



GURU TEGH BAHADUR NATIONAL COLLEGE

AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH DAKHA (LUDHIANA)



PROSPECTUS \$\frac{8}{2}\$

Proposed Admission Schedule

Admission - Ongoing Classes

• B.A. II & III • B.A. (Hons. in Pbi) • B.Com. II & III • B.Com. (Hons.) • M.A. Punjabi II • M.Com. II

Admission Process & Normal Admission

10-07-2023 to 20-07-2023

Late Admission with Principal's Permission Rs. 1000/- 21-07-2023 to 10-08-2023

Late Admission with V.C.'s permission with Rs. 3000/- 11-08-2023 to 31-08-2023

Admission - New UG Classes -

B.A.-I
 B.Com.-I

Admission Process & Normal Admission

15-05-2023 to 15-07-2023

Late Admission with Principal's Permission Rs. 1000/- 17-07-2023 to 10-08-2023

Late Admission with V.C.'s permission with Rs. 3000/- 11-08-2023 to 31-08-2023

Admission - New PG Classes

· M.A. Punjabi-I · M.Com.-I · PGDCA

Admission Process & Normal Admission

10-07-2023 to 14-08-2023

Late Admission with Principal's Permission Rs. 1000/- 16-08-2023 to 05-09-2023

Late Admission with V.C.'s permission with Rs. 3000/- 06-09-2023 to 25-09-2023

The University may revise the above dates. The college in that case will follow the revised dates.

B.Com- Admission will be done at the College level.

Documents Required at the Time of Admission

- Parents'/Guardian's permission to join the college.
- An attested copy of the University/School Board Certificate or Provisional Certificate. 6. Original Certificate must be produced at the 7. time of the admission.
- 3 Passport size Photographs.
- Certificate showing Date of Birth.
- Students who belong to S.C., B.C. or any other
- reserved category must produce a certificate from a First Class Magistrate in support of their
- Income Certificate in case of SC/BC students.
- Migration Certificate wherever applicable.
- Aadhar Card and Voter Card.
- Blood Group Certificate.
- 10. Covid-19 Vaccine Certificate.

Ragging of all forms is banned. Students indulging in such activities RAGGING may be penalized and/or rusticated as per Supreme Court directions.



New Admission:

Admission is open to eliqible students as per instructions and directions by the Panjab University for all the courses being run by the college.

Application form:

Admission to the college will be made on prescribed form obtainable from the college website. A hard copy of filled up form should be handed over to the office after getting it signed by the Admission Committee, complete in all respects. Incomplete forms will not be considered.

Students from other colleges:

A student who has passed a class from some other college may join this college for the next higher class but he/she shall produce a college leaving certificate from the previous college through which he/she had appeared in the exam and a character certificate to the satisfaction of the Principal. The Principal can refuse such admission without assigning any reason.

Migration Certificate & Fee:

No migration fee will be charged from students who have passed 10+2 Examination from Puniab, H.P., Harvana, Chandigarh and Andaman and Nicobar School Education Boards or from Central Board of Secondary Education, New Delhi. Also, they are not required to submit migration certificate. Others will be required to submit migration certificate and pay the necessary migration fee.

The candidates from other Universities:

Students coming from other Universities must bring with them qualifying examination Certificate at the time of admission. Migration Certificate must be submitted as per university quidelines.

Important Note: A student of other University who is placed in compartment in 1st year, 2nd year of B.A./B.Com. will not be allowed to join 2nd year/ 3rd year Course of this University.

Students with gap years:

If the Principal agrees to grant the admission in "Gap Year/s Case" in certain typical cases, then the candidate having gap year will have to submit an affidavit in duplicate to the effect that he/she was not disqualified by any Board/Body/ Council/ University and he/she is not already registered with the Panjab University (wherever applicable) and will also register the cause of gap. In case the candidate was disqualified, the period of disqualification and the activities in which the candidate was involved during the period of disqualification, should be indicated by the candidate in the said affidavit. In case of re-admission after a long spell, the candidate must guote his/her old Registration Number of Panjab University.

Re-evaluation Case:

If as a result of re-evaluation, a candidate passes the Exam., he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of reevaluation result to him/her. However, no candidate would be granted admission on the basis of re-evaluation result after 15th October.

Late result Case of +2:

A student whose result of +2 examinations in February/March conducted by a School Board is published late, but not later than 14th August, 2023, may be admitted without late fee within 15 working days of the declaration of the result and his/her attendance shall be counted from the date of admission. This would be applicable to an Open School Board also. After expiry of this period, the approval for late admission is required form the Vice-Chancellor.

Note:

- 1. After getting admission approved by the Admission Committee, fee must be deposited on the same day.
- Personal Attendance at the time of admission is necessary.

All these rules are subject to revision by P.U. Chandigarh. The college will follow the revised rules as and when revised.

G.T.B. National College

Dakha (Ludhiana)

A Multi-faculty, Post-graduate, Co-educational Institution.

Dakha is situated on the Ludhiana-Jagroan-Ferozepur National Highway at a distance of 15 kms from Ludhiana. In 1970s, this village known for General Sant Singh Sekhon and literary stalwart Principal Sant Singh Sekhon, had no college for higher education in the radius of 10 kms though there were two Senior Secondary schools at Dakha and a number of them in the surrounding villages. Higher education was a dream for most of the boys and girls who were otherwise hard-working and ambitious but were lagging behind because of economic, social and locational reasons. This was particularly so in case of girls because of social and cultural inhibitions and taboos of sending the girls to cities.

At the occasion of quincentenary of Guru Nanak Dev Ji in1969, an awakening for the need of higher education was emerging in Rural Punjab and as a result many commemorative colleges were established in 1969-70.

It was in this scenario, that one "visionary" S. Jiwa Singh of this village donated his entire land for this noble cause in 1971. Generous donations poured in by the people of the village DAKHA and of surrounding villages. A Trust known as "Guru Teg Bahadur Charitable Education Trust" was got registered with the Govt. of Punjab as the Management Committee of Guru Teg Bahadur National College, Dakha .

Today, looking back one can understand that the vision of the founders has been realized practically as the dream-venture has bloomed into a Post-Graduate Arts and Commerce College with Post-Graduation in Punjabi, Commerce and also college has Post Graduate Diploma in Computer Application (PGDCA).

To impart vocational and sophisticated skills the subjects of Fashion Designing, Fundamentals of Computer Applications, Functional English and Advertising Sales Promotion and Sales Management have been introduced as an elective subject in B.A. In addition, The college also offers B.Com (Hons.) and B.A. (Hons. in Punjabi) as well as add on courses in Event Management & Cosmetology.

The college has spacious and well-ventilated class rooms for boys and girls. College is proud to have a splendid stadium, named General Sant Singh Stadium. An imposing auditorium with seating arrangement of 1200 individuals has been built up at the cost of Rs. 1 Crore (approx.).

The College library is well stocked with about 18497 volumes, 10 magazines, 25 Journals and 19 newspapers. A well-furnished Girls 'Common Room with T.V., magazines, newspapers and gym is available. In tune with the changing times, the College has established a modern Computer Lab, Multi-media Seminar Room and Fashion & Designing Lab, Language Lab.

The trust is presently led by S. Amarjit Singh Dakha (Patron) S. Anand Sarup Singh Mohie (President), Dr. Harbans Singh (Secretary) and S. Randhir Singh Sekhon (Vice-President). The trust comprises of the following members Capt. Satwant Singh, Prof. Ranjit Kaur Grewal, S. Raminder Singh Bajwa & Dr. S.S. Deol.

Having mission and vision of promoting education in rural area, the Trust started a sister institution of Management and Technology in 1997 where students from the rural area are getting graduation in Computer Application (B.C.A.) and Post-graduation in Information Technology (M.Sc. IT), MBA, BBA etc.



Members of The Faculty

Principal - Dr. Avtar Singh

Teaching Staff

Post Graduate Department of Commerce

1. Prof. Avtar Singh M.Com., Ph.D.

2. Prof. Parveen Lata M.Com., M.Phil., Ph.D.

Prof. Harpreet Kaur M.Com.
 Prof. Sukhjinder Singh M.Com.

(Advertising & Sales Management)

5. Prof. Parminder Kaur M.Com., MBA, PGDS, Ph.D. (Pursuing)

6. Prof. Deepak Kumar M.Com., Ph.D. (Pursuing)7. Prof. Gagandeep Kaura M.Com., B.Ed., PGDBA

Post Graduate Department of Punjabi

Prof. Gotinder Kaur M.A., M.Phil., Ph.D. (Pursuing)
 Prof. Harjit Singh M.A., M.Phil., Ph.D. (Pursuing)

Vacant*
 Vacant*

Department of English

1. Prof Surmit Singh M.A.

2. Prof. Manu Bansal M.A. Ph.D. (Pursuing)
(Functional English)

Dept. of Fashion Designing

1. Prof. Inderpreet Kaur M.Sc. (Fashion Designing)

Department of History

1. Vacant*

Department of Economics

1. Prof. Jyoti Sood M.A. M.Phil.

2. Vacant*

Department of Pol. Science

1. Prof. Gurveer Singh M.A. M.Phil.

Department of Physical Education

1. Vacant*

Department of Computer Science

1. Dr. Jaswinder Singh M.Sc. IT, Ph.D.

2. Vacant*

Department of Sociology

1. Vacant*

Library

1. Mrs. Rajwinder Kaur MLIB

Non-Teaching Staff

Office Staff

Head Clerk : Sh. Ranvir Kumar
Clerk : Mrs. Charanjit Kaur
Accounts Clerk : Sh. Raman Kumar
Clerk : Mrs. Komalpreet Kaur

Class IV Employees

Principal's Orderly : S Parminder Singh
Chowkidar : S. Gurlal Singh
Sweeper : S. Amar Singh
Beldar : S. Ranjit Singh
Mali : S. Pal Singh
Peon : S. Jaspreet Singh

S. Kirandeep Singh



Driver

^{*} Appointment Process in progress

From The **Principal's Desk**

Dear students,

While handing to you the Prospectus of the college, I welcome you to this great temple of learning: Guru Tegh Bahadur National College Dakha. Named after the ninth guru, this college follows the path shown by the great gurus of tolerance, patience and equality. The college was founded by Baba Jiwa Singh Ji a philanthropist of Dakha village who despite himself being illiterate envisioned an institution of higher learning for students of this area so that they do not have to travel to far off places. He donated his entire movable and immovable property for the cause of the institution. Various eminent personalities of the area such as General Sant Singh, Major Bachittar Singh, S. Joginder Singh PP, Master Harbhajan Singh, Jathedar Gurdev Singh and Colonel Santokh Singh joined him to establish the college in 1971. Later on Brig. Gurkirpal Singh, S. Sher Singh Sekhon (IRS) and S Kuldeep Singh provided leadership and guidance.

Today this college affiliated to Panjab University Chandigarh has completed 52 years of glorious journey. During this period the college has got affiliation for various courses such as **B.A.**, **B.A.** (Hons. in Punjabi), **B.Com.**, **B.** Com. (Hons.), M.A. Punjabi, M.Com. and PGDCA. In order to make B.A. course skill oriented a student will be given an option to choose one of the following subjects: **1. Fashion Designing**, **2. Fundamentals of Computer Application**, **3. Functional English**, **4. Advertising Sales Promotion & Sales Management.** The College also runs the following add on courses:

- 1. Certificate & Diploma course in Event Management
- 2. Certificate Course in Cosmetology

The college is recognized by University Grants Commission under Section 12 (b) and 2 (f). Recently the college also volunteered to get itself accredited by NAAC.

Through these years the college has produced thousands of students who have excelled in various walks of life. The college has a rich tradition of excellence in academics and co-curricular activities.

Wishing you a prosperous stay in this institution.



Dr. Avtar SinghPrincipal

The College is affiliated to the Panjab University, Chandigarh (Accredited by NAAC) for the following Courses:

Courses Available / 2023-24

UG COURSES

- **¬** Bachelor of Commerce (B.Com.) (2-Units) (with Hons.)
- ¬ Bachelor of Arts (B.A.) with skill oriented Courses ¬ B.A. (Hons.) in Punjabi

PG COURSES

- **¬** Master of Arts (M.A.) in Punjabi
 - **¬** Master of Commerce (M.Com.)
- **¬** Post Graduate Diploma in Computer Application. (P.G.D.C.A.)

Value Addition Courses

- **¬ UGC/NET Preparation ¬ English Proficiency Course**
- **→** GST Course
- **→** Tally Course

Add on Courses

- **¬** Certificate Course in Cosmetology
- T Certificate & Diploma Course in Event Management









Admission To B.A. (Semester System)

If the NEP-2020 is adopted by Panjab University, Chandigarh, the college will adopt the syllabus and guidelines as and when announced.

(Syllabus to be provided by Panjab University, Chandigarh Under NEP-2020)

ELIGIBILITY FOR ADMISSION:

A person who has passed one of the following examinations with pass in English as one of the subjects shall be eligible to join the First Semester class of B.A. degree course. However, a person who has not qualified English as one of the subjects at the +2 examination shall be eligible to join B.A. 1st Sem. provisionally subject to his/her qualifying the deficient subject of English from the Parent Board/ Body/ Council/ Uni. in two consecutive chances subsequent to his/her admission failing which his/her admission stand cancelled.

- +2 Examination under 10+2+3 system of education of a recognized Board/ Council/ University.
- 2. B.A. Part-I (old scheme) / Intermediate /Arts/Examination of Panjab University.

Subjects in B.A. I, II & III

- I Every student will be required to take up English and Punjabi/History & Culture of Punjab (HCP)*
- ii. Any three elective subjects out of the following:
 - a. History
 - b. Political Science
 - c. Punjabi (Elective)
 - d. Sociology
 - e. Fashion Designing/ Fundamentals of Computer Application / Functional English / Advertising Sales Promotion and Sales Management
 - f. Economics OR Physical Education

3. Any other examination recognized by the University as equivalent to (i) and (ii) above. **COMPARTMENT CANDIDATES**:

If a candidate has been placed under compartment in the +2 examination conducted by a Board/ Body/ Council/ University in India, he/she shall be eligible to seek admission to the First Semester of B.A. provided he fulfills the following conditions:

- I He/She should have been placed in compartment in one subject only.
- ii. He/She should have obtained at least 20% marks in the subject in which he had been placed in compartment.
- iii. He/She should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

Provided that the candidate should have obtained at least 33% marks in the aggregate of all the subjects (including the marks obtained by him/her in the subject of compartment, Theory & Pratical/s taken together) taken up by him/her at the +2 examination.

Note: The candidate securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.A. Part I course, if they cleared or secure 20% or more marks in the subject in the Supplementary Examination held in July/August, on or before the last date for admssion with late fee with the permission of the Vice-Chancellor, provided the seat/s is / are available.

NOTE:

- Environment, Road Safety Education, Violence against Women / Children and Drug abuse is a compulsory paper, which the students are required to pass with at least 33% marks either in the First Year (Semester System) or in Second Year/ Third Year of the Course, failing which the Degree will not be issued.
- Seats are limited in the subjects of Physical Education.
 - * The subject of HCP can be taken up by only those students who are eligible as per the relevant rules of P.U. CHD.

Eligibility conditions for B.A. II & III (Semester III, IV, V & VI)

The candidate who is admitted in 1st, 3rd and 5th semester will be allowed promoted to 2nd, 4th and 6th Sem. respectively, for this the candidate will have to clear 50% of the total papers till that semester.

For Admission to B.A. Hons. in Punjabi, students who have elective Punjabi subject can opt in the 2nd & 3rd Year.

Admission To M.A. Punjabi

Eligibility Conditions for M.A. 1st Semester

Admission to the above will be open to students with

I. 45% in B.A. I, II, &III in the particular subject. **OR**

ii. 50% in aggregate.

OR

iii. Any other equivalent examination declared so by the PU, Chd.

iv. Master's degree examination in any other subject.

*Students will be offered options available in college.



Eligibility Conditions for M.A. 2nd, 3rd & 4th Semester

Persons who have passed one of the following examinations are eligible to join 2nd 3rd & 4th semester:

- (i) Semester Ist, IInd and IIIrd examination in the subject offered from the college.
- (ii) Semester Ist, IInd and IIIrd examination in the subject offered from Kurukshetra/ Punjabi/ Guru Nanak Dev/ Maharishi Daya Nand/ Himachal Pradesh University provided he/she offered the same papers as are available at this University.



Admission To B.Com - I (Semester System)

If the NEP-2020 is adopted by Panjab University, Chandigarh, the college will adopt the syllabus and guidelines as and when announced.

(Syllabus to be provided by Panjab University, Chandigarh Under NEP-2020)

- 1. The duration of Bachelor of Commerce (B.Com.) programme shall by of three years (six semesters).
- Admission to the first semester of B.Com. Degree course shall be open to a person who has passed one of the following examinations conducted by a recognized Board/ Council/ University:
- a) +2 examination or B.Com Part-I (old scheme) of Panjab University with three of the following subjects securing at least 45 per cent marks in the aggregate:-
 - Commerce (or theory of commerce or foundation course in commerce)
 - Accountancy (or book keeping and accountancy)
 - Economics
 - Business Organization (or Business Management or Theory and Practice of Management).
 - Insurance (or General Insurance or Life Insurance)
 - Banking and Trade
 - Commercial Geography
 - Office Management and Secretarial Practice (or Office Organization and Management)
 - Mercantile Law (or any Company Law)
 - Auditing
 - Typewriting and Stenography/Computers (for typewriting)
- b) +2 Examination or B.A. Part-1 (Old Scheme) of Panjab University with at least two of the subjects mentioned in (a) securing at least 50% marks in aggregate;

- c) +2 Examination or B.A. Part-1/B.Sc.I/Pre-Engineering/Pre-Medical Examination of the Panjab University under the Old Scheme not covered in (b) securing at least 50% marks.
- d) Any other examination recognized by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

Provided that a candidate seeking admission to the first year of B.Com. should have passed in the subject of English at the +2 examination and in cases where passing in English is not necessary according to the regulations of certain Boards/ Bodies/ Councils/Universities in India, the admission of the candidate shall be provisional and will be confirmed only after he/she has cleared the subject of English as a deficient subject from the parent Board/Council /University in two consecutive chances subsequent to his/her admission. In case a candidate does not clear the relevant subject at any of the two consecutive chances allowed to him subsequent to the date of his admission, his provisional admission to the course shall stand cancelled.

Provided further that:

A candidate who has been placed under compartment in the +2 examination conducted by a Board/ Bodies/ Councils/ University in India shall be eligible to seek admission to the First Sem. of B.Com. Course, Provided he fulfills the following conditions:

- (I He/She should have been placed in compartment in one subject only;
- (ii) He/She should have obtained at least 20% marks in the subject in which he had been

- placed in compartment; and
- (iii) He/She should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

The admission of the candidate with a compartment as indicated above shall be provisional and will be confirmed only after he has cleared the compartment in two consecutive chances subsequent to his admission. In case the candidate does not clear the compartment at any of the two consecutive chances allowed to him subsequent to the date of his admission, his provisional admission to the course shall stand cancelled.

Note:

- The candidate securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.Com. Part-I course, if they cleared or secure 20% or more marks in the subject in the Supplementary Examination held in July/ August, on or before the last date for admssion with late fee with the permission of the Vice-Chancellor, provided the seat/s is / are available
- 3. The First Semester examination shall be open to a student who-
- (i) has been on the rolls of the college during one semester preceding the first semester examination; and
- (ii) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the college.
- (iii) Has obtained at least 25% marks in the aggregate of all the papers to be calculated on

Subjects in B.Com

the basis of the results of house examinations/ Class tests.

(iv) The candidate who is admitted in 1st, 3rd and 5th semester will be allowed promoted to 2nd, 4th and 6th Sem. respectively, for this the candidate will have to clear 50% of the total papers till that semester.

NOTE:

Environment, Road Safety Education and Violence against Women and Children and Drug is a compulsory paper, which the students are required to pass with atleast 33% marks either in the First Year (Semester System) or in Second Year/ Third Year of the Course, failing which the Degree will not be issued.

- 4. The Second, Third, fourth, Fifth and Sixth Semester examinations shall be open to a regular student who-
- (a) has been on the rolls of the college during one semester preceding the Second, Third, fourth, Fifth and Sixth semester examination, as the case may be;
- (b) has attended not less than 75% of the lectures, for each paper; a deficiency up to 10% may be condoned by the Principal of the college.
- (c) has obtained at least 25% marks in the aggregate of all papers to be calculated on the results of house examinations/Class tests.
- (d) has passed the First, Second, Third, Fourth or Fifth Semester examination respectively or is covered under Re-appear Regulations of PU Chandigarh.
- (e) The candidate who is admitted in first/ third/ fifth semester will be allowed to be promoted to second/fourth/sixth semester respectively, for this the candidate will have to clear 50% of the total papers till that semester.

Semester - I

- Punjabi or History And Culture of Punjab
- English and Business Communication
- Interdisciplinary Psychology for Managers
- Business Economics I
- Principles of Financial Accounting
- Commercial Laws
- Principles and Practices of Management

Semester - III

- Interdisciplinary Issues In Indian Commerce
- Cost Accounting
- Company Law
- Business Mathematics And Statistics
- Banking and Insurance
- Goods and Services Tax (GST)

Semester - V

- Income Tax Law
- Management Accounting
- Indian Economy
- Production and Operation Management
- Entrepreneurship and Small Business
- Financial Markets and Services

Semester - II

- Punjabi or History And Culture of Punjab
- English And Business Communication
- Interdisciplinary E-commerce
- Business Economics-II
- Corporate Accounting
- Business Laws
- Human Resource Management
- Environment, Road Safety Education, Violence against Women/Children & Drug Abuse.

Semester - IV

- Interdisciplinary Security Analysis and Portfolio Management
- Advanced Accounting
- Auditing and Secretarial Practice
- Cost Management
- Marketing Management
- Quantitative Techniques and Methods

Semester - VI

- Direct Tax Laws
- Financial Management
- Issues in Financial Reporting
- Social and Business Ethics
- Operational Research
- Sectoral Aspects of Indian Economy

Admission To B.Com. (Hons.) II & III (Semester System)

Students can choose for the HONOURS course in the second and third year of B.COM. To take this course, a student must have scored at least 50% marks in B.COM-1st year. Students who opt for Honours course have to take up one paper each in four semesters beginning with 3rd semester. Students will be offered options available in the college.

Subjects in B.Com (Hons.) Option-Accounting & Finance

Semester - III

Accounting Theory and Reporting Practices

Semester - V

Strategic Financial Management

Semester - IV

Contemporary Issues in Accounting

Semester - VI

Investment Management



Admission To M.Com - I & II (Semester System)

Eligibility Conditions:

- (a) B.Com./BBA with not less than 45% marks in the aggregate. OR
- (b) B.Com. (Hons.) degree with not less than 45% marks in the aggregate OR
- (c) A graduate with Honours in Economics or Mathematics or Statistics or Commerce with not less than 45% marks in the aggregate OR
- (d) A graduate with 50% marks in the aggregate having offered Economics, Mathematics, Statistics, Commerce, Computer Applications or Computer Sciences as a subject in the examination:

Provided that in case of students having Bachelor's degree of the university through Modern Indian Language (Hindi/Urdu/Punjabi) (Gurmukhi Script) and in a Classical Language (Sanskrit/Persian/ Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate; 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together; OR

- (e) An associate of the (i) Institue of Chartered accountants of India or England or (ii) Institute of cost and work Accountants of India or England OR
- (f) A pass in the final examination conducted by the institute of Company secretaries of India; OR
- (g) Graduate from any other stream not covered in (a) to (e) above with not less than 60% marks in the aggregate

Admission to M.Com - III & IV (Semester System)

Third and fourth semester admission/ examinations shall be open to a student who:-

- (i) has passed M.Com. Ist and 2nd semester from college and has been on the roll of the College during the academic year preceding M.Com. 3rd and 4th semester examination.
- (ii) has passed 50% of the prescribed papers of Ist and 2nd semester jointly.

Note: Students with Reappear in UG Classes Students with Reappear in a maximum of two subjects in UG Classes of PU, Chd. are eligible to seek admission in PG classes

Subjects in M.Com

Semester - I

- Managerial Economics
- Quantitative Methods For Business
- Modern Accounting Theory & Reporting Practices
- Organisation Theory And Behaviour
- Marketing Management
- Management Information System
- Workshop On IT Applications In Commerce

Semester - II

- Business Environment
- Research Methodology In Commerce
- Financial Management And Policy
- Production And Materials Management
- Operations Research
- Business Policy & Strategic Management
- Summer Training Report And Viva Voce

Semester - III

- Business Performance Measurement
- Tax Planning and Management
- Integrated Marketing Communication & Brand Equity
- Marketing Research
- Bank Management
- Insurance Management
- Workshop on Financial Markets and Instruments

Semester - IV

- Project Planning and Control
- Knowledge Management
- Business Ethics and Corporate Governance
- Advertising & Sales Management
- Services Marketing
- Consumer Behavior
- Comprehensive Viva-Voce



Admission To PGDCA (Semester System)

i Graduate (B.A./B.Sc./B.Com./B.C.A. under 10+2+3 system of examination) with at least 50% marks in any discipline. **OR**

OR

- i B.E. / B.Tech
- iii Any other examination recognized by the Syndicate as equivalent to (i) or (ii) above.

Subjects in PGDCA

Semester - I

Paper Code	Paper Name
PGD-1101	Computer Fundamentals
PGD-1102	Computer Programming using C
PGD-1103	DataBase Management System
PGD-1104	Data Communications and Networks
PGD-PR-1105	Lab1(Based on PGD-1101 &PGD-1102)
PGD-PR-1106	Lab2(Based on PGD-1103)

Semester - II

Paper Code	Paper Name
PGD-2101	Object Oriented Concepts Using JAVA
PGD-2102	Web Technologies
PGD-2103	Software Engineering
PGD-2104	Computer Based Accounting
PGDPR-2105	Lab3 (Practical based on PGD-2101)
PGDPR-2106	Lab4 (Practical based on PGD-2102)
PGD-2107	Project Work :Project will involve Development of
	Business Application / Web Site

Note: Pass Marks 40% marks in Theory, Internal Assessment and

Practical separately.

50% marks for Project Work.

50% marks in Aggregate to qualify the examinations.

Details of Fee/Funds to be Deposited for 2023-24

Class	To be paid at the time of admission session	To be paid before 31st October 2023	To be paid before 31st January 2024	Total Annual Fees
B.AI	8000/-	8000/-	8170/-	24170/-
B.AII & III	7500/-	7000/-	8430/-	22930/-
B.ComI	12500/-	12500/-	12660/-	37660/-
B.ComII & III	12000/-	12000/-	12410/-	36410/-
M.AI & II (Pbi.)	10500/-	10500/-	10450/-	31450/-
M.ComI	12000/-	12000/-	14400/-	38400/-
M.ComII	12500/-	12500/-	12650/-	37650/-
PGDCA	12500/-	12500/-	12850/-	37850/-
COSMETOLOGY (Other than regular Students)	4000/-		4000/-	8000/-



Note:

- All Examination fees and other University's charge, are included in the fees chart, but if any revision in exam fee is made by University, the same will be charged in the last installment.
- The students of B.A-I, II & III opting practical subjects: (Physical Education, Advertising & Sales Management, Functional English, Computer Application, Fashion Designing) will be charged Rs. 1060/-p.a. as extra practical examination fee.
- The students of Under Graduate Courses II year and III year who did not clear EVS paper during the previous exam will have to pay extra EVS exam fee Rs. 675/-
- The students of B.Com-II & III opting Honour Subject will have to pay extra Rs. 827/- as Honour Class Fund.
- The students of B.A-II & III (only those who having Elective Punjabi) opting Honour Subject will have to pay extra Rs. 827/- as Honour Class Fund.
- The students of B.A., B.Com. I, II & III opting Add On Diploma Course: Event Management will have to pay extra Rs. 2000/- per annum as course fee & examination fee.
- The students of B.A. & B.Com. opting Add On Course: Cosmetology will have to pay extra Rs. 3100/- per annum as course fee & examination fee.
- The students of M.A., M.Com. & PGDCA opting Course : Cosmetology will have to pay extra Rs. 2000/- per annum.
- If at a later stage the fee structure is changed by the University, the revised fee will be charged accordingly.
- Students belonging to lower income group can deposit their fee in monthly installments also, with permission of fee committee.
- Admission after due date with the permission of Principal, will have to pay Late Fee Principal Rs. 1000/-
- Admission after due dates, will have to pay VC permission Rs. 3000/- + Principal permission Rs. 1000/- accordingly.

Payment of College Fees

The College charges fees according to the norms laid down by Panjab University, Chandigarh.

Scholarships

The following scholarships, stipends and concessions are available for the students. Students should submit the applications when they are asked to do so alongwith the recommendations by their teachers/village Sarpanch/authorized officials:

- Dr BR Ambedkear Scholarships to Sc Students (Pb. Govt.)
- · Nishkam Sikh Welfare Scholarships
- Educate Punjab Scholarships
- Sikh Minority Scholarships (GOI)
- Single Girl Child Scholarships (PU. Chd.)
- Physically Disabled Students Scholarships. (PU. Chd.)
- Students obtaining 1st to 10th position in college in B.Com I and II (from former Alumnus CA Sanjiv Jain of Mississauga Canada) Rs 4,50,000 p.a.
- Widow & Orphan Trust Scholarship (Rs.70000/- p.a.)
- Atma Singh Trust Scholarship (Rs.60000/- p.a.)
- Major Bachittar Singh Trust Scholarship (Rs.35000/- p.a.)
- Scholarships on the basis of 10+2 results (Rs.300000/- Approx.)
- Scholarships from various former students (Alumnus and other Philanthropists of the area.)
- Fee concessions to needy and deserving students (about Rs 1,50,000 p.a.)



Change of Subjects

Students must give a serious thought before picking up the elective subjects, so that office and concerned professors need not undergo unnecessary botheration.

Yet, in accordance with instructions from the University, students can change subjects within 15 days of the commencement of the first session or from the date of joining the college, whichever is later.

When a student changes his/ her subject/ subjects, he/ she should get his/ her name removed from the rolls of the earlier subject/ subjects teacher. In case of non-compliance, he/she will be responsible for any shortage of lectures on this account.

Casual Students

Casual students may be admitted only if space permits, and their applications are recommended by professors of the subjects concerned.

The students shall pay fees for the months during which they attend classes. They will be permitted to attend lectures in one or two subjects only. They do not have all the privileges which are open to regular students. They are required to pay full fees for the months they wish to study. They will also deposit Rs. 250.00 (Refundable) as security (subject to revision).

Provisional Admission is not allowed.



Fee Concessions

- Financial Aid from Students Aid Fund and Students Scholarship Fund to poor and deserving students
- Half fee concession in real brother/ sister case to the one from lower class.
- Concessions/ stipends/ scholarships to deserving sports persons.
- Special incentive to needy students with artistic abilities.
- Liberal Fee concession to deserving students.

Note:

Principal can withdraw the stipend and fee concession if the beneficiary commits misconduct, creates indiscipline, fails in any House Examinations/ Test or for any other reason whatsoever Awards and Prizes.



The College Magazine & Newsletter

The college publishes annual issue of the Magazine 'HIND DI CHADAR'. It has 6 sections: English, Hindi, Punjabi, Commerce and IT, Heritage and Kadam-dar-Kadam. The magazine provides an avenue of self expression and creativity amongst the students. The faculty encourages and guides the students to bring out their literary talent. College also publishes Biannual issue of Newsletter.



General Information about College

Alumni Association (Regd.)

The old students of the college have formed an alumni association on Feb.21, 2001 to the following objectives:-

- To act as a forum where old students can meet.
- To provide valuable inputs to the college in the form of suggestions.
- To help the college to fulfill its social obligations.

Any old student can seek enrolment by filling the relevant form and paying a subscription fee of Rs.100/- p.a.



Career and Counseling Cell

The college has a Career and Counseling Cell for the guidance of the students. The Cell has Internet Connectivity for students for career browsing. Experts are invited for the guidance and motivation of students. Constant endeavors are made to keep the students abreast of the latest developments in the job market. Students are made aware of the various job avenues and how they can approach them. Extension lectures and field trips are arranged for awareness and motivation.

Identity card

An identity cum Library card is issued to every student at the beginning of the session.

Every student is required to keep the Identity Card with him/her while being in college campus.

Non possession of identity card will be penalized.



N.C.C., N.S.S. & Youth Club

Military training is imparted through N.C.C. to our young boys and girls. They are trained for 'B' and 'C' certificates which help them to become commissioned officers in the armed forces.

The college has N.S.S. units separately for boys & girls.





Sports Infrastructure and Facilities

The college has vast and well-maintained playgrounds inviting the players and athletes for rigorous practice and training. There are playgrounds for Hockey, Football, Cricket, Volley Ball, Basket Ball, Kho-Kho, Badminton, Gatka, apart from 400 M track for Athletics.

College has always been well-positioned in Panjab University sports competitions in Football, Cricket, Basketball (Boys & Girls), Gatka, Power-lifting etc.

College has a purposeful gymnasium for boys as well as for girls also where students can exercise during their free periods.

Cash prizes and incentives are given to the students who attain excellence in sports.





Bus Pass Facility

Students coming from distant places may avail bus pass facility of Punjab Roadways & PRTC as per the rules of Panjab Government.

College Bus Facility

The College provides free bus facility from Mullanpur-Bus Stand to College. The college also provides bus facility on other routes as per demands of students. The college has also proposed Bus Service for girls from Hambran & nearby areas.



Parking of Cycle/Scooter/Motor Cycle

The following regulations have been laid down for the safe custody of cycle/scooter etc. of the students during the working hours:

- All the Cycles/Scooters/Motor Cycles must be parked at the respective stands only and nowhere else.
- No parking is allowed for cars in the College Campus.

Tutorial Groups

Students are divided into tutorial groups which are put under the charge of tutorial in-charge. The group provides a forum to students to share their grievances and give their feedback.

Attendance in tutorial meetings is compulsory.

Notice Boards

A number of notice boards are displayed at different places in the college campus to keep in touch with the students. The students should read it daily before leaving the college in order to have the knowledge of information and guidelines mentioned displayed on Notice Boards.

Auditorium

The College has a spacious Auditorium with seating capacity of about 1200 individuals along with a big functional stage. Its completion has added a great facility to the advancement of cultural programmes and indoor games.

Gymnasium

The College provide Gymnasium facilities for boys & girls, where students can exercise during their free lectures. All latest exercise machines & equipments are installed therein.



Canteen

The college has a spacious hygienic canteen. Separate sitting facilities for boys & girls are available. The Canteen is also equipped with an L.E.D. T.V.



Computer Usage and Internet Facilities

These facilities are provided to all the students of the college. They can use computers and internet at any time in College Library, Language lab with proper permission of the tutor/teacher incharge. They can use this for their educational purposes & research.

Summer Training

Summer training for Post Graduate Students of Commerce and other students is provided here and for the same a repository of projects files of students is maintained very well that can be used for references purpose by the students. Special lectures are also conducted for inculcating the creativity among the students.

Students Feedback

Suggestion Boxes are placed in college campus to get feedback from the students about the college. The Students can freely put any suggestion in paper form in suggestion boxes and prompt action will be taken.

Common Room

Separate common room facilities are provided for the boys and girls in the college campus. The students can spend their leisure time in common rooms. The girl's common room is equipped with LED TV also.

Multimedia Room

The college has a magnificent multimedia room which is equipped with an LED TV, Projector, Sound System etc. Extension lectures and students paper presentation competitions are organized there.



Activities/Functions

The college organizes and celebrates founder's day in memory of late Baba Jiwa Singh Ji, Teej Festival, Talent Hunt, PU Youth Festivals, Martyrdom day of Shri Guru Tegh Bahadur Sahib Ji, Athletic Meet, Prize distribution Function and Convocation etc. during the session apart from study.



Reprography/Photostat Facility

For the convenience of the students a Photo-stat facility is provided in college library at nominal charges.

Language Lab

The college has a very well furnished language lab, where students can use electronic devices to learn the English language and can learn to speak in English. This has been provided to enhance communication skills of students.

Industrial Visits

The college is very keen on imparting the practical aspects of education and thus regularly conducts industral visits to renowned industries, companies, stock exchange, etc.

Projectors

A large number of classrooms are equipped with projectors, which are used for presenting lectures in audio/visual mode to students.

Seminars & Extension Lectures

Time to time the college organizes seminars and extension lectures for the arts and commerce students, in order to keep them up to date to the current knowledge and technology.



Incentives to Academic Achievers

The students who excel in academics and co-curricular activities will be awarded prizes. The academics achievers are also provided library facilities on preferential basis.

Departmental Library

Besides the college main library, each department of this institution maintains a library at the departmental level, from which books of the syllabus are provided to needy students for a particular semester.







Leave Rules

- The application should be made on the prescribed form obtainable from the college office.
- Application for more than three days must be submitted to the Principal with recommendations from the teacher teaching compulsory subject.
- A Student may be granted leave from an examination/ monthly test only by the Principal on extreme compassionate grounds. In such case application should be recommended by the teacher teaching elective subject. However, such leave cannot be treated as exemption from University conditions.
- Before availing leave a student should check that the same has been granted by the proper authority. In case of illness the student should inform the Principal about this fact on the very first day.
- Application of sick leave for more than a week must be supported by a medical certificate from a qualified Physician.

Do's & Don't's

Do's

- · See the notice board daily.
- Bring your ID card daily.
- · Always use dustbins.
- Use only mobile free areas for talking on phone.
- · Attend your classes regularly.
- Park your vehicles at allotted space only.
- Maintain silence in the library.
- Do attend all college functions.
- Attendance in tutorial meetings is compulsory.
- Switch off the lights while leaving your class rooms.
- Use the prescribed form to obtain leave from the college.

Don't's

- Loitering and gossiping during college hours is not allowed.
- Don't make college premises dirty by throwing bits of paper or groundnut shells etc.
- Don't pluck flowers.
- Don't use mobile phones in class rooms and in mobile restricted areas.
- Any type of verbal abuse and vulgar talk in the college premises is not allowed.
- Ragging of all forms is banned (zero tolerance).
- Don't entertain outsiders in the college.
- Don't damage college property.
- Don't write on walls, benches etc. of class rooms.

Remedial / Special Coaching Classes

Remedial coaching is provided particularly to the new learners or to the students who have Compartments especially in the subject of English. UGC, too, has been helping in this venture.

Absence without leave

- Students will be fined Re. 2/- for absence for one period and Rs. 10/- for whole of the day.
- The names of students who remain absent without leave for 07 days continuously from a subject/class will be struck off of the college rolls. They can be re-admitted on payment of special fine within 10 days.
- If the name of a student is struck off for the second time, he/she shall not be re-admitted except with the special permission of the Principal.
- A student absent from the class for three days continuously will be reported to the Principal by the teacher concerned for action.
- A special fine is imposed on students absenting themselves from college functions.

Mid Semester Test & Class Tests

- MST Examinations are compulsory for all the students. The students who absent themselves from House Examinations without leave from the concerned authority will be fined at the rate of Rs. 200/- per paper.
- If any student is found resorting to unfair means in the House Examination he/she will be fined Rs. 200./- and his/her result of the whole examination stands cancelled.
- All the concessions, stipends, etc. are granted on the basis of House Examinations.
- Absence or exemption from the MST or Class Test is treated as failure.

Conditions for Admission to University Examinations

- A student is eligible for the University Examination only if he/she secures 25% marks in aggregate or 20% marks in each subject of the group offered by him/her in the MST and or Class Test held by the college.
- A student is required to attend at least 75% lectures for appearing in the University Examination in case of undergraduate classes and 66% in case of P.G. Classes.

Note: It is in the interest of the student to get reassured from their teachers from time to time about the attendance he/she has registered.

Library and Reading Room

- The College has a magnificent library having near about 18497 volumes. The library also subscribes to 35 periodicals and 19 newspapers.
- The library has a seating arrangement of approximately 100 students.
- It is fully air conditioned and digital.
- The Library has Encyclopedia Britannica and several rare books.
- It has got many soft books in shape of CDs, DVDs etc.
- The Members of the College staff and students on rolls of the college are entitled to use the library and borrow books for reading at their own.
- Members of the staff will be entitled to keep books for one month whereas the students can keep general Books for 14 days and Text books for 2 days. A book, if not in demand by others, can be re-issued on return.
- A fine of Rs. 2/- per day will be charged from students for non-compliance of the rule.
- Every student is supplied a borrower's card, which is stamped each time a book is borrowed or returned.
- Any person who loses, defaces or in any way damages a library book is liable to pay twice the cost of replacement or in the event of the book being one of a series the cost of replacement of the whole set or series.
- The issuance of books will be closed for two weeks for stock taking purpose.
- · Students, who wish to borrow books for the



Summer Vacation, have to get the books issued against security deposit with the permission of the Principal.

- 2 books of the syllabus are issued at a time for under graduate students for a period of 10 days and general book will be issued for 14 days.
- 4 books of syllabus & general book are issued at a time for post graduate student for period of 14 days.
- Best library users among teachers and students are rewarded at the Annual Function.
- The College has a digital library with computer's and internet facilities.
- College has subscribed to the UGC NLIST, which is available for teachers and students.
- The college library has a repository of spoken English books, CD's and IELTS books for use of students to learn the English language besides their normal course.
- LED TV is displayed for informational Purposes of the students.



Membership of this library is open to the regular students of college. For this the students will have to apply for membership on a prescribed performa and on the recommendation of the Principal of college, he/she will become a member of library where they can borrow any type of book. Membership fee will be charged by PU Extension Library as per their rules.

Rules for Internal Assessment

As per University guidelines, marks in each subject are allotted to Internal Assessment which are to be awarded by the teachers concerned.

Marks for internal assessment for M.Com (Semester System)

a) Attendance 20%

b) Written Assignments 30%

c) Mid-Semester Test 50%

Marks for internal assessment for M.A. (Semester System)

Assessment may include written assignments, snap test, participation in discussion in class, term papers and attendance 20%

Marks for internal assessment for B.Com (Semester System)

a) Mid Semester Test 50%

b) Academic Activities 30% Seminar Project & Assignments

c) Attendance 20%

Marks for internal assessment for B.A.(Semester System)

a) Class Test 5%

b) Academic Activities 3% Seminar Project & Assignments

c) Attendance 2%

Awards & Prizes

- Each student standing first, second or third in aggregate in the University Examination gets a prize.
- Each student standing Ist, IInd or IIIrd in aggregate or in each subject in the PU examination gets a prize provided he/she does not fail in any subject.
- Athletes, getting first, second or third positions in various events in the Annual Athletic Meet are awarded prizes. The best athlete among boys and the best athlete among girls are given trophies and cash prizes.
- Prizes for the other co-curricular activities are also offered.
- The principal issues notices in this connection from time to time.















Roll of Honour /College Colour

Roll of Honour/ College Colour / Merit certificate is awarded to a student for outstanding achievements in the academics, sports, athletics, and cultural fields.

Roll of Honour / College Colour can be repeated only if the new achievement of the student is in a different field or in a different class. The following rules govern the award of the Roll of Honour.

1. Academics

- A. Roll of Honour in academics will be awarded to a student who passes the Board/ University Examination with a position in Merit List. Or The student is placed among the Top Ten in the University Examination.
- B. College Colour in academics will be awarded to a student who secures above 80% in the University Annual examination in case of Under Graduate Class and above 70% marks in case of M.A. and above 75% marks in M.Com. or PGDCA., PGDMC.

2. Sports

A. Roll of Honour in sports will be awarded:-

- * To the member of the team which wins the first, second or third position in the Inter University / Zonal Championship/ Senior National Championship and also to the student who scores first second or third position in the individual competition in Inter University competition.
- To the members of the winning and runner- up team in the Junior National championship and to the player who scores first, second or third position in the individual Competition.
- * To the members of the Combined University Team.
- * To the Captain of the University Team or Punjab State Senior.
- * To the new record holder in the University or State Competitions.

B. College Colour:

College colour in Sports will be awarded to the student:

- * Who represents the University or the State.
- Who stands first, second or third in individual competition of State (Senior)/University or who

- stands first in State Junior Championship.
- Best Athlete of the College who establishes a new college record provided he/she has participated in the University Athletic Meet.
- * Captain of the College team which enters the semifinal after winning at least two matches.

3. Cultural Activities

A. Roll of Honour will be awarded:

- * To a student who stands first, second or third in the University/ National Level Competitions.
- * To a student who scores the first or second position in Inter University Zonal State Level competition.
- * To the Captain of the team which scores first or second position in above mentioned two competitions and to a student with outstanding performance.

B. College Colour in Cultural activities will be presented:

- * To a student who gets the third position in the State Inter University Zonal Youth Festival.
- * To a student who stands second or third in the Panjab University Inter Zonal Youth Festival.
- * To a student who scores first position in individual event/ team event in Panjab University Zonal Festival.
- * To the Captain of the Team which stands first in Panjab University Zonal Youth Festival.

4. N.C.C., N.S.S. & Youth Services

A. Roll of Honour will be awarded:

- * To a cadet who represents the State and scores first or second position in the State level N.C.C. competitions.
- * To the cadet who represents the State in Republic Day Parade.
- * To a Volunteer who scores first or second position in N.S.S. and Youth Services National Competition.

B. College Colour is presented:

- * To a cadet who represents the college in the parade at State Level Function.
- * To a Volunteer who stands first or second in N.S.S. and Youth Services State Competition.



Merit Certificate

Merit Certificate is awarded to each of the deserving students in Academics, Social, Cultural Activities, NCC, NSS and other activities on the recommendation of the teacher incharge.

Very Important Note:

The right to Roll of Honour, College Colour or Merit Certificate will be forfeited if any complaint of indiscipline or indecency has been registered/established against the claimant. The student should also have a good academic record.

ACADEMIC ACHIEVERS 2022-23

PANJAB UNIVERSITY EXAMINATION



Priya M.Com-I 83.14%



Manjot Kaur M.Com-II 85.25%



Jasveer Kaur MA Pbi.-I 78.13%



Manpreet Kaur MA Pbi.-II 70.75%



Robindeep Singh Johal PGDCA 77.7%



Tisha Arora B.Com-I 83.62%



Jyoti Juneja B.Com-II 85.5%



Simran B.Com-III 85.54%



Komalpreet Kaur BA-I 77.62%



Harmehak Kaur BA-II 81.75%



Sandeep Kaur BA-III 76.92%

OUTSTANDING ACHIEVEMENTS During Session - 2022-2023

Sports



Silver Medal in Cricket in P.U. Division-B Cricket Championship



Bronze Medal in Kho-Kho in P.U. Division-A Kho-Kho Championship



Gold Medal in P.U. Inter College Gatka Championship

UNIVERSITY RANK HOLDER (ACADEMICS)



MANDEEP KAUR M.A. Puniabi 3rd Sem. got 4th Position in PU Merit List in December 2022 Fxam

Cultural Items - In PU Zonal Youth Festival

- 1st Prize in MIME
- 2nd Prize in Geet
- 2nd Prize in Dasuti
- · 2nd Prize in Fulkari 2nd Prize in Classical Vocal
- 2nd Prize in Folk Instruments
- 2nd Prize in Kavishri
- 2nd Prize in Folk Dance (Girls)

- 2nd Prize in Non Percussion
- 1st Prize in Play Individual (Girls)
- 3rd Prize in Play Individual (Boys)
- 3rd Prize in Vaar Individual
- 3rd Prize in Folk Dance Individual
- 3rd Prize in Mimicry
- · 3rd Prize in Play

Inter-Zonal Youth Fesitval

Mime - 2nd Team Trophy 3rd - Individual



Fee Concession to Outstanding Achievers seeking admission the B.A.I & B,Com I (without gap)

% of marks in +2 **Fee Concession**

75% to 85% 10% of College Fees & Funds Above 85% to 95% 25% of College Fees & Funds Above 95% 50% of College Fees & Funds

Terms & Conditions:

- i) This concession will be available to those students who clear 10+2 in the session 2022-23.
- ii) Students who do not attend 75% lectures, will not be eligible for this concession.
- iii) Students who do not appear in MST (House Test Exam) will not be eligible for this concession.



A MULTI-FACULTY, POST-GRADUATE, CO-EDUCATIONAL INSTITUTION

GURU TEGH BAHADUR NATIONAL COLLEGE

AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH Recognized by UGC, Accredited by NAAC & covered under Grant-In-Aid Scheme of Punjab Govt.

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