

# Admission Brochure 2015

## {LEARNING}



**MORE  
TAUGHT HOURS  
AND ACTIVITIES  
WITH QUALITY  
EDUCATION AS FOCUS**

## {GIVING YOU THE EDGE}



**GIVING YOU THE EDGE  
WHEN IT COMES TO  
EMPLOYMENT**



# WE GO THE EXTRA MILE



## **DAV CENTENARY COLLEGE**

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

**NH-3, N.I.T. Faridabad-121001**

*Glimpses of the imposing and well-maintained college buildings*



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



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*Our Friend, Philosopher and Guide*



**SH. 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 organised, 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.

## *From the Principal's Desk*

**S**ince 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 specialised 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 socioeconomic and technological environment in today's globalised world. That the pursuit of serious, diversified and multidimensional academic activity is always on the top of our agenda is further borne out by the fact that four years ago the college added Bachelor of Journalism and Mass Communication, Bachelor of Tourism Management and B.Com. (Hons.) to its already impressive list of traditional, vocational and professional courses to which we had added B.B.A. (CAM) and B.Com. (with Tourism and Travel Management) seven years ago and M.A. (English) six years ago. And three years ago we started Add On Courses like Computer Graphics, Animation Multimedia and Web Designing, Oracle 9 : 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 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 2013-14, the college hosted an International Conference on the theme 'The Power of Inner Peace', organised by the Department of English, which was attended by a number of eminent national and international personalities apart from a good number of research scholars. The above Conference was followed during the just concluded session by two back to back UGC-sponsored International Conferences organised by the Departments of Commerce and Marketing respectively. Also, with its focus on research, the college is at the moment publishing three refereed research journals with one more in the pipeline. 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 and 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 minimise the chalk and talk method.

A much needed two storey new building block has come up 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 functions as well as for big ticket events 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 organising 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 thousands 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 admissions 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.

Since I took over a little more than nine 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

## MAJOR COLLEGE ACHIEVEMENTS AND EVENTS DURING 2014-15

❖ *They have bagged Merit Positions in University Exams*

Sr. No.	Name	Course & Sem.	Rank in Univ.
1.	Babita	B.Com. - 1st Sem.	1st
2.	Meenu	BBA(CAM)- 5th Sem.	1st
3.	Babita	B.Com. – 2nd Sem.	1st
4.	Mayank Talwar	B.Com. – 4th Sem.	1st
5.	Sushma Pandey	BBA(CAM) - 6th Sem.	1st
6.	Rohit Sharma	BTM - 2nd Sem.	1st
7.	Mansi Arora	BJMC - 2nd Sem.	1st
8.	Reena	M.Com. - 4th Sem.	2nd
9.	Kaushal Kumar Jha	B.Com. - 1st Sem.	2nd
10.	Mayank Talwar	B.Com. - 3rd Sem.	2nd
11.	Jyoti Yadav	B.Com.- 5th Sem.	2nd
12.	Sunny Jindal	BBA(CAM)- 3rd Sem.	2nd
13.	Priyanka Gupta	BBA(CAM)- 5th Sem.	2nd
14.	Mansi Arora	BJMC-1st Sem.	2nd
15.	Anupama Bakshi	BTM- 5th Sem.	2nd
16.	Tosham Marwaha	M.A.(English)- 1st Sem.	2nd
17.	Himanshu Khurana	B.Com. - 1st Sem.	3rd
18.	Alka	B.Com. - 5th Sem.	3rd
19.	Sushma Pandey	BBA(CAM)- 5th Sem.	3rd
20.	Urmimala	BTM- 6th Sem.	3rd
21.	Sunny Jindal	BBA(CAM)- 4th Sem.	3rd
22.	Naman Pathak	BTM- 2nd Sem.	3rd
23.	Kavita Singh	BJMC- 2nd Sem.	3rd

## Outstanding Achievements

24.	Manvi Parashar	M.Com.-1st Sem.	3rd
25.	Heena Garg	B.Com.- 1st Sem.	4th
26.	Kaushal Kumar Jha	B.Com.- 2nd Sem.	4th
27.	Sumit Jain	BBA(CAM)- 2nd Sem.	4th
28.	Sheetal Vashisth	BJMC-1st Sem.	4th
29.	Suman Sharma	BJMC-5th Sem.	4th
30.	Ashish Bisht	BJMC-5th Sem.	4th
31.	Urmimala	BTM- 5th Sem.	4th
32.	Rohit Sharma	BTM-1st Sem.	4th
33.	Arshdeep Kaur Kalsi	BBA-4th Sem.	4th
34.	Garima Adlakha	M.Com.-1st Sem.	4th
35.	Meenakshi	BBA-5th Sem.	5th
36.	Himanshi	BTM- 5th Sem.	5th
37.	Sharmistha Mandal	M.A.(English)- 1st Sem.	5th
38.	Reena	M.Com.-3rd Sem.	5th
39.	Priya Yadav	BBA-4th Sem.	5th
40.	Nidhi Aggarwal	B.Com. (Hons) - 5th Sem.	6th
41.	Surjeet	B.Com. - 1st Sem.	6th
42.	Divya	B.Com.- 5th Sem.	6th
43.	Sunny	BJMC-5th Sem.	6th
44.	Himanshi	BTM- 6th Sem.	6th
45.	Neha Nagar	BBA(CAM)-2nd Sem.	6th
46.	Divya Sharma	BCA-2nd Sem.	6th
47.	Pooja Chaudhary	BJMC- 2nd Sem.	6th
48.	Nidhi Aggarwal	B.Com. (Hons)- 6th Sem.	7th
49.	Rishi Nath Bhargava	B.Com.- 1st Sem.	7th
50.	Kritika Gulati	B.Com. - 1st Sem.	7th
51.	Bhawna Singhal	B.Com. – 6th Sem.	7th

## Outstanding Achievements

52.	Rahul Kumar Verma	BCA- 5th Sem.	7th
53.	Sakshi Chauhan	BJMC-1st Sem.	7th
54.	Anushka Setia	BBA(CAM)-2nd Sem.	7th
55.	Pankaj Jha	BBA-4th Sem.	7th
56.	Sheetal Vashisth	BJMC- 2nd Sem.	7th
57.	Pooja	B.Com. 5th Sem.	8th
58.	Naman Pathak	BTM-1st Sem.	8th
59.	Priyanka Gupta	BBA(CAM)-6th Sem.	8th
60.	Ayushi Goyal	BBA-4th Sem.	8th
61.	Vishnu Dutt	BTM- 2nd Sem.	8th
62.	Parikh	B.Com. - 1st Sem.	9th
63.	Divya Sharma	BCA-1st Sem.	9th
64.	Radha Jha	BCA-3rd Sem.	9th
65.	Jyoti Narwat	BTM- 5th Sem.	9th
66.	Aswathi L	BBA(CAM)-2nd Sem.	9th
67.	Anu Sharma	BBA(CAM)-4th Sem.	9th
68.	Damandeep Wadhwa	B.Com. - 3rd Sem.	10th
69.	Rahul Arora	BCA- 5th Sem.	10th
70.	Kavita Rani Verma	BCA-1st Sem.	10th
71.	Rinky Goel	BBA-4th Sem.	10th
72.	Lakshmi Mishra	B.Com. (Hons)- 1st Sem.	11th
73.	Gopal Sharma	B.Com. - 1st Sem.	11th
74.	Shivam Chauhan	B.Com. - 3rd Sem.	11th
75.	Rachna	BBA(CAM)- 5th Sem.	11th
76.	Shahnawaj Saifi	BBA(CAM)- 5th Sem.	11th
77.	Drown Sharma	BJMC-5th Sem.	11th
78.	Pooja Narwat	BTM- 5th Sem.	11th

## Outstanding Achievements

79.	Juhi	BBA(CAM)- 4th Sem.	11th
80.	Lakshmi Mishra	B.Com. (Hons)- 2nd Sem.	11th
81.	Anshul Garg	BJMC- 2nd Sem.	11th
82.	Manoj Yadav	BJMC- 2nd Sem.	11th
83.	Bhawna Singhal	B.Com.- 5th Sem.	12th
84.	Kavneet Kaur	BCA- 5th Sem.	12th
85.	Pooja Chaudhary	BJMC-1st Sem.	12th
86.	Upasana	B.Com. (Hons)-3rd Sem.	13th
87.	Pankaj Kapoor	B.Com. -1st Sem.	13th
88.	Vijendra Dutta	B.Com. -3rd Sem.	13th
89.	Himanshi	B.Com. - 5th Sem.	13th
90.	Anu Sharma	BBA(CAM)- 3rd Sem.	13th
91.	Juhi	BBA(CAM)- 3rd Sem.	13th
92.	Chanchal	BCA-1st Sem.	13th
93.	Parveen Kumar	BCA-1st Sem.	13th
94.	Aashima	M.Com.-1st Sem.	13th
95.	Sumit Jain	BBA(CAM)- 1st Sem.	14th
96.	Mohammad Imtiyaz	BJMC-5th Sem.	14th
97.	Jyothis Antony	M.A.(English)- 1st Sem.	14th
98.	Rakesh Kumar Bhat	BBA(CAM)-2nd Sem.	14th
99.	Arushi Sardana	BBA-4th Sem.	14th
100.	Pooja Negi	BBA-4th Sem.	14th
101.	Neha	M.Com.-1st Sem.	14th
102.	Anjali Rawat	B.Com. (Hons)- 3rd Sem.	15th
103.	Jyoti Nagar	B.Com. - 1st Sem.	15th
104.	Priya Rana	BBA-5th Sem.	15th
105.	Abhishek Kumar	BBA- 5th Sem.	15th

## Outstanding Achievements

- ❖ By virtue of the dedicated and persistent efforts of the College Placement Cell, 124 students found placement in a number of prestigious companies during the year while placement of more students of that session is still going on.
- ❖ The Department of Marketing brought out during the year the third issue of its in-house journal *DAVCC'S Advance Management Research : An International Journal*.
- ❖ The College has also brought out during the year the maiden issues of two more refereed research journals, namely *Perianth : A Refereed Research Journal of Humanities and Social Sciences* and *International Journal on the Eternal Quest of Mankind*.
- ❖ The Department of Commerce organised a UGC-sponsored *International Conference on Emerging Trends in Global Tourism* with rich participation from India and abroad.
- ❖ The Department of Marketing also organised a UGC-sponsored *International Conference on Marketing : Concepts to Applications* with eminent personalities from India and abroad participating in it and waxing eloquent on the theme.
- ❖ The Department of Science organised a well attended *National Seminar on Science and Technology for all*.
- ❖ The Department of Economics organised a *Panel Discussion on The Status of Indian Economy* in which a couple of university dons, a faculty member from the National Institute of Financial Management and a former Principal of a D.U. college were the learned panelists.
- ❖ The Arts Faculty of the college also organised a DGHE-sponsored Faculty Development Programme for our own faculty as well as the faculty of the surrounding colleges/ institutes with eminent resource persons throwing light on the various dimensions of physical and mental health and on the finer nuances of communication.

## **Outstanding Achievements**

- ❖ **The College One Act Play 'Poorna', which had won the First Prize at the National Level Festival organised by NIFFA at Karnal, was subsequently staged at the International Youth Festival held in Mauritius in July, 2014.**
- ❖ **Our College One-Act Play 'Savi' won the First Prize in the Haryana State Youth Festival and went on to win the Third Prize at the National Youth Festival organised by the Govt. of India at Guwahati.**
- ❖ **Our EMA students also made us proud by bagging as many as 8 prizes including a First in Skit in the Haryanvi Folk Festival organised by M.D. University, Rohtak.**
- ❖ **The College Sports also went from strength to strength with as many as 10 of our students participating in the All India Inter-varsity Archery.**
- ❖ **Out of the 12 girls in the M.D. University Archery Team who participated in the All India Inter- varsity Archery Championship, as many as 7 were from our college alone.**
- ❖ **The College Archery team struck gold for the fourth year in a row in M.D. University Inter-College Archery.**
- ❖ **A girl and a boy from the college also won silver in M.D. University Inter-College Taekwondo as well as in the State Taekwondo Championship.**
- ❖ **Cadet Maithili Singh of the College NCC Girls' Unit did the college specially proud by leading the NCC Girls' Platoon selected from all over India at the Republic Day Parade at Rajpath.**
- ❖ **As for the NCC Boys' Wing, 2 Cadets attended the RDC and took part in the Republic Day March Past at Rajpath in Delhi. They also won cash prizes of Rs. 16000/- each with one of them also winning a bronze in Ship Modelling at the All India Level.**
- ❖ **3 of our Cadets were part of the Contingent that presented the Guard of Honour at the PM Rally in Delhi.**
- ❖ **2 of our Cadets attended the Ship Attachment Camp in Mumbai and were also taken on a tour of Sri Lanka.**

## Outstanding Achievements

- ❖ 2 Cadets attended the 10 day NSC Camp at Karwar in Karnataka.
- ❖ Apart from organising a 7-day Camp held in the Govt. Primary School of Rahul Colony, a poorer area in the neighbourhood of the college, the College NSS Boys' Unit joined hands with 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 organise 2 Blood Donation Camps in the College where in more than 300 units of blood were donated.
- ❖ The newly formed College NSS Girls' Unit also organised a 7 day Camp in which, apart from other activities, the volunteers also visited a local Gaushala, a school for the visually challenged and an Old Age Home and rendered useful service there. Two eminent visitors during the Camp were the State NSS Liaison Officer and the Coordinator, NSS, M.D. University, Rohtak.
- ❖ The Youth Red Cross (Boys' Wing) organised a 7 day First Aid and Home Nursing Training Camp in November followed by a similar camp organised by the The Youth Red Cross (Girls' Wing) during the course of the year.
- ❖ Representing the College Legal Literacy Club, our students won the First Prize in Debate, the 2nd Prize in On The Spot Painting and the 3rd Prize in Slogan Writing at the Division Level Competition and two of them went on to win the Second Prize in On the Spot Painting and the 3rd Prize in Debate along with medals and Cash Prizes of Rs. 8,000/- and Rs 5,000/- respectively at the State Level Competition organised under the auspices of the Haryana Legal Services Authority.
- ❖ A model on 'Bio Diversity and Eco System' prepared by our Geography students went on to win the First Prize in the State Level Science Exhibition organised by the Directorate General, Higher Education, Haryana.
- ❖ One of our students won the second prize in Essay Writing in the State Level Voter Awareness Programme.

## Outstanding Achievements

- ❖ In the Inter-University Annual Science Marathon organised by the God and Science Club of the College, our students won the First Prize in Science Quiz and Second and Third Prizes in Poster Making.
- ❖ Havan Yajnas were held throughout the year and weekly discourses on the Gita by ISKCON and Courses of the Art of Living Foundation were organised by the college apart from a Gurbani Kirtan Session by renowned Raagis.
- ❖ In the Inter-District Event *IGNIDEA 2015* organised by the Departments of English and Environmental Studies as well as the Planning Forum of the College, our students bagged the First Prize in Declamation and the Second Prize in Quiz and Open House respectively.
- ❖ In the Inter-District Science Quiz organised by Govt. College, Faridabad, our Quiz Team from the Science Faculty won the first prize.
- ❖ One of our bright scholars won the First Prize in Declamation in the District Level Competition organised by HARCOFED.
- ❖ Our promising students also won the First Prize in Debate and Slogan Writing in the District Level Competition organised by INTACH CLUB.
- ❖ Our NSS volunteers romped home victorious by winning the Second Prize in Declamation and Slogan Writing and the Third Prize in Poster Making and also bagging the Overall NSS Trophy for the year in the District Level NSS Programme.
- ❖ The College students under the banner of the NSS, NCC and Youth Red Cross Units, the Youth Club and the Women's Cell took out a big National Integration Rally on the occasion of Sardar Vallabh Bhai Patel's birth anniversary on 31st October which was celebrated as Ekta Diwas



## STAFF LIST

### MEMBERS OF STAFF UNDER SELF-FINANCE SCHEME

(as on 31.3.2015)

- |    |                   |   |  |
|----|-------------------|---|--|
| 1  | English           | : | 1. Ms. Priyanka Angiras, M.A., M.Phil.<br>2. Ms. Sonia Rani, M.A.<br>3. Ms. Aditi Vaid, M.A.<br>4. Ms. Shruti, M.A.  |
| 2. | Hindi             | : | 1. Mr. Kavinder, M.A.  |
| 3. | Political Science | : | 1. Dr. (Ms.) Neeru Jain, M.A., Ph.D.   |
| 4. | Geography         | : | 1. Ms. Vinita, M.A.  |
| 5  | Commerce          | : | 1. Ms. Lalita Dhingra, M.Com., M. Phil., NET<br>2. Mr. Ravi Kumar, M.Com., MBA, M.Phil.<br>3. Ms. Rekha Sharma, M.Com., M.Phil., MBA(HR), MBA (Fin.)<br>4. Ms. Kanika Mehandiratta, M.Com., NET<br>5. Ms. Sonia Bhatia, M.Com., MBA<br>6. Ms. Niti Nagar, M.Com., M. Phil., NET<br>7. Ms. Sweety Madan, M.Com., NET<br>8. Ms. Ritu Khera, M.B.A.<br>9. Ms. Monika Singla, M.Com., M.B.A., NET<br>10. Ms. Shwetmala, M.Com., NET<br>11. Ms. Pankhuri Saxena, M.Com.<br>12. Ms. Leena Rani, M.Com., MBA, NET<br>13. Dr. (Ms.) Sonia Narula, M.Com., Ph.D.<br>14. Ms. Priya Modi, M.Com., NET<br>15. Ms. Arti Kumari, M.Com.<br>16. Dr. (Ms.) Sangeeta Sharma, M.Com., Ph.D.<br>19. Ms. Bindu Roy, M.Com., M.Ed.<br>20. Ms. Preeti Gupta, M.Com., NET<br>21. Ms. Preeti Jha, M.Com., M.Phil., NET<br>22. Ms. Geetika Bansal, M.Com.<br>23. Ms. Sangeeta, M.Com.<br>24. Ms. Kritika Dudeja, M.Com. |

			25. Ms. Omita Johar, M.Com.
3	Chemistry	:	1. Dr. (Ms.) Vanita Kumari Sapra, M.Sc., Ph.D. 2. Ms. Neerja, M.Sc. 3. Ms. Shweta Malhotra, M.Sc.
4	Physics	:	1. Dr.(Ms.) Shalini Sharma, M.Sc., Ph.D. 2. Ms. Riya Toor, M.Sc. 3. Ms. Pooja Sharma, M.Sc. 4. Mr. Pankaj Sharma, M.Sc.
5	Mathematics	:	1. Mr. Raghendra Paliwal, M.Sc., M.Phil. 2. Ms. Bhanu Sharma, M.Sc. 3. Ms. Jyoti, M.Sc.
6	Economics	:	1. Mr. M.L. Gupta, M.A. 2. Dr. (Ms.) Sonia Vij, M.A., Ph.D. 3. Ms. Madhu Rathi, M.A., M.Phil. 4. Ms. Him Shikha, M.A.(Eco.), M.Sc. (International Business)
7	Business Administration	:	1. Mr. Virender Bhasin, M.B.A., M.Phil. 2. Ms. Surbhi, M.B.A. 3. Ms. Jyoti Malhotra, M.B.A. 4. Ms. Nisha Singh, M.B.A. 5. Ms. Gunjan Gumber, M.B.A., NET 6. Ms. Ankita Ranjan, M.B.A., NET 7. Ms. Bharti Aggarwal, M.B.A., NET 8. Ms. Swati Chaudhary, M.B.A., NET 9. Ms. Perna Khurana, M.B.A., NET 11. Ms. Meenakshi Ahuja, M.B.A., NET 12. Ms. Vineeta Aggarwal, M.B.A., NET
8.	Tourism Management	:	1. Mr. Amit Kumar, MTM 2. Mr. Sandeep Kumar, MTM, NET
9	Physical Education	:	1. Vacant
10	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. Ms. Monika Chauhan, M.C.A., M.Phil.
  8. Ms. Anita Rani, M.C.A.
  9. Mr. Saroj Kumar, M.C.A.
  10. Ms. Karishma Sharma, M.C.A.
  11. Ms. Sneh Lata, M.C.A.
  12. Ms. Rakhi Wadhawan, M.C.A., M.Phil.
  13. Ms. Sarika Saini, M.C.A.
  14. Mr. Lekh Raj Vashisht, M.C.A., M.Phil.
  15. Ms. Shivani Hans, M.C.A.
  16. Ms. Kavita Sharma, M.C.A.
  17. Ms. Ritu Sachdeva, M.C.A., M.Tech.
  18. Ms. Nisha Agnihotri, M.C.A., M.Phil.
  19. Ms. Anita Gosain, M.C.A.
  20. Ms. Uttama Pandey, M.C.A.
  21. Ms. Priya Kapoor, M.C.A., M.Phil.
  22. Ms. Deepika Wahi, M.C.A.
  23. Ms. Rajyashree, M.C.A.
  24. Ms. Mamta Mehendiratta, M.C.A., M.Phil.
  25. Ms. Kumud Sharma, M.C.A.
  26. Ms. Minakshi Kaushik, M.C.A., M.Phil.
  27. Ms. Chhaya Rani, M.C.A.
  28. Ms. Tanu Kwatra, M.C.A., M.Phil.
  29. Mr. E.H. Ansari, M.C.A.
  30. Ms. Shalini Sukhija, M.C.A.
  31. Mr. Gulshan Adhana, M.C.A.
- 11 Journalism and Mass Communication : 1. Ms. Sonia Hooda, M.A. (Mass Com.), M.Phil.  
2. Ms. Rachna Kasana, M.A.(Mass Com.)
- 12 Environmental Studies : 1. Dr. Neeraj Singh, M.A., M.Phil., Ph.D., NET
- 13 Medical Officer : 1. Dr. H. K. Khurana, M.B.B.S., M.D.

## MEMBERS OF OFFICE STAFF UNDER SELF-FINANCE SCHEME

(as on 31.3.2015)

1	Accountant	:	Mr. Gopal Singh, B.A., M.B.A.
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., M.B.A. Mr. Ajay Kumar, M.A. Mr. Neeraj Kumar, B.Com.
4	Clerk, Computer Dept.- B.C.A.	:	Mr. Sunil Sharma, B.A.
5	Lab. Asstt. (Physics)	:	Mr. Padam Singh, B.Sc., B.Ed., M.Sc.(Maths)
6	Lab. Asstt. (Chemistry)	:	Mr. Sanjeet Kumar, B.Sc.
7	Lab. Asstt. (Computer-B.B.A.)	:	Mr. Gulshan Sharma, MSc.(C.Sc.)
8	Lab. Asstts. (Computer- B.C.A.)	:	Mr. Mohinder Singh, B.Sc., M.C.A., Diploma in Management Ms. Nisha, B.B.A. Ms. Renu, B.Com.
9	Lab. Asstt. (Computer-Commerce)	:	Mr. Naresh Pratap, B.Com.
10	Lab. Attendant (Physics)	:	Mr. Daya Ram
11	Lab. Attendant (Chemistry)	:	Mr. Taleshwar Sahu
12	Lab. Attendant (Geography)	:	Mr. Ram Dev
13	Lab. Attendant (Computer- B.C.A.)	:	Mr. Sunil
14	Library Staff		
	Library Asstt.	:	Mr. Mahesh Chand, M.Lib.I.Sc., M.C.A.
	Library Asstt.	:	Ms. Renu Sharma, M.Lib., M.B.A., Ph.D.
	Library Restorer	:	Ms. Mohini Bisht, B.Lib.I.Sc., M.A.
	Library Attendant	:	Mr. Ravi Dhiman, M.B.A., M.Lib.
	Library Attendant	:	Mr. Ravinder Singh
15	Sports Attendant	:	Mr. Dev Singh
16	N.C.C. Attendant	:	Mr. Anil
17	Attendants (General Office)	:	Mr. Anil Kumar

		Mr. Lallan Prasad
18	Compounder, Health Centre	: Mr. Parveen Kumar, B.A., D. Pharma.
19	Receptionist	: Ms. Ragini Sahai, M.A., B.Ed.
20	Driver	: Mr. Surinder

## ASSIGNMENTS

1	Dean, Students' Welfare	: Mr. Arun Bhagat
	Supporting Staff	: Ms. Sandhya Mr. Ajay
2	Bursar	: Dr. D. P. Vaid
3	Controller of Examinations	: Dr. D. P. Vaid : Dr. Satish Saluja - Incharge Science Dr. (Ms.) Shubh Darshan - Incharge BJMC Dr. (Ms.) Archana Bhatia- Incharge Commerce (U.G. Courses) Mr. Mukesh Bansal - Incharge B.B.A. & B.T.M. Ms. Satish Bansal - Incharge M.Sc. (C.Sc.) Dr. (Ms.) Suniti Ahuja - Incharge B.C.A. and M.A. (English) Dr. (Ms.) Jyoti Rana - Incharge M.Com.
	Supporting Staff	: Mr. Mahesh
4	Dean, Science	: Dr. Satish Saluja
	Dean, Humanities & Social Sciences	: Dr (Ms.) Savita Bhagat
	Dean, Commerce (SFS Courses)	: Ms. Lalita Dhingra
	Dean, Computer	: Ms. Urvashi Sapra
	Dean, Business Administration	: Mr. Virender Bhasin
5	Internal Quality Assurance Cell (IQAC) :	Dr. Satish Ahuja, Chairperson Sh. Arun Bhagat, Member-Coordinator Dr. Satish Saluja, Advisor Dr (Ms.) Savita Bhagat, Advisor Dr.(Ms.) Shubh Darshan Mr. Satish Bansal

Dr.(Ms.) Archana Bhatia

Mr. R.B. Singh

Dr.(Ms.) Suniti Ahuja

Mr. Mukesh Bansal

Dr.(Ms.) Jyoti Rana

Mr. Virender Bhasin

Mr. Saroj

Mr. Ashok Mangla

Mr. Gopal Singh

Mr. Anand Singh

Mr. Mohinder Singh

Mr. Gulshan Sharma

Mr. Amit

Mr. Arun Bhatia

Mr. Manjeet Mukal

Mr. Nishant Shankar

Ms. Aarti

Dr. D.V. Sethi

Sh. S.L. Gumber

Dr. Ravinder Vinayak

Sh. R.P. Hans

- 6 Discipline-cum-Vigilance Committee :
- Dr. Satish Saluja, Advisor
  - Dr.(Ms.) Shubh Darshan, Convener
  - Dr. (Ms.) Vijay Wanti, Co-Convener
  - Mr. Dinesh Chandra
  - Dr (Ms.) Savita Bhagat
  - Dr.(Ms.) Divya Tripathi
  - Mr. Arun Bhagat
  - Mr. Satish Bansal
  - Dr. (Ms.) Archana Bhatia
  - Mr. Mukesh Bansal

- Dr. (Ms.) Babita Singh  
 Mr. R.B. Singh  
 Dr. (Ms.) Jyoti Rana  
 Dr. Narender Kumar  
 Mr. Jitender Dhull  
 Ms. Urvashi Sapra  
 Ms. Anjali Sachdeva  
 Mr. Virender Bhasin  
 Ms. Surbhi  
 Dr. (Ms.) Vanita Sapra
- 7 Anti-Ragging Committee : Dr. Satish Saluja, Convener  
 Dr. (Ms.) Babita Singh, Co-Convener  
 Mr. Dinesh Chandra  
 Dr (Ms.) Savita Bhagat  
 Mr. Arun Bhagat  
 Dr.(Ms.) Archana Bhatia  
 Mr. Mukesh Bansal  
 Dr.(Ms.) Vijay Wanti  
 Dr.(Ms.) Jyoti Rana  
 Dr. Narender Kumar  
 Mr. Jitender Dhull  
 Mr. Virender Bhasin  
 Ms. Rajyashree  
 Ms. Rashmi Verma  
 Dr. (Ms.) Vanita Sapra
- 8 Time Table Committee : Dr. D. P. Vaid, Convenor  
 Dr. Satish Saluja - B.Sc.  
 Mr. Mukesh Bansal - Commerce (U.G. & P.G.),  
 B.B.A., B.B.A. (CAM) & B.T.M.  
 Mr. Satish Bansal - M.Sc.(C.Sc.)  
 Dr. (Ms.) Shubh Darshan - BJMC  
 Dr. (Ms.) Suniti Ahuja - B.C.A. and M.A. (English)

9. SC/ ST Cell Committee : Dr. Narender Kumar, Convener  
Mr. Arun Bhagat, Dean, Students' Welfare  
Dr. (Ms.) Suniti Ahuja - Teacher in Charge,  
Women's Cell  
Mr. Ashok Mangla, Head Clerk  
Mr. Gopal Singh, Accountant
- 10 Staff Secretary : Mr. Arun Bhagat
11. Associate N.C.C. Officer (Boys) : Mr. Ravi Kumar
- 12 Associate N.C.C. Officer (Girls) : Capt. (Ms.) Sunita Dudeja
- 13 N.S.S. Programme Officer (Boys) : Mr. Jitender Dhull  
N.S.S. Programme Officer (Girls) : Dr. (Ms.) Suniti Ahuja
- 14 Women's Cell : Dr. (Ms.) Suniti Ahuja
- 15 Publications
- (i) College Magazine *Shatabdi*  
*Pratigya* & Admission Brochures : Mr. Arun Bhagat, Chief Editor
- (ii) College Annual Report : Dr. (Ms.) Suniti Ahuja, Chief Editor
- (iii) Amazing Technologies : Dr. (Ms.) Suniti Ahuja, Chief Editor  
(college magazine)
- (iv) DAVCC's Advance Management : Dr. (Ms.) Jyoti Rana, Chief Editor  
Research : An International Journal
- (v) Perianth : A Refereed Research  
Journal of Humanities and Social  
Sciences : Dr. (Ms.) Divya Tripathi, Chief Editor
- (vi) International Journal on The  
Eternal Quest of Mankind : Dr. (Ms.) Suniti Ahuja, Chief Editor
- (vii) Mind Guru (college magazine) : Dr. (Ms.) Suniti Ahuja, Chief Editor
- 16 Research Development Committee : Dr. (Ms.) Archana Bhatia, Advisor  
Dr. (Ms.) Jyoti Rana, Convenor  
Dr. (Ms.) Savita Bhagat, Co-Convenor  
Dr. (Ms.) Divya Tripathi  
Dr. (Ms.) Suniti Ahuja
- 17 Co-curricular Activities Committee : Mr. Mukesh Bansal, Dean  
Dr. (Ms.) Shubh Darshan, Deputy Dean



- Dr. (Ms.) Suniti Ahuja, Incharge  
Dr. (Ms.) Divya Tripathi  
Dr. (Ms.) Savita Bhagat  
Mr. Arun Bhagat  
Dr. (Ms.) Jyoti Rana  
Dr. (Ms.) Anju Gupta  
Mr. Ashok Mangla  
Mr. Gopal Singh
- 18 Transport Committee : Mr. R. B. Singh, Convener  
Mr. Ram Kumar  
Mr. Padam Singh
- 19 Canteen Committee : Mr. Mukesh Bansal, Convener  
Dr. D.P. Vaid  
Mr. Satish Bansal  
Mr. R.B. Singh  
Dr. (Ms.) Babita Singh  
Dr. (Ms.) Anju Gupta  
Mr. Ashok Mangla  
Mr. Gopal Singh  
Mr. Ram Kumar
- 20 Sports Committee : Mr. Dinesh Chandra, Convener  
Mr. R.B. Singh, Co-Convener  
Dr.(Ms.) Shubh Darshan  
Mr. Satish Bansal  
Dr. (Ms.) Archana Bhatia  
Dr.(Ms.) Anju Gupta  
Dr.(Ms.) Archana Singhal  
Mr. Ashok Mangla  
Mr. Gopal Singh  
Dr. Narender Kumar, Secretary
- 21 Construction Committee : Mr. Satish Bansal, Convener

- Mr. R. B. Singh, Co-Convener  
 Er. Bhushan Kumar, Maintenance-cum-Estate  
 Officer, Co-Covener
- Dr. D. P. Vaid, Bursar  
 Mr. Mukesh Bansal  
 Dr. (Ms.) Suniti Ahuja  
 Mr. Ashok Mangla, Head Clerk-cum-Accountant  
 Mr. Gopal Singh, Accountant (SFS)  
 Mr. Ram Kumar, Asst. Maintenance Officer  
 Mr. Mohinder Singh  
 Mr. Naresh Pratap
- 22 Purchase and Disposal Committee : Mr. R. B. Singh, Convener  
 Mr. Satish Bansal, Co-Convener  
 Er. Bhushan Kumar, Co-Convener  
 Mr. Arun Bhagat, D.S.W.  
 Dr. D.P. Vaid, Bursar  
 Mr. Mukesh Bansal  
 Dr. (Ms.) Suniti Ahuja  
 Mr. Ashok Mangla  
 Mr. Anand Singh  
 Mr. Ram Kumar  
 Mr. Gopal Singh
- 23 Grant of Scholarships/Stipends : Dr. Satish Saluja, Advisor  
 Monitoring Committee : Mr. Arun Bhagat, Convener  
 Dr.(Ms.) Shubh Darshan, Co-Convener  
 Dr. D. P. Vaid, Co-Convener  
 Dr. (Ms.) Vijay Wanti  
 Mr. Mukesh Bansal  
 Dr.(Ms.) Jyoti Rana  
 Mr. Ashok Mangla  
 Ms. Anjana Dudeja

- Mr. Gopal Singh  
Ms. Sandhya
- 24 College Extension Activities : Mr. Arun Bhagat, Advisor  
Mr. Mukesh Bansal, Organising Secretary  
Dr. (Ms.) Savita Bhagat, Convener  
Dr. (Ms.) Vijayawanti, Co-Convener
- 25 Placement Cell : Dr. (Ms.) Suniti Ahuja, Convener  
Ms. Urvashi Sapra, Co-Convener  
Ms. Anjali Manchanda  
Ms. Rashmi Verma  
Ms. Monika Chauhan  
Mr. Mohinder Singh
- 26 Arya Pradeshik Pratinidhi Upsabha, : Mr. R. B. Singh, Secretary  
College Unit Mr. Ashok Mangla, Treasurer
- 27 Havan Yajna : Dr. (Ms.) Divya Tripathi, Convener  
Dr. (Ms.) Shubh Darshan, Co-Convener  
Mr. R.B. Singh  
Mr. Ashok Mangla
- 28 Bharat Scouts and Guides : Mr. Dinesh Chandra  
and University Youth Leadership Mr. Mukesh Bansal  
Training Camps
- 29 Library Advisory Committee : Dr. (Ms.) Savita Bhagat, Convener  
Dr. (Ms.) Shubh Darshan  
Dr. (Ms.) Archana Bhatia  
Mr. Virender Bhasin  
Ms. Urvashi Sapra  
Dr. (Ms.) Vanita Sapra  
Mr. R.B. Singh, Secretary
- 30 Library Knowledge Group : Mr. Dinesh Chandra, Advisor  
Dr. (Ms.) Jyoti Rana, Coordinator  
Mr. R. B. Singh, Deputy Coordinator

- 31 Youth Red Cross Committee : Dr. (Ms.) Archana Bhatia  
Principal Dr. Satish Ahuja, Chairperson  
Mr. Dinesh Chandra,  
College Youth Red Cross Counsellor (Male)  
Dr. (Mr.) Babita Singh,  
College Youth Red Cross Counsellor (Female)  
Mr. Arun Bhagat, D.S.W.  
Capt. (Ms.) Sunita Dudeja, Asso. N.C.C. Officer(Girls)  
Mr. Ravi Kumar, N.C.C. Officer (Boys)  
Mr. Jitender Dhull, N.S.S. Programme Officer  
(Boys' Unit)  
Dr. (Ms.) Suniti Ahuja, N.S.S. Programme Officer  
(Girls' Unit)  
Mr. Anand Singh
- 32 Purchase and Disposal Committee : Dr. (Ms.) Suniti Ahuja, Convener  
(Horticulture/ Campus Beautification) Mr. Satish Bansal  
Dr.(Ms.) Shubh Darshan  
Mr. R. B. Singh  
Ms. Urvashi Sapra  
Er. Bhushan Kumar  
Mr. Gopal Singh  
Mr. Ram Kumar  
Mr. Gajanand  
Mr. Hari Om
- 33 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
- 34 Nodal Officer, Voter Registration : Dr. Anju Gupta  
Process

- 35 University Work : Dr. (Ms.) Suniti Ahuja, Incharge  
Mr. Ashok Mangla  
Mr. Mahesh  
Mr. Naresh Pratap  
Mr. Mohinder  
Mr. Gulshan Sharma
- 36 I.T. Cell : Dr. D.P. Vaid, Advisor  
Mr. Saroj, Convenor  
Mr. Anand Singh  
Mr. Gopal Singh  
Mr. Mohinder  
Mr. Gulshan Sharma
- 37 COORDINATORS, SELF FINANCE / VOCATIONAL COURSES**
- (a) B.Com. (SFS Courses) : Mr. Mukesh Bansal
- (b) M.Com. : Dr. (Ms.) Jyoti Rana
- (b) Science : Dr. Satish Saluja
- (c) B.B.A., B.B.A.(CAM) : Mr. Mukesh Bansal  
and B.T.M.
- (d) Bachelor of Journalism and : Dr. (Ms.) Shubh Darshan  
Mass Communication
- (e) Computer Courses  
Undergraduate : Dr. (Ms.) Suniti Ahuja  
Mr. R. B. Singh  
Post Graduate : Mr. Satish Bansal
- (f) M.A. (English) : Dr. (Ms.) Suniti Ahuja
- 38 Advisory Council, : Mr. Arun Bhagat, Staff Secretary & DSW  
Self-Finance Courses : Dr. D.P. Vaid, Controller of Examinations  
Dr. Satish Saluja  
Dr. (Ms.) Shubh Darshan  
Dr. (Ms.) Savita Bhagat

- Dr. (Ms.) Archana Bhatia  
Mr. Mukesh Bansal  
Dr. (Ms.) Suniti Ahuja  
Dr. (Ms.) Jyoti Rana  
Mr. Virender Bhasin
- 39 Anti-tobacco Committee : Dr. (Ms.) Vijay Wanti, Convener  
Dr. Narender Kumar, Co-Convener  
Mr. Arun Bhagat  
Mr. Virender Bhasin  
Mr. Jitender Dhull
- 40 a) **Subject Societies** **Teachers in charge**
- 1) Commerce Association : Ms. Archana Bhatia  
2) English Literary Society : Mr. Arun Bhagat  
3) Hindi Sanskrit Parishad : Dr.(Ms.) Shubh Darshan  
Dr. (Ms.) Divya Tripathi  
4) Science Association : Dr. (Ms.) Vanita Sapra  
5) Planning Forum : Dr. D. P. Vaid  
6) Marketing Club : Dr. (Ms.) Jyoti Rana
- b) **Other Societies, Associations and Clubs** **Teachers in charge**
- 7) Community Service Club : Dr. (Ms.) Savita Bhagat  
8) Environment Club : Mr. Arun Bhagat  
9) Youth Club : Dr. (Ms.) Anju Gupta  
Dr. (Ms.) Archana Singhal  
10) Complaints and Grievance  
Redressal Cell for Girl Students : Dr. (Ms.) Vijay Wanti  
11) Adventure Club : Mr Dinesh Chandra  
12) Alumni Association : Dr. (Ms.) Archana Bhatia  
13) Legal Literacy Club : Dr. Neeraj Singh  
14) Red Ribbon Club : Mr. Dinesh Chandra  
15) Road Safety Awareness Cell : Dr. Narender Kumar

## 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 (the said reduction to be calculated as per the example given in the University Admission Brochure) in the eligibility conditions in all the courses in the marks required for general category.**
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) FOR 1 YEAR COURSES: A candidate shall be treated as promoted to the next semester class automatically subject to fulfillment of conditions as laid down in Clause-(i) above unless detained from appearing in an examination on any genuine ground. The candidates are required to fulfill the eligibility condition for appearing in the examinations of the lower semester.**

**FOR 2 YEAR COURSES: The candidate shall be treated as promoted to the 2nd and 4th semester automatically but for promotion to the 3rd semester, he/she must clear 50% papers of the 1st semester subject to fulfillment of conditions as laid down in Clause (i) above unless detained from appearing in an examination on any genuine grounds. The candidates are required to fulfill the eligibility condition for appearing in the examinations of the lower semester.**

**FOR 3 YEAR COURSES: The candidate shall be treated as promoted to the 2nd, 4th and 6th semester automatically but for promotion to the 3rd semester, he/she must clear 50% papers of the 1st semester and for promotion to the 5th semester, he/she must clear 50% papers of the 1st, 2nd and 3rd semesters taken together, subject to the fulfillment of conditions as laid down in Clause (i) above unless detained from appearing in an examination on any genuine ground. The candidates are required to fulfill the eligibility condition for appearing in the examinations of the lower semester.**

## **8. 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**

## 9. 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.

## 10. RESERVATION OF SEATS

Reservation of seats is as detailed below :

Category	Percentage
(a) All India Category Seats (including Haryana State) (AIO)	15% of the sanctioned intake
(b) State Quota	85% of the sanctioned intake
(b-1) Haryana Open General Category (HOGC)	30% of the State Quota i.e.25.5% of total intake
(b-2) Reserved Categories of Haryana	70% of State Quota i.e. 59.5% of total intake
Scheduled Castes of Haryana (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)
Special Backward Classes of Haryana (SBC)	10% of State Quota (8.5% of total intake)
Economically Backward Persons in the General Caste Category of Haryana (EBP)	10% of State Quota (8.5% of total intake)
Physically Handicapped Persons of Haryana (PH)	3% of State Quota (2.55% of total intake)

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.

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 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 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.**

#### **FOREIGN STUDENTS**

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

#### **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.**

#### **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.

## **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 .....                      | 60 Seats  |
| 2 | B.Sc. Non-Medical (with Computer Science) Pass Course..... | 60 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.Com. with Advertising, Sales Promotion & Sales Mgt. .... | 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.M. Three Year Degree Course (Regular)..... 60 Seats
- 5 B.J.M.C. Three 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.

First Semester	Second Semester
English	English
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics

<b>Third Semester</b>	<b>Fourth Semester</b>
Hindi/ Sanskrit	Hindi/ Sanskrit
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics

<b>Fifth Semester</b>	<b>Sixth Semester</b>
Physics	Physics
Chemistry / Computer Science	Chemistry / Computer Science
Mathematics	Mathematics

Every student shall offer the following subjects:

**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**

<b>Paper</b>	<b>Name of the Paper</b>	<b>Paper</b>	<b>Name of the Paper</b>
	<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	Structured Systems Analysis and Design
1.3	Practical Lab work (based on Paper 1.1)	2.3	Practical & Viva-voce (based on Papers 1.1 & 2.1)

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

Fifth Semester		Sixth Semester	
5.1	Database Management System	6.1	Visual Basic Programming
5.2	Introduction to Internet & Web Technologies	6.2	Software Engineering
5.3	Practical Lab Work (based on Papers 5.1 & 5.2)	6.3	Practical & Viva-voce (based on Papers 5.1, 5.2 & 6.1)

**Computer Science) is as follows:**

## **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.

<b>First Semester</b>	<b>Second Semester</b>
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 Laws - II
BCH - 1.06 Business Law - I	BCH - 2.06 Introduction to Computers
* Comprehensive Viva-Voce	* Comprehensive Viva-Voce
	Environmental Studies (Qualifying Paper)

<b>Third Semester</b>	<b>Fourth Semester</b>
BCH - 3.01 Business Mathematics	BCH - 4.01 Corporate Accounting - II
BCH - 3.02 Corporate Accounting - I	BCH - 4.02 Business Eithics
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

<b>Fifth Semester</b>	<b>Sixth Semester</b>
BCH - 5.01 Financial Management	BCH - 6.01 Accounting for Managers
BCH - 5.02 Investment Analysis	BCH - 6.02 International Business
BCH - 5.03 Indian Economy:Growth & Management	BCH - 6.03 Income Tax Law & Administration
BCH - 5.04 Retail Management & Sales Procedure	BCH - 6.04 Human Resource Management
BCH - 5.05 Income Tax	BCH - 6.05 Business Environment
BCH - 5.06 Insurance & Risk Management	BCH - 6.06 Computer Programming
* Comprehensive Viva-Voce	* Comprehensive Viva-Voce



(Honours) Part-III comprising Fifth and Sixth Semesters.

Every student shall offer the following papers:

#### **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

<b>First Semester</b>		<b>Second Semester</b>	
1.01	Financial Accounting - 1	2.01	Financial Accounting - II
1.02	Business Mathematics - 1	2.02	Business Mathematics - II
1.03	Business Economics - 1	2.03	Business Economics - II
1.04	Business Management - 1	2.04	Business Management - II
1.05	Computer Fundamentals - 1	2.05	Computer Fundamentals - II Practical
1.06	Operating Systems and Business Data Processing -1 Practical	2.06	Operating Systems and Business Data Processing -II Practical 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	Data Base Management System- I Practical	4.05	Data Base Management System- II Practical
3.06	Structural Programming and Computer Graphics- I Practical	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 Marketing Operations	6.04	Auditing
5.05	Computer Aided Drafting & Advanced Topics in Computers- I Practical	6.05	Computer Aided Drafting & Advanced Topics in Computers- II Practical
5.06	E-Commerce Practical	6.06	Information Technology in Business Practical

Semesters.

Every student shall offer the following papers:

#### V. **B.Com. (Tax Procedure & 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-1 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 & 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.

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

<b>First Semester</b>		<b>Second Semester</b>	
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	Indian Tax System and Income Tax-I	2.05	Wealth Tax
1.06	Central and State Sales Tax Procedure and Practice - I	2.06	Value Added Tax Procedure and Practice  Environmental Studies (Qualifying Paper)

<b>Third Semester</b>		<b>Fourth Semester</b>	
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	Income Tax (Procedure and Practice) -I	4.05	Direct Tax (Procedure and Practice) -II
3.06	Direct Tax (Procedure and Practice) -I	4.06	Tax Planning

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	Indirect Tax : Procedure and Practice - I	6.05	Income Tax : Procedure and Practice-II
5.06	Indirect Tax (Central Excise Duty) - I	6.06	Indirect Tax : Provisions of Customs Duty

Every student shall offer the following papers:

**VI. B.Com. (Advertising, Sales Promotion and Sales Management) 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. (Advertising, Sales Promotion and Sales Management) Vocational Course Part-I examination of this university or any other examination recognised by this University as equivalent thereto are eligible to join**

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	Marketing Communication	2.05	Advertising
1.06	Basic Marketing	2.06	Personal Selling and Market Research
			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	Understanding Consumer Behaviour	4.05	Media Management
3.06	Basics of Retailing	4.06	Public Relations

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	Sales Force Management - I	6.05	Basics of Market Information System & Market Research
5.06	Public Relations	6.06	Sales Force Management -II
	* Project Report		

**Part-II of the above Course comprising Third and Fourth Semesters.**

**NOTE :**

- a) **For further details regarding the B.Com. (C.A) / B.Com. (T.P.P.) / B.Com. (ASM) Course, the interested students are advised to contact the Coordinator, B.Com. Vocational Courses, as per information given under the heading 'Assignments'.**
- b) **Apart from papers mentioned above for the First Year students of B.Com (TPP) and B.Com. (ASM), Computer Awareness Level - I paper will be compulsory for them.**
- c) **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.**
- d) *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.

### IX. 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

## International Conferences in progress









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**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 papers:

THIRD SEMESTER		FOURTH SEMESTER	
Paper	Title of the Paper Code	Paper	Title of the Paper Code
BBAN301	Cost & Management Accounting	BBAN401	Financial Management
BBAN302	Marketing Management	BBAN402	Human Resource Management
BBAN303	Capital Markets	BBAN403	Business Research Methods
BBAN304	Introduction to Information Technology	BBAN404	Business Laws
BBAN305	Environment Studies	BBAN405	Data Base Management System
BBAN306	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
BBA-501	Purchase & Materials Management	BBA-601	Corporate Taxation
BBA-502	Company Law	BBA-602	System Analysis and Design
BBA-503	Management Accounting	BBA-603	Foundations of International Business
BBA-504	Computer Networking & Internet	BBA-604	Consumer Protection
BBA-505	Presentation Skills	BBA-605	E-Commerce
BBA-506	Summer Training Report	BBA-606	Personality & Soft Skills Development
		BBA-607	Comprehensive Viva Voce

## X. 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 Code	Paper	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
BCAMN301	Human Resource Management	BCAMN401	Public Relations Management
BCAMN302	Financial Management	BCAMN402	Quantitative Techniques
BCAMN303	Marketing Management	BCAMN403	DBMS
BCAMN304	Production Management	BCAMN404	Multimedia Technology
BCAMN305	Internet Technology	BCAMN405	Business Research Methods
BCAMN306	Disaster Management	BCAMN406	Human Rights and Values

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

Students who have passed the B.B.A. 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
BCAM 501	Public Relations and Applied Communication	BCAM 601	Entrepreneurship Development
BCAM 502	Mercantile Law	BCAM 602	International Business
BCAM 503	Consumer Behaviour	BCAM 603	Distributed Database Management
BCAM 504	RDBMS	BCAM 604	Organizational Development
BCAM 505	Software Engineering	BCAM 605	Project ReportBasic
BCAM 506	RDBMS Lab	BCAM 606	Comprehensive Viva Voce
BCAM 507	Case Tool Lab		
BCAM 508	Summer Training Report		

**XI. 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		SECOND SEMESTER	
Paper Code	Title of the Paper	Paper Code	Title of the Paper
BCA-101	Computer and Programming Fundamentals	BCA-106	'C' Programming
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

**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-207	Data Structures - II
BCA-203	Introduction to Database System	BCA-208	Object Oriented Programming Using C++
BCA-204	Communication Skills (English)	BCA-209	Software Engineering
BCA-205	Practical Software Lab - based on Papers BCA-202 and 203 using C Language and SQL	BCA-210	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-306	E-Commerce
BCA-302	Computer Graphics	BCA-307	Object Technologies & Programming using Java
BCA-303	Data Communication & Networking	BCA-308	Artificial Intelligence
BCA-304	Visual Basic	BCA-309	Introduction to . net
BCA-305	Practical Software Lab - based on Paper BCA-304 i.e. Visual Basic	BCA-310	Practical Software Lab - based on Papers BCA- 307 and 309 using java & .net

## XII. BACHELOR OF JOURNALISM AND MASS COMMUNICATION

*(Three Year Degree Course)*

### a) **BJMC 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 BJMC 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 -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) **BJMC Second Year** *(Three Year Degree Course)*

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

Every student shall offer the following papers:

THIRD SEMESTER	FOURTH SEMESTER
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) BJMC Third Year** (*Three Year Degree Course*)

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

Every student shall offer the following papers:

<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
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

**XIII. BACHELOR OF TOURISM MANAGEMENT**

(*Three Year Degree Course*)

**a) BTM 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 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 BTM 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 :

<b>Paper</b>	<b>Name of the Paper</b>	<b>Paper</b>	<b>Name of the Paper</b>
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
11 BTM 101	Basics of Tourism	11 BTM 201	Tour Guiding and Escorting Skills
11 BTM 102	Tourism Products of India-I (Natural)	11 BTM 202	Tourism Organizations
11 BTM 103	Tourism Products of India-II (Cultural)	11 BTM 203	Tourism Economics
11 BTM 104	Geography of Tourism	11 BTM 204	Field Trip Report
11 BTM 105	Application of Computers	11 BTM 205	Foundation Course in Management
11 BTM 106	Personality Development	11 BTM 206	Business Communication
			Env. Sc.

**b) BTM Second Year** (*Three Year Degree Course*)

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

Every student shall offer the following papers :

<b>THIRD SEMESTER</b>	<b>FOURTH SEMESTER</b>
11 BTM 301 Religious Tourism in India	11 BTM 401 Travel Agency & Tour Operations
11 BTM 302 Tourism Management Informaton System	11 BTM402 Tour Package Management
11 BTM 303 International Tourism	11 BTM403 Emerging Trends in Tourism
11 BTM 304 Eco Tourism	11 BTM404 Consumer Behaviour in Tourism
11 BTM 305 Hotel and Resort Management	11 BTM405 Foreign Language - French - I
	11 BTM406 Accounting for Hospitality & Tourism

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

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

Every student shall offer the following papers

<b>FIFTH SEMESTER</b>	<b>SIXTH SEMESTER</b>
11 BTM 501 Impacts of Tourism	11 BTM 601 Training Report & Viva Voce
11 BTM 502 Travel Documentation	Training in any of the Tourism / Hospitality Operational Areas
11 BTM 503 Airfare and Ticketing	
11 BTM 504 Foreign Language - French - II	Presentation on IE & Log Book
11 BTM 505 Marketing for Hospitality & Tourism	
11 BTM 506 Human Resource 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.

## XIV. 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'.**

**XV. 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'.**

## **XVI. 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: a) A candidate who is placed under compartment in the qualifying examination shall not be allowed to join the M.A. English Course.**

**b) 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'.**

**c) 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.*

## **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 years 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 6) and one Association/Club/Society (from Sr. No. 7 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* regularly 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 another magazine *Amazing Technologies* and has recently brought out the maiden issue of yet another magazine *Mind Guru*.

## **JOURNALS**

The Department of Marketing brings out its in-house journal *DAVCC's Advance Management Research : An International Journal*. The college has also recently published 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 CLUB**

The College has a Legal Literacy Club 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.***

## **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:

<b>CATEGORY</b>	<b>AMOUNT</b>
<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 / IInd 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**

### **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. Dr. (Ms.) Divya Tripathi
5. Mr. Mukesh Bansal

## **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.) Archana Bhatia
5. Ms. Anjana Dudeja, Member, Office Staff
5. 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./ASM/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.M. - I, II, III	: 1000.00
	B.B.A./ B.B.A.(CAM) - I, II, III	: 35.00
	B.J.M.C. - I, II, III	: 35.00
	M.Com./ M.Sc./ M.A.- 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./A.S.M.) / B.Sc. (Non-Med.)/ M.Com. (Previous)/ BTM / BJMC	: 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	: 250.00
9.	Incidental Charges	: 30.00
10.	Dharam Shiksha Fee-cum-Moral Education Fund	: 20.00

11.	Health Care Fund	:	40.00
12.	Electricity and Water Charges	:	100.00
13.	Building Fund	:	100.00
14.	I.T. Charges	:	30.00
<b>B.</b>	<b>ANNUAL CHARGES :</b>		
1.	Admission Fee	:	50.00
2.	Readmission Fee	:	100.00
3.	Environmental Studies Fee (for 1st year students of UG Courses only)	:	50.00
4.	Magazine and other Publications	:	150.00
5.	Schedule of Work Fee	:	50.00
6.	Assignments and Class Test 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	:	200.00
13.	Correspondence Fee	:	200.00
14.	Students' Aid Fund	:	40.00
15.	Furniture Maintenance Charges	:	200.00
16.	(a) Arya Yuvak Samaj Fee	:	20.00
	(b) Arya Pradeshik Pratinidhi Sabha Fee	:	10.00
17.	Society Fee	:	50.00
18.	Genset Maintenance Fee	:	400.00
19.	Bharat Scouts and Guides Fee	:	10.00
20.	Identity-cum-Library Card	:	100.00
21.	N.C.C. Cadet Indemnity Fund (for N.C.C. Cadets)	:	20.00

22.	N.C.C. Regimental Fund	:	07.00
23.	Convocation Fund (for all Final Year students)	:	250.00
24.	M.C.F. Taxes	:	150.00
25.	Insurance Premium	:	100.00
26.	Journal Fund (only for BCA,B.Com., BBA/ BBA(CAM) students)	:	250.00
27.	Alumini Association Fund (for all Final Year students)	:	250.00

**Note: The college will charge an additional sum of Rs. 150/- per head per month from the students opting for B.Sc. Non-Medical (with Chemistry) as the expenditure with respect to the Science Faculty is not reimbursed to the college.**

**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.	Eligibility Fee (from students of other Boards/Universities)	:	05.00
3.	Eligibility Fee (from foreign students)	:	200.00
4.	Migration Fee (from students of other Boards/Universities)	:	100.00
5.	Development Fee	:	
	B.B.A. / B.B.A. (CAM)		1200.00
	B.C.A. / M.Sc. (C.Sc.)		1800.00
	B.T.M. / B.J.M.C		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
6.	Enrolment Fee	:	20.00
7.	Curriculum Charges	:	50.00
8.	Sports Fee	:	120.00
9.	Holiday Home Fee	:	20.00

10.	Youth Welfare Fee		
	Professional Courses	:	150.00
	Non-Professional Courses	:	60.00
11.	Youth Red Cross Fund	:	60.00
12.	N.S.S. Fee (for all the students)	:	10.00
13.	Radhakrishnan Fund	:	70.00
14.	Continuation Fee		
	Vocational Courses	:	100.00
	Professional Courses	:	500.00
15.	University Examination Fee (B.Com. Vocational / Hons. I, II & III)		
	per semester	:	400.00
16.	University Examination Fee (B.Sc. I, II & III) per semester	:	400.00
17.	University Examination Fee		
	a) B.B.A. / B.B.A. (CAM) / B.C.A. per semester	:	400.00
	b) B.T.M. / B.J.M.C. per semester	:	400.00
	c) M.Sc. per semester	:	1000.00
	d) M.Com. / M.A. per semester	:	400.00

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.50/- and Rs.100/- 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.C.A., B.J.M.C. and B.T.M.**

In addition to normal fee, the students of the above Courses will be charged Development Fund per annum as detailed below :

- a) i) B.B.A./ B.B.A. (CAM)/ B.Sc. Non-Med.(with Computer Science)/ B.Com.(Hons.)/ B.Com.(C.A.)/ B.J.M.C./ B.T.M. : Rs. 8,000.00

**(Subject to change by the relevant university notification, if any, for the session 2015-2016)**



b) B.C.A : Rs. 12,000.00

(Subject to change by the relevant university notification, if any, for the session 2015-2016)

**Note : (i) In addition to normal fee and Development Fund, the other charges per annum for the students of B.B.A. / B.B.A. (CAM), B.C.A. and BJMC will be as follows:**

1. **Personality Development Fee / Establishment Charges / Miscellaneous Charges. : Rs. 1000/-**
2. **Project, Assignment, Practical Examination and Viva Voce Fee : Rs. 1500/-**
3. **Career Counselling and Placement Fee (for Final Year students only ) : Rs. 500/-**

**(ii) In addition to normal fee and Development Fund, another charge per annum for the students of BTM will be as follows:**

1. **Career Counselling and Placement Fee (for Final Year students only ) : Rs. 500/-**

**(iii) In addition to normal fee and Development Fund, the other charges per annum for the students of B.Com.(C.A.) and B.Com.(Hons.) will be as follows :**

1. **Personality Development Fee / Establishment Charges / Miscellaneous Charges. : Rs. 1000/-**
2. **Project, Assignment, Practical Examination and Viva Voce Fee : Rs. 1000/-**
3. **Training and Industrial Visits Fee : Rs. 1000/-**
4. **Career Counselling and Placement Fee (for Final Year students only ) : Rs. 500/-**

### **Fee Structure in respect of B.Com. (TPP/ ASM)**

In addition to normal fee, the Development Fund and other charges per annum for the students

of B.Com. (TPP/ASM) will be as follows :

- |  |   |              |
|--|---|--------------|
| 1. Development Fund  | : | Rs. 2,000.00 |
| 2. Personality Development Fee/ Establishment Charges/ Miscellaneous Charges | : | Rs. 1,000.00 |
| 3. Training and Industrial Visits Fee  | : | Rs. 1,000.00 |
| 4. Project, Assignment, Practical Examination and Viva Voce Fee              | : | Rs. 1000.00  |
| 5. Career Counselling and Placement Fee (for Final Year students only )      | : | Rs. 500/-    |

### **Fee Structure in respect of B.Sc. (Non-Med.)/B.Sc. Non-Med. (with Computer Science) Pass Course**

In addition to normal fee, the students of the above Course will pay Development Fund and other charges per annum as detailed below:

- |   |   |              |
|---|---|--------------|
| 1. Development Fund in case of B.Sc. (Non-Med.)                         | : | Rs. 2,000.00 |
| 2. Development Fund in case of B.Sc. Non-Med. (with Comp. Science)      | : | Rs. 8,000.00 |
| 3. Project, Assignment, Practical Examination and Viva Voce Fee         | : | Rs. 1,000.00 |
| 4. Career Counselling and Placement Fee (for Final Year students only ) | : | Rs. 500.00   |

### **Fee Structure in respect of M.Com./M.A. (English)**

In addition to normal fee, the M.Com. and M.A.(English) students will be charged Development Fund per annum as detailed below:

- |                   |   |              |
|-------------------|---|--------------|
| 1. M.Com.         | : | Rs. 8,000.00 |
| 2. M.A. (English) | : | Rs. 8,000.00 |

Note : In addition to normal fee and Development Fund, the other charges per annum for

the students of M.Com. will be as follows:

- |   |   |              |
|---|---|--------------|
| 1. Practical and Viva Voce Fee  | : | Rs. 1,000.00 |
| 2. Career Counselling and Placement Fee (for Final Year students only ) | : | Rs. 500.00   |

### **Fee Structure in respect of M.Sc. Computer Science**

In addition to normal fee, the M.Sc. Computer Science students will be charged Development Fund as detailed below:

- |                     |   |               |
|---------------------|---|---------------|
| 1. M.Sc. (Previous) | : | Rs.12,000.00  |
| 2. M.Sc. (Final)    | : | Rs. 12,000.00 |

**(Subject to change by the relevant university notification, if any, for the session 2015-2016)**

Note : In addition to normal fee and Development Fund, the other charges per annum for the students of M.Sc. (C.Sc.) will be as follows:

- |   |   |            |
|---|---|------------|
| 1. Project and Assignment Fee   | : | Rs.5,00.00 |
| 2. Career Counselling and Placement Fee (for Final Year students only ) | : | Rs. 500.00 |

### **SCHEDULE OF PAYMENT OF FEE (for BBA, BBA (CAM), BCA, B.Com. (Hons.) C.A., BTM, B.Sc. Non-Med. (with Comp. Sc.) and M.Sc. (Comp. Sc.)**

- |                             |   |
|-----------------------------|---|
| a) At the time of admission | I) Development Fee, if any.                           |
|                             | II) University Charges                                |
|                             | III) Annual Charges                                   |
|                             | IV) Fee for the months of July 2015-<br>December 2015 |
| b) November                 | Fee for the months of January 2016-<br>June 2016      |

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

- |                             |                             |
|-----------------------------|-----------------------------|
| a) At the time of admission | I) Development Fee, if any. |
|-----------------------------|-----------------------------|

(One time payment)

II) University Charges

III) Annual Charges

IV) Fee for the months of July 2015-  
June 2016

**NOTE :**

- 1) Payment of fee 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 the 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 :**

One period	Rs. 2.00
Entire Day	Rs. 10.00
Practical/Composition (per day)	Rs. 3.00

**Note :- The Class Absence Fine will be charged on a monthly basis.**

## **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 the~~  
*Admission Brochure*  
**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**

## GENERAL INSTRUCTIONS FOR ONLINE ADMISSIONS

- ❖ Candidates must strictly follow the instructions as given in the College Admission Brochure and on the College Website. Candidates not complying with the instructions shall be summarily disqualified. The admissions will be made strictly on merit.
- ❖ Before filling up the Application Form, please ensure your eligibility for admission as given in the College Admission Brochure, otherwise the application form will be cancelled and the fee paid by you will not be refunded. Neither any intimation will be sent to you nor any correspondence will be entertained in this regard.
- ❖ Application for admission will be considered only when you have made payment of the Admission Processing cum Admission Brochure Fee through Credit Card/Debit Card/Net Banking or in cash at the College Fee Counter. The Admission Processing cum Admission Brochure Fee will be as follows:
  - (a) In case of B.A.(Pass) and B.Com.(Pass) Courses, Rs. 200.00 for General Category candidates and Rs. 50.00 for SC/BC candidates from Haryana only. The SC/BC candidates belonging to other states as well as candidates of all other categories will be treated as General Category candidates.
  - (b) In case of all other courses, Rs. 500.00 for General Category candidates and Rs. 125.00 for SC/BC candidates from Haryana only. The SC/BC candidates belonging to other states as well as candidates of all other categories will be treated as General Category candidates.
  - (c) In case you pay the Admission Processing cum Admission Brochure Fee at the college cash counter, please submit the office copy of your Acknowledgment Slip while making the payment there.
- ❖ In case you have made online payment, fee is generally confirmed by bank with in 2-3 working days. After fee confirmation, login to your account and click on 'Download Filled Application Form' option to take a print of your application form and retain it for record. If fee is not confirmed with 2-3 working days, contact the college.
- ❖ Information about Fee Confirmation, Filled Application Form and Acknowledgment (in case you have made the payment in cash) will be available on your login page itself.
- ❖ Collect the hard copy of the Admission Brochure from the college office by submitting an e-receipt in respect of the online payment of the Admission Processing cum Admission Brochure Fee.

- ❖ The candidates claiming the benefit of reservation shall submit a certificate to this effect issued by the competent authority.
- ❖ You should ensure that the particulars filled in the Online Application Form are correct.
- ❖ Photograph and Signature: You should scan your photograph and signature, save them in the form of jpg file and upload the same on your Application Form before sending the Form online.
- ❖ If you find your name in any of the Merit Lists, attach the self-attested copies of the certificates/ testimonials of all the examinations passed by you from 10th Standard onwards and of the other required documents and the latest Character Certificate with a printout of the filled in application form and appear before the Admission Committee within the given time along all the original documents and testimonials as well as the e-receipt in respect of the payment of the Admission Processing cum Admission Brochure Fee in addition to the above.
- ❖ After your case has been approved by the Admission Committee, make online/offline (at the college fee counter) payment of fee. Finally submit at the College Fee Counter your Application Form along with the photocopies of the required documents and the Acknowledgment Receipt in respect of the fee paid online. Collect the Roll Number allotted to you from there and start attending your classes as per the University Schedule.

## **HOW TO APPLY ONLINE**

- ❖ Three Simple Steps for Applying Online
- ❖ Fill in the basic details and note down the System generated Registration ID and Password.
- ❖ Fill the online Application Form, upload your photograph, signatures and the required documents.
- ❖ Make payment of the Admission Processing cum Admission Brochure Fee through Credit /Debit Card/Net Banking.
- ❖ Candidates must strictly follow the instructions as given in the College Admission Brochure and on the College Website. Candidates not complying with the instructions shall be summarily disqualified. The admissions will be made strictly on merit. Log on to DAVCC website [www.davccfbd.com](http://www.davccfbd.com)
- ❖ Click the 'Online Admission'.
- ❖ A page titled 'General Instructions' appears with information about online admission.

- ❖ Please click 'How to Apply' and get the necessary information before moving ahead. The instruction and Information page will give you all the information regarding online admission - eligibility, fee structure, documents required etc.
- ❖ Now start filling up the form. Most of the required information has to be taken from the list box and you have to just select the relevant ones out of the given options.
- ❖ In case you are seeking admission to the First Year of any UG Course, please comply with following instructions:
- ❖ In case you have appeared and passed in six subjects in the CBSE Examination, write/enter your marks obtained out of 600.
- ❖ If you have appeared in six subjects in the CBSE Examination and passed in five subject only, write/enter your marks obtained out of 500 (i.e. in all the subjects in which you have passed).
- ❖ If you have appeared and passed in 5 subjects in the CBSE Examination, enter the marks obtained out of 500.
- ❖ Make sure that you have your correct mobile no., e-mail-id(In case you do not have any email-id, you will have to create it) and the correct address as per the address proof to be submitted by you. The College will use this information to contact you for any further information. Wrong information can lead to misdelivery of information. The College will not be responsible for mis-delivery of information due to mistake in address, mobile no. and email-id.
- ❖ Make sure that you have your Voter ID Card, Aadhar Card, Ration Card and BPL Card(if you fall in this category).
- ❖ You are advised to go through the instructions for filling the Online Application Form carefully and then select "APPLY NOW FOR ADMISSION".
- ❖ Clicking on "Apply Now For Admission" link would take you to the basic detail page for registration. This will generate your Registration ID & Password which can be used later on for filling the details. After this a mail will be sent to you with the details of your Registration ID & Password.
- ❖ If you are already registered, you are required to enter your Registration ID and password given to you to continue with your application procedure in case it gets interrupted in between.



- ❖ Uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the application of the student is liable to be rejected by the College and no representation from the student in this regard will be entertained by the College. The student should scan his/her photograph and specimen signature (in Black Ink pen put on white paper) in .JPG format. Scanned images, each of photograph and signature in .JPG format, should not exceed 40 KB in size. For photograph, the pixel size is 140 pixels height x110 pixels width and for signature it should be 110 pixels height x140 pixels width. To upload the images of recent Photograph and Specimen Signature, click the Upload Photograph/ Upload Signature buttons. [Student using MS Window/MS Office can easily obtain photo and signature in JPG format not exceeding 40KB by using MS Paint or MS Office Picture Manager. Scanned photograph and signature (scan at 200 dpi) in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 40KB by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.] Also upload your required documents.
- ❖ The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates would be allowed at any subsequent stage of the Online Admission Application process once the same is submitted.
- ❖ If you have logged out after completing the Application Part and before making the Admission Processing cum Admission Brochure Fee Payment, log in again through your Registration ID and complete your processing fee payment procedure.
- ❖ After filling details as asked for in all the Modules/Sections for the course/program including uploading of necessary documents and the scanned photograph and signature, click on the SAVE & NEXT button. After that you would be directed to the Payment Page. Once the payment has been successfully made, the system will accept your Online Admission Application Form.
- ❖ In response to the submission, an Acknowledgment Receipt appears on the screen indicating your unique Registration ID, Course applied for, Name, Mobile No, Email-ID etc. This receipt will also be sent to your email id for which you can check your email and also you will receive SMS on the given Mobile No. You can also download your Acknowledgment by using your Registration ID. You can access any further information about your Admission Status by logging in.
- ❖ Once the payment has been successfully made, the system will accept your Online Admission Application Form and it will be sent for further processing.

- ❖ If you find your name in the any of the Merit Lists, present yourself for a personal interview before the concerned Admission Committee any time between 9.00 a.m. and 2.00 p.m. on any working day in the time frame allotted to you as per the generated Merit List you find your name in, with all the required documents in original and the attested photocopies thereof along with the e-receipt in respect of the payment of the Admission Processing cum Admission Brochure Fee and a print of the online application form for verification.
- ❖ After your case has been approved by the Admission Committee, you may proceed for online payment of fee.
- ❖ The payment page appears on the screen where you need to fill up the Credit/Debit Card details and then click the "Payment through Credit/Debit Card". The payment can be made through any Credit Card (Master/Visa) or any Debit Card.
- ❖ In response to the submission, an Acknowledgment Receipt appears on the screen indicating your Unique Reference Number, your personal details, fees details etc. This receipt will also be sent to your email id for which you can check your email.
- ❖ You can check the status of your application by logging in the Registration ID allotted to you. You can also view/print your application by clicking "View/Print Application"
- ❖ Take a printout of the Acknowledgment Receipt and submit it at the College Fee Counter along with your Application Form and the attested photocopies of all the required documents as mentioned in the Admission Form.
- ❖ Collect your Roll Number from the Fee Counter and start attending your classes as per the University Schedule.
- ❖ For any query regarding online admission, send your e-mail to admission@davccfbd.com which will be replied to by the College Online Admission Cell or personally contact the College Admission Cell any time between 9.00 a.m. and 2.00 p.m. on any working day.

## **DOCUMENTS REQUIRED**

### **Scanned copies of documents required to be uploaded at the time of Filling Online Admission Form :**

- ❖ Mark sheets of 10th & 12th class
- ❖ Photo & Signatures

### **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 Affidavit (Original)
- ❖ Identity Proof (Voter-Id Card and Aadhar Card) & Residence Proof (Ration Card etc.)
- ❖ BPL Card if the candidate belongs to 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 Affidavit (Original)
- ❖ Identity Proof (Voter-Id and Aadhar Card) & Residence Proof (Ration Card)
- ❖ BPL Card if the candidate belongs to BPL category.
- ❖ Any other Certificate

## 2015 - 2016 SESSION AT A GLANCE

### A. ADMISSION SCHEDULE FOR UNDER GRADUATE COURSES

<b>ADMISSIONS</b>	:	1-7-2015 to 15-7-2015
a) Calling of application forms for admissions (Last date for receipt of forms)	:	1-07-2015 upto 4.00 p.m. (Wednesday)
b) Scrutiny of application forms for admissions	:	4.07.2015 (Saturday)
c) Display of 1st Merit List of admissions	:	6.07.2015 (Monday)
d) Display of 2nd Merit List of admissions	:	9.07.2015 (Thursday)
e) Display of 3rd Merit List of admissions	:	13.07.2015 (Monday)
f) Commencement of teaching	:	16.07.2015 (Thursday)

### B. TERMS AND VACATIONS

#### ODD SEMESTER

a) Teaching	:	16.07.2015 to 17.10.2015
b) Vacation-I	:	19.10.2015 to 25.10.2015
c) Teaching	:	26.10.2015 to 18.11.2015
d) Examinations	:	19.11.2015 to 17.12.2015
e) Winter Vacation	:	18.12.2015 to 31.12.2015

#### EVEN SEMESTER

a) Teaching	:	01.01.2016 to 19.03.2016
b) Vacation-II	:	21.03.2016 to 26.03.2016
c) Teaching	:	28.03.2016 to 29.04.2016
d) Examinations (except 6th Semester)	:	30.04.2016 to 28.05.2016
e) Examinations 6th Semester	:	20.04.2016 onwards
e) Practical Examinations	:	After Theory Examinations
f) Summer Vacation (2015-16)	:	18.05.2016 to 30.06.2016
g) The Academic Session 2016-17 will start from	:	01-07-2016

## 2015 - 2016 SESSION AT A GLANCE

### A. ADMISSION SCHEDULE FOR POST GRADUATE COURSES

<b>ADMISSIONS</b>	:	1-7-2015 to 21-7-2015
a) Calling of application forms for admissions (Last date for receipt of forms)	:	8-07-2015 upto 4.00 p.m. (Wednesday)
b) Scrutiny of application forms for admissions	:	11.07.2015 (Saturday)
c) Display of 1st Merit List of admissions	:	13.07.2015 (Monday)
d) Display of 2nd Merit List of admissions	:	16.07.2015 (Thursday)
e) Display of 3rd Merit List of admissions	:	20.07.2015 (Monday)
f) Commencement of teaching	:	22.07.2015 (Wednesday)

### B. TERMS AND VACATIONS

#### ODD SEMESTER

a) Teaching	:	22.07.2015 to 17.10.2015
b) Vacation-I	:	19.10.2015 to 25.10.2015
c) Teaching	:	26.10.2015 to 28.11.2015
d) Examinations	:	1.12.2015 to 17.12.2015
e) Winter Vacation	:	18.12.2015 to 31.12.2015

#### EVEN SEMESTER

a) Teaching	:	01.01.2016 to 19.03.2016
b) Vacation-II	:	21.03.2016 to 26.03.2016
c) Teaching	:	28.03.2016 to 30.04.2016
d) Examinations	:	01.05.2016 to 17.05.2016
e) Practical Examinations	:	After Theory Examinations
f) Summer Vacation (2015-16)	:	18.05.2016 to 30.06.2016
g) The Academic Session 2016-17 will start from	:	01-07-2016

## 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.

## Activities are our Life Force



**Prizes are given away and degrees conferred**





## Science and Technology are a Priority Area



Students make optimum use of our state-of-the-art Computer Labs.



Language Lab is where our students add to and hone their linguistic skills.



A Smart Class is on in real earnest.



Our students use the latest technology with aplomb.



Science Labs being put to good use



## *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 of trophies speaks volumes for our excellent track record of all-round achievements.*

## AFFIDAVIT

(Specimen of the Affidavit to be submitted by the student  
against ragging at the time of admission)

1. I, (full name of student with admission/registration/enrolment number) son/daughter of Sh/Smt./Ms \_\_\_\_\_, having been admitted to (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”). I have carefully read and fully understood the provisions contained in the said Regulations.

2. I have also, in particular, perused Clause 3 of the Regulations, and am aware as to what constitutes ragging.

3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations, and am fully aware of the penal and administrative action that is liable to be taken against me, in case I am found guilty of abetting ragging. actively or passively or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the Regulations, 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 country 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 false, I am aware that my admission

is liable to be cancelled.

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

\_\_\_\_\_  
Signature of Deponent

Name : \_\_\_\_\_

\_\_\_\_\_  
Counter Signature of Parent/Guardian

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) \_\_\_\_\_ on this the  
\_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_  
(year) \_\_\_\_\_

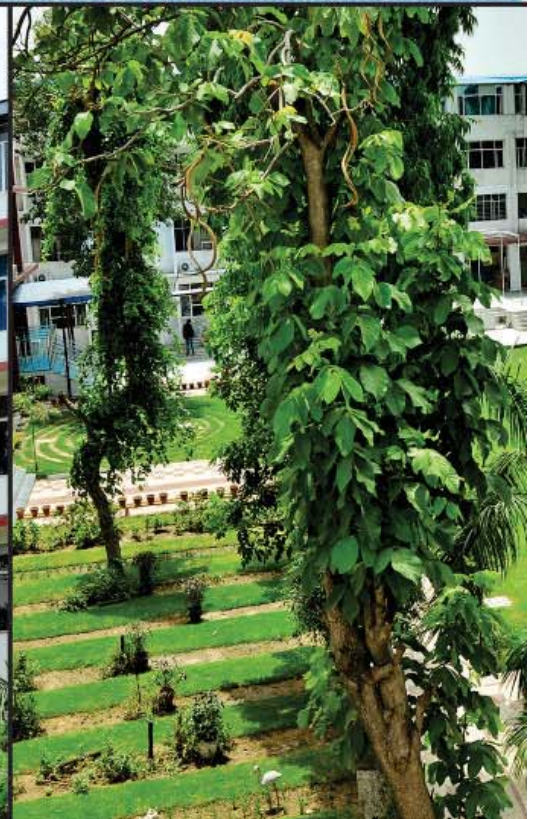
\_\_\_\_\_  
Signature of Deponent

\_\_\_\_\_  
Counter Signature of Parent/Guardian

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day)  
\_\_\_\_\_ of \_\_\_\_\_ (month) , (year) after reading the contents  
of this affidavit.

OATH COMMISSIONER

*The beautifully landscaped and green campus with flowers in full bloom soothes the eye and the soul like nothing else*





## **DAV CENTENARY COLLEGE**

NH-3, N.I.T. Faridabad-121001, Ph. : 0129-2415044, Fax : 0129- 4018902, 2419842  
E-mail : [info@davccfbd.com](mailto:info@davccfbd.com), [admin@davccfbd.com](mailto:admin@davccfbd.com), Website: [www.davccfbd.com](http://www.davccfbd.com)