



**GANDHI MEMORIAL NATIONAL COLLEGE  
AMBALA CANTT.  
(Affiliated to Kurukshetra University, Kurukshetra)**

**Information Booklet  
2017-18**



## ADMISSION RULES AND GUIDELINES

### ADMISSION SCHEDULE:

The admission will start w.e.f 1<sup>st</sup> July 2017 and the last date will be 14<sup>th</sup> July 2017.

College Timing for admission is 9:00 A.M to 2:30 P.M

## **ACADEMIC CALENDAR (2017-18)** **(Adopted from Kurukshetra University, Kurukshetra)**

It is notified that the Admission Committee of the University vide its Resolution No.2 dated 18.04.2017 has approved the Schedule of Academic Calendar for the University Teaching Departments/Institutes and its maintained/affiliated Colleges for the Session 2017-18 as under :-

### **UNDER-GRADUATE COURSES**

<b>EVENT</b>	<b>DURATION</b>
Admissions	01.07.2017 to 14.07.2017
<b>1st Teaching Term (Odd Semester)</b>	15.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
<b>2nd Teaching Term (Odd Semester)</b>	23.10.2017 to 13.11.2017
Examinations	14.11.2017 onwards
Winter Vacation-II	18.12.2017 to 31.12.2017
<b>1st Teaching Term (Even Semester)</b>	01.01.2018 to 27.02.2018
Vacation-I	28.02.2018 to 04.03.2018

<b>2nd Teaching Term (Even Semester)</b>	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Summer Vacation-II (2017-18)	19.05.2018 to 01.07.2018

#### **POST- GRADUATE COURSES**

Admissions	01.07.2017 to 19.07.2017
<b>1st Teaching Term (Odd Semester)</b>	20.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
<b>2nd Teaching Term (Odd Semester)</b>	23.10.2017 to 17.11.2017
Examinations	18.11.2017 onwards
Winter Vacation-II	18.12.2017 to 31.12.2017
<b>1st Teaching Term (Even Semester)</b>	01.01.2018 to 27.02.2018
Vacation-I	28.02.2018 to 04.03.2018
<b>2nd Teaching Term (Even Semester)</b>	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Summer Vacation-II (2017-18)	<b>19.05.2018 to 01.07.2018</b>

**Note :**

1. The next academic Session 2018-19 will start from 02.07.2018.
2. If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2017-18 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. 15th July, 2017 of U.G. and 20th July, 2017 of P.G. courses.
4. The examinations of 6th Semester of U.G. be started w.e.f. 20.04.2018 onwards and other examinations be started w.e.f. 30.04.2018 onwards.
5. The State Universities are authorized to make minor changes/adjustment according to their local condition at their own level, keeping in view the condition of minimum 90 teaching days in each semester.

**IMPORTANT NOTE**

i) Admissions strictly on merit basis.

ii) No separate intimation would be sent to the students. They would themselves be responsible for contacting the respective admission committee.

iii) A candidate who does not deposit his/her fees in the prescribed time would forego his/her right of admission and would not be reconsidered in any case.

**DOCUMENTS TO BE ATTACHED FOR ADMISSION:**

- (i) **Original character Certificate** (from school/Institute last attended). In Case of Gap year/ Private Candidates- Issued by Sarpanch/M.C/Any Gazetted Officer.
- (ii) **Matric Certificate** (One copy )
- (iii) **10+2 certificate** (Two Copy)
- (iv) **Migration certificate** ( Original and one copy)
- (v) **Mark sheet of last Qualifying Exam** (One copy)
- (vi) **S.C/B.C/S.T/BPL Certificate** (One copy)
- (vii) Haryana Domicile for Reserved Categories.
- (viii) Gap year Candidates to attach affidavit as per Prospectus.
- (ix) Any other Certificate (Specify)
- (x) Photocopy of Bank Passbook or Aadhar Card or Voter Id.
- (xi) Any other relevant document for claim of weightage like NCC/NSS/SPORTS/RURAL AREA etc as per Prospectus.

**Note:** It shall be mandatory for all admitted students to submit the hard copy of admission form along with the required documents.

## **CONDUCT RULES FOR THE STUDENTS**

- i) Student must abide by all the rules and regulations of the college.
- ii) They must read the notices/ instructions put on the notice-board every day.
- iii) Smoking, spitting, gambling and usage of any kind of intoxicant is strictly prohibited.
- iv) Students are advised to contact their respective mentor for redressal of their grievances.
- vi) They must keep the college campus neat and clean. Any damage to the college property is punishable.
- vii) Ragging in the college premises is strictly banned and punishable as per law.
- viii) Entry of outsiders is strictly prohibited and punishable.
- ix) A student found guilty of misconduct, making noise in the verandas, damaging/ disfiguring furniture, walls etc. shall be severely punished.
- x) Usage of mobile phone is banned in the classrooms.
- xi) Students are directed to attend their classes regularly and fulfil the conditions laid down by Kurukshetra University, Kurukshetra to become eligible for university exams.
- xii) Students found guilty of non-complying with the code of conduct will be fined and punished.

## **COURSES OF STUDY**

### **U.G COURSES**

#### **B.A**

#### **Semester I and II**

**Compulsory Subjects:** (i) English (ii) Hindi/ Punjabi/Sanskrit (iii) Environmental Studies

(iv) Computer Education.

#### **Elective Subjects:-**

<b>Group I</b>	<b>Group II</b>	<b>Group III</b>	<b>Group IV</b>	<b>Group V</b>
Hindi, Sanskrit, Punjabi, Psychology	Mathematics, Pub Admn, Sociology, Music(Vocal), Music(Instrumental), Health and Physical Education.	Political Science.	History, Economics.	Mass Communication and Video Production

**Note:** Language offered as compulsory subject shall not be offered as an Elective Subject.

The student can opt for any two subjects from any of these groups.

#### **Semester III, IV, V & VI**

Students will continue with the same subject combination.

## **HONOURS GROUP**

### **B.A ENGLISH (Hons.)**

#### **Semester I**

##### **Compulsory Subjects:**

- (i) Paper 1 Literature in English 1555-1660-I
- (ii) Paper 2 Literature in English 1660-1750-I
- (iii) Hindi
- (iv) Environmental Studies
- (v) Computer Education.

##### **One Elective Subject out of the following:**

Political Science, Public Administration, History, Economics, Mass Communication.

#### **Semester II**

##### **Compulsory Subjects:**

- (i) Paper 3 Literature in English 1555-1660-I
- (ii) Paper 4 Literature in English 1660-1750-I
- (iii) Hindi
- (iv) Environmental Studies
- (v) Computer Education.

##### **One Elective Subject out of the following:**

Political Science, Pub Administration, History, Economics, Mass Communication.



### **Semester III**

#### **Compulsory Subjects:**

- (i) Paper 5 Literature in English 1760-1830-I
- (ii) Paper 6 Literature in English 1830-1900-I
- (iii) Paper 7 Grammar & Contemporary Usage-I

Note :- Elective subject will remain the same.

### **Semester IV**

#### **Compulsory Subjects:**

- (i) Paper 8 Literature in English 1760-1880-II
- (ii) Paper 9 Literature in English 1880-1900-II
- (iii) Paper 10 Grammar & Contemporary Usage-II

Note :- Elective subject will remain the same.

### **Semester V**

#### **Compulsory Subjects:**

- (i) Paper 11 Modern British Writing-I
- (ii) Paper 12 Indian Writing in English-I
- (iii) Paper 13 Modern World Literature-I Note

:- Elective subject will remain the same.

### **Semester VI**

#### **Compulsory Subjects:**

- (i) Paper 14 Modern British Writing-II

(ii) Paper 15 Indian Writing in English-II

(iii) Paper 16 Modern World Literature-II

Note :- Elective subject will remain the same.

### **B.A POLITICAL SCIENCE (Hons.)**

#### **Semester I**

##### **Compulsory Subjects:**

(i) Paper 1 Indian Constitution-I

(ii) Paper 2 Principles of Political Science-I

(iii) Hindi/English

(iv) Environmental Studies

(v) Computer Education.

##### **One Elective Subject out of the following:**

Public Administration, Health and physical Education, History, Sociology.

#### **Semester II**

##### **Compulsory Subjects:**

(i) Paper 3 Indian Constitution-II

(ii) Paper 4 Principles of Political Science-II

(iii) Hindi / English

(iv) Environmental Studies

(v) Computer Education.

##### **One Elective Subject out of the following:**

Public Administration, Health and physical Education, History, Sociology.

#### **Semester III**

**Compulsory Subjects:**

- (i) Paper 5 Western Political Thinkers-I
- (ii) Paper 6 Indian Political Thinkers-I
- (iii) Paper 7 India's Foreign Policy-I

Note :- Elective subject will remain the same.

**Semester IV****Compulsory Subjects:**

- (i) Paper 8 Western Political Thinkers-II
- (ii) Paper 9 Indian Political Thinkers-II
- (iii) Paper 10 India's Foreign Policy-II

Note :- Elective subject will remain the same.

**Semester V****Compulsory Subjects:**

- (i) Paper 11 Comparative Govt. & Politics of U.K & U.S.A-I
- (ii) Paper 12 International Relations and international Organization-I
- (iii) Paper 13 Public Administration-I

Note :- Elective subject will remain the same.

**Semester VI****Compulsory Subjects:**

- (i) Paper 14 Comparative Govt. & Politics of U.K & U.S.A-II
- (ii) Paper 15 International Relations and international Organization-II
- (iii) Paper 16 Public Administration-II

Note :- Elective subject will remain the same.

## **B.Sc. (Bachelor of Science)**

### **Semester I & II**

#### **Compulsory Subjects:**

- (i) English (ii) Environmental Studies (iii) Computer Science (Level-1)

#### **Elective Subjects:**

<b>Group I Medical</b>	<b>Group II Non- Medical</b>	<b>Group III Electronics</b>	<b>Group IV Comp. Sc.</b>	<b>Group V Comp. Sc with Electronics</b>
1.Zoology 2.Botany 3.Chemistry	1.Mathematics 2.Physics 3.Chemistry	1.Electronics 2.Physics 3.Mathematics	1.Computer Science 2.Physics 3.Mathematics	1.Computer Science 2.Electronics 3.Mathematics

### **Semester III & IV**

**Compulsory Subjects:** One Subject either Hindi, Sanskrit or Punjabi.

**Elective Subjects:-**Same as in B.Sc -I

### **Semester V & VI**

**Compulsory Subjects:** Nil

**Elective Subjects:-**Same as in B.Sc –II

## **B.C.A (Bachelor in Computer Applications)**

**Eligibility:** 10+2 with Minimum 50% marks in any stream. Mathematics is not compulsory.

<b>Semester I</b>		<b>Semester II</b>	
BCA-111	Computer and Programming Fundamentals	BCA-121	Advanced Programming in C
BCA-112	Windows and PC Software	BCA-122	Logical Organization of Computers - II
BCA-113	Mathematical Foundations-I	BCA-123	Mathematical Foundations-II
BCA-114	Logical Organization of Computers	BCA-124	Office Automation Tools
BCA-115	Communicative English	BCA-125	Structured System Analysis and Design
BCA-116	Programming in C	BCA-126	Personality Development
		BCA-131	Lab-I Based on BCA-112 & BCA-124
		BCA-132	Lab - II Based on BCA-116 & BCA-121

<b>Semester III</b>		<b>Semester IV</b>	
BCA-231	Object Oriented Programming Using C++	BCA-241	Advanced Data Structures
BCA-232	Data Structures	BCA-242	Advanced Programming using C++
BCA-233	Computer Architecture	BCA-243	E-Commerce
BCA-234	Software Engineering	BCA-244	Relational Data Base Management System
BCA-235	Fundamentals of Data Base Systems	BCA-245	Computer Oriented Statistical Methods
BCA-236	Computer Oriented Numerical Methods	BCA-246	MIS
		BCA-251	Lab - I Based on BCA-231 & BCA242
		BCA-252	Lab - II Based on BCA-232 & BCA241

**Semester V****Semester VI**

BCA-351	Web Designing Fundamentals	BCA-361	Web Designing Using Advanced Tools
BCA-352	Operating System-I	BCA-362	Operating System-II
BCA-353	Artificial Intelligence	BCA-363	Computer Graphics
BCA-354	Computer Networks	BCA-364	Internet Technologies
BCA-355	Programming Using Visual Basic	BCA-365	Advanced Programming with Visual Basic
BCA-356	Multimedia Tools	BCA-366	Programming in Core Java
		BCA-371	Lab - I Based on BCA-351 & 361
		BCA-372	Lab - II Based on BCA-355 & 365

## **B.Com. (Bachelor of Commerce)**

### **General and Honours**

#### **Semester- I**

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.**

#### **Semester-III**

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

**\*Internal Assessment based on Practical.**

#### **Semester- II**

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.**

#### **Semester-IV**

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

#### **Practical**

#### **Optional Subjects**

BC 406 (i) Advertising  
(ii) Entrepreneurship Development

**Semester-V**

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

**Optional Subjects**

BC506 (i) Supply Chain Management  
(ii) Fundamentals of Stock Market

**Semester-VI**

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  
(ii) Industrial Laws

**B.Com. (Bachelor of Commerce)**  
**Principles and Practice of Insurance**  
**(Vocational Course)**

**Semester –I**

BC-101 Financial Accounting-I  
BC-102 Micro Economics  
BC-103 Principles of Business Management  
BC-104 Computer Applications in Business  
BC(Voc)-105 Life-Insurance-I  
BC(Voc)-106 General Insurance – I

**\*Internal Assessment based on Practical.**

**Semester –III**

BC-301 Corporate Accounting-I

**Semester- II**

BC-201 Financial Accounting-II  
BC-202 Macro Economics  
BC-203 Fundamentals of Marketing  
BC-204 E-Commerce  
BC(Voc)-205 Life Insurance– II  
BC(Voc)-206 General Insurance– II  
BC-207 Environmental Studies (Qualifying Paper)

**\*Internal Assessment based on Practical.**

**Semester –IV**

BC-401 Corporate Accounting-II



BC-302 Business Statistics-I

BC-303 Business Laws-I

BC-304 Company Law-I

BC(Voc)-305 Fire Insurance

BC(Voc)-306 – Insurance Business Regulations

BC(Voc)-307 On-the-Job Training Report

BC-402 Business Statistics-II

BC-403 Business Laws-II

BC-404 Company Law-II

BC(Voc)-405-Marine Insurance

BC(Voc)-406- Insurance and Finance

**Semester –V**

BC-501 Cost Accounting

BC-502 Financial Management

BC-503 Goods and Services Tax

BC-504 Income Tax-I

BC(Voc)-505 Property and Liability Insurance-I

Insurance-II

BC(Voc)-506 Group Insurance and Retirement

Benefit Schemes

BC(Voc)-507 On-the-Job Training Report

**Semester- VI**

BC-601 Management Accounting

BC-606 (ii) Corporate Governance

BC-603 Human Resource Management

BC-604 Income Tax-II

BC(Voc)-605 Property and Liability

BC(Voc)-606 Agriculture & Rural Insurance

The students shall undergo four to six weeks On-the-Job Training after second and fourth semester examination (during vacations) to get a practical experience of principles and practices of insurance. The faculty will supervise the students for their training. Training Report shall be submitted to the college before the commencement of the third and fifth semester examination. Training Reports will be sent for evaluation to an external examiner by the University. There will be no Viva-Voce of the training reports. The candidates shall be issued B.Com. (vocational) with Principles and practices of Insurance. They shall be eligible to get admission to M. Com and other Post-graduate classes after passing the said course just like other B.com students.

**B.Com. (Bachelor of Commerce)**  
**Foreign Trade- Practices and Procedures**  
**(Vocational Course)**

**Semester –I**

BC-101 Financial Accounting-I  
BC-102 Micro Economics  
BC-103 Principles of Business Management  
BC-104 Computer Applications in Business  
BC(Voc)-105 Basics of Foreign Trade-I  
BC(Voc)-106 India's Foreign Trade – I

**\*Internal Assessment based on Practical.**

**Semester- II**

BC-201 Financial Accounting-II  
BC-202 Macro Economics  
BC-203 Fundamentals of Marketing  
BC-204 E-Commerce  
BC(Voc)-205 Basics of Foreign Trade-II  
BC(Voc)-206 India's Foreign Trade – II  
BC-207 Environmental Studies (Qualifying Paper)

**\*Internal Assessment based on Practical.**

**Semester –III**

BC-301 Corporate Accounting-I  
BC-302 Business Statistics-I  
BC-303 Business Laws-I  
BC-304 Company Law-I  
BC(Voc)-305 Elements of Export Marketing-I  
BC(Voc)-306 – Foreign Trade Financing  
And Procedures-I  
BC(Voc)-307 On-the-Job Training Report Procedures-II

**Semester –IV**

BC-401 Corporate Accounting-II  
BC-402 Business Statistics-II  
BC-403 Business Laws-II  
BC-404 Company Law-II  
BC(Voc)-405 Elements of Export  
Marketing-II  
BC(Voc)-406 Foreign Trade Financing &

**Semester –V**

BC-501 Cost Accounting  
BC-502 Financial Management  
BC-503 Goods and Services Tax  
BC-504 Income Tax-I  
BC(Voc)-505 Shipping & Insurance Practices  
Procedures-I

Procedures-II

BC(Voc)-506 Foreign Trade Documentation  
BC(Voc)-507 On-the-Job Training  
Report

**Semester- VI**

BC-601 Management Accounting  
BC-602 Fundamentals of Insurance  
BC-603 Human Resource Management  
BC-604 Income Tax-II  
BC(Voc)-605 Shipping & Insurance Practices &  
BC(Voc)-606 Foreign Trade Documentation  
& Procedures-I & Procedures-II

The students shall undergo four to six weeks On-the-Job Training after second and fourth semester examination (during vacations) to get a practical experience of foreign trade practices and procedure. The faculty will supervise the students for their training. Training Report shall be submitted to the college before the commencement of the third and fifth semester examination. Training Reports will be sent for evaluation to an external examiner by the University. There will be no Viva-Voce of the training reports. The candidates shall be issued B.Com. (vocational) with foreign trade practices and procedure. They shall be eligible to get admission to M. Com and other Post-graduate classes after passing the said course just like other B.com students

**B.Com. (Bachelor of Commerce)**  
**Computer Applications**  
**(Vocational Course)**

**Semester –I**

BC-101 Financial Accounting-I  
 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

**\*Internal Assessment based on Practical Exam**

**conducted by Internal Examiner**

**Semester-  
II**

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  
 and PC Software-II  
 BC-207 Environmental Studies (Qualifying Paper)

**\*Internal Assessment based on Practical Exam  
 conducted by Internal Examiner**

**Semester –III**

BC-301 Corporate Accounting-I  
 BC-302 Business Statistics-I  
 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

**\*Internal Assessment based on Practical Exam**

**conducted by Internal Examiner**

**Semester –IV**

BC-401 Corporate Accounting-II  
 BC-402 Business Statistics-II  
 BC-403 Business Laws-II  
 BC-404 Company Law-II  
 BC(Voc)-405 Programming in Java  
 BC(Voc)-406 Advanced Computer Applications

**\*Internal Assessment based on Practical Exam**

**conducted by Internal Examiner**

**Semester –V**

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

**\*Internal Assessment based on Practical Exam**

**conducted by Internal Examiner**

**Semester- VI**

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

**\*Internal Assessment based on Practical Exam**

**conducted by Internal Examiner**

The students shall undergo four to six weeks On-the-Job Training after second and fourth semester examination (during vacations) to get a practical experience of the Computer Applications in Business. The faculty will supervise the students for their training. Training Report shall be submitted to the college before the commencement of the third and fifth semester examination. Training Reports will be sent for evaluation to an external examiner by the University. There will be no Viva-Voce of the training reports. The candidates shall be issued B.Com. (vocational) with Computer applications. They shall be eligible to get admission to M. Com and other Post-graduate classes after passing the said course just like other B.com students.

**B.Com. (Bachelor of Commerce)**  
**Tax Procedure and Practice**  
**(Vocational Course)**

**Semester –I**

BC-101 Financial Accounting-I BC-102  
Micro Economics BC-103 Principles of  
Business Management BC-104 Computer  
Applications in Business BC(Voc)-105  
Indian Taxation System BC(Voc)-106  
Income Tax Law- I **\*Internal Assessment  
based on Practical**

**Semester –III**

BC-301 Corporate Accounting-I BC-302  
Business Statistics-I BC-303 Business  
Laws-I BC-304 Company Law-I  
BC(Voc)-305 Income Tax Law-III  
BC(Voc)-306 – Goods and Service Tax-II  
BC(Voc)-307 On-the-Job Training Report

**Semester –V**

BC-501 Cost Accounting BC-  
502 Financial Management

**Semester- II**

BC-201 Financial Accounting-II  
BC-202 Macro Economics  
BC-203 Fundamentals of Marketing  
BC-204 E-Commerce  
BC(Voc)-205 Income Tax Law-II  
BC(Voc)-206 Goods and Service Tax-I  
BC-207 Environmental Studies (Qualifying Paper)

**\*Internal Assessment based on Practical**

**Semester –IV**

BC-401 Corporate Accounting-II BC-  
402 Business Statistics-II BC-403  
Business Laws-II BC-404 Company  
Law-II BC(Voc)-405 Goods and Service  
Tax-III BC(Voc)-406 Corporate  
Taxation-I

**Semester- VI**

BC-601 Management Accounting  
BC-602 Fundamentals Of Insurance

BC-505 Auditing

BC-506 (ii) Indian Economy

BC(Voc)-505 Customs Procedure and Practice-I

BC(Voc)-506 Corporate Taxation-II

BC(Voc)-507 On-the-Job Training Report

BC-603 Human Resource Management

BC-605 Business Environment

BC(Voc)-605 Customs Procedure and Practice-II

BC(Voc)-606 Corporate Taxation-III

The students shall undergo four to six weeks On-the-Job Training after second and fourth semester examination (during vacations) to get a practical experience of the tax procedure and practices. The faculty will supervise the students for their training. Training Report shall be submitted to the college before the commencement of the third and fifth semester examination. Training Reports will be sent for evaluation to an external examiner by the University. There will be no Viva-Voce of the training reports. The candidates shall be issued B.Com. (vocational) with tax procedure and practices. They shall be eligible to get admission to M. Com and other Post-graduate classes after passing the said course just like other B.Com students.

## **Bachelor of Business Administration (BBA)**

### **Scheme of Examination (w.e.f. 2012-13) in phased manner**

#### **Semester –I**

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

#### **Semester -II**

BBA-108 Principles of Management

BBA-109 Analysis of Financial Statements

BBA-110 Managerial Economics-II

BBA-111 Understanding Social Behaviour

BBA-112 Business Mathematics-II

BBA-113 Business Communication-I

BBA-114 Viva-Voce

**Semester - III**

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

**Semester - IV**

BBA-208 Human Behaviour at work  
BBA-209 Macro Business Environment  
BBA-210 Business Statistics-II  
BBA-211 Marketing Management  
BBA-212 Financial Management  
Principles of Material  
BBA-213 Management  
BBA-214 Viva-Voce

Students are required to undergo 6 to 8 weeks training in company/ organization of high repute. The students must obtain prior approval of the Principal before going for his/ her training. On completion each student will be required to submit training report not exceeding 60 to 70 pages which shall be evaluated in the Fifth Semester. Training Report must be submitted 15 days before the start of the 5th Semester Examination.

**Semester –V**

BBA-301 Business Laws-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 Viva-Voce  
BBA-307-A Training Report

**Semester -VI**

BBA-308 Entrepreneurship Development  
BBA-309 Business Laws-II  
BBA-310 Logistic Management  
BBA-311 Principles of Insurance  
BBA-312 Introduction to Financial Services  
BBA-313 Viva –Voce  
BBA-314\* Environment Management

## **P.G COURSES**

### **M.A (ENGLISH)**

#### **Semester I**

Paper I: Literature in English (1550-1660)-I

Paper II :Literature in English (1660-1798)-I

Paper III : Literature in English (1798-1914)-I

Paper IV : Literature in English (1914-2000)-I

Paper V : Study of a Genre : Fiction-I

#### **Semester II**

Paper VI: Literature in English (1550-1660)-II

Paper VII : Literature in English (1660-1798)-II

Paper VIII : Literature in English (1798-1914)-II

Paper IX: Literature in English (1914-2000)-II

Paper X : Study of a Genre : Fiction-II

#### **Semester III**

Paper XI: Critical Theory-I

Paper XII :American Literature-I

Paper XIII : Indian Writing In English-I

Paper XIV : Linguistics, Stylistics and ELT-I

Paper XV : Literature and Gender-I

#### **Semester IV**

Paper XVI: Critical Theory-II

Paper XVII : American Literature-II

Paper XVIII : Indian Writing In English-II

Paper XIX : Indian Writing In English-II

Paper XX : Literature and Gender-II



## **M.A. (POLITICAL SCIENCE)**

### **Semester I**

Paper I: Western Political Thought-I

Paper II :Indian Government & Politics-I

Paper III : International Relations Theory-I

Paper IV : Public Administration-I

Paper V : Research Methodology-I

### **Semester III**

Paper XI: Political Theory-I

Paper XII :Comparative Politics-I

Paper XIII : India's Foreign Policy &  
Relations-I

Paper XIV : International Law-I

Paper XV : International Organization and  
Global Order Studies-I

### **Semester II**

Paper VI: Western Political Thought-II

Paper VII : Indian Government & Politics-II

Paper VIII : International Relations Issues

Paper IX : Public Administration-II

Paper X : Research Methodology-II

### **Semester IV**

Paper XVI: Political Theory -II

Paper XVII : Comparative Politics -II

Paper XVIII : India's Foreign Policy &  
Relations -II

Paper XIX : International Law -II

Paper XX : International Organization and  
Global Order Studies-II

## **M.Com-(Master of Commerce)**

### **M.Com. Semester I**

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

### **Semester III**

#### **Compulsory Papers**

MC 301 Computer Applications in Business MC 401 IT and E-Commerce

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

MC 302 Advanced Financial Management  
MC 304 Financial Institutions and Markets

#### **Optional Group I (Marketing)**

MC 308 Marketing Research  
MC 309 Advertising Management

#### **Optional Group I**

#### **(HRM and General Management)**

MC 316 Human Resource Development

### **M.Com. Semester II**

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 cum Case Study

### **Semester IV**

#### **Compulsory Papers**

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

MC 403 Project Planning and Control

#### **Optional Group I (Marketing)**

MC 408 Sales Management

MC 409  
Service Marketing

MC 410 Supply Chain Management

MC 414 Corporate Governance MC  
Viva-Voce cum Case Study

Note: In M.Com. (Final), a student will take six papers in all taking one compulsory paper and not more than two papers from each of the three optional groups.

## M.Sc. (Mathematics)

<b>Semester I</b>		<b>Semester II</b>	
MM 401 : Advanced Abstract Algebra -I		MM 407: Advanced Abstract Algebra -II	
MM 402 :Real Analysis-I		MM 408 : Real Analysis-II	
MM 403	:Topology-I	MM 409	: Computer Programming Theory
MM 404	: Complex Analysis-I	MM 410	: Complex Analysis-II
MM 405	: Differential Equations-I	MM 411 : Differential Equations-II	
MM 406	: Practical-I	MM 412	: Practical-II

<b>Semester III</b>		<b>Semester IV</b>	
MM 501 : Functional Analysis		MM 507: General Measure and Integration Theory	
MM 502 :Analytical Mechanics and Calculus		MM 508 : Partial Differential Equations	
	Of Variations		
<b>Optional Papers:</b>		<b>Optional Papers:</b>	
MM 503	: opt (i) Elasticity	MM 509	: opt (i) Mechanics of solid-II
MM 504	: opt (ii) Fluid Mechanics-I	MM 510	: opt (ii) Fluid Mechanics -II
MM 505	: opt (iii) Integral Equations-I	MM 511	: opt (iii) Mathematical Aspects of
			Seismology
MM 506	: Practical-III	MM 512	: Practical-IV

## **P.G.D.C.A(POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS)**

CS-DE-11 Computer Organisation & Networking Fundamentals

CS-DE-12 Problem Solving Through 'C'

CS-DE-13 Data Structures

CS-DE-14 Data Base Management system

CS-DE-15 Operating system

CS-DE-16 Software Lab-I Programming using C

CS-DE-17 Software Lab-II Word, Excel, Access/SQL

## **JOB ORIENTED DIPLOMA COURSES IN COMPUTERS**

**Eligibility:** Students of all Streams.

### **DISM :- Diploma in Software Management**

Student of first year enrolled in DISM and expertise in **Desktop Applications**

### **HDSE :- Higher Diploma in Software Engineering**

Student of second year enrolled in HDSE and expertise in **Development area and in languages**

### **ADSE :-Advanced Diploma in Software Engineering**

Student of third year to be enrolled in ADSE and expertise in **Web Development and Cloud technologies using XML XSL as database as a backend.**

**For further details students may contact Sh. Shyam Raheja of Department of Computer Science and Applications**

## **ADD-ON-JOB ORIENTED COURSES**

**(RECOGNISED BY U.G.C AND K.U.K)**

(i) Business Skills Development (Dept. of  
Commerce)

(ii) Soft Skills Management (Dept. of  
Psychology)

(iii) Pharmaceutical Chemistry based on  
Ayurveda (Dept. of Sanskrit)

(iii) Electronics Equipment maintenance  
(Dept. of Electronics)

### **Paper -I**

Theory

### **Paper-II**

Practical

### **Paper-III**

Project work

- These courses are in addition to the normal course of studies and can be opted by any regular student from any faculty or class.
- Those who qualify shall be awarded.

Part-I – Certificate

Part-II- Diploma

Part-III-Advance Diploma

**Add-on/Certificate/Diploma/Advance Diploma Courses**  
(2017-18)

<b>Sr. No.</b>	<b>Name of Course</b>
1.	Course in Environment & Sustainability
2.	Certificate Course in Business Skill
3.	Diploma Course in Business Skill
4	Advance Diploma Course in Business Skill
5	Certificate Course in Business Ethics
6	Certificate Course in Corporate Social Responsibility
7	Diploma in Software Management
8	Advance Diploma in Software Engineering
9	Course in Skill Development
10.	Certificate Course in Pharmaceutical Chemistry based on Ayurveda
11.	Diploma Course in Pharmaceutical Chemistry based on Ayurveda
12.	Advance Diploma Course in Pharmaceutical Chemistry based on Ayurveda
13.	Certificate Course in Word Processing
14.	Certificate Course in Office Automation Tools
15.	Certificate Course in Light Music
16.	Certificate Course in Harmonium
17.	Certificate Course in Soft Skill Management
18.	Diploma Course in Soft Skill Management
19.	Advance Diploma Course in Soft Skill Management

## **IGNOU STUDY CENTER**

Indira Gandhi National Open University has chosen G.M.N. College, Ambala Cantt as its New Study Centre (06024) from the session 2015-16. The objective is to democratize higher education by taking it to the doorsteps of the learners/students and providing access to high quality education.

The Programmers/ courses offered by IGNOU are very cost effective, socially and academically relevant and high flexible in terms of admission rules, pace and duration of programme. GMN college IGNOU study centre is offering in the session 2019-20 M.A. Pol. Science, Bachelor's Degree programmes(BDP) - B.A and B.Com and Bachelor's Preparatory Programme (BPP). BPP is offered to those students who wish to do Bachelor's Degree of IGNOU but do not have qualifying Certificate of 10+2. To enrol such students to enter higher education stream, IGNOU has designed this preparatory programme in which eligibility criteria is no formal education and minimum age limit 18 years.

The college now plans to start following programmes in the coming session.

(i) M.A. Hindi

(ii) M.A. Economics

### **Schedule of Admission**

<b>For July Session</b>	<b>For January Session</b>	<b>Late Fee (Rs.)</b>
1 <sup>st</sup> February to 31 <sup>st</sup> March	1 <sup>st</sup> August to 1 <sup>st</sup> October	Nil
1 <sup>st</sup> April to 30 <sup>th</sup> April	3 <sup>rd</sup> October to 31 <sup>st</sup> October	200
1 <sup>st</sup> May to 31 <sup>st</sup> May	2 <sup>nd</sup> November to 30 <sup>th</sup> November	500
1 <sup>st</sup> June to 30 <sup>th</sup> June	1 <sup>st</sup> December to 20 <sup>th</sup> December	1000

**For any other enquiry, contact college office or Coordinator IGNOU Study Centre, Dr. Anju Jain.**

## LEAVE RULES

- (i) The students may apply for leave on the prescribed form available in the college office. The leave application must be recommended by the mentor and submitted to the Principal before it is availed of.
- (ii) A Mentor may grant leave up to one week.
- (iii) Only the Principal shall grant leave of a longer duration.
- (iv) A medical certificate from the college doctor or from the Govt. dispensary/ Hospital must accompany the leave application.

## LIST OF GOVT/KUK/OTHER SCHOLARSHIPS

**1.Scholarship:** Post Matric Scholarship to Scheduled Caste Students.

**Eligibility:** Lower Examination Passed Income Limit 250000/- only per annum. Domicile of Haryana, Scheduled Caste Certificate of Haryana, Other Conditions as per Govt. of Haryana.

**2. Scholarship:** Backward Class Scholarship.

**Eligibility:** Lower Examination Passed Income Limit 100000/- only per annum. Domicile of Haryana Backward Class Certificate of Haryana, Other Conditions as per Govt. of Haryana.

**3. Scholarship:** Dr. Radha Krishan Foundation Scholarship of U.G and P.G Classes.

**Eligibility:** Lower Examination Passed with 60% Marks for science stream students and 55% marks for other stream students / P.G. The applicant should not be in receipt of any other scholarship/stipend/ Financial Aid. The applicant should be on the rolls of the college. Other conditions as per KUK. Rate of scholarship RS.250/ per month for U.G and Rs. 300/- per month for P.G.



**4. Scholarship:** Haryana State Merit/Silver Jubilee Celebration Scholarship for P.G Students

**Eligibility:** Student must score at least a second division in the specified examination subject to further condition that in case of scholarship meant for M.A/M.Sc. Classes. No Income Limit Other conditions as per KUK.

**5. Scholarship:** Guru Harikrishan Educational Society Scholarship.

**6. Scholarship:** Kumari Rukmani Devi Memorial Trust Scholarship.

**7. Scholarship:** Verma Ji Charitable Trust Scholarship (only for girls).

**8. Scholarship:** Grand Daughters Freedom Fighter Scheme (only for girls)

**9. Scholarship:** Sports Scholarship from KUK& Sports Dept. of Haryana

**10. Scholarship: Dr. K. K Jain (5 Scholarships of Rs.10000/ each)**

**11. Scholarship : Anjali Vadhawan Scholarship**

Rs.5100/- per head per annum for fatherless girl child.

**Note:** Scholarship of SC/BC/Merit etc. category will be distributed through bank account based on Aadhar card. Eligible students are required to open their bank accounts after the admission.

## **FINE**

**Late Fee Fine:** If the fees and dues are not paid within the notified period in the specified month, then the name of the student shall be struck off the college rolls. He/ She can be re-admitted on the payment of arrears and the re-admission fee rs.500/. The re-admission can be made only at the discretion of the Principal.

**Absence Fine:** Absence from the classes is punishable with the fine of Rs.5 per lecture/day. Absence from Practical/Tutorial/Composition is punishable with fine of Rs.10 per practical. Absentees of class test will be fined Rs. 50/.

Fees and Dues are refundable as per Kurukshetra University, Kurukshetra rules.

## **FEE CONCESSION / BOOK BANK FACILITY**

Fee concession facility would be available to Meritorious Students/Economically Poor Student/Extraordinary/Sports Persons/Siblings.

Book Bank facility would be available only for Meritorious /Needy Students.

## **LIBRARY RULES**

1. There will be no separate Membership card for the library. The ID card of the College will be considered as a Library membership card. One should carry Library Membership card while entering into the library.
2. All the students/teachers entering the Library shall put their bags and other belongings at the property counter.
3. All the readers are advised not to leave their valuables at the Check Point. The library is not responsible for any loss of personal belongings.
4. The library is an academic area. It is always expected to seat in a decent, disciplined and dignified way and maintains good ambiance for reading. Any type of violation like keeping legs on Chairs, Tables, Sofa, making noise, damaging and stealing of library infrastructures / Property, may lead to a disciplinary action.
5. All the users are directed to verify the issued items/checked out items at the security counter by the library staff. Violation of this rule may lead to the disciplinary action.
6. All readers advised to check and carry your belongings like Laptop, personal books etc while leaving the library. The Library will not be responsible for the loss of personal items or left behind by readers in the library
7. No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.
8. If any reader found taking the book out from the library without following formal procedure, with intention/ by mistake will be considered as an unauthorized act, s/he will be penalized as per library disciplinary procedure.
9. All the users will present themselves in "Q" for a Check at the 'Check Point' while going out of the library to ensure that they take out only checked out documents from the library.
10. The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the Library facilities/materials
11. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
12. Borrowers, faculty, staff going on the leave with or without salary, deputation, study leave will have to return all borrowed material before leaving the station.
13. On the loss of library Book, the matter has to be reported to the Librarian immediately.

14. On the loss of ID card/ Library membership Card has to be reported to the Librarian immediately.
15. Borrowers are advised not to issue Books to others on their names / Card. The membership card is not transferrable.
16. Reference Documents like Dictionary, Encyclopaedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census, Handbooks will not be issued out.
17. All users are requested to keep their mobiles switched off / keep on silent mode in the Library.
18. Conversation and discussion disturb library ambiance. Therefore, all are requested to maintain a dignified silence. If the discussion is necessary, the Group Study rooms should be utilized for the same.
19. Smoking is not permitted in the Library.
20. Beverages and Eatables are not allowed inside the library.
21. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. She/he is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
22. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
23. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
24. The Librarian reserves the right to call back any issued book/item at any time from any user.
25. Feed Back forms are available at the circulation counter.
26. QR code of GMN library available on the College Website  
Anybody can Scan it through their mobile camera/Browser/Apps and will be directly able to access the library Website/ Web Opac

## **CRITERIA FOR INTERNAL ASSESSMENT**

Modalities/ Guidelines for implementation of the criteria for awarding Internal Assessment Marks in all Undergraduate and MA courses are as follows:

1. 20 marks in each paper shall be earmarked for Internal Assessment. The Following parameters (with weightage of each) forming the basis of award of Internal assessment shall be adopted:

### **A. For All Undergraduate Courses**

1. Two handwritten Assignments : 10 marks  
(1<sup>st</sup> Assignment after one month

& 2<sup>nd</sup> assignment after two months)

- |  |         |
|--|---------|
| 2. One class test/House test (one period duration) | 5 marks |
| 3. Attendance                                      | 5 marks |

**B. For all M.A/M.Com. Courses**

- |                                    |          |
|------------------------------------|----------|
| 1. One test/Seminar for each paper | 10 marks |
| 2. One Class Test                  | 5 marks  |
| 3. Attendance                      | 5 marks  |

**C. For Practical:**

- |   |          |
|---|----------|
| 1. One Seminar/Test/Viva/ Sessional<br>For each practical paper | 10 marks |
| 2. One class test<br>(one period duration)                      | 5 marks  |
| 3. Attendance   | 5 marks  |

**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 \*

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

## **BAN ON RAGGING: RAGGING IS A CRIMINAL OFFENCE**

The students are advised to read carefully the following instructions issued by the Vice-Chancellor of Kurukshetra University based on the orders of the Hon'ble Supreme Court of India regarding ragging:

“Ragging in educational institutions is banned and anyone indulging in ragging is likely to be punished appropriately with punishment which may include expulsion from the institution, suspension from the Institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) Withholding scholarships or other benefits, (ii) Withholding results (iii) Suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

Definition of ragging provided by the Hon'ble Supreme Court of India includes “ragging as any act which violates the dignity of the individual student or is perceived to violate his/ her dignity.” The ragging is neither a means of familiarization nor an introduction with fresher's but a form of psychopathic behaviour and a reflection of deviant personalities. It reproduces the entrenched power configurations prevalent in civil society. Ragging can be either of the following forms or acts:

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

**Punishment:** One-year imprisonment with fine.

- B. **Severe Verbal Ragging:** Where the mental harassment, discomfort to such an act as forces the junior to withdraw from the college.

**Punishment:** 7-year imprisonment with fine.

- C. **Physical:** Any act by the senior towards the junior which inflicts bodily injury on the junior. Like beating the junior, hitting him/her with the objects etc.

**Punishment:** 7-year imprisonment with fine

- D. **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

## **MENTORSHIP SYSTEM (2017-18)**

The students are directed to contact their mentors in case of any problem related to subject combinations, Lecture shortage, Assessment, Leave applications, Library Books or any other problem related to their studies.



**Principal  
G.M.N. College  
Ambala Cantt**