ADMISSION RULES AND GUIDELINES

ONLINE ADMISSION SCHEDULE:

The online admission will start w.e.f 8th June 2019 and the last date for applying online will be 28th June 2019(12:00) midnight.

For session 2019-20 a unique 10 digits mobile number is mandatory for all.

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

"Admission schedule will be uploaded shortly"

ACADEMIC CALENDER

FOR UNDERGRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2019 to 15.07.2019
Odd Semester	
1St Teaching Term	16.07.2019 to 23.10.2019
Vacation-I(Diwali)	24.10.2019 to 30.10.2019
2nd Teaching Term	31.10.2019 to18.11.2019
Examinations	19.11.2019 onwards
Winter Vacations-II	20.12.2019 to 31.12.2019
Even Semester	
1St Teaching Term	01.01.2020 to 07.03.2020
Vacation-I(Holi)	08.03.2020 to 15.03.2020
2nd Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

FOR POSTGRADUATE COURSES

EVENT	DURATION

Admissions	01.07.2019 to 20.07.2019
Odd Semester	
1St Teaching Term	22.07.2019 to 23.10.2019
Vacation-I(Diwali)	24.10.2019 to 30.10.2019
2nd Teaching Term	31.10.2019 to 23.11.2019
Examinations	25.11.2019 onwards
Winter Vacations-II	20.12.2019 to 31.12.2019
Even Semester	
1St Teaching Term	01.01.2020 to 07.03.2020
Vacation-I(Holi)	08.03.2020 to 15.03.2020
2nd Teaching Term	16.03.2020 to 30.04.2020
Examinations	01.05.2020 onwards
Summer Vacations	20.05.2020 to 30.06.2020

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 weightagelikeNCC/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.

GENERAL RULES FOR ADMISSION

UPLOADING SHORTLY

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.

v)   They must keep the college campus neat and clean. Any damage to the college property is punishable.

vi)   Ragging in the college premises is strictly banned and punishable as per law.

vii)   Entry of outsiders is strictly prohibited and punishable.

viii)   A student found guilty of misconduct, making noise in the verandas, damanging/ disfiguring furniture, walls etc. shall be severly punished.

ix)   Usage of mobile phone is banned in the classrooms.

x)   Students are directed to attend their classes regularly and fulfil the conditions laid down by Kurukshetra University, Kurukshetra to become eligible for university exams.

xi)   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:-

Group I	Group II	Group III	Group IV	Group V
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 7Grammar& 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:-

Group I Medical	Group II Non- Medical	Group III Non- Medical	Group IV Non- Medical	Group V Non- Medical
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.

Semester I

BCA-111	Computer and Programming Fundamentals
BCA-112	Windows and PC Software
BCA-113	Mathematical Foundations-I
BCA-114	Logical Organization of Computers
BCA-115	Communicative English
BCA-116	Programming in C

Semester II

BCA-121	Advanced Programming in C
BCA-122	Logical Organization of Computers – II
BCA-123	Mathematical Foundations-II
BCA-124	Office Automation Tools
BCA-125	Structured System Analysis and Design
BCA-126	Personality Development
BCA-131	Lab-I Based on BCA-112 & BCA-124
BCA-132	Lab – II Based on BCA-116 & BCA-121

Semester III

BCA-231	Object Oriented Programming Using C++
BCA-232	Data Structures
BCA-233	Computer Architecture
BCA-234	Software Engineering
BCA-235	Fundamentals of Data Base Systems
BCA-236	Computer Oriented Numerical Methods

Semester IV

BCA-241	Advanced Data Structures
BCA-242	Advanced Programming using C++
BCA-243	E-Commerce
BCA-244	Relational Data Base Management System
BCA-245	Computer Oriented Statistical 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 andHonours

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- 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-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

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

BC 306 (i) Rural Marketing

(ii) Foreign Trade of India

*Internal Assessment based on 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- 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 –III

BC-301 Corporate Accounting-I

Semester –IV

BC-401 Corporate Accounting-II

BC-302 Business Statistics-I

BC-402 Business Statistics-II

BC-303 Business Laws-I

BC-403 Business Laws-II

BC-304 Company Law-I

BC-404 Company Law-II

BC(Voc)-305 Fire Insurance   BC(Voc)-405-Marine Insurance

BC(Voc)-306 – Insurance Business Regulations   BC(Voc)-406- Insurance and Finance

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

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	Semester- II
BC-101 Financial Accounting-I	BC-201 Financial Accounting-II
BC-102 Micro Economics	BC-202 Macro Economics
BC-103 Principles of Business Management	BC-203 Fundamentals of Marketing
BC-104 Computer Applications in Business	BC-204 E-Commerce
BC(Voc)-105 Basics of Foreign Trade-I	BC(Voc)-205 Basics of Foreign Trade-II
BC(Voc)-106 India's Foreign Trade – I	BC(Voc)-206 India's Foreign Trade – II
*Internal Assessment based on Practical.	BC-207 Environmental Studies (Qualifying Paper)
	*Internal Assessment based on Practical.

Semester –III	Semester –IV
BC-301 Corporate Accounting-I	BC-401 Corporate Accounting-II
BC-302 Business Statistics-I	BC-402 Business Statistics-II
BC-303 Business Laws-I	BC-403 Business Laws-II
BC-304 Company Law-I	BC-404 Company Law-II
BC(Voc)-305 Elements of Export Marketing-I	BC(Voc)-405 Elements of Export
BC(Voc)-306 – Foreign Trade Financing	Marketing-II
And Procedures-I	BC(Voc)-406 Foreign Trade Financing &
BC(Voc)-307 On-the-Job Training Report	Procedures-II

Semester –V	Semester- VI
BC-501 Cost Accounting	BC-601 Management Accounting
BC-502 Financial Management	BC-602Fundamentals of Insurance
BC-503 Goods and Services Tax	BC-603 Human Resource Management
BC-504 Income Tax-I	BC-604 Income Tax-II
BC(Voc)-505 Shipping & Insurance Practices	BC(Voc)-605 Shipping & Insurance Practices&
Procedures-I	Procedures-II
BC(Voc)-506 Foreign Trade Documentation	BC(Voc)-606 Foreign Trade Documentation
	& Procedures-I& Procedures-II

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

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	Semester- II
BC-101 Financial Accounting-I	BC-201 Financial Accounting-II
BC-102 Micro Economics	BC-202 Macro Economics
BC-103 Principles of Business Management	BC-203 Fundamentals of Marketing
BC-106Business Communication	BC-204 E-Commerce
BC(Voc)-105 Computer Fundamentals & Logical Organizations	BC(Voc)-205 Programming in C
BC(Voc)-106 Business Data Processing & PC Software- I	BC(Voc)-206 Business Data Processing and PC Software-II
*Internal Assessment based on Practical Exam conducted by Internal Examiner	BC-207Environmental 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

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- 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 –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 –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 –V

BC-501 Cost Accounting

BC-502 Financial Management

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.

<u>Bachelor of Business Administration (BBA)</u>

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

Semester -IV

BBA-208 Human Behaviour at work

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-A Seminar

BBA-209 Macro Business Environment

BBA-210 Business Statistics-II

BBA-211 Marketing Management

BBA-212 Financial Management

BBA-213 Principles of Material Management

BBA-214 Viva-Voce

The students are required to undergo 6 to 8 weeks training in company/ organization of high repute. The studentsmust obtain prior approval of the Principal before going for his/ her training. On completion each student will berequired 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)

IstSemester

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

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

IInd Semester

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

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

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

Paper VIII : Literature in English (1798-1914)-2

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

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

Paper V : Study of a Genre : Fiction-I

Paper X : Study of a Genre : Fiction-II

IIIrdSemester

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

IVth Semester

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)

IstSemester

Paper I : Western Political Thought-I

Paper II :Indian Government & Politics-I

Paper III : International Realtions Theory-I

Paper IV : Public Administration-I

Paper V : Research Methodology-I

IInd Semester

Paper VI: Western Political Thought-II

Paper VII : Indian Government & Politics-II

Paper VIII : International Realtions Issues

Paper IX : Public Administration-II

Paper X : Research Methodology-II

IIIrdSemester

Paper XI: Political Theory-I

Paper XII :Comparative Politics-I

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

IVth Semester

Paper XVI: Political Theory -II

Paper XVII : Comparative Politics -II

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

Paper XIV : International Law-I

Paper XV : International Organization and Global Order Studies-I

Paper XIX : International Law -II

Paper XX : International Organization and Global Order Studies-II

M.Com-(Master of Commerce)

M.Com. IstSemester

MC 101 OrganisationalBehaviour

MC 102 Business Environment

MC 103 Managerial Economics

MC 104 Company Law

MC 105 Accounting for Managerial Decisions

MC 106 Marketing Management

M.Com. IInd Semester

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

IIIrd Semester

IVth Semester

Compulsory Papers

MC 301 Computer Applications in Business

Optional Group I (Finance & Taxation)

MC 302 Advanced Financial Management

MC 304 Financial Institutions and Markets

Compulsory Papers

MC 401 IT and E-Commerce

Optional Group I (Finance & Taxation)

MC 403 Project Planning and Control

Optional Group I (Marketing)

Optional Group I (Marketing)

MC 308 Marketing Research

MC 309 Advertising Management

Optional Group I (HRM and General Management)

MC 316 Human Resource Development

MC 408 Sales Management

MC 409 Services Marketing

MC 410 Supply Chain Management

Optional Group I (HRM and General Management)

MC 414 Corporate Governance

MC 420 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)

IstSemester

MM 401 : Advanced Abstract Algebra -I

MM 402 :Real Analysis-I

MM 403 :Toplogy-I

MM 404 : Complex Analysis-I

MM 405 : Differential Equations-I

MM 406 : Practical-I

IInd Semester

MM 407: Advanced Abstract Algebra -II

MM 408 : Real Analysis-II

MM 409 : Computer Programming Theory

MM 410 : Complex Analysis-II

MM 411 : Differential Equations-II

MM 412 : Practical-II

IIIrdSemester

MM 501 : Functional Analysis

MM 502 :Analytical Mechanics and Calculus
         Of Variations

Optional Papers:

MM 503 : opt (i) Elasticity

MM 504 : opt (ii) Fluid Mechanics-I

IVthSemester

MM 507: General Measure and Integration Theory

MM 508 : Partial Differential Equations

Optional Papers:

MM 509 : opt (i) Mechanics of solid-II

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 'Ç'

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

Eligibilty: 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 yearto be enrolled in ADSE and expertise in**Web Developmentand Cloud technologies using XML XSL as database as a backend.**

For further details students may contact Sh. ShyamRaheja of Department of Computer Science.

ADD-ON-JOB ORIENTED COURSES

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

UGC sponsored courses offered	Co-ordinators
(i) Business Skills Development (Deptt. Of Commerce)	Dr. V.K Jain
(ii) Soft Skills Management (Deptt. Of Psychology)	Sh. Sajjan Singh
(iii)Pharmaceutical Chemistry based on Ayurveda(Deptt. Of Sanskrit)	Dr. Rajendra
(iii) Electronics Equipment maintenance (Deptt. Of Electronics)	Sh. S.K Bathla

Paper-I	Paper-II	Paper-III
Theory	Practical	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

SHORT TERM CERTIFICATE COURSES

COURSES OFFERED	CO-ORDINATORS
Defence Studies	Dr. S.S Nain
Yoga	Sh. Brijesh Kumar
Detection of adulterants in common food items	Dr. V.K Bindal
Photoshop	Mrs. Upinder Kaur

Self Defence strategies for girls	Dr. BhartiVij	
Course in French Language	Dr. Nishtha	
Spoken English /Hindi and Communications Skills.	Dr. Anshu Gupta	Dr. Ritu

<u>IGNOU STUDY CENTER</u>

Indira Gandhi National Open University has chosen Gmn College, Ambala Cantt as its New Study Center (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 center is offering in the session 2019-20 M.A Pol Scienec, 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 enroll such students to enter higher education stream, IGNOU has designed this preparatoryprogramme 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)   MA Hindi

(ii)   MA Economics

Schedule of Admission

For July Session	For January Session	Late Fee (Rs.)
1St February to 31St March	1St August to 1St October	Nil

1St April to 30thApril	3St October to 31St October	200
1st May to 31St May	1St November to 30th November	500
1st June to 30th June	1St December to 20th December	1000

For any other enquiry, contact college office or coordinator IGNOU study center 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 SCHOLARSHIP

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: DrRadhaKrishan 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 roll 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 Jubliee 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: KumariRukmani Devi Memorial Trust Scholarship.

7. Scholarship: VermaJi Charitable Trust Scholarship (only for girls).

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

9. Scholarship: Sports Scholarship from KUK& Sports Deptt.of Haryana.

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

11. Scholarship : Anjali Vadhawan Scholarship

Rs.5100/- per head per annumfor 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 Rs50/.

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 misbehavior 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, Encyclopedia, 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/ Webopac

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

    (1st Assignment after one month

& 2nd 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 Practicals:

    1. One Seminar/Test/Viva/ Sessional   : 10 marks

        For each practical paper

    2. One class test   : 5 marks

        (one period duration)

    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.

<u>BAN ON RAGGING: RAGGING IS A CRIMINAL OFFENCE</u>

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 behavior 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 (2019-20)

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.