



**DAV CENTENARY COLLEGE, FARIDABAD**

*Accredited with 'A' Grade by NAAC*

***Admission Brochure 2018***

**Work Hard in Silence.**

**Let Your Success**

**Speak for Itself**



## The elegant and spick and span college buildings at a glance



## D.A.V. CENTENARY COLLEGE, FARIDABAD



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*Our Friend, Philosopher and Guide*



**PADMA SHRI DR. PUNAM SURI**

President, DAV College Managing Committee,  
New Delhi

## *About Our Esteemed President*

The leading light of the DAV movement who is very ably and dynamically guiding the destiny of the DAV College Managing Committee, New Delhi, as its Hon'ble President.

We are very fortunate to have him—the illustrious grandson of Mahatma Anandswami and a staunch Arya Samajist as well as a widely travelled and well-known media personality—at the helm of affairs in the DAV family that is a force to reckon with in the field of education in India and abroad.

He is very well-versed with the latest technology and wishes everyone to embrace technology for one's own benefit and the benefit of the society at large. His vision is not only for material prosperity but also for the spiritual uplift of the human society without which material advancement won't be of much consequence. He believes in organized, systematic and transparent working and wants this philosophy to percolate down to the lowest level. He has a smiling visage and wishes everyone to have the smile that comes of satisfaction born of good, honest and systematic work.

We salute our visionary leader with enormous qualities of head and heart which are not only immensely benefiting the DAV family but are a constant source of inspiration to anyone who comes in contact with him.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
DAU Centenary College  
Faridabad, affiliated to Maharshi Dayanand University, Haryana as  
Accredited  
with *CSPA* of 3.11 on four point scale  
at *A* grade  
valid up to November 14, 2020*

*Date : November 15, 2015*



*D. Singh*  
Director

EC(SQ)/10/A&A/1192



# *From the Principal's Desk*



Since its inception D.A.V. Centenary College has spared no effort to establish and maintain high standards of all-round excellence and impart values espoused and cherished by the D.A.V. movement so that our students go out into the world as confident, awakened, morally sound and well-rounded beings armed with sufficient general as well as specialized knowledge not only to successfully make their way through the maze of today's complex and rather formidable world but also to work for the larger good of society and humanity. The college has never lagged behind in innovating with and moulding traditional courses so that our young men and women face no problem in successfully and painlessly adapting themselves to the rapidly changing socio-economic and technological environment in

today's globalised world. That the pursuit of serious, diversified and multidimensional academic activity which is at the same time job-oriented and in sync with the times is always on the top of our agenda is further borne out by the fact that, apart from traditional UG and PG Courses like B.Sc., B.Com., B.Com.(Hons), B.A., M.A. (English), M.Sc.(Computer Science) & M.Com., the college is running a string of a professional courses like BBA, BBA(CAM), BCA and Bachelor of Tourism & Travel Management and vocational courses like B.Com.(CA), B.Com.(TPP), B.A.(Marketing) and B.A.(Journalism and Mass Communication). And five years ago we started Add On Courses like Computer Graphics, Animation Multimedia and Web Designing, Oracle9: DBA and Computer Hardware Networking and Ethical Hacking. The college also has a state-of-the-art Language Lab so that our students can acquire greater linguistic skills. And this earnest quest of ours has translated into our students' consistently good showing in the university examinations through the years. Academic activity, being on the top of our agenda, includes serious classroom teaching round the year, extension lectures, talks, workshops, seminars and conferences including State Level Events and National and International Conferences, Seminars and Conclaves. For instance, during the last four years the college has hosted four International and two National Conferences with a National Conference on Globalization and Sustainable Growth of Business organized by the P.G. Department of Commerce held during the just-concluded session. Also, with its focus on research, the college is at the moment publishing four refereed research journals. At the same time, with a view to promoting sound and creative thinking and writing skills among our students and the faculty, the college is now bringing out two magazines apart from the college magazine 'Shatabdi Pratigya'. But along with academics, sports and other extracurricular activities are our strong points and have always been vigorously promoted for the wholesome growth of our wards with consistently excellent results even at the National and International Level.

Improving the overall ambience of the institution and providing the best possible facilities is high on our agenda. To this end, the Library Complex and the Computer Labs have been upgraded, revamped and expanded at considerable cost and the process is still on. In the same vein, smart classes have been set up and more such classes are in the process of being set up to minimize the chalk and talk method. A much needed two storey new building block came up a few years ago at a cost of Rs.3.5 crore to add to the already impressive and sprawling college buildings. It consists of 32 well-appointed classrooms, state-of-the-art computer labs with the latest software and hardware and a big sound –proof and airconditioned hall in the basement with a high quality sound system and acoustics which is now being extensively used for college activities and function as well as for big ticket event like International Film Festivals and Theatre Festivals. There are departmental libraries and a well-equipped Health Centre with a full time Medical Officer. An impressive Yajna Shala is there where regular Havan Yajnas are performed and discourses given for the spiritual uplift of the students and the faculty. The spiritual quotient of the students and the faculty is further taken care of by organizing discourses by spiritually elevated souls, spiritual courses as well as discussion and bhajan sessions even on Sundays and other holidays. The aesthetically landscaped and painstakingly maintained and manicured lawns, with hundreds of potted plants and trees dotting the campus and a riot of colour in the form of thousand of flowers, further enrich its ambience. All steps have been taken to augment water supply and provide adequate power back-up. The college website is now very much operational so as to make all the important information related to the college available to the students and their parents/guardians at the click of a mouse. Also the system of online admission and online payment of fee is very much in place. At the same time all possible steps are taken to maintain discipline in the campus. To further improve the overall security environment, CCTV cameras have been installed at strategic places in the campus and constant vigil is maintained to prevent any untoward incident. The persistent focus of the college on overall quality maintenance and improvement was rewarded by the Peer Team from NAAC accrediting our institution with ‘A’ Grade in November , 2015. Since I took over a little more than eleven years ago, I have made an earnest attempt to impart a new dynamism to the all-round growth of the college and am committed to carrying forward this process so that this institution becomes a role model in the university and the region. My efforts, in tandem with the good work put in by our competent and dedicated staff, are already showing excellent results. And we are determined to continue the good work.

My best wishes,  
Dr. Satish Ahuja  
Principal

## Outstanding Achievements and Notable Activities

### MAJOR COLLEGE ACHIEVEMENTS AND EVENTS DURING 2016-17

*They have bagged Merit Positions in University Exams*

Sr. No.	Name	Course & Sem.	Rank in Univ.
1.	NIHARIKA	BCA – 3rd Sem	1st
2.	SANDEEP KUMAR	BBA(CAM) – 1st Sem	1st
3.	SANDEEP KUMAR	BBA(CAM) – 2nd Sem	1st
4.	SUMEDHA CHAWLA	BTTM – 1st Sem	1st
5.	SUMEDHA CHAWLA	BTTM – 2nd Sem	1st
6.	TUSHAR VOHRA	BTM – 3rd Sem	1st
7.	BABITA	B COM(VOCA) – 5th Sem	1st
8.	SHIVANI GUPTA	BBA(CAM) – 4th Sem	1st
9.	MOHAMMAD ASAD	BJMC – 3rd Sem	1st
10.	MANSI ARORA	BJMC – 5th Sem	1st
11.	DIVAKAR SINGH	BBA(CAM) – 1st Sem	2nd
12.	ASHU	BA(JMC) – 2nd Sem	2nd
13.	KUNAL KHETARPAL	BJMC – 3rd Sem	2nd
14.	AARUSHI SHARMA	B COM(VOCA) – 1st Sem	2nd
15.	AARUSHI SHARMA	B COM(VOCA) – 2nd Sem	2nd
16.	DIVAKAR SINGH	BBA(CAM) – 2nd Sem	3rd
17.	BHUPINDER	BBA(CAM) – 1st Sem	3rd
18.	SIMRAN ARORA	B COM(PASS) – 1st Sem	3rd
19.	HEENA GARG	B COM(VOCA) – 5th Sem	3rd
20.	KAJAL	BBA(CAM) – 4th Sem	3rd
21.	SANDEEP KUMAR	BJMC – 3rd Sem	3rd
22.	PRAJWAL AGRAWAL	B COM(HONS) – 1st Sem	3rd
23.	ASHU	BA(JMC) – 1st Sem	3rd
24.	PANKAJ PANDEY	BTTM – 2nd Sem	3rd
25.	BHUPINDER	BBA(CAM) – 2nd Sem	4th



## Outstanding Achievements and Notable Activities

Sr. No.	Name	Course & Sem.	Rank in Univ.
26.	HIMANI	BBA(CAM) – 4th Sem	4th
27.	MONIKA CHUGH	BCA – 3rd Sem	4th
28.	POOJA CHAUDHARY	BJMC – 5th Sem	4th
29.	SHIVANI ADLAKHA	BTM – 3rd Sem	4th
30.	JYOTI SHARMA	BBA(CAM) – 1st Sem	4th
31.	SHUBHANGI ROKKA	BTTM – 1st Sem	4th
32.	RUPALI	B COM(VOCA) – 1st Sem	4th
33.	HIMANI	BA(JMC) – 2nd Sem	4th
34.	SHUBHANGI ROKKA	BTTM – 2nd Sem	4th
35.	TAMANA GOYAL	B COM(PASS) – 1st Sem	5th
36.	PRIYANKA BORA	B COM(VOCA) – 1st Sem	5th
37.	HIMANSHU KHURANA	B COM(VOCA) – 5th Sem	5th
38.	KRITIKA YADAV	BA(JMC) – 2nd Sem	5th
39.	POONAM	BBA(CAM) – 2nd Sem	5th
40.	SAKSHI SHIROTI	BBA(CAM) – 4th Sem	5th
41.	SHEETAL VASHISTH	BJMC – 5th Sem	5th
42.	LOVEKUSH THAKUR	BTM – 3rd Sem	5th
43.	PANKAJ PANDEY	BTTM – 1st Sem	5th
44.	EKTA SONI	BBA(CAM) – 1st Sem	6th
45.	OMPAL LOHIA	BBA(CAM) – 3rd Sem	6th
46.	MUSKAN AGRAWAL	B COM(VOCA) – 1st Sem	6th
47.	VIVEK GAUTAM	BA(JMC) – 1st Sem	6th
48.	PUSHPITA DEY	BA(JMC) – 2nd Sem	6th
49.	JYOTI SHARMA	BBA(CAM) – 2nd Sem	6th
50.	KUNWARDEEP SINGH	BTM – 3rd Sem	6th
51.	APOORVE GAUR	BTTM – 1st Sem	6th
52.	APOORVE GAUR	BTTM – 2nd Sem	6th

## Outstanding Achievements and Notable Activities

Sr. No.	Name	Course & Sem.	Rank in Univ.
53.	SONIA KUKREJA	BBA(CAM) – 1st Sem	7th
54.	PUSHPITA DEY	BA(JMC) – 1st Sem	7th
55.	SURAJ SHARMA	BA(JMC) – 2nd Sem	7th
56.	SUMIT JAIN	BBA(CAM) – 6th Sem	7th
57.	KAVITA SINGH	BJMC – 5th Sem	7th
58.	DEEPAK KRISHAN	BJMC – 5th Sem	7th
59.	BHUVESH JAITLEY	BTM – 3rd Sem	7th
60.	APARNA SHARMA	MA (ENGLISH) – 3rd Sem	7th
61.	SHASHANK ARORA	BTTM – 2nd Sem	7th
62.	KAJAL	BBA(CAM) – 3rd Sem	8th
63.	SAKSHI CHAUHAN	BJMC – 5th Sem	8th
64.	HIMANSHU JAIN	BTTM – 1st Sem	8th
65.	NANCY MITTAL	B COM(HONS) – 1st Sem	8th
66.	MEGHA YADAV	B COM(HONS) – 1st Sem	8th
67.	PANKAJ SOOD	B COM(HONS) – 1st Sem	8th
68.	ANJALI SHARMA	B COM(VOCA) – 5th Sem	8th
69.	JYOTI NAGAR	B COM(VOCA) – 5th Sem	8th
70.	KRITIKA YADAV	BA(JMC) – 1st Sem	8th
71.	PRATYAKSHA	BA(JMC) – 2nd Sem	8th
72.	GEETA BOHRA	BBA(CAM) – 2nd Sem	8th
73.	KOMAL MATHPAL	BCA – 5th Sem	8th
74.	PRASHANT RATRA	BTM – 3rd Sem	8th
75.	MAMTA GUPTA	MA (ENGLISH) – 3rd Sem	8th
76.	ABHISHEK JAIN	BBA(CAM) – 1st Sem	9th
77.	SAKSHI SHIROTI	BBA(CAM) – 3rd Sem	9th
78.	RAVI KUMAR	BBA(CAM) – 2nd Sem	9th
79.	DIVYA SHARMA	BCA – 5th Sem	9th

## Outstanding Achievements and Notable Activities

Sr. No.	Name	Course & Sem.	Rank in Univ.
80.	PRAVEEN KUMAR	BCA – 5th Sem	9th
81.	DIKSHA SINGH	BJMC – 5th Sem	9th
82.	PRATYAKSHA	BA(JMC) – 1st Sem	9th
83.	VIVEK GAUTAM	BA(JMC) – 2nd Sem	9th
84.	NISHA JADAUN	BA(JMC) – 2nd Sem	9th
85.	SONIYA PANCHAL	BTM – 3rd Sem	9th
86.	SHUBHAM SINGLA	BCA – 2nd Sem	9th
87.	RAVI RATHORE	BBA(CAM) – 1st Sem	10th
88.	MANITA	BCA – 5th Sem	10th
89.	KRITIKA GULATI	B COM(VOCA) – 5th Sem	10th
90.	DIVYA GUPTA	BA(JMC) – 1st Sem	10th
91.	SHIVANI	BBA(CAM) – 2nd Sem	10th
92.	ANSHUL GARG	BJMC – 5th Sem	10th
93.	GAURAV BABRA	BTTM – 1st Sem	10th
94.	NISHA SHARMA	BTM – 3rd Sem	10th
95.	GEETA BOHRA	BBA(CAM) – 1st Sem	11th
96.	ASHISH RAWAT	BBA(CAM) – 1st Sem	11th
97.	NEHA NAGAR	BBA(CAM) – 6th Sem	11th
98.	HIMANSHI SHARMA	BCA – 3rd Sem	11th
99.	SHIVALI	BCA – 5th Sem	11th
100.	ANJALI RANA	BTM – 3rd Sem	11th
101.	S MADHAVI	B COM(HONS) – 1st Sem	11th
102.	GAURAV BATRA	B COM(HONS) – 1st Sem	11th
103.	RINKY SINGH	B COM(VOCA) – 1st Sem	11th
104.	KAUSHAL KUMAR JHA	B COM(VOCA) – 5th Sem	11th
105.	SURAJ SHARMA	BA(JMC) – 1st Sem	11th
106.	ANKIT SHARMA	BA(JMC) – 2nd Sem	11th



## Outstanding Achievements and Notable Activities

Sr. No.	Name	Course & Sem.	Rank in Univ.
107.	MEGHA KAUSHIK	BBA – 5th Sem	11th
108.	NIKHIL MISHRA	BCA – 2nd Sem	11th
109.	MUSKAN AGRAWAL	B COM(VOCA) – 2nd Sem	11th
110.	SONAM GANGWAR	BBA(CAM) – 1st Sem	12th
111.	HIMANSHU JHAMB	BBA(CAM) – 1st Sem	12th
112.	SHIVANI GUPTA	BBA(CAM) – 3rd Sem	12th
113.	STUTI	BBA(CAM) – 2nd Sem	12th
114.	DIMPLE GUPTA	BCA – 5th Sem	12th
115.	SURJEET	B COM(VOCA) – 5th Sem	12th
116.	POONAM SHARMA	B COM(VOCA) – 5th Sem	12th
117.	RAHUL NEGI	BA(JMC) – 2nd Sem	12th
118.	SHASHANK ARORA	BTTM – 1st Sem	12th
119.	POONAM	BBA(CAM) – 1st Sem	13th
120.	SHWETA CHATURVEDI	B COM(VOCA) – 1st Sem	13th
121.	EKTA SONI	BBA(CAM) – 2nd Sem	13th
122.	POOJA TIWARI	M COM – 2nd Sem	13th
123.	PRAJWAL AGRAWAL	B COM(HONS) – 2nd Sem	13th
124.	RANJANA	BCA – 2nd Sem	13th
125.	TAMANA GOYAL	B COM(PASS) – 2nd Sem	13th
126.	SUMIT JAIN	BBA(CAM) – 5th Sem	14th
127.	MANUDEEP SHARMA	B COM(VOCA) – 1st Sem	14th
128.	PARIKH	B COM(VOCA) – 5th Sem	14th
129.	RAHUL NEGI	BA(JMC) – 1st Sem	14th
130.	SONAM GANGWAR	BBA(CAM) – 2nd Sem	14th
131.	MANOJ YADAV	BJMC – 5th Sem	14th
132.	MANINDER SINGH	BBA(CAM) – 1st Sem	15th
133.	PAWAN SINGH KANDARI	BA(JMC) – 2nd Sem	15th

## Outstanding Achievements and Notable Activities

<b>Sr. No.</b>	<b>Name</b>	<b>Course &amp; Sem.</b>	<b>Rank in Univ.</b>
134.	VINEETA BHARTI	BBA(CAM) – 2nd Sem	15th
135.	KANCHAN	MA (ENGLISH) – 3rd Sem	15th
136.	PARUL GERA	B COM(PASS) – 1st Sem	15th
137.	POOJA PATHAK	M COM – 2nd Sem	15th

## Outstanding Achievements and Notable Activities

- ❑ By virtue of the dedicated and persistent efforts of the College Placement Cell, 180 students found placement in a number of prestigious companies like GENPACT, Infosys, ICICI Bank, Tech Mahindra, AEGIS, Policy Bazar, Religare Securities and Sony etc. during the year while placement of more students of that session is still going on.
- ❑ The Department of Marketing brought out during the year Volume V, Issues I & II, of its in-house journal DAVCC'S Advance Management Research: An International Journal.
- ❑ The College has also brought out during the year the third issue of one more refereed research journal, namely Perianth: A Refereed Research Journal of Humanities and Social Sciences.
- ❑ Various Senior Faculty members of our college were invited as Resource Persons and Chaired Technical Sessions of several National Conferences and Seminars during the year.
- ❑ The Post Graduate Department of Commerce and the Department of Marketing organized a 2 Day DHE, Haryana, sponsored National Conference on Globalization and Sustainable Growth of Business in February this year with rich participation of eminent resource persons and paper presenters from all over the country.
- ❑ Before that the above Department also organized a National Level Lecture Series on Commerce , Management and Economics in October 2016. Well-known experts from these varied fields delivered as many as 5 highly illuminating and educative lectures on the occasion.
- ❑ The Geography Model prepared by our students won the First Prize and the Chemistry and Computer Science Models the Third Prize in the State Level Science Exhibition organized under the auspices of the Directorate General of Higher Education, Haryana. Before that the Computer Science , Chemistry and Geography Models prepared by our students won the First Prize and the Physics Model the Second prize in the Inter-District Level Science Exhibition. Another noteworthy fact is that both the above Exhibitions were hosted by the college this year and the superb arrangements made by the college won all-round applause.



## Outstanding Achievements and Notable Activities

- ❑ Our bright EMA students cornered glory by lifting for the 9th time in a row the Overall Championship Trophy with a Cash Prize of Rs. 51,000/- and 14 First Prizes in the Zonal Youth Festival and the Overall Runners Up Trophy with a Cash Prize of Rs. 31,000/- and 4 First Prizes in the Inter-Zonal Youth Festival. And one of them went on to participate in the South Asian Universities Youth Festival in the Music Section.
- ❑ Following the parallel government track, our highly talented and committed EMA students went on to win the First Prize in One Act Play at the National Level Youth Festival, organized by the Government of India, along with a Cash prize of Rs. 6 lakh after winning the First prize at the State Level Youth festival with a Cash Prize of Rs. 1.20 Lakh.
- ❑ The College Sports also went from strength to strength with twenty of our students participating in International Tournaments and Championships in Sports ranging from Badminton, Rowing, Canoeing and Roll Ball to Yoga, Taekwondo and American Football .
- ❑ As for National Championships and Tournaments, our students won as many as 18 gold, 23 silver and 18 bronze medals in diverse sports like Rowing, Canoeing, Cricket, Badminton, American Football and Wushu. As many as 150 students participated in the National Sports Events.
- ❑ It is a matter of immense pride that two of our students were awarded a Cash Prize of Rs. 3 lakh each for winning gold in the National Skating Championship and for participating in the International Skating Championship. They received the above Cash Prize from His Excellency the Governor of Haryana and from the Hon'ble Chief Minister of the State.
- ❑ In the State Level Tournaments and Championships, our students bagged 70 gold, 24 silver and 11 bronze medals, making the college proud of their excellent performance.
- ❑ The college has lifted as many as 7 Inter-Zonal Sports Championships of the university this year, 5 in Men's Events and 2 in Women's Events.

## Outstanding Achievements and Notable Activities

- ❑ In the sports arena, another feather in the cap of the college was that it not only hosted the Inter-College Zonal and Inter-Zonal Volleyball (Men) Tournaments of the University in the months of September and October respectively but also that our college team won both the Tournaments.
- ❑ The college also hosted the Inter-College Zonal Men's Cricket Tournament in October 2016. Once again , our team won the Tournament.
- ❑ As for NCC Boys' Wing, 2 cadets attended the RD Camp and took part in the Republic Day March Past at Rajpath. Both of them were honored for this feat by His Excellency the Governor of Haryana.
- ❑ 2 cadets attended the Ship Attachment Camp in Mumbai. One of them also attended the the National Integration Camp at Hyderabad as well as the Advanced Leadership Camp in Mumbai and was declared the Best Cadet in the latter Camp.
- ❑ 1 Cadet attended the Nau Sainik Camp at Karwar, Karnataka.
- ❑ As for the NCC Girls' Wing, 2 of our Cadets represented the Punjab, Haryana and Himachal Directorate in the All India Nau Sainik Camp at Karwar. One of them won the gold medal there in the subject of Health and Hygiene .
- ❑ 2 Cadets of the Girls' Wing attended the Annual Training Camp at Ezimalla, Kerala.
- ❑ All the Cadets of the Girls' Wing attended the Annual Training Camp held at Damdama Lake, Sohna.
- ❑ The NCC Boys and Girls Units of the college got together to celebrate the International Yoga Day on 21st June last year on the college campus in which more than a thousand NCC Cadets from all over Faridabad participated, making the above celebration a grand success.
- ❑ Apart from organizing a 7 Day Camp held in the Govt. Primary School of Rahul Colony, a poorer area in the neighbourhood of the college, and 3 One Day Camps in the College, the NSS Boys' Unit joined hands with the NSS Girls' Unit, the College Youth Club, the College Youth Red Cross Units (Boys and Girls), the College NCC Units (Boys and Girls) and the Lions Club Surya to organize Two Blood Donation Camps

## Outstanding Achievements and Notable Activities

in the College, one in October 2016 and the other in April this year, wherein a total of 371 units of blood were donated.

- ❑ The College NSS Girls' Unit also organized a 7 Day Camp in which, apart from other activities, the volunteers also visited a local Gaushala and a school for underprivileged children. During the Camp, a Yoga Session was organised for their physical and spiritual rejuvenation, they took out a Rally to generate awareness about traffic rules and also took part in a Cleanliness Drive to drive home the message of keeping the environment clean.
- ❑ The NSS Girls' Unit also took out a Rally on the International Peace Day and celebrated the International Youth Day by organising different events to mark the power of the youth.
- ❑ Two of our Youth Red Cross volunteers were selected for attending the M.D. University Summer Camp at Mussoorie last June. Also the College Youth Red Cross (Boys' Unit) Counsellor was selected by the university as the Counsellor In charge of the above Camp.
- ❑ In the month of September , 5 Youth Red Cross volunteers alongwith the College YRC (Boys' Unit) Counsellor attended the 7 day State Youth Red Cross Camp at Mansa Devi Temple Complex, Panchkula. Out of 33 Counsellors from 9 universities of Haryana, our College YRC Counsellor was selected as the Best Haryana State YRC Counsellor. It was a repeat honor as he had been honored with the same trophy and rank in the 2014 Camp as well.
- ❑ In the same month, His Excellency the Governor of Haryana honored the College YRC (Boys' Unit) Counsellor with a Silver Medal and a Certificate of Appreciation for his service to humanity and society for the last 30 years.
- ❑ Our College YRC (Boys' Unit) Counsellor attended the 1 Day Health and Hygiene Camp in M.D. University , Rohtak, alongwith 12 YRC volunteers. He acted as a Resource Person in that Camp which was attended by the Hon'ble Vice Chancellor and the Dean, Students' Welfare, of the University as well as a number of College Principals.

## Outstanding Achievements and Notable Activities

- ❑ The College YRC Unit conducted a 5 Day First Aid and Home Nursing Camp in the College in March this year. The Camp was attended by 104 students, both boys and girls. It was inaugurated by the District Secretary, Red Cross .
- ❑ Our College YRC Unit conducted 2 day Professional Training Camp on First Aid and Home Nursing in April this year . The expenditure on account of the Camp was borne by the Indian Red Cross Society, Haryana State Branch, Chandigarh. 30 College YRC volunteers were trained free of cost during the Camp.
- ❑ The College Red Ribbon Club and the Youth Red Cross Unit organised a 1 Day Workshop on HIV/AIDS in which the Keynote Speaker was Dr. Veena Shama, Deputy CMO, B.K. Hospital, Faridabad.
- ❑ Our College, as per the directions of the DHE, Haryana, and the Haryana AIDS Control Society, organised for 15 days various programs to spread awareness about HIV/AIDS. A Rally, a Workshop and various other in-house programs like Declamation, Slogan Writing, Drawing/Painting and Poetic Recitation were organised during that period.
- ❑ In January this year, as per the directions of the DHE, Haryana, and the AIDS Control Society, Haryana, a 15 Day Awareness Campaign, related to the problems, challenges and diseases facing the youth, was organised. The program included a Rally, a Workshop and a number of competitions for the youth.
- ❑ In April this year, a Mega Health Check-Up Program was organised under the aegis of the College Red Ribbon Club and the Youth Red Cross Unit in which the College students underwent a Health Check Up by specialist doctors from the Sarvodaya and Metro Hospitals. A total of 920 youth and staff enrolled for the above check-up.
- ❑ 5 volunteers from our College YRC Unit attended the 5 Day District Health and Hygiene Camp held in Aggarwal College, Ballabgarh.
- ❑ Our YRC Counsellor also attended a 3 Day Brigade Officers' Training Camp at Panchkula organised by the Indian Red Cross Society, Haryana State Branch.
- ❑ The College YRC (Boys' and Girls' Units) joined hands with the College NSS Units to take out a successful Rally on 31st May this year to mark the International Anti -Tobacco



## Outstanding Achievements and Notable Activities

Day.

- ❑ Representing the College Legal Literacy Cell, our students won 8 prizes including 4 First Prizes at the District Level Competition, 3 First Prizes, in Power Point Presentation, Debate and On the Spot Painting respectively, 2 Second Prizes, one in Debate and other in Poetic Racitation, and 2 Third Prizes, one in Slogan Writing and the other in On the Spot Painting at the Division Level Competition and further on won the First Prize (in Slogan Writing) at the State Level Competition organized under the auspices of the Haryana Legal Service Authority and the office of the DHE, Haryana.
- ❑ The College Legal Literacy Cell also sent students to participate in the District Level Competition organized by HARCOFED where they won First and Third Prize in the Declamation Contest.
- ❑ A logo designed by one of our bright students was selected by the Municipal Corporation of Faridabad as the Logo for its Smart City Faridabad Campaign. For his brilliant effort, he was awarded a Cash Prize of Rs. 11000/- which was given away to him by Sh. Krishan Pal Gurjar, Union Minister of State, and the Commissioner, Municipal Corporation, Faridabad.
- ❑ The Department of Business Administration organized a State Level Power Point Presentation Competition in which students from atleast 17 institutions participated.
- ❑ The BBA Department also organized a Stock Market Mock Trading Session for the benefit of the students. The said session was conducted by a team from Profit Idea, Gurugram.
- ❑ The BTTM Department celebrated Tourism Month from 1st to 27th September last year, 2th September being the World Tourism Day. The celebration included showing Documentaries and Movies on Tourism, a Cuisine Competition, Tourism Awareness Camps in different schools, a Heritage Walk with a cleanliness drive as its part, Power Point Presentations, Painting, Rangoli Making, Group Discussions and Workshops.
- ❑ The BTTM Department also organized 2 study tours for the students, one to Rajasthan and the other to Keral and Tamil Nadu.

## Outstanding Achievements and Notable Activities

- ❑ The Department of Commerce (SFS Courses) organized a Budget Talk Show on 2nd February this year in which more than 20 CAs, all of them the college Alumni, came to take part along with the Circle Head of The Punjab National Bank.
- ❑ The Department of Commerce (SFS Courses) organized a State Level Quiz Competition during the year in which more than 10 teams from the State participated.
- ❑ In March this year the Department of Hindi organized a much appreciated Kavi Sammelan in which well-known poets from all over the region regaled the audience by reciting their poems.
- ❑ The Department of Journalism and Mass Communication along with the Department of Hindi celebrated Journalism Week from 27th March to 1st April this year. During the week, eminent news anchors, editors, photographers and RJs were invited to interact with students.
- ❑ Before that in November the Department of Journalism and Mass Communication celebrated the National Press Day by inviting a well-known anchor of the Rajya Sabha TV Channel and a Senior Editor of Punjab Kesri to share their valuable insights with the students.
- ❑ As part of its multi-pronged activities, the college celebrated the Rashtriya Ekta Week in October to mark the birth anniversary of Sardar Vallabh Bhai Patel.
- ❑ The college organized a Week long Cashless Economy Awareness Program in February this year for the benefit of the faculty and the students.
- ❑ The college also organised two Rallies and one State Level Quiz as part of the Road Safety Awareness Drive.
- ❑ A bright student of the Humanities Stream won the Second Prize in the Delhi Metro Region in the All India Essay Writing Competition held by Shri Ram Chandra Mission and the United Nations Information Centre for India and Bhutan. He was also awarded a Medal for his brilliant achievement. Another essay written by another student of the same stream as part of the above Contest came in for Honorable Mention by the organisers.

## **Outstanding Achievements and Notable Activities**

- ❑ Havan Yajnas were held throughout the year and weekly discourses on the Gita by ISKCON and Courses of the Art of Living Foundation were organized by the college throughout the year.
- ❑ The Office of the Dean, Arts Faculty, organized a Two Day National Arts Fest with rich participation from different regions of the country in various sections and events like Declamation, Quiz, Fine Arts, Theatre, Music and Dance, Power Point Presentations and Poster Making and Poster Presentation.
- ❑ In the State Level Event IGNIDEA 2017 organized in March this year by the Departments of English and Environmental Studies as well as the Planning Forum of the College in which students from several colleges, institutes and universities of the State participated, our students acquitted themselves well by bagging as many as 4 Prizes in Debate (Hindi) and Debate (English).



The Science Faculty and the Department of Geography get together to organize Inter - District and State Level Science Exhibitions





The Science Faculty and the Department of Geography get together to organize Inter - District and State Level Science Exhibitions





The redoubtable Legal Literacy Cell students make their presence felt from the District to the State Level Competitions organized by the Government





*Our outstanding NCC Cadets cover themselves with glory  
and register their presence at the highest level*





*Our outstanding NCC Cadets cover themselves with glory  
register their presence at the highest level*





*The BTTM Department celebrates Tourism Month and takes students out on study tours*





# The State Level Event Ignidea successfully ignites the minds of the youth





*Spiritual nourishment is an integral part of our academic life*





# We work seriously on college placements



### Our MNC Network



Tech Mahindra

Infosys

HCL

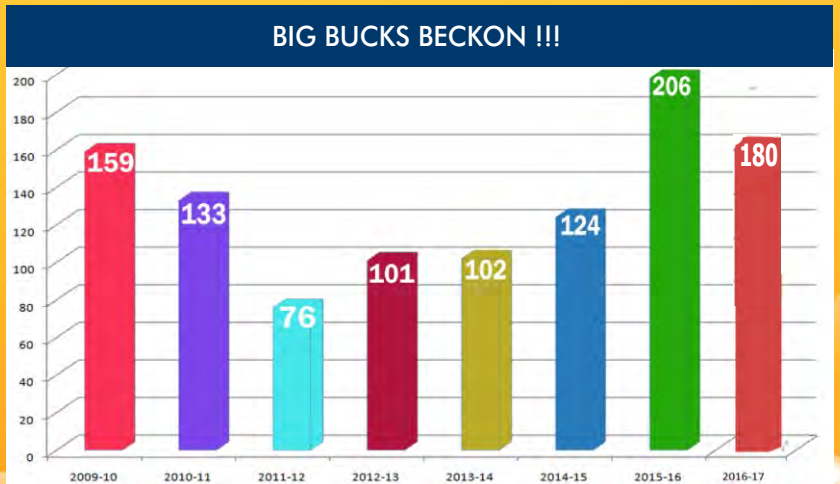
GENPACT  
Global Business Impact™

IBM

HDFC BANK

TATA  
TATA CONSULTANCY SERVICES

WIPRO  
Applying Thought™





*The work done by the College Youth Red Cross Boys' & Girls' Units and the Red Ribbon Club is simply commendable*



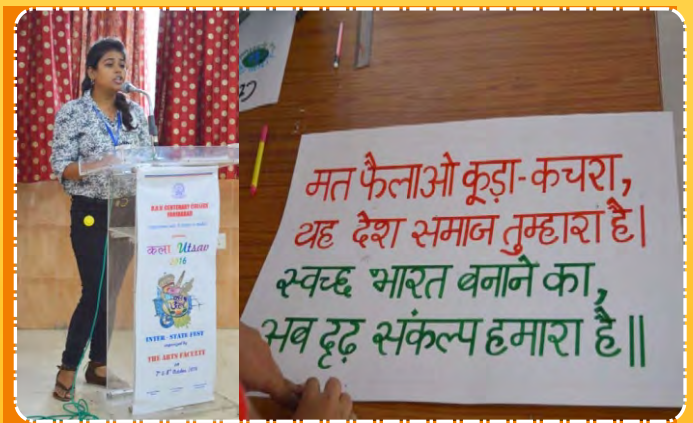


**The work done by the College Youth Red Cross Boys' & Girls' Units and the Red Ribbon Club is simply commendable**





**The participants at their at creative and aesthetic best in the National Arts Fest organized by the Arts Faculty**





*The volunteers of our NSS Boys' and Girls Units  
render national service with a missionary zeal*





*The volunteers of our NSS Boys' and Girls Units render national service with a missionary zeal*





# The PG Department of Commerce organizes National Conference on Globalization and Sustainable Growth of Business





*The Department also organizes  
Mahatma Anand Swami Saraswati National  
Lecture Series on Commerce, Management and Economics*





*Sky is the limit for our EMA students who not only stand tall in the university but also leave their imprint at the national and international level as a matter of course*





*Sky is the limit for our EMA students who not only stand tall in the university but also leave their imprint at the national and international level as a matter of course*





*Our sports persons excel from the district and zonal level  
to the international level*





*Our sports persons excel from the district and zonal level to the international level*





**The Department of Hindi organizes a Kavi Sammelan and the Department of Sanskrit organizes a State Level Sanskrit Declamation and Sanskrit Shloka Uchharan Competition to enrich students' lives**





*The Department of Business Administration organizes a number of activities including a State Level Power Point Presentation Contest and a Mock Trading Session*





# The Department of Commerce (SFS) hosts a State Level Quiz Contest and a Budget Talk Show





## Multiple Activities Expand our students' mental horizons





# STAFF LIST

## MEMBERS OF STAFF UNDER SELF-FINANCE SCHEME

(as on 30.04.2017)

1. **English** :
  1. Ms. Priyanka Angiras, M.A., M.Phil.
  2. Ms. Shruti, M.A.
  3. Ms. Anju Sherwat, M.A., NET
  
2. **Geography** :
  1. Ms. Rekha, M.A., M.Phil., NET
  
3. **Commerce** :
  1. Ms. Lalita Dhingra, M.Com., M. Phil., MBA, NET
  2. Mr. Ravi Kumar, M.Com., MBA
  3. Ms. Rekha Sharma, M.Com., M.Phil., MBA(HR), NET
  4. Ms. Kanika Mehendiratta, M.Com., NET
  5. Ms. Sonia Bhatia, M.Com., MBA
  6. Ms. Niti Nagar, M.Com., M. Phil., NET
  7. Ms. Sweety Madan, M.Com., NET
  8. Ms. Ritu Khera, M.B.A.
  9. Ms. Surbhi, M.Com., M.B.A.
  10. Ms. Pooja Ralhan, M.Com., MBA, M.Phil., NET
  11. Dr. (Ms.) Sonia Narula, M.Com., Ph.D.
  12. Ms. Imrana Khan, M.Com., NET
  13. Ms. Bindu Roy, M.Com., M.Ed., NET
  14. Ms. Preeti Gupta, M.Com., NET
  15. Ms. Preeti Jha, M.Com., M.Phil., NET
  16. Ms. Anjali Tawatia, M.Com., NET
  17. Ms. Tanuja Aggarwal, M.Com., MBA, NET
  18. Ms. Rajni Tuteja, M.Com., NET
  19. Ms. Anushree Gupta, M.Com., NET
  20. Ms. Nikita Sharma, M.Com., M.Phil., NET
  
4. **Chemistry** :
  1. Dr. (Ms.) Vanita Kumari Sapra, M.Sc., Ph.D.
  2. Ms. Deepti Ahuja, M.Sc., SET
  
5. **Physics** :
  1. Mr. Pankaj Sharma, M.Sc.



2. Ms. Reeta Kumari, M.Sc.
  3. Ms. Swati Chawla, M.SC.
  4. Ms. Preeti, M.Sc.
  5. Ms. Neha Kathuria, M.Sc.
- 6. Mathematics** :
1. Mr. Raghendra Paliwal, M.Sc., M.Phil.
  2. Ms. Bhanu Sharma, M.Sc.
  3. Ms. Jyoti, M.Sc.
  4. Ms. Rishita Mishra, M.Sc.
  5. Ms. Kiran Kalia, M.Sc.
- 7. Economics** :
1. Mr. M.L. Gupta, M.A.
  2. Dr. (Ms.) Sonia Vij, M.A., Ph.D.
  3. Ms. Suman Taneja, M.A.
- 8. Business Administration** :
1. Mr. Virender Bhasin, M.B.A., M.Phil.
  2. Ms. Kavita Verma, MBA, NET
  3. Ms. Bharti Aggarwal, M.B.A., NET
  4. Ms. Ankita Ranjan, M.B.A., NET
  5. Ms. Jyoti Malhotra, M.B.A.
  6. Ms. Nisha Singh, M.B.A.
  7. Ms. Gunjan Gumber, M.B.A., NET
  8. Ms. Meenakshi Ahuja, M.B.A., NET
  9. Ms. Omita Johar, MBA, NET
  10. Ms. Kritika Dudeja, MBA, NET
  11. Ms. Kanu Pahwa, MBA, M.Com.
  12. Ms. Rita Rani, MBA, NET
- 9. Tourism Management** :
1. Mr. Amit Kumar, MTM
  2. Mr. Sandeep Kumar, MTM, NET
- 10. Physical Education** :
1. Dr. Manoj Goel, M.P.Ed., M.Phil., Ph.D., NET
- 11. Computer Sc./Applications:**
1. Ms. Anjali Manchanda, M.C.A., M.Phil.
  2. Ms. Urvashi Sapra, M.C.A., M.Phil.
  3. Mr. Parmod Kumar, M.C.A., M.Phil.
  4. Ms. Minakshi Hooda, M.C.A., M.Phil., NET



5. Ms. Rashmi Verma, M.C.A., M.Phil.
6. Ms. Vandana, M.C.A., M.Phil.
7. Mr. Saroj Kumar, M.C.A.
8. Ms. Karishma Sharma, M.C.A.
9. Ms. Sneh Lata, M.C.A.
10. Ms. Rakhi Wadhawan, M.C.A., M.Phil.
11. Ms. Sarika Saini, M.C.A.
12. Mr. Lekh Raj Vashisht, M.C.A., M.Phil.
13. Ms. Shivani Hans, M.C.A.
14. Ms. Kavita Sharma, M.C.A.
15. Ms. Nisha Agnihotri, M.C.A., M.Phil.
16. Ms. Anita Gosain, M.C.A.
17. Ms. Uttama Pandey, M.C.A.
18. Ms. Priya Kapoor, M.C.A., M.Phil.
19. Ms. Deepika Wahi, M.C.A.
20. Ms. Rajyashree, M.C.A.
21. Ms. Mamta Mehandiratta, M.C.A., M.Phil.
22. Ms. Kumud Sharma, M.C.A.
23. Ms. Minakshi Kaushik, M.C.A., M.Phil.
24. Mr. E.H. Ansari, M.C.A.
25. Ms. Rashmi Raturi, M.C.A.
26. Ms. Rajwinder Kaur, M.C.A.
27. Dr.(Ms.) Ankur Aggarwal, M.C.A., Ph.D.
28. Ms. Sangeeta Arora, M.Tech.
29. Ms. Stuti Tandon, MCA
30. Ms. Meenakshi, M.Tech.
31. Ms. Bhawna Sharma, MCA

- 12 Journalism and Mass Communication** : 1. Ms. Sonia Hooda, M.A. (Mass Com.), M.Phil.  
2. Ms. Rachna Kasana, M.A.(Mass Com.)  
3. Ms. Menka, M.A.
- 13 Environmental Studies** : 1. Dr. Neeraj Singh, M.A., M.Phil., Ph.D., NET
- 14 Medical Officer** : 1. Dr. S.P. Mittal, M.B.B.S.



# MEMBERS OF OFFICE STAFF

## UNDER SELF-FINANCE SCHEME

(as on 30.04.2017)

1	Accountant	:	Mr. Gopal Singh, MBA
2	Clerk (Fee Allocation, Fee Collection, Demand Register, Security and related records, Scholarships)	:	Ms. Sandhya, M.A., PGDPR Ms. Ranju, B.A., B.Ed.
3	Clerk (Accounts, Payments, Salary, Leave Register and related records)	:	Mr. Shiv Shanker Tiwari, B.Com., MBA Mr. Neeraj Kumar, B.Com.
4	Clerk, Principal's Office	:	Mr. Ajay Kumar, M.A.
5	Clerk, Computer Dept.- B.C.A.	:	Mr. Sunil Sharma, B.A.
6	Clerk, Commerce Dept.(Grant-in-Aid)	:	Mr. Bhaskaranand Kukreti, B.A.
7	Lab. Asstt. (Physics)	:	Mr. Padam Singh, B.Sc., B.Ed., M.Sc.(Maths)
8	Lab. Asstt. (Chemistry)	:	Mr. Sanjeet Kumar, B.Sc.
9	Lab. Asstt. (Computer-B.B.A.)	:	Mr. Gulshan Sharma, MSc.(C.Sc.)
10	Lab. Asstts. (Computer- B.C.A.)	:	Mr. Mohinder Singh, B.Sc., M.C.A., Diploma in Management Ms. Renu, B.Com. Mr. Anil
11	Lab. Asstt. (Computer-Commerce)	:	Mr. Naresh Pratap, M.Com.
12	Lab. Attendant (Physics)	:	Mr. Daya Ram
13	Lab. Attendant (Chemistry)	:	Mr. Taleshwar Sahu
14	Lab. Attendant (Geography)	:	Mr. Ram Dev
15	Lab. Attendant (Computer- B.C.A.)	:	Mr. Sunil
16	Library Staff		
	Library Asstt.	:	Mr. Mahesh Chand, M.Lib.I.Sc., M.C.A. Dr.(Ms.) Renu Sharma, M.Lib.I.Sc., M.B.A., Ph.D.
	Library Restorer	:	Ms. Mohini Bisht, M.Lib.I.Sc., M.A. Ms. Siya, M.Lib.I.Sc.
	Library Attendant	:	Mr. Ravi Dhiman, M.Lib.I.Sc.,M.B.A.
	Lab Attendant	:	Mr. Ravinder Singh
17	Sports Attendant	:	Mr. Dev Singh
18	Peon (General Office)	:	Mr. Lallan Prasad
19	Peon (Principal's Office)	:	Mr. Mast Ram
20	Attendant (General Office)	:	Mr. Anil Kumar
21	Compounder, Health Centre	:	Mr. Parveen Kumar, B.A., D. Pharma.
22	Driver	:	Mr. Surinder



# ASSIGNMENTS

## SFS (2018-2019)

- 1 Dean, Students' Welfare : Mr. Arun Bhagat  
Supporting Staff : Mr. Ajay Kumar  
Ms. Renu
- 2 Bursar : Dr. D. P. Vaid
- 3 Controller of Examinations : Dr. D. P. Vaid  
Dr.(Ms.) Suniti Ahuja  
Mr. Mukesh Bansal  
Supporting Staff : Mr. Mahesh Chand  
Ms. Geeta
- 4 Faculty Deans  
Dean, Science : Dr. Satish Saluja  
Dean, Commerce (SFS Courses) : Ms. Lalita Dhingra  
Dean, Computer : Ms. Urvashi Sapra  
Dean, Business Administration : Mr. Virender Bhasin
- 5 Internal Quality Assurance Cell (IQAC) : Mr. Arun Bhagat, Member-Coordinator  
Mr. Mukesh Bansal, Coordinator  
Dr.(Ms.) Suniti Ahuja, Coordinator  
Dr. Satish Saluja  
Dr (Ms.) Savita Bhagat  
Dr.(Ms.) Archana Bhatia  
Mr. Satish Bansal  
Dr. Narender Kumar  
Dr.(Ms.) Archana Singhal  
Dr.(Ms.) Jyoti Rana  
Mr. R.B. Singh  
Mr. Virender Bhasin  
Mr. Saroj Kumar  
Dr.(Ms.) Ankur Aggarwal  
Ms. Anjali Manchanda  
Ms. Urvashi Sapra  
Ms. Ankita Mohindra  
Mr. Ravi Kumar  
Ms. Lalita Dhingra  
Mr. Ashok Mangla  
Mr. Anand Singh  
Mr. S.S. Tiwari



Mr. Mohinder Singh  
Mr. Gulshan Sharma  
Dr. D.V. Sethi  
Sh. S.L. Gumber  
Prof. Ravinder Vinayak  
Prof. S.K. Bedi  
Sh. Rajiv Chawla  
Colonel V.K. Gaur  
Sh. R.P. Hans  
C.A. Anoop Modi  
Mr. Shushil Kumar  
Mr. Prajwal Aggarwal  
Ms. Yashika Katyal

6 Discipline-cum-Vigilance  
&  
Anti Ragging Committee

: Dr. Satish Saluja, Advisor  
Mr. Arun Bhagat, Convener  
Dr. (Ms.) Vijay Wanti, Convener  
Dr (Ms.) Savita Bhagat  
Dr. (Ms.) Divya Tripathi  
Mr. Satish Bansal  
Dr. (Ms.) Archana Bhatia  
Mr. Mukesh Bansal  
Dr. (Ms.) Babita Singh  
Dr. Narender Kumar  
Dr. (Ms.) Jyoti Rana  
Dr.(Ms.) Archana Singhal  
Dr. (Ms) Anju Gupta  
Dr.(Ms.) Shivani  
Mr. Jitender Dhull  
Ms. Sunita Dudeja  
Ms. Anjali Manchanda  
Ms. Urvashi Sapra  
Ms. Priyanaka Angiras  
Mr. Virender Bhasin  
Ms. Surbhi

7 Time Table Committee

: Dr. D.P. Vaid, Convener  
Mr. Mukesh Bansal, Incharge  
Dr. Suniti Ahuja, Incharge

8 SC/ ST Cell Committee

: Dr. Narender Kumar, Convener  
Mr. Arun Bhagat, Dean, Students' Welfare  
Dr. (Ms.) Anju Gupta

Dr. (Ms.) Archana Singhal  
Dr. (Ms.) Shivani  
Mr. Ashok Mangla, Head Clerk-Cum-Accountant  
Mr. S.S. Tiwari, Account Clerk

- 9 Staff Secretary : Mr. Arun Bhagat
- 10 Associate N.C.C. Officer (Boys) : Mr. Ravi Kumar
- 11 Associate N.C.C. Officer (Girls) : Capt. (Ms.) Sunita Dudeja
- 12 N.S.S. Programme Officer (Boys) : Mr. Jitender Dhull
- 13 N.S.S. Programme Officer (Girls) : Dr. (Ms.) Suniti Ahuja
- 14 Women's Cell Incharge : Dr. (Ms.) Divya Tripathi
- 15 Publications

Editor-in-Chief : Mr. Arun Bhagat

- (i) College Magazine : Shatabdi Pratigya  
(ii) Admission Brochures

Editor-in-Chief : Dr.(Ms.) Suniti Ahuja

- (i) College Annual Report : Appraisal  
(ii) College Magazines : a) Amazing Technologies  
b) Mind Guru  
(iii) International Journal : The Eternal Quest of Mankind

Editor-in-Chief : Dr. (Ms.) Jyoti Rana

- (i) International Journal : DAVCC's Advance Management Research

Editor-in-Chief : Dr. (Ms.) Divya Tripathi

- (i) Perianth : A Refereed Research Journal of Humanities and Social Sciences

- 16 Co-curricular Activities Committee : Mr. Mukesh Bansal, Dean  
Dr. (Ms.) Suniti Ahuja, Incharge  
Mr. Ravi Kumar, Deputy Dean  
Dr. (Ms.) Divya Tripathi  
Dr. (Ms.) Savita Bhagat  
Mr. Arun Bhagat  
Dr. (Ms.) Jyoti Rana  
Dr. (Ms.) Anju Gupta  
Mr. Jitender Dhull  
Mr. Ashok Mangla  
Mr. S.S. Tiwari



- 17 Transport Committee : Mr. R. B. Singh, Convener  
Mr. Ram Kumar  
Mr. Padam Singh
- 18 Committee for Cleanliness and Security of the Campus : Mr. Arun Bhagat, Co-Convener  
Dr. D.P. Vaid  
Mr. Mukesh Bansal  
Mr. R.B. Singh  
Dr.(Ms.) Suniti Ahuja  
Mr. Ashok Mangla  
Mr. S.S. Tiwari  
Mr. Ram Kumar
- 19 Committee for Annual Maintenance of Electrical Wiring, Fitting and Equipment/Computer/RO Systems/Water Coolers/Water Tanks : Mr. Mukesh Bansal, Convener  
Mr. Arun Bhagat, Co-Convener  
Dr. D.P. Vaid  
Dr.(Ms.) Suniti Ahuja  
Mr. R.B. Singh  
Mr. Ashok Mangla  
Mr. Ram Kumar  
Mr. S.S. Tiwari
- 20 Canteen Committee : Mr. Mukesh Bansal, Convener  
Dr.(Ms.) Archana Bhatia  
Dr. D.P. Vaid  
Mr. Satish Bansal  
Mr. R.B. Singh  
Dr. (Ms.) Babita Singh  
Dr. (Ms.) Anju Gupta  
Mr. Ashok Mangla  
Mr. S.S. Tiwari  
Mr. Ram Kumar
- 21 Sports Committee : Dr. (Ms.) Suniti Ahuja, Convener  
Mr. Satish Bansal  
Dr.(Ms.) Anju Gupta  
Dr.(Ms.) Archana Singhal  
Mr. Jitender Dhull  
Ms. Sunita Dudeja  
Mr. Manoj Goel  
Mr. Umesh  
Ms. Priyanaka Angiras  
Mr. Ashok Mangla  
Mr. Ram Kumar  
Mr. Padam Singh  
Dr. Narender Kumar, Secretary

- 22 Construction Committee : Mr. Satish Bansal, Convener  
Mr. R. B. Singh, Convener  
Er. Bhushan Kumar, Co-Covener  
Dr. D. P. Vaid, Bursar  
Mr. Satish Bansal  
Mr. Mukesh Bansal  
Dr. (Ms.) Suniti Ahuja  
Mr. Ashok Mangla, Head Clerk-cum-Accountant  
Mr. S.S. Tiwari, Account Clerk  
Mr. Ram Kumar, Maintenance Officer  
Mr. Mohinder Singh  
Mr. Naresh Pratap
- 23 Purchase and Disposal Committee : Mr. Satish Bansal, Convener  
Mr. R. B. Singh, Convener  
Dr.(Ms.) Suniti Ahuja, Convener  
Er. Bhushan Kumar, Co-Convener  
Mr. Arun Bhagat, D.S.W.  
Dr. D.P. Vaid, Bursar  
Mr. Mukesh Bansal  
Dr. Narender Kumar  
Mr. Jitender Dhull  
Dr.(Ms.) Archana Singhal  
Ms. Anjali Manchanda  
Ms. Priyanka Angiras  
Mr. Ravi Kumar  
Mr. Saroj Kumar  
Ms. Priya Kapoor  
Mr. Ashok Mangla  
Mr. Anand Singh  
Mr. Ram Kumar  
Mr. S.S. Tiwari  
Mr. Gajanand  
Mr. Hari Om
- 24 Grant of Scholarships/Stipends Monitoring Committee : Mr. Arun Bhagat, Convener  
Dr. D. P. Vaid, Co-Convener  
Mr. Mukesh Bansal  
Dr.(Ms.) Suniti Ahuja  
Dr.(Ms.) Archana Bhatia  
Dr. (Ms.) Vijay Wanti  
Dr.(Ms.) Jyoti Rana



- Mr. Ashok Mangla  
Ms. Anjana Dudeja  
Mr. S.S. Tiwari  
Ms. Ravi Dhiman
- 25 Career Counselling, Training :  
&  
Placement Cell : Dr. (Ms.) Suniti Ahuja, Convener  
Ms. Urvashi Sapra, Co-Convener  
Ms. Anjali Manchanda, Co-Convener  
Ms. Rashmi Verma  
Ms. Uttama Pandey  
Ms. Kavita Sharma  
Mr. Mohinder Singh
- 26 Arya Pradeshik Pratinidhi Upsabha, :  
College Unit : Mr. R. B. Singh, Secretary  
Dr.(Ms.) Suniti Ahuja  
Mr. Ashok Mangla, Treasurer
- 27 Havan Yajna :  
Dr. (Ms.) Divya Tripathi, Convener  
Dr. (Ms.) Suniti Ahuja, Convener  
Dr.(Ms.) Archana Singhal  
Mr. R.B. Singh  
Ms. Priya Kapoor  
Ms. Anjali Manchanda  
Ms. Priyanaka Angiras  
Mr. Ashok Mangla
- 28 Bharat Scouts and Guides :  
and University Youth Leadership : Mr. Mukesh Bansal  
Training Camps
- 29 Library Advisory Committee :  
Dr. (Ms.) Savita Bhagat, Convener  
Mr. Arun Bhagat  
Dr.(Ms.) Archana Bhatia  
Dr.(Ms.) Vijay Wanti  
Dr.(Ms.) Suniti Ahuja  
Dr.(Ms.) Jyoti Rana  
Mr. Virender Bhasin  
Ms. Urvashi Sapra  
Ms. Priyanaka Angiras  
Dr.(Ms) Ankur Aggarwal  
Ms. Ankita Mohindra  
Mr. Amit Kumar  
Mr. R.B. Singh, Secretary

- 30 Youth Red Cross Committee : Principal Dr. Satish Ahuja, Chairperson  
 Dr. (Ms.) Vijay Wanti, College Y.R.C.Counselor (Girls)  
 Mr. Pankaj Kr.Sharma, College Y.R.C.Counselor (Boys)  
 Mr. Arun Bhagat, D.S.W.  
 Dr. (Ms.) Suniti Ahuja, N.S.S. Programme Officer (Girls)  
 Mr. Jitender Dhull, N.S.S. Programme Officer (Boys)  
 Capt. (Ms.) Sunita Dudeja, Asso. N.C.C. Officer(Girls)  
 Mr. Ravi Kumar, N.C.C. Officer (Boys)  
 Dr. (Ms.) Divya Tripathi, Incharge Women Cell  
 Mr. Anand Singh, Lecturer, First Aid & Home Nursing
- 31 Spiritual Affairs Committee : Mr. Arun Bhagat, Advisor  
 Dr.(Ms.) Vijay Wanti, Convener  
 Dr. (Ms.) Savita Bhagat, Co-Convener  
 Dr. D.P. Vaid  
 Dr. (Ms.) Divya Tripathi  
 Mr. R.B.Singh
- 32 University Work : Dr. (Ms.) Suniti Ahuja, Incharge  
 Mr. Ashok Mangla  
 Mr. Mahesh Chand  
 Mr. Naresh Pratap  
 Mr. Mohinder Singh  
 Mr. Padam Singh  
 Mr. Gulshan Sharma
- 33 I.T. & Skill Development Cell : Dr. D.P. Vaid, Convener  
 Mr. Mukesh Bansal, Convener  
 Ms. Anjali Manchanda, Co-Convener  
 Ms. Urvashi Sapra, Co-Convener  
 Mr. Saroj Kumar, Incharge  
 Mr. R.B. Singh  
 Mr. Virender Bhasin  
 Mr. Ravi Kumar  
 Mr. Pramod Kumar  
 Dr.(Ms.) Ankur Aggarwal  
 Ms. Minakshi Hooda  
 Mr. E.H. Ansari  
 Mr. Anand Singh  
 Mr. S.S. Tiwari  
 Mr. Mohinder Singh  
 Mr. Gulshan Sharma  
 Mr. Naresh Pratap



- 34 Entrepreneur Development Council : Mr. Mukesh Bansal, Convener  
Dr.(Ms.) Suniti Ahuja, Convener  
Mr. Virender Bhasin  
Mr. Ravi Kumar  
Ms. Lalita Dhingra  
Ms. Anjali Manchanda  
Ms. Urvashi Sapra  
Dr.(Ms.) Ankur Aggarwal  
Ms. Ankita Mohindra  
Mr. Amit Kumar
- 35 Academic Council : Staff Secretary  
Dean, Students' Welfare  
Controller of Examinations  
All Heads, Deans & Coordinators of Departments
- 36 U.G.C. Committee : Mr. Arun Bhagat, Advisor  
Dr.(Ms.) Suniti Ahuja, Convener  
Dr.(Ms.) Jyoti Rana, Convener  
Mr. Mukesh Bansal, Co-Convener  
Mr. Ashok Mangla  
Mr. Anand Singh
- 37 Anti-Tobacco Committee : Dr. (Ms.) Vijay Wanti, Convener  
Dr. Narender Kumar, Convener  
Mr. Arun Bhagat  
Mr. Satish Bansal  
Mr. Jitender Dhull  
Dr.(Ms.) Shivani  
Ms. Sunita Dudeja  
Mr. Virender Bhasin  
Mr. Ravi Kumar  
Mr. Amit kumar  
Mr. Pankaj Kumar Sharma
- 38 Alumni Association Committee : Mr. Mukesh Bansal, Overall Incharge  
Dr. (Ms.) Suniti Ahuja, Convener Computer Sc. & M.A.  
(English) & BA(JMC)  
Ms. Anjali Manchanda, BCA & M.Sc.  
Ms. Urvashi Sapra, BCA & M.Sc.  
Ms. Minakshi Hooda, BCA & M.Sc.  
Dr.(Ms.) Ankur Aggarwal, Science  
Mr. Virender Bhasin, BBA & BTTM  
Ms. Ankita Mohindra, BBA & BTTM

Ms. Surbhi, BBA & BTTM  
Mr. Amit Kumar, BBA & BTTM  
Mr. Ravi Kumar, Commerce (SFS)  
Ms. Lalita Dhingra, Commerce (SFS)

**39 COORDINATORS, SELF FINANCE/VOCATIONAL COURSES**

- (a) B.Com.(SFS Commerce) : Mr. Mukesh Bansal  
(b) M.Com. : Dr.(Ms.) Jyoti Rana  
(c) Science : Dr. Satish Saluja  
(d) BBA, BBA(CAM) & BTTM : Mr. Mukesh Bansal  
(e) Computer Courses U.G. : Dr.(Ms.) Suniti Ahuja  
(f) Computer Courses P.G. : Mr. Satish Bansal  
(g) M.A. English & BA(JMC) : Dr.(Ms.) Suniti Ahuja

40 Voter Registration Process : Dr.(Ms) Anju Gupta

**41 a) Subject Societies**

**Teachers in charge**

- 1) Commerce Association : Ms. Archana Bhatia  
2) English Literary Society : Mr. Arun Bhagat  
3) Sanskrit Parishad : Dr. (Ms.) Divya Tripathi  
4) Planning Forum : Dr. D. P. Vaid  
5) Marketing Club : Dr. (Ms.) Jyoti Rana

**b) Other Societies and Clubs**

**Teachers in charge**

- 6) Community Service Club : Dr. (Ms.) Savita Bhagat  
7) Youth Club : Dr. (Ms.) Anju Gupta  
Dr. (Ms.) Archana Singhal  
8) Complaints and Grievance  
Redressal Cell for Girl Students : Dr. (Ms.) Suniti Ahuja  
9) God and Science Club : Dr.(Ms.) Ankur Aggarwal  
10) Legal Literacy Cell : Dr. Neeraj Singh  
11) Red Ribbon Club : Mr. Pankaj Kumar Sharma  
12) Disaster Management Cell : Dr.(Ms.) Vijay Wanti  
13) Road Safety Awareness Cell : Dr. Narender Kumar  
14) Technicia Club : Ms. Urvashi Sapra  
Ms. Anjali Manchanda  
15) Language Beats : Dr.(Ms.) Suniti Ahuja  
Dr.(Ms.) Priyanka Angiras  
16) Political Science Society : Dr.(Ms.) Shivani  
17) Managerial Club : Ms. Lalita Dhingra  
18) Solution Squad : Dr.(Ms.) Ankur Aggarwal  
19) Magnificent Curators : Dr.(Ms.) Ankita Mohindra



# ADMISSION RULES

1. Candidates seeking admission must fulfil the eligibility conditions of that particular class. The college will not be responsible if the admission of any student is not confirmed by M.D. University, Rohtak. The M.D. University rules regarding admissions will be applicable to students and if any change is made by the university at any stage in the said rules, it will be binding on the students. **All admission are provisional, subject to approval by M.D. University, Rohtak. THE PRINCIPAL RESERVES THE RIGHT NOT TO GRANT ADMISSION TO ANY STUDENT WITHOUT ASSIGNING ANY REASON IN THE INTEREST OF THE DISCIPLINE OF THE COLLEGE.**
2. The SC Candidates of Haryana shall be granted reduction/relaxation of 5% marks in the eligibility conditions in all the courses in the marks required for general category. The said reduction will be calculated as per the example given below:  
  
As per Govt. Instructions, in a course where a general candidate requires to have 50% marks by giving 5% relaxation the minimum eligibility marks for a SC/ST candidate should be calculated as under:-  
  
Out of 100 Marks needs to less=5  
  
Out of 1 Marks needs to less=5/100  
  
Out of 50 Marks needs to less=5/100×50=2.50  
  
This way, minimum less mark where general category candidates are required to have 50% in a prescribed qualification, the total required marks for a reserved candidate will be 50-2.50=47.50 and not 45.
3. Students from the Board of School Education, Haryana, or other Boards and Universities recognized by M.D. University can be admitted to the class for which they are eligible under rules if they satisfy the conditions laid down by the University regarding their eligibility and admission.
4. **THE FOLLOWING CATEGORIES OF STUDENTS ARE NOT TO BE ADMITTED:**
  - (i) **Candidates, who have been placed under compartment in the Class XII Examination of the Board of School Education, Haryana, or any other Board or any other examination recognised by the university as equivalent thereto, in the 1st year of any undergraduate or postgraduate degree programme.**
  - (ii) **Candidates who have failed in a university examination are not to be readmitted. Such candidates may reappear in the examination as ex-students.**
  - (iii) **Candidates who have been detained or absented themselves from the University Examinations for two years in the same class.**
  - (iv) **Students who have an inexcusable break in their studies.**
  - (v) **Students who indulged in undesirable activities/gross misconduct during the**

**previous session in any other college or in this college.**

5. Students from other Boards/Universities seeking admission to this college will have to produce at the time of interview original certificates of all the examinations passed prior to the class which they intend to join, original Inter-University/ Board Migration Certificate, Character Certificate and School/ College Leaving Certificate from the Principal of the institution last attended and the Detailed Marks Card/ Certificate of the qualifying examination. However, if they are admitted provisionally in the absence of any of the above documents, they will have to deposit all the original certificates along with two sets of the photocopies thereof with the college office latest by 10th August, failing which they will themselves be responsible for the consequences including the possible cancellation of their admission

In case a candidate is not able to submit the migration certificate when his registration is sent to the university, the migration of such candidates will subsequently be forwarded in original to the Registration and Scholarship Branch of the University as per the schedule and the late fee mentioned below.

**All UG / PG Courses**

- i) Upto 30th November - With late fee of Rs. 500/-
- ii) Upto 31st January - With late fee of Rs. 1000/-
- iii) Upto 31st March - With late fee of Rs. 2000/-

**NOTE:**

- (a) The University Roll Numbers will not be given to the students unless they are registered with M.D. University through the college office.
- (b) The students are advised to keep with themselves a photocopy of any documents submitted to the college office at the time of admission or later during the year.

**6. RULES FOR CANDIDATES PLACED IN COMPARTMENT**

The candidates admitted to undergraduate self-finance / vocational / professional courses and postgraduate self-finance courses will be allowed compartment and the chances for clearing compartment as per the relevant university rules.

**7. PROMOTION UNDER SEMESTER SYSTEM**

Common Clause for all courses mentioned below:

- (i) The candidate will be allowed to appear in the examination if he/she meets the following requirements :
  - a) bears a good character
  - b) has been on the rolls of department during the semester/year.



c ) has attended not less than 65% of Lectures delivered in theory as well as practical.

(ii) It has been decided by the University that the students who were admitted in 1st semester in the Session 2016-17 will be promoted to the next semesters according to the provision stated below:

A student who has passed at least 50% papers of 1st semester shall be promoted to 3rd semester, a student who has passed all the papers of 1st semester shall be promoted to 5th semester and a student who has passed the 1st Module i.e. Semester 1st to 6th will be promoted to the 7th semester.

Students to the other semesters will be promoted automatically.

Further, the students who have taken admission in 1st semester in any course prior to session 2016-17, all such students will be promoted automatically irrespective of passing the papers of 1st /3rd/ 5th semester unless otherwise specified in any other Ordinance.

## **8. RE-ADMISSION IN CASE THE NAME IS STRUCK OFF BECAUSE OF CONTINUOUS ABSENCE FROM COLLEGE WITHOUT ANY INFORMATION**

The name of the students remaining absent for 15 consecutive days after the start or during the academic session without any notice shall be struck off from the rolls of the Institute. A fine of Rs. 5/- per lecture/day shall be charged on account of remaining absent from the classes.

However, re-admission may be allowed on payment of Rs. 1000/- alongwith the required fine within 15 days with the permission of the Vice-Chancellor. If a student fails to report within this time limit, the seat will be declared vacant to be filled according to the university rules. Re-admission may be allowed by the Vice- Chancellor only once on the recommendation of the Principal on payment of the prescribed re-admission fee.

## **9. INSTRUCTIONS REGARDING UNIVERSITY EXAMS**

The students are directed to consult the University Website for all information related to their university examinations and not depend solely upon the college to provide such information to them. As directed by the University, It is their responsibility to get all such information themselves from the MD University website [www.mdurohtak.com](http://www.mdurohtak.com).

## **10. INSTRUCTIONS FOR S.C. / B.C. CANDIDATES**

All the Scheduled Caste / Backward Class candidates seeking admission to any class are directed to submit a certificate / an affidavit in respect of income as well as another certificate by way of proof of caste / class at the time of admission. The college is duty-bound to take such certificates from the candidates belonging to the above categories, in keeping with the commitment to this effect given by it to the Office of the Director General, Higher Education, Haryana.

## 11. RESERVATION OF SEATS

Reservation of seats, in view of Reservation Policy issued by Govt. of Haryana vide Notification No. 22/10/2013-IGSIII dated 28.2.2013 and instructions received from time to time in various programmes offered in Govt./Govt. aided educational/technical/professional institution is as detailed below:

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIO)	15% of the sanctioned intake
b) State Quota	85% of the sanctioned take
(b-1) Haryana Open General Category(HOGC)	50% of the State Quota i.e. 42.5% of total intake
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake
Scheduled Caste (SC)	20% of State Quota (17% of total intake)
Backward Classes of Haryana (A)(BCA)	16% of State Quota (13.6% of total intake)
Backward Classes of Haryana (B)(BCB)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	3% of State quota (2.55% of total intake).

**Note: The reservation of seats is as per Reservation Policy of the State Govt. of Haryana and is subject to change/amendment made by the State Govt. from time to time.**

In the event of the quota reserved for physically handicapped candidates remaining unutilized due to non-availability of suitable category of handicapped candidates, it may be offered to Ex-Servicemen and their wards (1%) and the dependents of Freedom Fighters (1%). Further 3% reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission.

As far as Block allocation in Block-A and Block-B of Backward Classes Category is concerned, year wise rotational system will be adopted. For example, if Block-A of Backward classes are given seats in academic year 2013, the next Block i.e. Block-B of Backward Classes will be given seats in the next academic year i.e. 2014 and so on.

Moreover, one Sports seat in each course (over and above the sanctioned intake) where the sanctioned intake is 30 seats and two seats where the sanctioned intake is more than 30 have been earmarked for outstanding sportsperson(s) in B.A./B.Com. and all other U.G. Courses/ P.G. Courses subject to the fulfilment of certain conditions laid down by the university.

Two additional seats in each course on offer shall be earmarked for Kashmiri migrants. Admission against these seats shall be made on the basis of the merit of the qualifying examination.

One supernumerary seat in each college will be earmarked to promote cultural activities, subject to the fulfilment of certain conditions laid down by the University.



**NOTE:**

The Principal has full powers and unfettered discretion in all matters pertaining to Internal administration of the college, such as:

- (a) Admission.
- (b) Promotion and detention of students.
- (c) Disciplinary action and imposition of penalties

**12. FOREIGN STUDENTS**

The admission of foreign students to the college will be governed by M. D. University rules.

**13. RULES FOR WITHDRAWAL**

Withdrawal from the college after getting admission will be allowed by the Principal on receipt of an application to that effect from the student concerned, duly endorsed by his father or guardian. A student who applies to the Principal for leaving the college during the session will have to pay the fee and other dues for the whole session. Refund of fee, if any, will be as per M.D. University rules. No student will be permitted to leave the college until he/she has cleared all dues.

**14. LIBRARY**

The college has a very well-stocked, well-furnished and fully computerised Central Library Complex with an impressive numbers of reference books and OPAC and INFLIBNET facility. The Library subscribes to a good number of journals, magazines and newspapers. It has a well-stocked Book Bank as well.

**Note :** The students of the Final Year of any UG / PG Degree Program, who do not return the library books issued against their names till 30th June of the academic session, will be charged fine after the expiry of that period. And if they do not return the books even by 31st Oct. of the next session, their college security will be forfeited against the cost of the books.

**15. IDENTITY-CUM-LIBRARY CARD**

A student who is admitted to the college gets his/her Identity-cum-Library Card within 7-10 days of depositing the fee. The card is issued from the Library and cannot be used by any other person. It is mandatory for a student to keep his/her Identity Card with him/her on the campus and produce it on demand by a staff member. In case the card is lost, the Librarian should be immediately informed about it. In such a case, a student will get a new Identity Card only on production of a copy of the FIR registered with the police and payment of Rs. 100/-

# COURSES OF STUDY

## DETAILS OF SEATS AVAILABLE

### A) Traditional Under Graduate Courses

1	B.Sc. (Non-Medical) Pass Course .....	160 Seats
2	B.Sc. Non-Medical (with Computer Science) Pass Course.....	80 Seats
3	B.Com. (Honours) .....	120 Seats

### B) Vocational Under Graduate Courses

1	B.Com. with Computer Applications .....	60 Seats
2	B.Com. with Tax Procedure & Practices.....	60 Seats
3	B.A.(JMC) Three Year Degree Course (Regular).....	60 Seats

### C) Professional Under Graduate Courses

1	B.B.A. Three Year Degree Course (Regular).....	180 Seats
2	B.B.A.(CAM) Three Year Degree Course (Regular).....	60 Seats
3	B.C.A. Three Year Degree Course (Regular).....	300 Seats
4	B.T.T.M. Four Year Degree Course (Regular).....	60 Seats

### D) Post Graduate Courses

1	M.Com. ....	80 Seats
2	M.Sc. (Computer Science).....	40 Seats
3	M.A. (English) .....	40 Seats



# SCIENCE FACULTY

## I. B.Sc. (Non-Medical) / B.Sc. Non-Medical (*with Computer Science*)

(Three Year Degree Course)

There will be two units of 60 seats each in B.Sc. Non-Medical, one for students opting for Chemistry as a subject and the other for those opting for Computer Science as a subject. Students who have passed Class XII examination of the Board of School Education, Haryana, or any other Board or any examination recognized by this University as equivalent thereto **with English, Physics, Chemistry and Mathematics and 45% marks in aggregate** (minimum pass marks in case of SC/ST candidates) are eligible to join B.Sc. Part-I comprising First and Second Semesters. However, **the admission to this faculty will be given on merit.**

Those who have passed B.Sc. (Non-Medical) Part-I examination of this university or any other examination recognized by this University as equivalent thereto with English as one of the subjects are eligible to join B.Sc. Part-II comprising Third and Fourth Semesters.

Those who have passed B.Sc. (Non-Medical) Part-II examination of this University or any other examination recognized by this University as equivalent thereto are eligible to join B.Sc. Part-III comprising Fifth and Sixth Semesters.

**Every student shall offer the following subjects:**

First Semester	Second Semester
English	English
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics
	Environmental Studies (Qualifying Paper)

Third Semester	Fourth Semester
Hindi/ Sanskrit	Hindi/ Sanskrit
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics

Fifth Semester	Sixth Semester
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics

**Note:**

**a) For further details regarding the B.Sc. Non-Medical/B.Sc. Non-Medical (with Computer Science) Course, the interested students are advised to contact the Coordinator, Science Courses,**

as per information given under the heading 'Assignments'.

b) Apart from the papers mentioned above for the First Year students of the B.Sc. Non Medical (with Chemistry) Pass Course, the Computer Awareness Level-I paper will be compulsory for them.

c) The list of Computer Science papers for the three years of the B.Sc. (with Computer Science) is as follows:

<b>First Semester</b>	<b>Second Semester</b>
1.1 Computer Fundamentals and MS-Office	2.1 Programming in C
1.2 Computer Architecture	2.2 Structural System Analysis and Design
1.3 Practical Lab Work (based on Paper 1.1)	2.3 Practical & Viva-voce (based on Papers 1.1 and 2.1)

<b>Third Semester</b>	<b>Fourth Semester</b>
3.1 Data Communication and Networking	4.1 Data Structures with C/C++
3.2 Object Oriented Design and C++	4.2 Operations Systems
3.3 Practical Lab Work (based on Paper 3.1)	4.3 Practical & Viva-voce (based on Papers 3.2 and 4.1)

<b>Fifth Semester</b>	<b>Sixth Semester</b>
3.1 Database Management System	4.1 Visual Basic Programming
3.2 Introduction to Internet & Web Technologies	4.2 Software Engineering
3.3 Practical Lab Work (based on Paper 5.1 & 5.2)	4.3 Practical & Viva-voce (based on Papers 5.1, 5.2 and 6.1)



# COMMERCE FACULTY

## III. B.Com. (Honours) - (Three Year Degree Course)

**There will be two units of 60 seats each. Students who have passed Class-XII examination of the Board of School Education, Haryana, or any other Board or any other examination recognized by this University as equivalent thereto with 45% marks in aggregate are eligible to join B.Com. (Honours) Part-I comprising First and Second Semesters. However, admission will be given on the basis of the merit of the qualifying examination.**

Those who have passed B.Com. (Honours) Part-I examination of this University or any other examination recognized by this University as equivalent thereto are eligible to join B.Com. (Honours) Part-II comprising Third and Fourth Semesters.

Those who have passed B.Com. (Honours) Part-II examination of this University or any other examination recognized by this University as equivalent thereto are eligible to join B.Com. (Honours) Part-III comprising Fifth and Sixth Semesters.

First Semester	Second Semester
BCH-1.01 An Introduction to Statistics	BCH-2.01 Financial Accounting for Business
BCH-1.02 Business Communication	BCH-2.02 Business Economics
BCH-1.03 Business Organisation	BCH-2.03 Business Statistics
BCH-1.04 An Introduction to Accounting	BCH-2.04 Business Management
BCH-1.05 Fundamentals of Economics	BCH-2.05 Business Law-II
BCH-1.06 Business Law-I	BCH-2.06 Introduction to Computers
*Comprehensive Viva-Voce	*Comprehensive Viva-Voce
	Environmental Studies (Qualifying Paper)

Third Semester	Fourth Semester
BCH-3.01 Business Mathematics	BCH-4.01 Corporate Accounting -II
BCH-3.02 Corporate Accounting-I	BCH-4.02 Business Ethics
BCH-3.03 Cost Accounting	BCH-4.03 Company Law-II
BCH-3.04 Company Law -I	BCH-4.04 Statistical Analysis using MS Excel
BCH-3.05 Principles of Marketing	BCH-4.05 Financial Institutions & Markets
BCH-3.06 Basics of Information Technology	BCH-4.06 Auditing
*Comprehensive Viva-Voce	*Comprehensive Viva-Voce

Fifth Semester	Sixth Semester
BCH-5.01 Financial Management	BCH-6.01 Accounting for Managers
BCH-5.02 Investment Analysis	BCH-6.02 Project Planning & Management
BCH-5.03 Business Research Methods	BCH-6.03 Income Tax Law & Administration
<b>BCH-5.04 Contemporary Issues in Commerce</b>	BCH-6.04 Human Resource Management
BCH-5.05 Income Tax	BCH-6.05 Business Environment & International Business
BCH-5.06 Entrepreneurship and Small Business	BCH-6.06 Retail Management and Sales Procedures
*Comprehensive Viva-Voce	Comprehensive Viva-Voce
@Report on Contemporary Issues in Commerce	

#### IV. B.Com. (with Computer Applications) Vocational Course -- (Three Year Degree Course)

There will be a unit of 60 seats. Students who have passed Class-XII examination of the Board of School Education, Haryana, or any other Board or any other examination recognized by this University as equivalent thereto with English as one of the subjects and 40% marks in aggregate (minimum pass marks in case of SC/ST candidates) are eligible to join B.Com. (with Computer Applications) Part-I comprising First and Second Semesters. However, admission will be given on the basis of the merit of the qualifying examination.

Those who have passed B.Com. (with Computer Application) Part-I examination of this University or any other examination recognized by this University as equivalent thereto are eligible to join B.Com. (with Computer Applications) Part-II comprising Third and Fourth Semesters.

Those who have passed B.Com. (with Computer Applications) Part-II examination of this University or any other examination recognized by this University as equivalent thereto are eligible to join B.Com. (with Computer Applications) Part-III comprising Fifth and Sixth Semesters.

**Every student shall offer the following papers:**

First Semester	Second Semester
1.01 Financial Accounting - I	2.01 Financial Accounting - II
1.02 Business Mathematics - I	2.02 Business Mathematics - II
1.03 Business Economics - I	2.03 Business Economics - II
1.04 Business Management - I	2.04 Business Management - II
1.05 Computer Fundamentals-I	2.05 Computer Fundamentals – II
1.06 Operating Systems and Business Data Processing – I	2.06 Operating Systems and Business Data Processing – II
	Environmental Studies (Qualifying Paper)
	Practical



Third Semester	Fourth Semester
3.01 Corporate Accounting - I	4.01 Corporate Accounting - II
3.02 Business Statistics - I	4.02 Business Statistics - II
3.03 Business Regulatory Framework - I	4.03 Business Regulatory Framework - II
3.04 Corporate Law- I	4.04 Corporate Law- II
3.05 Data Base Management System – I	4.05 Data Base Management System – II
3.06 Structural Programming and Computer Graphics – I	4.06 Structural Programming and Computer Graphics – II
	Practical

Fifth Semester	Sixth Semester
5.01 Taxation Law – I	6.01 Taxation Law - II
5.02 Cost Accounting - I	6.02 Cost Accounting -II
5.03 Accounting for Management	6.03 Financial Management
5.04 Financial Market Operations	6.04 Auditing
5.05 Computer Aided Drafting & Advanced Topics in Computers – I	6.05 Computer Aided Drafting & Advanced Topics in Computers – II
5.06 Essentials of E-Commerce	6.06 Information Technology in Business

**V. B.Com. (Tax Procedure and Practices) Vocational Course** (Three Year Degree Course)

**There will be a unit of 60 seats.** Students who have passed Class-XII examination of the Board of School Education, Haryana, or any other Board or any other examination recognised by this university as equivalent thereto with English as one of the subjects and 40% marks in aggregate (minimum pass marks in case of SC/ST candidates) are eligible to join Part-I of the above Course, comprising First and Second Semesters. However, admission will be given on the basis of the merit of the qualifying examination.

Those who have passed B.Com. (Tax Procedure and Practices) Vocational Course Part-I examination of this university or any other examination recognised by this University as equivalent thereto are eligible to join Part-II of the above Course comprising Third and Fourth Semesters.

**Every student shall offer the following papers:**

First Semester	Second Semester
1.01 Financial Accounting - I	2.01 Financial Accounting - II
1.02 Business Mathematics - I	2.02 Business Mathematics - II
1.03 Business Economics - I	2.03 Business Economics - II
1.04 Business Management - I	2.04 Business Management - II

1.05	Income Tax Act-I	2.05	Income Tax Act -II
1.06	Introduction to Taxes and Service Tax	2.06	Income Tax Law and Administration
		Environmental Studies (Qualifying Paper)	

Third Semester		Fourth Semester	
3.01	Corporate Accounting - I	4.01	Corporate Accounting - II
3.02	Business Statistics - I	4.02	Business Statistics - II
3.03	Business Regulatory Framework - I	4.03	Business Regulatory Framework - II
3.04	Corporate Law- I	4.04	Corporate Law- II
3.05	Value Added Tax	4.05	Customs Duty -I
3.06	Central Sales Tax	4.06	Central Excise Duty -I

Fifth Semester		Sixth Semester	
5.02	Cost Accounting - I	6.02	Cost Accounting -II
5.03	Accounting for Management	6.03	Financial Management
5.04	Financial Market Operations	6.04	Auditing
5.06(iii)	Investment Management	6.06(ii)	International Marketing
5.05	Indirect Tax: Custom Duty	6.05	Indirect Tax: Procedure and Practice – II
5.06	Indirect Tax: Central Excise Duty	6.06	Indirect Tax: Service Tax

## NOTE :

- For further details regarding the B.Com. (C.A) / B.Com. (T.P.P.) Course, the interested students are advised to contact the Coordinator, B.Com. Vocational Courses, as per information given under the heading 'Assignments'.
- Apart from papers mentioned above for the First Year students of B.Com (TPP), Computer Awareness Level - I paper will be compulsory for them.
- Students from non-Hindi speaking areas and foreign students are allowed the option to offer the subject of Additional English in lieu of Compulsory Hindi.
- The duration of each period/lecture will be 45 minutes.*

## INTERNAL ASSESSMENT

For the students of all the three years of all undergraduate courses as well as for the students of both the years of all post graduate courses, there shall be 20 marks or 20% marks for internal evaluation based upon attendance, Class Tests and Assignments in each theory paper as per the Scheme of Internal Assessment and weightage formulas decided upon by M.D. University, Rohtak.



## CHANGE OF FACULTY

Change of faculty may be allowed to T.D.C. Part-I(Sem-I) students at the discretion of the Principal only if a seat is available.

**A student of T.D.C Part-I (Sem-I) may be permitted to change his/her faculty within one month from the commencement of the session or within one month from the date of joining whichever is later.**

### VI. BACHELOR OF BUSINESS ADMINISTRATION (BBA) (Three Year Degree Course)

#### a) BBA First Year *(Three Year Degree Course)*

There will be three units of 60 seats each. Students who have passed Class XII Examination of the Board of School Education, Haryana, or any other Board or any examination recognized by this university as equivalent thereto with English as one of the subjects and atleast 45% marks in aggregate are eligible to join BBA First Year comprising First and Second Semesters. The admission to this course will be made by the college itself on the basis of the merit of the qualifying examination.

Every student shall offer the following papers:

FIRST SEMESTER		SECOND SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BBAN101	Business Organization	BBAN201	Principles of Management
BBAN102	Business Mathematics	BBAN202	Macro-economic Analysis and Policy
BBAN103	Financial Accounting	BBAN203	Company Accounts
BBAN104	Computer Fundamentals	BBAN204	Computer Applications in Management
BBAN105	Business Communication	BBAN205	Organizational Behavior
BBAN106	Micro-economics for Business Decisions	BBAN206	Business Statistics

#### b) BBA Second Year *(Three Year Degree Course)*

Students who have passed the BBA First Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join BBA Second Year comprising Third and Fourth Semesters.

Every student shall offer the following paper:

THIRD SEMESTER		FOURTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BBAN 301	Cost & Management Accounting	BBAN401	Financial Management
BBAN 302	Marketing Management	BBAN402	Human Resource Management
BBAN 303	Capital Markets	BBAN403	Business Research Methods
BBAN 304	Introduction to Information Technology	BBAN404	Business Laws
BBAN 305	Environment Studies	BBAN405	Data Base Management System
BBAN 306	Disaster Management	BBAN406	Human Rights and Values

**c) BBA Third Year** (*Three Year Degree Course*)

Students who have passed the BBA Second Year Examination of this university or any other examination recognised by this university as equivalent thereto are eligible to join B.B.A. Third Year comprising Fifth and Sixth Semesters.

Every student shall offer the following papers:

FIFTH SEMESTER		SIXTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BBAN501	Production & Materials Management	BBAN601	Income Tax
BBAN502	Company Law	BBAN602	System Analysis & Design
BBAN503	Indian Business Environment	BBAN603	Foundations of International Business
BBAN504	Computer Networking & Internet	BBAN604	Consumer Protection
BBAN505	Presentation Skills and Personality Development	BBAN605	E-Commerce
BBAN506	Cyber Security	BBAN606	Project Report
BBAN507	Summer Training Report	BBAN607	Comprehensive Viva Voce

**VII. BACHELOR OF BUSINESS ADMINISTRATION (Computer Aided Management)**

**a) BBA (CAM) First Year** (*Three Year Degree Course*)

There will be one unit of 60 seats. Students who have passed Class XII Examination of the Board of School Education, Haryana, or any other Board or any examination recognized by this university as equivalent thereto with English as one of the subjects and atleast 45% marks in



aggregate are eligible to join BBA (CAM) First Year comprising First and Second Semesters. The admission to this course will be made by the college itself on the basis of the merit of the qualifying examination.

Every student shall offer the following papers:

FIRST SEMESTER		SECOND SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCAMN101	Conceptual Foundations of Management	BCAMN201	Business Environment
BCAMN102	Business Economics	BCAMN202	Organization Behaviour
BCAMN103	Mathematics for Managers	BCAMN203	Business Statistics
BCAMN104	Financial Accounting	BCAMN204	System Analysis and Design
BCAMN105	Introduction to Computers	BCAMN205	Operating System and Design
		BCAMN206	Cost and Management Accounting

**b) BBA (CAM) Second Year** (*Three Year Degree Course*)

Students who have passed the BBA First Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join BBA (CAM) Second Year comprising Third and Fourth Semesters.

Every student shall offer the following papers:

THIRD SEMESTER		FOURTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCAMN 301	Human Resource Management	BCAMN401	Public Relations Management
BCAMN 302	Financial Management	BCAMN 402	Quantitative Techniques
BCAMN 303	Marketing Management	BCAMN 403	DBMS
BCAMN 304	Production Management	BCAMN 404	Multimedia Technology
BCAMN 305	Internet Technology	BCAMN 405	Business Research Methods
BCAMN 306	Disaster Management	BCAMN 406	Human Rights and Values

**c) BBA (CAM) Third Year** (*Three Year Degree Course*)

Students who have passed the BBA Second Year Examination of this university or any other examination recognised by this university as equivalent thereto are eligible to join BBA (CAM) Third Year comprising Fifth and Sixth Semesters.

Every student shall offer the following papers:

FIFTH SEMESTER		SIXTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCAMN501	Business Policy and Strategic Management	BCAMN601	Entrepreneurship Development
BCAMN502	Mercantile Law	BCAMN602	International Business
BCAMN503	Consumer Behaviour	BCAMN603	Distributed Database Management
BCAMN504	RDBMS	BCAMN604	E-commerce
BCAMN505	Software Engineering	BCAMN605	Programming in Visual Basic
BCAMN506	Cyber Security	BCAMN606	Project Report
BCAMN507	Summer Training Report	BCAMN607	Comprehensive Viva Voce

## VIII. BACHELOR OF COMPUTER APPLICATIONS (BCA) *(Three Year Degree Course)*

### a) B.C.A. First Year *(Three Year Degree Course)*

There will be five units of 60 seats each. Students who have passed Class XII Examination of the Board of School Education, Haryana, or any other Board or any examination recognized by this university as equivalent thereto with English as one of the subjects and atleast 45% marks in aggregate in the very first attempt are eligible to join BCA First Year comprising First and Second Semesters. However, preference for admission will be given to those candidates who have studied Maths as a subject upto Class XII. The admission to this Course will be made by the college itself on the basis of the merit of the qualifying examination.

Every student shall offer the following papers :

FIRST SEMESTER		SEMESTER	
P a p e r Code	Title of the Paper	Paper Code	Title of the Paper
BCA-101	Computer and Programming	BCA-106	'C' Programming Fundamentals
BCA-102	PC Software	BCA-107	Logical Organization of Computer-II
BCA-103	Mathematics	BCA-108	Mathematical Foundations of Computer Science
BCA-104	Logical Organization of Computer-I	BCA-109	Structured System Analysis and Design
BCA-105	Practical Software Lab - based on Paper BCA-102 i.e. Word, Excel and Power Point	BCA-110	Practical Software Lab - based on Paper BCA-106 i.e. 'C' Programming
		EVN	Environmental Studies (Qualifying Paper)

### b) B.C.A. Second Year *(Three Year Degree Course)*

Students who have passed the B.C.A. First Year Examination of this university or any other examination recognised by this university as equivalent thereto are eligible to join B.C.A. Second Year comprising Third and Fourth Semesters.



Every student shall offer the following papers:

THIRD SEMESTER		FOURTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCA-201	Introduction to Operating System	BCA-206	Web Designing
BCA-202	Data Structures-I	BCA-206	Data Structures - II
BCA-203	Introduction to Database System	BCA-206	Object Oriented Programming Using C++
BCA-204	Communication Skills (English)	BCA-206	Software Engineering
BCA-205	Practical Software Lab - based on Papers BCA-202 and 203 using C Language and SQL	BCA-206	Practical Software Lab - based on Papers BCA-206 and 208 i.e. HTML and C++ Programming

**c) B.C.A. Third Year** (*Three Year Degree Course*)

Students who have passed the B.C.A. Second Year Examination of this university or any other examination recognised by this university as equivalent thereto are eligible to join B.C.A. Third Year comprising Fifth and Sixth Semesters.

Every student shall offer the following papers:

FIFTH SEMESTER		SIXTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCA-301	Management Information System	BCA-206	E-Commerce
BCA-302	Computer Graphics	BCA-206	Object Technologies & Programming using Java
BCA-303	Data Communication & Networking	BCA-206	Artificial Intelligence
BCA-304	Visual Basic	BCA-206	Introduction to . net
BCA-305	Practical Software Lab - based on Paper BCA-304 i.e. Visual Basic	BCA-206	Practical Software Lab - based on Papers BCA- 307 and 309 using java & .net

**IX. B.A. (JOURNALISM AND MASS COMMUNICATION )**

(*Three Year Degree Course*)

**a) B.A.(JMC) First Year** (*Three Year Degree Course*)

There will be one unit of 60 seats. Students who have passed Class XII Examination of the Board of School Education, Haryana, or any other Board or any examination recognised by this university as equivalent thereto with atleast 45% marks in aggregate shall be eligible to join the First year of B.A.(JMC) Course, comprising First and Second Semesters. The admission to this course will be made

by the College itself on the merit of the qualifying examination.

**Every student shall offer the following papers :**

FIRST SEMESTER		SECOND SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
Paper -I	Introduction to Communication - I	Paper -VI	Introduction to Communication-II
Paper -II	Communicative Hindi - I	Paper -VII	Communicative Hindi -II
Paper -III	Communicative English - I	Paper -VIII	Communicative English - II
Paper -IV	Essentials of Writing	Paper -IX	Creative and Journalistic Writing
Paper -V	Computer Applications - I	Paper -X	Computer Applications - II

**b) B.A.(JMC) Second Year** *(Three Year Degree Course)*

Students who have passed the B.A.(JMC) First Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join B.A.(JMC) Second Year comprising Third and Fourth Semesters.

**Every student shall offer the following papers:**

THIRD SEMESTER		FOURTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
Paper -XI	Sociology	Paper -XVI	Psychology
Paper -XII	Political Science	Paper -XVII	Economics
Paper -XIII	Introduction to Mass Communication	Paper -XVIII	Print Media
Paper -XIV	News Writing-I	Paper -XIX	News Writing-II
Paper -XV	Print Production	Paper -XX	Production Portfolio-I

**c) B.A.(JMC) Third Year** *(Three Year Degree Course)*

Students who have passed the B.A.(JMC) Second Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join B.A.(JMC) Third Year comprising Fifth and Sixth Semesters.



Every student shall offer the following papers:

FIFTH SEMESTER		SIXTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
Paper -XXI	Reporting	Paper -XXVI	Editing
Paper -XXII	Public Relations	Paper -XXVII	Advertising
Paper -XXIII	Introduction to Electronic Media	Paper -XXVIII	Introduction to New Media
Paper -XXIV	Media Laws & Ethics	Paper -XXIX	Media and Society
Paper -XXV	Media Management	Paper -XXX	Production Portfolio-II

## X. BACHELOR OF TOURISM AND TRAVEL MANAGEMENT *(Four Year Degree Course)*

### a) **BTTM First Year** *(Four Year Degree Course)*

There will be one unit of 60 seats. Students who have passed Class XII Examination of the Board of School Education, Haryana, or any other Board or any examination recognised by this university as equivalent thereto with not less than 45% marks in aggregate (40% marks in case of SC/ST candidates of Haryana) shall be eligible to join the First Year of BTTM Course, comprising First and Second Semesters. The admission to this course will be made by the College itself on the merit of the qualifying examination.

Every student shall offer the following papers :

FIRST SEMESTER		SECOND SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
15 BTTM 101	Basics of Tourism	15 BTTM 201	Travel Agency & Tour Operation
15 BTTM 102	Tourism Products of India -1 (Natural)	15 BTTM 202	Tourism Products of India II (Religious)
15 BTTM 103	Adventure Tourism -1 (Air Based)	15 BTTM 203	Tourism Organisations
15 BTTM 104	Geography of Tourism	15 BTTM 204	Field Trip
15 BTTM 105	Application of Computers	15 BTTM 205	Foundation Course in Management
15 BTTM 106	Personality Development	15 BTTM 206	Business Communication
		15 BTTM 207	Environmental Science
		15 BTTM 208	Disaster Management

### b) **BTTM Second Year** *(Four Year Degree Course)*

Students who have passed the BTTM First Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join BTTM Second Year comprising Third and Fourth Semesters.

Every student shall offer the following papers :

THIRD SEMESTER		FOURTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
15 BTTM 301	Tourism Products of India III (Cultural)	15 BTTM 401	Emerging Trends in Tourism
15 BTTM 302	Transport Management	15 BTTM 402	Tourism Products of India IV(Medical)
15 BTTM 303	Eco Tourism	15 BTTM 403	Adventure Tourism II (Water Based)
15 BTTM 304	Tourism Management Information System	15 BTTM 404	International Tourism
15 BTTM 305	Airlines Ticketing	15 BTTM 405	Foreign Language I
15 BTTM 306	Hotel & Resort Management	15 BTTM 406	Accounting for Hospitality & Tourism

**c) BTTM Third Year** (*Four Year Degree Course*)

Students who have passed the BTTM Second Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join BTTM Third Year comprising Fifth and Sixth Semesters.

Every student shall offer the following papers:

FIFTH SEMESTER		SIXTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
15 BTTM 501	Adventure Tourism III (Land Based)	15BTTM 601	Training Report
15 BTTM 502	Travel Documentation	15BTTM 602	Project Report
15 BTTM 503	Field Trip - II		
15 BTTM 504	Foreign Language- II		
15 BTTM 505	Marketing for Hospitality & Tourism		
15 BTTM 506	Human Resource Management		

**d) BTTM Fourth Year** (*Four Year Degree Course*)

Students who have passed the BTTM Third Year Examination of this university or any other examination recognized by this university as equivalent thereto are eligible to join BTTM Forth Year comprising Seventh and Eighth Semesters.



Every student shall offer the following papers:

SEVENTH SEMESTER		EIGHTH SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
15 BTTM 701	Event Management	15BTTM801	Training Report
15 BTTM 702	Tourism Economics	15BTTM802	Project Report
15 BTTM 703	Research Methodology		
15 BTTM 704	Retail Management		
15 BTTM 705	Environmental Practices in Hospitality & Tourism		
15 BTTM 706	Safety & Security Management		

## ENVIRONMENTAL STUDIES PAPER

The subject of Environmental Studies has been included as a qualifying paper by the University in all Under Graduate Courses (including Vocational and Professional Courses) and the students will be required to qualify the same, otherwise the final result will not be declared and degree will not be awarded. The examination in respect of the above paper, except in case of the BBA General Course, will be conducted by the college. As for the BBA General Course, the examination in respect of the above paper will be conducted by the university in Sem-III under the nomenclature 'Workshop on Environment Studies.

## ADD ON COURSES

The students of all undergraduate degree courses can also opt for job-oriented Add On Courses, namely Computer Graphics, Animation Multimedia and Web Designing, Oracle 9: DBA and Computer Hardware Networking and Ethical Hacking along with their regular Degree Programmes by paying an additional fee of Rs. 6,000/- per annum at the time of admission. Upon successful completion of the first year of an Add On Course, they will get a certificate from M.D. University, Rohtak. Upon completion of the second year, they will be awarded a diploma and upon completion of the third year, they will be awarded a degree. However, an Add On Course will be run only if the minimum number of students opting for it is 30.

## XI. MASTER OF COMMERCE (M.Com.) *(Two Year Degree Course)*

### a) M.Com. (Previous) *(Two Year Degree Course)*

There will be two units of 40 seats each. Students who have passed B.Com. (Hons./ Pass) or B.B.A. or B.A. with Economics / Commerce/ Marketing/ Insurance as a subject or any other examination recognised by M. D. University, Rohtak, as equivalent thereto with 45% marks in aggregate are eligible to join M.Com. (Previous) comprising First and Second Semesters. The admission to this course will be made by the college itself on the basis of the merit of the qualifying examination.

Every student shall offer the papers as decided by the university, to be notified separately.

**b) M.Com. (Final)** (Two Year Degree Course)

Students who have passed the M.Com. (Previous) examination of M.D. University, Rohtak, or any other university recognized as equivalent thereto are eligible to join M.Com. (Final) comprising Third and Fourth Semesters.

Every student shall offer the papers as decided by the university, to be notified separately.

**NOTE:**

1. A candidate who is placed under compartment in the qualifying examination shall not be allowed to join the M.Com. Course.
2. For further details regarding the above Course, the interested students are advised to contact the Course Coordinator as per information given earlier under the heading 'Assignments'.

**XII. M.SC. COMPUTER SCIENCE** (Two Year Degree Course)

**a) M.Sc. Computer Science (Previous)** (Two Year Degree Course)

There will be a unit of 40 seats. Students who have earned a Bachelor/ Post graduate degree in any discipline from M.D. University, Rohtak, or from any other university recognised as equivalent thereto with atleast 50% marks in aggregate are eligible to join the 1st year of M.Sc. Computer Science comprising First and Second Semesters. The admission to this course will be made by the college itself on the basis of the merit of the qualifying examination.

Every student shall offer the papers as decided by the university, to be notified separately.

**b) M.Sc. Computer Science (Final)** (Two Year Degree Course)

Students who have passed the M.Sc. Computer Science (Previous) examination of M. D. University, Rohtak, or of any other university recognised as equivalent thereto are eligible to join M.Sc. Computer Science (Final) comprising Third and Fourth Semesters.

Every student shall offer the papers as decided by the university, to be notified separately.

**Note:-**

1. A candidate who is placed under compartment in the qualifying examination shall not be allowed to join the M.Sc. Computer Science Course.
2. For further details regarding the above Course, the interested students are advised to contact the Coordinator, Post Graduate Computer Course, as per information given under the heading 'Assignments'.

**XIII. M.A. (ENGLISH)** (Two Year Degree Course)

**a) M.A. English (Previous)** (Two Year Degree Course)

There will be a unit of 40 seats.

Eligibility : Bachelor's Degree / Shastri Examination (New Scheme) of three year duration or any other



examination recognised by this University as equivalent thereto with atleast 45% marks in aggregate. The admission to this course will be made by the college itself on the basis of the merit of the qualifying examination.

**b) M.A. English (Final) (Two Year Degree Course)**

Students who have passed the M.A. English (Previous) examination of M. D. University, Rohtak, or of any other university recognised as equivalent thereto are eligible to join M.A. English (Final) comprising Third and Fourth Semesters.

Every student shall offer the papers as decided by the university, to be notified separately.

**NOTE:**

1. A candidate who is placed under compartment in the qualifying examination shall not be allowed to join the M.A. English Course.
2. For further details regarding the above course, the interested students are advised to contact the Coordinator, M.A. English Course, as per information given under the heading 'Assignments'.
3. All the papers mentioned in respect of the various courses and classes / semesters thereof are subject to change by the university.

**UNIVERSITY EXAMINATIONS, CLASS TESTS & ASSIGNMENTS**

- a) Only such students will be permitted to appear in the University Examination as fulfil the conditions specified under Special Regulations for University Examinations.
- b) A student shall not be eligible to appear in the University Examination unless he/she has attended at least 65% of the full Course of lectures delivered to his/her class in each of the subjects and fulfilled his/ her eligibility pertaining to Class Tests and Assignments.
- c) Students using unfair means in the Class Tests/University Examinations shall be severely punished. All the concessions in fee etc. granted to such students shall be withdrawn. In serious cases the punishment may amount to heavy fine, expulsion from the college or rustication.
- d) Students who do not appear in a Class Test owing to any reason except that of illness shall be deemed to have secured zero marks in the paper(s) concerned and their fee concession will be withdrawn. In case of illness during the examination days, the students concerned will have to produce a medical certificate issued by an M.B.B.S. doctor.
- e) Student absenting themselves from Class Tests without leave shall be penalised as per the decision of the Examination Committee since it is compulsory for all the students to take Class Tests.

**RELIGIOUS AND MORAL EDUCATION**

In order to help our young scholars imbibe a code of ethical conduct and to acquaint them with our rich cultural heritage and religious tradition, *the college lays special emphasis on* religious and moral education. Havan Yajnas are held regularly and discourses by eminent scholars and men of religion and

meditation sessions are arranged from time to time. *All the students are advised to take special interest in these activities.*

## INTERNAL QUALITY ASSURANCE CELL

The College has a very active Internal Quality Assurance Cell with members, as per the requirement of the National Assessment and Accreditation Council, drawn from the college teaching and non-teaching faculty, students, alumni, management, academia, industry and from the field of social work. All the activities of the IQAC are geared towards the quality maintenance and quality improvement of the institution with the result that the college has been accredited with 'A' Grade by NAAC consequent upon the visit of its Peer Team to our institution in November, 2015, for its reassessment and reaccreditation.

## N.C.C.

Apart from the N.C.C. Naval Wing Boys' Unit, the college has the proud distinction of having been allotted a Naval Wing Girls' Unit as well. Joining the NCC brightens career prospects by facilitating entry into the armed forces and also gives one an opportunity to safeguard the frontiers and the freedom of the country. Every year a Boy and a Girl are adjudged the Best NCC Cadets by the college and honoured at the Annual Prize Distribution Function.

## N.S.S.

To inculcate a sense of social responsibility, promote social activism and inspire our students to live up to the motto "*Service Before Self*", **the National Service Scheme Boys' Unit of the college is rendering yeoman's service. Every year a student is adjudged the Best N.S.S. Volunteer by the college and honoured at the Prize Distribution Function. With effect from the academic session 2014-15, the NSS Girls' Unit has also come into being and put up a fine example of national service during a short span.**

## SPORTS

For the wholesome growth and fine-tuning of their personality, students are exhorted to take active part in various games and field events. Talented and committed sportspersons are encouraged even to make a career out of sports. **The College has in place a scheme of liberal scholarships and grants for promising sportspersons who have made a mark in sports.** Students should please note that the matter of the grant of these scholarships and stipends and the quantum thereof will be decided by a duly constituted Sports Committee on the basis of carefully and rationally worked out criteria.

## CO-CURRICULAR ACTIVITIES

Various Subject Societies, Associations, Clubs and Fora have carried out diverse extracurricular activities over the years, giving the students an excellent opportunity to hone their talent and genius and fine-tune their personality.



Upon getting admission, all the students shall become members of one Subject Society (from Sr. No.1 to 5) and one Association/Club/Society (from Sr. No. 6 to 15) as mentioned under the heading 'Assignments.'

It is compulsory for all girl students to become members of the Women's Cell. Only such students can apply for nomination to the office of a Society as have attended at least 65% lectures upto the date of application for such nomination.

Extramural activities of a high standard are the norm in our college. Our talented and committed EMA students are not only a force to reckon with in Zonal and Inter-Zonal Youth Festivals of the University but also regularly win accolades at the All India Inter-University Youth Festivals as well as at other State, National and even International Level Cultural Events.

## MAGAZINES

The College brings out its in-house magazine *Shatabdi Pratigya* with a view to promoting the habit of good purposeful writing among students as well as a record of the goings-on and developments in the college during the year. The College also brings out two more magazines, namely *Amazing Technologies* and *Mind Guru*.

## JOURNALS

The Department of Marketing brings out its in-house journal *DAVCC's Advance Management Research : An International Journal*. The college also publishes two more research journals, namely *Perianth : A Refereed Research Journal of Humanities and Social Sciences* and *International Journal on The Eternal Quest of Mankind*.

## MERIT CLASSES

Merit classes are held for bright and promising students to give them that little extra push needed to do really well in today's highly competitive world.

## LIBRARY KNOWLEDGE GROUP

Previously the College Career Counselling-cum-Placement Cell, in collaboration with the Rastriya Chetnashakti Foundation, an NGO, was providing coaching for competitive exams to our students. Now the college has formed a Library Knowledge Group, again in collaboration with the above Foundation, which selects promising students to coach them for various competitive exams in batches of 40. A written test and interview for selecting a batch of 40 such students will be held in the first week of August. The coaching will be provided by the best possible experts available in different fields of study.

## PERSONALITY DEVELOPMENT PROGRAMME

The college is running a Personality Development Programme for the students of the college. A highly qualified and competent guest faculty has been involved in this programme so as to groom our students'

overall personality and substantially improve their communication skills so that they can meet the challenges of the present day competitive world with confidence, elan and poise and succeed in their chosen fields. Plans are afoot to not only continue this extracurricular programme but also to strengthen it during the coming years.

## **CAREER COUNSELLING-CUM-PLACEMENT CELL**

**The college has in place a Career Counselling-cum-Placement Cell which effectively helps the students make the right career choices. The Cell also strives to ensure that the maximum number of students get good jobs and career openings upon passing out from the college.**

## **WOMEN'S CELL**

The Women's Cell set up under the auspices of the National Commission for Women and as per the directive of the Office of the Director General of Higher Education, Haryana, is very active. Over the years it has organised successful Legal Literacy Campaigns for college and school girls, State Level Workshops, seminars, discussions, debates, talks and inter-college declamation contests on women's issues and has a number of ambitious programmes lined up for the future.

## **LEGAL LITERACY CELL**

The College has a Legal Literacy Cell which is very active in the matter of spreading legal awareness among the students and the staff. It not only organises different events like debates, declamations, poetic recitation, essay writing and poster making etc., focusing on the legal aspect of important socio-political and other issues, at the college level but also sends our students to participate in all such events held under the auspices of the Haryana State Legal Services Authority and the Directorate General, Higher Education, Haryana, at the district, divisional and state level where the participants from our college have done exceedingly well over the years.

## **STIPENDS & SCHOLARSHIPS**

*A number of charitable organisations like the R.K.M. Trust, Prerna Dham, Faridabad, and the Sita Ram Jindal Foundation, New Delhi, offer liberal assistance to deserving students in the form of stipends, subsidies and scholarships. The D.A.V. College Managing Committee, New Delhi, has instituted one Smt. Lajwanti Maharaj Singh Scholarship on a yearly basis which is awarded to a poor and deserving student of this college @ Rs. 200/- per month. **Several government agencies and departments like the Office of the Director General of Higher Education, Haryana, and the State Social Welfare Dept. etc., also render financial help on a regular basis to our SC/ BC, physically disabled and meritorious students. The university also grants scholarships to deserving students from the college out of Radhakrishnan Fund.***

**Note: The SC/ST/OBC/PwD(Persons with Disabilities) students eligible for government scholarship are directed to submit their scholarship forms for the Academic Year 2017-18 by February, 2017, for the purpose of processing their scholarship.**



## AWARDS AND PRIZES

A boy and a girl from among the final year students will be given the Best Boy Student and the Best Girl Student Award as well as College Colour conferred on them on the basis of their overall performance in the college including their score in the preceding University Examination. College Colour will also be conferred upon students who top in University Examinations.

Students, who secure any position between 1st and 15th in the Merit Lists of the University Semester Exams, will be given prizes at the Annual Prize Distribution Function. Prizes are also given for singular and outstanding achievements in sports and other co-curricular activities. Also the college gives away to outstanding students, who secure first, second or third position in academics at the university level, special trophies / medals from its own resources.

**Note :** The details of the various categories of prizes given by the college from its own resources to students for their outstanding achievements in different fields and the amount thereof are as under:

CATEGORY	AMOUNT
<b>1. ACADEMICS</b>	
a) First in University Merit List	Rs. 3100/-
b) Second in University Merit List	Rs. 2100/-
c) Third in University Merit List	Rs. 1100/-
d) Any position between 4th and 15th in University Merit List	Rs. 500/-
<b>2. EXTRAMURAL ACTIVITIES</b>	
a) National / All India Inter-University level achievement (Prize / Participation)	Rs. 400/-
b) North Zone Inter-University level achievement (Prize / Participation)	Rs. 350/-
c) (i) State / Directorate level achievement (Prize / Participation)	Rs. 300/-
(ii) Inter-Zonal level / University level achievement 1st / 2nd Prize	Rs.300/-
d) District / Zonal level achievement 1st Prize	Rs. 200/-
<b>3. BEST BOY/GIRL OF THE COLLEGE</b>	Rs. 350/-
<b>4. BEST NCC CADET (BOY/GIRL)</b>	Rs. 250/-
<b>5. BEST NSS VOLUNTEER</b>	Rs. 250/-

**NOTE :-** Students will be eligible for academic prizes on the basis of University exam only if they have the required attendance as per M.D. University rules.

## HEALTH CARE

The college has been running a Health Centre in the campus for the last seven years. For that purpose the necessary infrastructure has been put in place and a full time College Medical Officer and a paramedic appointed. Consultation and medicines for students and the staff are free of charge.

## ADVISORY COUNCIL

With a view to streamlining the students' activities, suggesting ways and means for the betterment of the college in different fields like academics, sports, extracurricular activities etc., the college has put in place an Advisory Council the composition of which is as follows:

1. President– Dean, Students' Welfare.
2. Vice-President – Teacher Incharge, Discipline-cum-Vigilance Committee
3. Secretary – Controller of Examinations
4. Mr. Mukesh Bansal, Senior Faculty
5. Dr. (Ms.) Suniti Ahuja, Senior Faculty

### Members:

**All the toppers of 2nd Year studying in the Final Year of Under Graduate Courses and all the toppers of 1st year studying in Final Year of Post Graduate Courses.**

## GRIEVANCE REDRESSAL CELL

With a view to redressing the students' grievances, if any, the college has in place a Grievance Redressal Cell the composition of which is as follows:

1. Mr. Arun Bhagat, Nodal Officer
2. Dr. (Ms.) Savita Bhagat
3. Dr. (Ms.) Archana Bhatia
4. Mr. Mukesh Bansal
5. Dr. (Ms.) Vijay Wanti
6. Dr.(Ms.) Babita Singh

## SEXUAL HARASSMENT COMMITTEE

To effectively deal with the serious and sensitive issue of sexual harassment, the college has put in place a Sexual Harassment Committee the composition which is as follows:

1. Principal Dr. Satish Ahuja, Chairperson
2. Dr. (Ms.) Suniti Ahuja, Teacher-in-charge, Women's Cell
3. Mr. Arun Bhagat, Dean, Students' Welfare
4. Dr. (Ms.) Shubh Darshan
5. Dr. (Ms.) Archana Bhatia
6. Dr.(Ms.) Divya Tripathi



7. Ms. Anjana Dudeja, Member, Office Staff

8. Female Topper of BA-II

## **ANTI-CORRUPTION CELL**

Mr. Mukesh Bansal as Nodal Officer and Mr. Arun Bhagat, Dean, Students' Welfare, and Dr. D.P. Vaid, Controller of Examinations, as members constitute the Anti-Corruption Cell of the College.

## **LEAVE RULES**

**Leave can be availed of only with the prior permission of the Head of the Department/ Course Coordinator on the prescribed proforma available in the College Library.**

## **NOTE :**

**Students should take care not to bring outsiders to the college canteen or to while away their time there when their classes are on. Also girls and boys shall take care to sit separately in their respective sections in the college canteen.**

## COLLEGE FEE

<b>A</b>	<b>MONTHLY CHARGES</b>	<b>AMOUNT (in Rs.)</b>
1	Tuition Fee	
	B.Com. (T.P.P./C.A./ Hons.) - I, II, III	: 35.00
	B.Sc./ B.Sc.(C.Sc.) - I, II, III	: 35.00
	B.C.A. - I, II, III	: 35.00
	B.T.T.M. - I, II, III, IV	: 1000.00
	B.B.A./ B.B.A.(CAM) - I, II, III	: 35.00
	B.A.(JMC) - I, II, III	: 35.00
	M.Com./ M.Sc.(C.Sc.)/ M.A.(English)- I, II	: 35.00
2.	Commerce Fee	: 06.00
3.	Science Fee	
	a) Physics	: 25.00
	b) Chemistry	: 25.00
	c) Maintenance of Science Labs (per Subject)	: 50.00
4.	Computer Fee	
	B.Com. (T.P.P. )/ B.Sc. (Non-Med.)/ M.Com. (Previous)/ B.T.T.M. / B.A.(JMC)	: 100.00
5.	Computer Maintenance Fee	
	B.Com. with Computer Applications/ Hons./ B.Sc. Non-Med. (with Computer Science)/ B.B.A./ B.B.A. (CAM) / B.C.A. / M.Sc.	: 400.00
6.	Language Lab Charges	
	M.A. English	: 200.00
7.	Amalgamated Fund	: 25.00
8.	Campus Maintenance Fee	: 300.00
9.	Incidental Charges	: 30.00
10.	Dharam Shiksha Fee-cum-Moral Education Fund	: 20.00
11.	Health Care Fund	: 50.00
12.	Electricity and Water Charges	: 150.00
13.	Building Fund	: 100.00
14.	I.T. Charges	: 50.00



**B. ANNUAL CHARGES :**

1.	Admission Fee	:	50.00
2.	Readmission Fee	:	100.00
3.	Environmental Studies Fee (for 1st year students of UG Courses only)	:	240.00
4.	Magazine and other Publications	:	150.00
5.	Schedule of Work Fee	:	50.00
6.	Class Tests Fee	:	150.00
7.	Audio Visual Aids and Tours	:	150.00
8.	Dilapidation Fee	:	15.00
9.	Book Bank Fund	:	100.00
10.	Red Ribbon Fund	:	20.00
11.	Updating of Science Labs (for Science students only)	:	500.00
12.	Annual Function	:	350.00
13.	Correspondence Fee	:	200.00
14.	Students' Aid Fund	:	40.00
15.	Youth Red Cross Fund	:	60.00
16.	Radhakrishnan Fund	:	70.00
17.	Furniture Maintenance Charges	:	300.00
18.	(a) Arya Yuvak Samaj Fee	:	20.00
	(b) Arya Pradeshik Pratinidhi Sabha Fee	:	10.00
19.	Society Fee	:	50.00
20.	Genset Maintenance Fee	:	600.00
21.	Bharat Scouts and Guides Fee	:	10.00
22.	Identity-cum-Library Card	:	100.00
23.	N.C.C. Cadet Indemnity Fund (for N.C.C. Cadets)	:	20.00
24.	N.C.C. Regimental Fund	:	07.00
25.	Convocation Fund (for all Final Year students)	:	250.00
26.	M.C.F. Taxes	:	150.00
27.	Insurance Premium	:	120.00
28.	Alumini Association Fund (for all Final Year students)	:	250.00

**C. SECURITIES (REFUNDABLE)**

1.	College Security	:	500.00
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## D. UNIVERSITY CHARGES

1.	Registration Fee		
	Vocational Courses	:	300.00
	Professional Courses	:	1000.00
2.	Development Fee	:	
	B.B.A. / B.B.A. (CAM)	:	1200.00
	B.C.A. / M.Sc. (C.Sc.)	:	1800.00
	B.T.T.M. / B.A.(JMC)	:	1000.00
	B.Com. Vocational Courses/ Hons./		
	B.Sc. (Non-Med.) / B.Sc. Non-Med. (with Comp. Sc.)/		
	B.Sc. Comp. Sc./ M.A./ M.Com.	:	150.00
3.	Curriculum Charges	:	50.00
4.	Sports Fee	:	120.00
5.	Holiday Home Fee	:	20.00
6.	Youth Welfare Fee		
	Professional Courses	:	150.00
	Non-Professional Courses	:	60.00
7.	N.S.S. Fee (for all the students)	:	20.00
8.	Continuation Fee		
	Vocational Courses	:	100.00
	Professional Courses	:	500.00
9.	University Examination Fee ( all U.G. & P.G. Courses except M.Sc.C.Sc.) per semester	:	400.00
10.	University Examination Fee (M.Sc. C.Sc.) per semester	:	1000.00

Note : Parking Charges will be applicable only to those students who avail of this facility. The monthly charges for cycle and scooter/ bike will be Rs.30/- and Rs.60/- respectively. Once a student has opted for this facility, he/she will allowed to opt out only after informing the contractor in writing.

### **Fee Structure in respect of B.B.A./ B.B.A.(CAM), B.Com.(C.A.), B.Com. (Hons.), B.Com, (TPP), B.C.A., B.A.(JMC), B.T.T.M., B.Sc. (Non-Medical), B.Sc. Non-Medical (C. Sc.), M.A. (English), M.Com & M.Sc. (C. Sc.)**

In addition to normal fee, the students of the above Courses will pay the following Annual Charges as detailed below :

#### **a) Development Fund**

1) B.B.A./ B.B.A. (CAM)/ B.Com.(Hons.)/ B.Com.(C.A.)/ B.A.(JMC)/

B.T.T.M./B.Sc. Non-Medical (C. Sc.)/ M.A. (English)/ M.Com. : Rs. 8,000.00



- |                         |   |               |
|-------------------------|---|---------------|
| 2) B.C.A./M.Sc. (C.Sc.) | : | Rs. 12,000.00 |
| 3) B.Com. (TPP)         | : | Rs. 2000.00   |
| 4) B.Sc. Non-Medical    | : | Rs. 5000.00   |

**(Subject to change by the relevant university notification, if any, for the session 2017-2018)**

- b) Establishment Charges/ Miscellaneous Charges : Rs. 1000/-**

(All the above Courses except BTTM,  
M.A. (English) & M.Sc. (C. Sc.)

- c) Training, Project, Assignment, Practical Examination and Viva Voce Fee : Rs. 2000/-**

(All the above Courses except M.A. (English))

- d) Career Counselling and Placement Fee : Rs. 500/-**

(only for Final Year students of all UG & PG Courses)

**SCHEDULE OF PAYMENT OF FEE (FOR BBA, BBA (CAM), BCA, B.COM. (HONS.) C.A.,  
B.T.T.M., B.SC. NON-MED. (WITH C. SC.) AND M.SC. (C. SC.)**

- |                                    |   |
|------------------------------------|---|
| <b>a) At the time of admission</b> | <b>I) Development Fee, if any.</b>                            |
|                                    | <b>II) University Charges</b>                                 |
|                                    | <b>III) Annual Charges</b>                                    |
|                                    | <b>IV) Fee for the months of July 2017-<br/>December 2017</b> |
| <b>b) November</b>                 | <b>Fee for the months of January 2018-<br/>June 2018</b>      |

**SCHEDULE OF PAYMENT OF FEE (for B.Sc. (Non-Med.) Pass Course,  
B.Com. (TPP), B.A.(JMC), M.Com. and M.A.(English)**

- |   |   |
|---|---|
| <b>a) At the time of admission<br/>(One time payment)</b> | <b>I) Development Fee, if any.</b>                    |
|   | <b>II) University Charges</b>                         |
|   | <b>III) Annual Charges</b>                            |
|   | <b>IV) Fee for the months of July 2017- June 2018</b> |

**NOTE :**

- 1) **Payment of fee (in case of the 2nd and Final Year students of all UG Courses and the Final Year students of all PG Courses) through bank draft in favour of 'Principal, D.A.V. Centenary College, Faridabad' / Credit Card/ Debit Card/ Net Banking will be accepted. Detailed instructions regarding depositing dues online have been given in this Admission Brochure.**
- 2) **Refund of fee, if any, will be as per M.D. University rules mentioned in the University Admission Brochure. Late Fee paid by a student shall not be refunded under any circumstances.**
- 3) **The names of students absenting themselves from the college for a continuous period of 10 days will be struck off the college rolls. They will have to seek readmission in case they are keen and the college is willing to readmit them.**
- 4) **The outgoing students are requested to collect their refundable security from the college office latest by 31<sup>st</sup> December of the following session. No request for refund of security will be entertained after that date.**

**FINE FOR LATE PAYMENT OF FEE**

If fee is not paid on the fixed dates notified by the college, an additional fine for late payment of the college fee will be charged at the rate of Rs. 25/- per day subject to a maximum fine of Rs. 250/-. After 10 days the name of the student concerned shall be struck off the college rolls. Clearance of arrears of Fee and payment of Readmission Fee will be required for readmission which will be given at the discretion of the Principal.

**ABSENCE FINE:**

Per lecture/day	Rs. 5.00
Practical/Composition (per day)	Rs. 5.00

**FEE CONCESSION, SCHOLARSHIPS & OTHER FINANCIAL ASSISTANCE**

The college grants fee concession to financially hard-up but deserving students. Brilliant students are also given suitable incentives and concessions by the college. Applications for Merit and Merit-cum-Means Concessions will be invited in due course about which the students will be duly notified.

In the college there is provision for Students' Aid Fund from which money can be given to poor and deserving students for purchasing books, meeting their expenses on Tuition Fee and

University Fee and for other needs. Help can be rendered to poor students from the Red Cross Fund also.

Financial assistance is available for the students under the various schemes of the Govt. of India and the Govt. of Haryana like The Post Matric Scholarship Scheme of the Govt. of India (only for students belonging to Scheduled Castes/Backward Classes/Minorities) and the State Merit Scholarship Scheme of the Govt. of Haryana. Interested students should contact the college office for details regarding

the above schemes, the prescribed application forms thereof and the last date for applying for the scholarship on offer.

## **QUARTERLY BUS PASS**

1. Applications for concessional Bus Passes will be entertained only in the months of July, October, January and April. Charges for a minimum of three months' period will have to be paid by the interested students by the 5th of the above months. The charges will be as per Haryana Roadways rules.
2. The students are required to return the Passes before leaving the college.

## **RAIL CONCESSION**

Such concession is permissible only to outstation students for travelling to and from their hometowns during vacation period. The relevant address mentioned in the Admission Form will be the basis of consideration for the purpose. Daily commuters shall apply for railway concession within a week from the beginning of each term of the academic session.

**NOTE:** In case of loss of Bus/Rail Pass, an FIR will have to be lodged and a copy of the same submitted for getting a new Pass issued. In case renewal of a Pass is sought, the old Pass will have to be submitted and deposited for the purpose.

## **CYCLE / SCOOTER / BIKE PARKING FEE**

Interested students will be charged the Cycle/Scooter/Bike Parking Fee for parking their vehicles in the Parking Stand inside the Campus for the entire session unless allowed otherwise in mid-session. If any student parks his/her vehicle without locking it properly, the college will not be responsible for any resultant loss. .

## **BAN ON RAGGING IN EDUCATIONAL INSTITUTIONS**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately. The punishment may include expulsion/ suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding or withdrawing scholarships or fellowships and other benefits (ii) forfeiting campus placement opportunities or recommendations. (iii) debarring from appearing in any test or examination or other evaluation process (iv) debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival, etc. (v) withholding results (vi) suspension or expulsion from hostel or mess (vii) cancellation of admission (viii) lodging of FIR with the local police. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indisplined



activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sence of shame of embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student or any type of abuse through electronic media or wrongful confinement, use of criminal force, assault as well as sexual offence, trespass, defamation or threat to defame will be deemed an act of ragging.

Hon<sup>ble</sup> Supreme Court of India in SPL (C) No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain to if his/ her explanation is not found satisfactory, the authority would expel him/her from the Institution.

# GENERAL GUIDELINES AND INSTRUCTIONS FOR ONLINE ADMISSIONS TO THE 1ST YEAR OF ALL UG & PG COURSES

## HOW AND WHERE TO APPLY?

Log on to DAV Centenary College, Faridabad, website [www.davccfbd.com](http://www.davccfbd.com) and click on 'Apply Now'

or

Directly log on to the Department of Higher Education, Haryana, website [www.highereduhry.com](http://www.highereduhry.com) and go to the link 'Online Admission' or '[online.highereduhry.ac.in](http://online.highereduhry.ac.in)'

## OTHER INSTRUCTIONS

1. Aadhar No. and bank account number is "Mandatory".
2. Photograph and scanned signature are "Mandatory".
3. Application fee is Rs. 150.00 only even if the candidate is applying for multiple courses in the College.
4. Centralized Online Admission will be mandatory for all courses (both Budgeted and SFS at 1st year-entry level in both Undergraduate and Post Graduate programs).
5. Mode of payment may be online/Paytm/Mobiwick/CSC, Internet Banking/ATM Card/Debit Card/POS machines etc. However, cash payment cannot be denied. But in each case of cash payment, e-challan has to be generated.
6. Students must carry the following before filling the application form:-
  - 1) Photograph scanned
  - 2) Signature Scanned
  - 3) Copy of 10th certificate
  - 4) Copy of 10+2 certificate
  - 5) Caste Certificate
  - 6) Weightage Certificate
  - 7) Copy of Aadhar Number
  - 8) Mobile Number
  - 8) Copy of Bank Account Number and name of the bank with branch
7. University admission guidelines will be available in the first step.
8. Hard copy of the Application Form has to be deposited at college counters along with copies of all testimonials and weightage, Aadhar, Bank details etc. at the time of admission.
9. After each successful step the student will be notified through SMS.
10. At the HQ 3 Toll free number with 6 lines will be available from 8:30 a.m. to 6.00 p.m. on all working days.
11. A visual demo will be available on the Website for all users.
12. During the filling of application form the applicant will be warned for correctness of mandatory fields through 'pop ups' at least thrice before saving the application form.
13. The admission process will begin w.e.f. 08.06.2017 (calendar time) and will be closed on 30.06.2017 (midnight).

## **Documents to be attached with Filled in Form at the time of appearing before the Admission Committee (for UG-First Year only)**

Character Certificate (Original & 2 Self-attested Copies)

10th (2 Self-attested Copies)

10+2 (2 Self-attested Copies)

Original Migration Certificate (2 Self-attested Copies)

SC/ST/BC Certificate (2 Self-attested Copies)

Income Certificate (2 Self-attested Copies) wherever required (only for SC/BC Candidates from Haryana )

**Anti-ragging Self-declaration Certificates by the applicant and his parent respectively to be downloaded from the College Website.**

**Identity Proof (Aadhar Card only) & Residence Proof (Ration Card etc.)**

**Proof of the applicant's Bank Account.**

BPL Card if the candidate belongs to the BPL category.

Any other Certificate

## **Documents to be attached with Filled in Form at the time of appearing before the Admission Committee(for PG-Previous only)**

Character Certificate (Original & 2 Self-attested Copies)

10th (2 Self-attested Copies)

10+2 (2 Self-attested Copies)

Mark Sheet of Graduation

Original Migration Certificate (2 Self-attested Copies)

SC/ST/BC Certificate (2 Self-attested Copies)

Income Certificate (2 Self-attested Copies) wherever required (only for SC/BC Candidates from Haryana )

**Anti-ragging Self-declaration Certificates by the applicant and his parent respectively to be downloaded from the College Website.**

**Identity Proof (Aadhar Card only) & Residence Proof (Ration Card etc.)**

**Proof of the applicant's Bank Account.**

BPL Card if the candidate belongs to BPL category.

Any other Certificate



## **Instructions for students applying for 2nd and 3rd Year of U.G. Courses & Final Year of P.G. Courses**

Note :You must ensure that your Mobile Number and Email Id are updated on the College Panel to receive all relevant messages from the college.

Step - 1 : You will receive User-Id and Password from College through SMS and E-Mail on your registered mobile number or email-id. (If you do not receive the same, contact college Admission Office personally for the purpose.)

Step - 2 : Login on student portal, Link : <http://davfbdcampus.in/studentportal/> using your User-ID and Password

Step- 3 : Click on 'Process for 2nd/3rd Year Admission'

Step -4 : Complete the Form with relevant information i.e. University Registration No, Email ID, Mobile No., Parent Contact Details, Identity Details, previous semester results etc.

Step -5: Pay Admission Processing Fee online through Debit Card/Credit Card only.

Step -6: Once the Form filling and the payment process is complete, you should visit the college personally, for verification of the data filled in your form, with the following documents:

- Previous Exams DMCs in original
- Adhar Card
- Voter-ID/Ration Card
- BPL Card if applicable
- SC/ST/BC Certificate if applicable
- Anti-ragging Self-declaration Certificates by yourself and your parent respectively to be downloaded from the College Website.

Step-7 : After personal verification, deposit course fee through Credit / Debit Card.

Step-8 : You can check your records(Personal details, Academic details, Fee Payment details etc.) by logging in on your portal.

Eligibility 1) Minimum 50% Attendance in lower semester(for admission in 3rd & 5th semester)

2) Must have passed in 50% papers of 'FIRST SEMESTER' for admission in 3rd semester (only for students who took admission in 1st Semester in any UG course in the session 2016-17).

### **IMPORTANT INSTRUCTION**

Every student applying for admission to college and his/her parent/ guardian have to submit self-declarations against ragging at the time of admission.

He/she is advised to take printouts of the above two declarations available on the College website as these two documents have to be submitted along with the other required documents to the Admission Committee before which the applicant will present himself/herself for admission.

## SELF DECLARATION

(Self Declaration to be submitted by students against ragging at the time of admission)

1. I, (Full Name of the Student with admission/ registration/ enrollment No.) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (name of the institution) \_\_\_\_\_ have carefully read “THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:
  - (a) I will not indulge in any behavior or act that may be constituted as ragging under the ordinance.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the county on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of the Student

Name:

## Self Declaration by the Parent/ Guardian

1. I, Mr./Mrs./Ms\_\_\_\_(Full name of parent/ guardian)\_\_\_\_\_father/mother/guardian of, \_\_\_\_\_(Full name of student with University Roll No.\_\_), having been admitted to \_\_\_\_\_(name of the institution)\_\_\_\_\_ have carefully read “THE HARYANA PROHIBITION OF RAGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said ordinance.
2. I have, in particular, perused clause 2(f) of the ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the county on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this\_\_\_\_\_ day of \_\_\_\_\_month of\_\_\_\_\_ year.

Signature of the Parent/ Guardian

Name:

Address:

Telephone/ Mobile No.

E-mail id



## 2017 - 2018 SESSION AT A GLANCE

### A. ADMISSION SCHEDULE FOR UNDER GRADUATE COURSES

<b>ADMISSIONS</b>	:	1-7-2017 to 14-7-2017
a) Calling of application forms for admissions (Last date for receipt of forms)	:	30.06.2017 upto 12.00 p.m. midnight (Friday)
b) Scrutiny of application forms for admissions	:	03.07.2017 (Monday)
c) Display of 1st Merit List of admissions	:	05.07.2017 (Wednesday)
d) Display of 2nd Merit List of admissions	:	10.07.2017 (Monday)
e) Display of 3rd Merit List of admissions	:	13.07.2017 (Thursday)
f) Commencement of teaching	:	15.07.2017 (Saturday)

### B. TERMS AND VACATIONS

#### ODD SEMESTER

a) Teaching	:	15.07.2017 to 14.10.2017
b) Vacation-I	:	15.10.2017 to 22.10.2017
c) Teaching	:	23.10.2017 to 13.11.2017
d) Examinations	:	14.11.2017 onwards
e) Winter Vacation	:	18.12.2017 to 31.12.2017

#### EVEN SEMESTER

a) Teaching	:	01.01.2018 to 27.02.2018
b) Vacation-II	:	28.02.2018 to 04.03.2018
c) Teaching	:	05.03.2018 to 28.04.2018
d) Examinations (except 6th Semester)	:	30.04.2018 onwards
e) Examinations 6th Semester	:	20.04.2018 onwards
f) Practical Examinations	:	Before/After Theory Examinations
g) Summer Vacation (2017-18)	:	19.05.2018 to 01.07.2018

The Academic Session 2017-18 will start from 01.07.2017

## TEN PRINCIPLES OF ARYA SAMAJ

- 1) God is the primary source of all true knowledge and of all that can be known through it.
- 2) God is existent, intelligent and blissful. He is formless, almighty, just, merciful, unborn, infinite, unchallengeable, beginningless, incomparable, the support and lord of all, omniscient, imperishable, immortal, fearless, eternal, holy and the maker of the universe. To Him alone worship is due.
- 3) The VEDAS are scriptures of true knowledge. It is the duty of all Aryans to read them, hear them being read and recite them to others.
- 4) We should always be ready to accept truth and give up untruth.
- 5) All actions should be performed in conformity with dharma i.e. after due consideration of right and wrong.
- 6) The primary aim of the Arya Samaj is to do good to all i.e. promote their physical, spiritual and social well-being.
- 7) We should treat all people with love, fairness and due regard for their merit.
- 8) We should aim at dispelling ignorance and promoting knowledge.
- 9) One should not only be content with one's own welfare, but should also look for contentment in the welfare of others.
- 10). One should regard oneself under restriction to follow the altruistic rulings of society. While following rules of individual welfare, all should be free.

## The different facets of our institution



Parent-Teacher Meets are high on our agenda



The sprawling College Auditorium is ever abuzz with activity



Our scholars absorbed in books in the spacious Reading Room of the Main Library



Cafeteria time is carefree time.



The rich collection to trophies speaks volumes for our excellent track record of all-round achievements.



*The beautifully landscaped and green campus with seasonal flowers in full bloom is a veritable feast for the eye and the soul*





# DIGITAL CAMPUS



## DAV CENTENARY COLLEGE

*Accredited with 'A' Grade by NAAC*

*(Under the Direct of D.A.V. College Managing Committee, New Delhi)*

*NH-3, N.I.T., Faridabad-121001, Phone No. : 0129-2415044,*

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