", Collage Making and Calligraphy by English Dept. & Literary Club.
  - Extension Lecture by Commerce Dept. and Legal Literacy Dept.
  - Sadbhavna Divas by N.S.S.
  - Nail Art, Mehendi, Tatoon Making Competition by Cosmetology Dept. on Teej.
  - Workshop on Hair and Beauty by Cosmetology Dept.
  - Extension Lecture by Computer Sc. Dept.
  - Rakhi Making, Shagun Envelop Making Competition, Thali Decoration and Potali Making Competition by Fashion Designing Dept.
  - Industrial Visit for students of class B.B.A.
- Sept.**
- Teachers' Day Celebration by English and Commerce Dept. on September 5.
  - "Beti Bachao - Beti Padhao" Campaign by NSS and Women Cell on Sept. 8 on Literary Day.
  - Talent Hunt by Humanities and Commerce Dept.
  - Hindi Diwas on September 14; Debate, Declamation, Essay Writing and Poetic Recitation Competition by Hindi Dept.
  - Group Discussion by English Dept. and Career & Guidance Cell.
  - Extension Lecture on Hair Styles by Cosmetology Dept.
  - Basic Embroidery, Block Printing, T-Shirt Painting Competition by Fashion Designing Dept.
  - Extension Lecture by Physics and Maths. Dept.
  - Extension Lecture by History, Punjabi and Pol. Sc. Dept.
  - Shudh Gurbani Path Competition.

- Oct.**
- Slogan, Poster Making, Declamation on "Swachhta Abhiyaan" by Economics and Commerce Dept.
  - Movie Screening by English Dept.
  - Excursion / Educational trip organized by Humanities and Commerce Dept.
  - Candle, Diyas, Pot-Painting, Best out of waste by Fashion Designing Dept.
  - Visit to Technology Park at Chandigarh for students of class B.Sc.
  - Industrial Visit / Field Trip for students of class M.Com. and BBA
  - Seminar / Extension Lecture organized by English Dept. and Economics
  - Campaign against female infanticide, Extension Lecture, PPT on Girl Child Safety by the Dept. of Computer Sc., NSS and Women Cell.
- Nov.**
- Extension Lecture by Legal Literacy Cell.
  - Quiz for B.Sc. (I, II & III) by Mathematics Dept.
  - Workshop on Make-up by Cosmetology Dept.
  - Extension Lecture by Fashion Designing Dept.
- Dec.**
- Odd Semester (I, III & V) University Examination.
  - Industrial Visit for Fashion Designing students by Fashion Designing Dept.
  - Workshop / Extension Lecture by Cosmetology Dept.
- Jan.**
- A "Quiz Contest and Declamation Contest" on great Sikh Gurus, Sikh History, Sikh Shrines and Shri Guru Granth Shahib Ji by Punjabi Dept and Literary Club.
  - Seminar and PPT Competition for students of class B.B.A. by Commerce Dept.
  - Workshop on "Tie and Dye" by Fashion Designing Dept.
  - Hasya Kavya Goshthi, Mimicry Contest on World Laughter Day January 10 by Hindi Dept. & Punjabi Dept.
  - A Documentary Film "Indian National Movement" on Republic Day celebration by History Dept.
- Feb.**
- General Awareness of Accounting Packages like Tally by Tally Academy organized by Commerce Dept.
  - Ad-Mad Show by Commerce Dept.
  - Annual Athletic Meet by Physical Education Dept.
  - Fashion Show by Fashion Designing Dept.
  - Inter-College Literary Symposium, Art & Craft Competitions by Literary Club, Fashion Designing Dept., Youth Cultural Affairs Society.
  - Science Day - Quiz, Declamation, Exhibition by Physics, Chemistry, Maths. Dept.
- March**
- Extension Lecture by Hindi Dept.
  - Seminar / PPT on Techniques and Methods on E-Marketing and E-Commerce by Commerce and Computer Sc. Dept.
  - Guest Lecture, PPTs on Women of Substance on Women's Day by English Dept. and Women Cell.
  - Exhibition by Fashion Designing Dept.
  - Gurbani Competition, Turban Tying Competition, Shabad Paath Uchaaran Competition by Punjabi Dept.
- April**
- Farewell Party various Departments.
  - University Examinations.



**Ch. Birender Singh, Union Minister at Annual Function**



**Sh. Ram Bilas Sharma, Education Minister, Haryana at Saraswati Mahotsav**



**Ch. Birender Singh Union Minister Inaugrating Science Block**



**S. Bakshish Singh Virk, MLA At Convocation Function**



**S. Nariender Singh, Deputy Chairman Haryana Punjabi Sahitya Akademi & Dr. Sukhdev Singh, Proff., Punjab University, Chd.**



**Dr. Amrik Singh, Executive Director JGI Addressing Annual Alumni Meet**



**Dr. Prof. MM Goel and Dr. Prof. Tajinder Sharma at National Seminar**



**Alumus at Annual Alumni Meet**



**Extension Lecture**



**Bhangra at Annual Function**



**Choreography at Annual Function**



**Library**



**Blood Donation Camp**



**Community Langar at Founder's Day**



**Computer Lab.**



**Cosmetology Lab.**



**Transportation**

# JANTA GROUP OF INSTITUTIONS

(MINORITY INSTITUTIONS)

(Since -1957)

Saraswati Nagar, Distt. Yamuna Nagar, Haryana - 133103

- **JANTA Sr. Sec. School (10+2)**  
Affiliated to HBSE, Bhiwani.
- **G.B.S. Public School (10+2)**  
Affiliated to CBSE, New Delhi.
- **G.B.S. Roots (Pre School)**
- **S.P.S. JANTA COLLEGE OF EDUCATION**  
Approved by NCTE, Jaipur & Affiliated to K.U.K.
- **B.N.S. JANTA INSTITUTE OF MANAGEMENT & TECHNOLOGY**  
Approved by AICTE and Affiliated to K.U.K.
- **JANTA POLYTECHNIC**  
Approved by AICTE & Affiliated to S.B.T.E, Haryana.



## SPS JANTA COLLEGE

Affiliated to Kurukshetra University, Kurukshetra  
SARASWATI NAGAR, DISTT. YAMUNA NAGAR - 133 103

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