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TRANSFORMING HUMAN LIVES

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20 Glorious Years of Management Education and Research

Delhi School of Professional Studies and Research (DSPSR)



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Information Bulletin 2019-20

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ABOUT THE INSTITUTION

Delhi School of Professional Studies & Research (DSPSR) under the aegis of Divine Group has been set up by the **Society for Human Transformation & Research (SHTR)** which is a registered body under Societies Registration Act XXI of 1860 of the **Government of India**. The society has been promoted by the luminaries from the field of academics having national and international recognition. It was the dream of some academicians that there should be a group of institutions dedicated to sustainable human development through transformation of human beings, the most important creature on this earth. SHTR is committed to excellence in education and research aiming at the development of competent and humane professionals.



DSPSR is the fructification of above mentioned dream. It came into existence in 1999, the year it's affiliating University, Guru Gobind Singh Indraprastha University (GGSIPU) came into existence.

The Institution has been rated into '**A**' category by **National Assessment and Accreditation Council (NAAC), Ministry of HRD Govt. of India, the Academic Audit of the GGSIP University, and Joint Assessment Committee (JAC) of the GGSIP University & Directorate of Higher Education (DHE), Government of NCT of Delhi. DSPSR has earned rank band of 101-150 in which 1304 institutions/colleges had participated for the ranking by National Institute Ranking Framework (NIRF), Ministry of HRD, Govt. of India.**

DSPSR presently runs 2 programmes–BBA (G) with an intake of 140 seats in 1st shift & 110 seats in 2nd shift, and B.Com. (H) with an intake of 70 seats in 1st shift & 60 seats in 2nd shift.

Unlike many other Institutions, DSPSR is promoted by luminaries from the academic world with a vision to assist in meeting the country's ever growing demand for techno-business managerial personnel. The Institute, therefore, endeavours to equip the students with the necessary skills that will empower them to take on the future challenges which they would face in their professional life. The objective is to prepare not only efficient but effective employable personnel.

The logo of Delhi School of Professional Studies and Research is the blend of both tradition and modernity. The hands in the logo signifies team work, trust and human values which is the foundation of DSPSR. The globe in the logo reflects holistic approach i.e. unity between the divine, individual and the universe. The archer is the symbol of 'KARMA YOGA'. It is the yoga of moral endeavour and selfless work (NISHKAM KARMA). The quotation from the Gita on the top of the logo “Yogah Karmasu Kaushalam” means yoga is dexterity in action. The dexterity is bound to keep one ready for action with a composed mind, and efficiency is the outcome of all such actions performed.

The Green color used in the logo is the color of Harmony and Intervention. Green color is idealistic, socially aware, helpful and selfless. It is gateway in the spectrum as the heart is in the body. Green can see both sides but is moralistic.

Green is the blend of Blue and Yellow color where Yellow represents mental rigor, precision and clear thoughts. Blue color is the spirit of truth and the higher order of intelligence and wisdom. Blue is peace with a purpose which value integrity, honor and sincerity.

White color in the log signifies ultimate purity of mind, thoughts, purpose and action.

This handbook contains the roadmap for the journey from the Institute to the corporate office; therefore students are advised to go through it very carefully.

PROF. B. P. SINGH – CHAIRMAN



Professor B.P. Singh is currently **Chairman** of the **Governing Body of Delhi School of Professional Studies and Research (DPSR), Delhi**, which is **affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi**. He is also the **Chairman of Society for Human Transformation and Research (SHTR), Delhi**, which manages the above Institution and a host of other Institutions. He has also the distinction of having served as the **Chancellor of International University for Human Transformation (IUHT), Raipur, Chhattisgarh**.

Dr. B.P. Singh is the former Professor, Head and Dean, and Professional Program Director (MHROD) at the Faculty of Commerce and Business, Delhi School of Economics, University of Delhi, Delhi, India, having over four decades of teaching experience. He is the Chief architect of two **Post Graduate Professional Programmes in the Department of Commerce: viz., Master of Human Resource and Organizational Development (MHROD); and Master of International Business (MIB)** which he launched during his tenure as **Head, Department of Commerce and Dean, Faculty of Commerce and Business**. Prior to that, in 1982 he joined as Founder, Professor, Head & Dean of FMS, University of Udaipur, keeping in lien over DU post.

Dr. Singh has authored more than 20 books on different aspects of **Management, Commerce, and Economics**, most of them are widely read by the students of Graduate and Post-graduate classes pursuing Management and Commerce streams apart from more than two dozen research papers in the leading journals. As a research supervisor, 30 research scholars have earned their Ph.D. degree, 30 have earned their M.Phil. Degree, and one has earned D.Litt. Degree under his supervision.

Besides teaching and research he has the distinction of having Chaired a number of professional seminars at the national and international levels and has served as Key/Panel Speakers in many others. He has been associated with various Government/ Semi Govt. bodies as member of panel of experts, such as, UPSC, State PSCs, ICSSR, and the Universities' Bodies, Boards, Academic Council, Senate, etc. Dr. Singh has the distinction of holding office of Executive Vice-President of Indian Commerce Association (ICA) for three consecutive terms of three years each (1990-98) and was given the **singular honour of Deemed President of ICA**.

Professor B.P. Singh served as expert-member of U.G.C. Visiting/ Inspection teams of IX, X, and XI Plans for assessing the achievements of the Universities and recommending grants for the respective plans under reference.

Professor B.P. Singh was awarded Lifetime Achievement Award in the year 2002 by R.B. Institute of Management, Rohilkhand University, Bareilly.

PROF. AJAY KUMAR SINGH – PRESIDENT, GB



Prof. Ajay Kumar Singh is Vice Chancellor of Sri Sri University, Cuttack, Odisha. He is on EOL from the post of Professor at Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi. He has also served as Dean (Works), DU, OSD, University Press, DU, Head, Graphic Arts Centre, University of Delhi; Member of various committees of the University of Delhi. Dr. Singh has filed two patents having 32+ years of teaching experience in all with 207 publications including 10 books, 1 International Monograph, 105 research papers, 12 articles, 16 case studies, 52 editorial reviews, 2 abstracts, and 8 book reviews published in leading journals (Emerald's TLO & Social Responsibility Journal, Inderscience-IJBIS, Springer's Current Psychology, Scientific Journal ACTA OPERATIVO OECONOMICA, Slovak Republic, ACTA OECONOMICA PRAGENSIA, Agricultural Economics – Czech, IJ of Bus. & Mgt. Studies, Turkey, etc.), etc. (including two GOLD MEDALS for best paper awards, two best paper awards, two silver medal winning papers, and two 2nd best papers). His total citations are 331 with h index of 9 and i 10 index of 9 as on July 28, 2019 as per Google Scholar Citations. Dr. Singh (school topper, SRCC Alumnus, Editor-in-Chief: Delhi Business Review) has earned best teacher award for two consecutive years in 1998 and 1999 at IAMT. 12 International Awards and Distinctions have been conferred including 2 Gold Medals, 1 Silver Medal, and Other Distinctions. Dr. Singh was conferred by Indian Commerce Association (ICA), BEST BUSINESS ACADEMIC OF THE YEAR (BBAY) AWARD – 2011 GOLD MEDAL & MMSM Research Award 2011 & 2012 GOLD MEDAL

35 Scholars have been awarded Ph. D. degree and 8 are pursuing Ph.D. under his supervision. Dr. Singh has also served as Vice Chancellor of University of Jazeera, Dubai, UAE and has travelled to 23 countries and addressed in more than 200 conferences/seminars/workshops/training programs.

Dr. Singh is a certified trainer and healer from ESOCEN, USA, done blessing course of Art of Living, Angel Healing from Prithvi Gurukool, ACMOS healing of Paris, etc.

Dr. Singh is Fellow and Managing Trustee of Indian Commerce Association, Hony. President of Governing Body of Divine Group of Institutions, DSPSR, Past President of Indian Association for Management Development, and many NGO's. He was District Literacy Committee Chair for Rotary International District (RID) 3012 (2015-17), for which he has been conferred with several Awards including Governor's Vocational Excellence Award on June 24, 2017.

PROF. RAVINDER VINAYEK – DIRECTOR



Prof. Ravinder Vinayek is currently **Director, Delhi School of Professional Studies and Research, Delhi.**

Prof. Vinayek is the former Head and Dean, Faculty of Commerce and Dean Academic Affairs at Maharshi Dayanand University, Rohtak. He passed his post-graduation in Commerce from Kurukshetra University in 1975 by securing first position in the University. Later he did MA (Economics) and Ph.D. in Management from the same University.

Dr. Vinayek started his teaching career in 1975 from DAV College, Jalandhar. He joined Maharshi Dayanand University, Rohtak in the year 1976 where he became Professor of Commerce in 1992. His area of interest is Business Environment, Marketing Management, and Strategic Management.

Professor Vinayek has keen interest in academics and research activities. He has completed three research projects financed by the University Grants Commission. He was also a consultant on the research projects sponsored by the Planning Commission, Government of India. He has completed two such assignments on prestigious research projects of preparation of “State Development Report” for the State of Haryana and “Preparation of Eleventh Plan Mid Term Review” of the State of Haryana.

He has guided research to 33 Ph.D. research scholars and 26 M. Phil. scholars. He has published 52 research papers in Journals of national and international repute. He has participated in more than 400 national and international conferences/ seminars/ symposia, etc., in which he has chaired many technical sessions and delivered Key Note addresses.

Professor Vinayek is on the Expert Committees of the UGC, ICSSR, and AICTE. He is on the academic and administrative panels of various Universities in India. He is also on the editorial boards of 15 National and International Journals. Prof. Vinayek had also been the Secretary of a very prestigious Association of Commerce and Management specialists, namely, the Indian Commerce Association for a period of nine years from 2002 to 2011. Professor Vinayek is also President of 'Global Network of Business Researchers' an organization created for developing and promoting high quality research culture in the country.

PROF. (Dr.) G.S. POPLI –EXECUTIVE DIRECTOR



Prof. (Dr.) G.S. Popli is currently **Executive Director, Delhi School of Professional Studies and Research, Rohini, Delhi**. He has worked earlier also as a Director and Professor of Banking and Finance at DSPSR. He is a member of the Governing Council, Academic Council, Management Committee and Selection Committee of DSPSR. He has served Delhi School of Business, VIPS as Professor of Banking and Finance and Chairman Admission and Discipline Committees and has also worked with Army Institute of Management and Technology, Greater Noida as Associate Professor. He has a rich experience of working in different departments of Oriental

Bank of Commerce, a Nationalized Bank i.e. from branch, R.O, Head Office to Staff Training College for a period of more than 30 years, before switching over to Academics. He was a core member of the two important committees constituted by the top management of OBC i.e. for total computerization of the Bank and Audit and Security Policy Committee of the Bank.

Prof. Popli holds Ph. D. Degree in Business Administration from Aligarh Muslim University, Aligarh, a Central University in collaboration with All India Management Association, New Delhi. He also holds the degrees of M.Com (B.Com. “Hons.”), M.A. (Eco.) and M.B.A. (Finance). He has qualified Banking Professional Course CAIIB from Indian Institute of Bankers, Certificate Course in Credit Management and Professional course for Life and Non-Life Insurance CeBA from Insurance Regulatory and Development Authority of India.

He specializes in Banking, Insurance, and Finance. He has more than 40 years of experience in Banking, Academics, and Research. He has 60 Research Papers to his credit, published or presented in various International & National Journals & Seminars, out of which 43 papers are available online on SSRN International, a renowned Research Network. He is a life member of Indian commerce Association.

Prof. Popli has been conferred “Delhi Udyog Rattan” award by the then Industry Minister of National Capital Region of Delhi in 2008, in appreciation of his research work on SME Financing in India. He is also a visiting Professor at some Staff Training Colleges of the Banks and some premier Management Institutes of NCR Delhi. He has published five books i.e. on Strategic Credit Management in Banks, Principles and systems of banking, Principles and Systems of Insurance and Accounting and Finance for Managers for Graduate and Post Graduate students and one more book on Fundamentals of Research Methodology.

He was also conferred Paul Harris Fellow Award by Rotary Club International, in appreciation of his services to the society. He is also associated with a religious Institution in social service and educational activities as an honorary Executive member/Chairman.

LIST OF FACULTY MEMBERS

1	Prof. Ravinder Vinayek Professor & Director M.Com., MA (Economics), Ph.D.	2	Prof. Ramji Lal Gupta Professor M.Com., Ph.D.
3	Prof. G.S. Popli Professor M.Com., MA(Eco.), MBA, Ph.D.	4	Prof. L.S. Singh Professor MBA, Ph.D.
5	Prof. M. S. Chikara Professor M.Com., Ph.D.	6	Prof. H.J. Ghoshroy Professor M.Com., MBM, Ph.D., M.Sc. (CS)
7	Prof. Uma V.P. Srivastava Professor MBA (Marketing), MA (Eng.) Ph. D. (Marketing), LLB	8	Prof. T.N. Chhabra Professor M.Com., Ph.D.
9.	Prof. G. P. Mishra Professor M.Com., Ph.D.	10	Prof. Sima Kumari Professor M.Com., MBA, Ph.D., UGC-NET
11	Prof. Moloy Ghoshal Professor MBA, Ph.D.	12	Prof. J.S. Sabharwal Professor M.Com., Ph.D.
13	Dr. V. K. Singh Associate Professor M.Com., Ph.D.	14	Dr. Shipra Singh Associate Professor MBA, Ph.D.
15	Dr. R.S. Singh Associate Professor M.Sc.(Plant Science), MBA, Ph.D.	16	Dr. Anupama Lakhera Associate Professor MDBA, MPM, Ph.D., UGC- NET
17	Dr. Sonia Suneja Associate Professor M.Com., Ph.D.	18	Dr. Pooja Sharma Associate Professor M.B.A., Ph.D.
19	Ms. Megha Madaan Assistant Professor M.Sc. (Mathematics) CSIR-UGC- NET	20	Ms. Aparna Singh Assistant Professor M.Com., M.Phil, Ph.D. Pursuing
21	Ms. Disha Thanai (On Leave) Assistant Professor MBA, UGC-NET	22	Ms. Simran Kaur Assistant Professor MBA, UGC-NET, Ph.D. Pursuing
23	Ms. Sakshi Goyal Assistant Professor M.A. (Economics), UGC-NET	24	Ms. Pratistha Assistant Professor M.Com., M.Phil, UGC NET
25	Ms. Mukta Katyal Assistant Professor MBA	26	Ms. Radhika Sethi Assistant Professor MBA(HR &Finance), UGC-NET,

27	Mr. Av inash Dwivedi Assistant Professor MCA	28	Ms. Sumedha Trivedi Assistant Professor M.Com.
29	Mr. Manpreet Singh Assistant Professor MCA, UGC-NET	30	Ms. Aanchal Nagpal Assistant Professor MBA, UGC-NET
31	Ms. Aastha Kumar Assistant Professor M.Com., UGC-NET-JRF	32	Mr. Avinash Pal Assistant Professor MBA, M.Sc.
33	Mr. Deep Biswas Assistant Professor MBA, UGC- NET	34	Ms. Sonia Gandhi Assistant Professor MBA, UGC-NET-JRF
35	Dr. Sanjay Kumar Assistant Professor M.A. (Eco.), UGC - NET- JRF	36	Ms. Shagun Bakshi Assistant Professor M.Com., CS, UGC-NET
37	Ms. Surbhi Pahuja Assistant Professor MBA, UGC- NET(HR&IRLL)	38	Ms. Manya Jain Assistant Professor M.Com., UGC-NET-JRF
39	Ms. Manisha Sharma (On Leave) Assistant Professor M.Phil. (IT), UGC-NET	40	Ms. Poojan Bhatla Assistant Professor M.Com. , UGC-NET
42	Ms. Monika Sharma Assistant Professor M.Sc.(Bio Medical)	43	Dr. Kulveen Kaur Assistant Professor M.Com., M.Phil, Ph.D.
44	Ms. Varsha Dholpuria Assistant Professor B. Tech., MBA, UGC-NET	44.	Ms. Neha Upreti Assistant Professor MBA Finance
45	Ms. Mehak Goyal Assistant Professor M.Com. , UGC-NET	46	Ms. Sunita Kumari Assistant Professor MBA, UGC- NET
47	Dr. Hemant Kulshrestha Assistant Professor MFC, UGC-NET, Ph.D	48	Ms. Saranleen Kaur Assistant Professor MBA, Ph.D.
49	CA Mannu Goyal Assistant Professor M. Com., UGC-NET, CA, CS	50	Dr. Sugandha Rawal Assistant Professor MBA, UGC-NET
51	Ms. Shivangi Bhatia Assistant Professor MBA, UGC- NET	52	Mr. Arun Kumar Singh Assistant Professor PGDBM

HONORIS CAUSA PROFESSORS

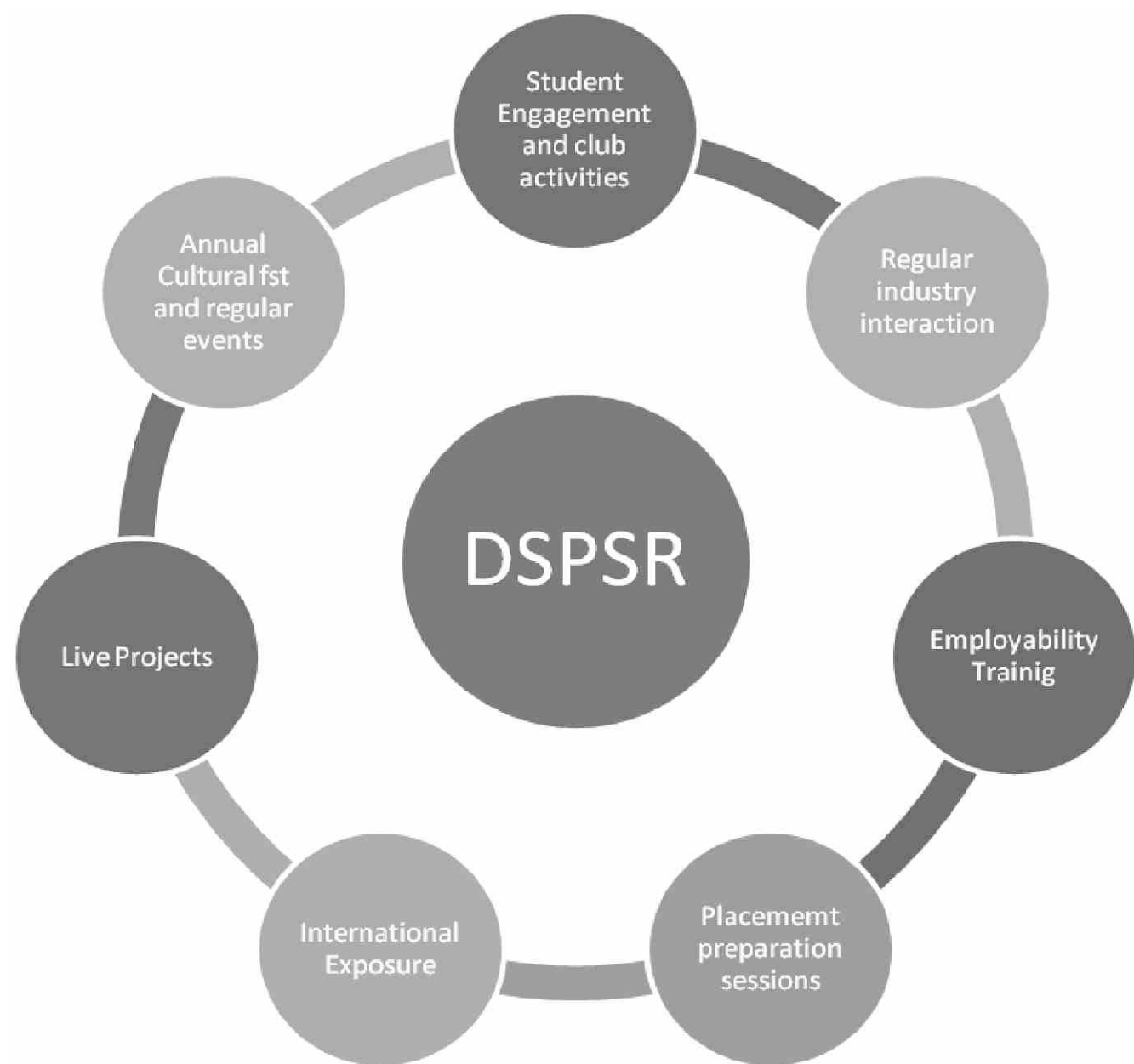
1. Prof. Dr. Andras Nabradi CSc, Dean, Debrecen University, Hungary
2. Prof. Dr. Hal Langford, Dean of the College of Business and Entrepreneurship, Texas A&M Prof. Dr. Istvan Szucs, DSc, Professor of Economics, Szent Istvan University, Hungary
3. Prof. Dr. Jozsef Popp, PhD, DSc, Deputy Director, Agricultural Economics Research Institute, Budapest, Hungary
4. Prof. Dr. Kenneth Clinton, Associate Vice President, Texas A&M University – Commerce, Texas, USA
5. Prof. Dr. Larry Lemanski, Provost and Vice President for Academic Affairs, Texas A&M University-Commerce, Texas, USA
6. Prof. Ing. Pavol Vincur, PhD, The Head of the Department of Policy, Faculty of National Economy, University of Economics in Bratislava, Slovakia
7. Prof. Jozsef Molnar, Director, Szent Istvan University, Hungary
8. Prof. Klaus Oestringer, Visiting Professor, Slovak University of Agriculture in Nitra, Slovak Republic
9. Prof. Laszlo Villanyi, Dean, Faculty of Economics & Social Sciences, Szent Istvan University, Hungary
10. Prof. Mahesh Kumar Singh, Director, Tata Centre of Excellence, Szent Istvan University, Hungary
11. Prof. Maria Kadlecikova, Csc., FAO Sub – Regional Office for Central Eastern Europe, Budapest FAO ADG and Regional Representative for Europe and Central Asia Ing. Pavol Hudec, ASSET, a.s. Bratislava, the Slovak Republic
12. Prof. Martin Lae, CEO, INVITEL, Hungary
13. Prof. Micheal Paul Glover, Partner and Head of Tax, KPMG, Hungary
14. Prof. Peter Bielik, Dean, Faculty of Economics & Management, Slovak University of Agriculture in Nitra, Slovak Republic
15. Prof. Petr Sauer, University of Economics, Czech Republic
16. Prof. Puskas Janos, Vice-Rector, Szent Istvan University, Hungary
17. Prof. Robert Horvat, Global Director, Vodafone, Hungary
18. Prof. Valter Kalas, Advisory, Real Estate, KPMG, Budapest, Hungary

FUNCTIONAL FACILITATORS

	Name	Designation
Administration		
1	Dr. R.S. Singh	Dy. Registrar
2	Ms. Simmi Madan	Assistant Administrator
Placement Cell		
1	Prof. Sima Kumari	Placement Officer
	Assisted by a team of Faculty Members & Student Members	
Examination		
1	Mr. Manpreet Singh	Controller of Examinations (COE)
2	Ms. Surbhi Pahuja	Member
Library		
1	Mr. Brijesh Kumar Nigam	Librarian
2	Mr. Mathura Prasad	Assistant Librarian
3	Mr. Ravinder Kumar Verma	Library Assistant
Accounts Department		
1	Dr. V. K. Singh	Finance Officer
2	Ms. Sumedha Trivedi	Accounts Executive
3	Ms. Neha Upreti	Accounts Executive
4	Mr. Ravi Chandel	Accounts Assistant
Computer Lab		
1	Mr. Avinash Pal	Network Administrator
2	Mr. Avinash Dwivedi	Team Member
Support Staff		
1	Mr. Lal Bahadur	Care Taker
2	Mr. Murari	Electrician
3	Mr. Arjun	Peon
4	Mr. Sajjan	Peon
5	Ms. Rekha	Safai Karmchari
6	Ms. Ramvati	Safai Karmchari
7	Ms. Kamlesh	Safai Karmchari
8	Ms. Reena	Safai Karmchari

LIFE AT DSPSR

The day at DSPSR begins with morning meditation. The brain stilling exercise helps in attaining mental peace, purity of thought, and a balanced personality. It is followed by classroom teaching as per the curriculum. The teaching pedagogy seeks to emphasize the enhancement of abilities and skills of the students with overall personality development. The students also have access to well equipped library and computer labs wherein they can also utilize their time effectively. The college also has adequate indoor and outdoor games facilities and also promotes students' participation in the competitive events in sports at inter college and university level. A day at DSPSR includes a mix of following activities which helps in the overall development of the students.



DISCIPLINE RULES

1. A student has to essentially follow the right conduct, sense of duty, sense of responsibility
2. Maintain strict discipline in library, classrooms, examinations, take-home assignments, and all other segments of academic activities.
3. Behave appropriately with faculty, staff, fellow students and other employees of the Institute.
4. Maintain proper decorum and refrain from indulging in any kind of misconduct in or outside the campus.
5. Behave appropriately during all seminars, workshops, guest lectures and other academic activities of the Institute and maintain silence.
6. Students are required to come to the Institute dressed decently like good management students.
7. Use of mobile phone is strictly prohibited in the Institute premises. In case of emergency they may be contacted through the reception. The telephone numbers are: 011 – 27932799 / 27062290.
8. Bunking of classes by students will be treated as a punishable offence.
9. Students should not damage the property of the Institution like switch boards, LCD screens, plants etc. Any student caught damaging the property of the Institution will be penalized heavily and could eventually lead to rustication.
10. Regular feedback about the students will be given to the parents by mail/phone through the e-mail id or phone number given in the form filled in by the students. In case of any subsequent change in the contact details, it is the responsibility of the student to inform the office of the Institution.
11. Students will not be allowed to bring their mobile phones to the Institution during the days of the Examination. If he/she is caught having mobile in the examination hall, paper will be canceled and mobile will be confiscated by the Institution.
12. An act of indiscipline or errant behavior can be reported by any faculty or staff member to disciplinary Committee, Executive Director or Director of the Institute.
13. Refrain from smoking/drinking or using any type of drug in or around the campus.
14. Ragging that is illegal and strictly prohibited (as per the orders of Supreme Court). Anyone found involved in such activities will be expelled from the institute immediately.

GENERAL RULES AND REGULATIONS FOR STUDENTS

- It is mandatory for students to maintain **minimum 75% Semester Attendance** in order to be eligible for appearing in End term examinations.
- Students must **Switch-off their Mobile Phones** before entering their respective class rooms.
- Students are supposed to solve their **Class Assignments** and submit to the concerned faculty within the time allotted.
- Students should carry their **Identity Cards** regularly & must produce it, if asked for verification by any of the staff member/ faculty.
- Students are supposed to regularly check the **Notice Boards** and website (www.dspsr.in) for important updates.
- Any **Medical Leave** availed should be intimated to the HOD with the leave application and a Medical Certificate from the Doctor consulted.
- **Outstation candidates** must intimate HOD in writing, in case they are visiting their hometown to meet their parents.
- Students are supposed to inform HOD, in case they are participating in any **Extra-curricular Activities** being held in the campus or outside the campus.
- **Follow the instructions of the guards/ security personnel** in the parking lot in respect of parking the vehicles, and do not argue with them. Help them to serve you better.
- Do not **interrupt the class** by undesirable activities.
- While classes are being engaged by a teacher as per the time – table the students should be in the class, and not move around:
 - a) In the corridors
 - b) In the parking lot
 - c) In the cafeteria / canteen
 - d) In the library / lab
- Students are advised not to **touch the following equipments** kept in your classrooms:
 - a) Computers
 - b) LCDs
 - c) ACs
 - d) Surveillance Cameras

Any student caught fiddling with the above equipments will be subjected to monetary penalty of Rs. 5,000/- and, if subsequently caught again, would be rusticated immediately.
- Students should not **sit on tables and faculty chairs in the classrooms.**
- Students should not **damage or spoil the furniture, walls, and doors** by writing names, making drawings etc.
- Students should not damage **the property of the Institution** like switch boards, black boards, LCD screens, plants etc. Any student caught damaging the property of the Institute will be penalized heavily and could eventually lead to rustication.
- Students cannot **leave the class** before the scheduled time without prior permission of teacher present in class followed by HOD.

- Students cannot bring their vehicles inside the campus.
- Students should lock their vehicles properly. The management will not be responsible for any kind of loss or theft.
- Do not **leave your valuables** like cash, jewellery, mobile phones, books, etc. in your classrooms and vehicles unattended. The management will not be responsible for any kind of loss or theft.
- **Never blow horn and play loud music** in the parking lot.
- **Students are advised not to tear off notices, circulars & important updates** put up on the notice boards in the class & corridors.
- **Smoking** is strictly prohibited in and around the campus.
- Bunking of class by students will be treated as punishable offense.

Misbehaviour, in or outside the class with teachers, fellow students or any employee of the Institute shall be liable for disciplinary action.

RULES FOR COMPUTER LAB

Do's

1. Students are required to register themselves during entry and exit in the lab.
2. The computers should be shut down in systematic way before leaving the lab.
3. Students can only use the software's mentioned in their course curriculum.
4. Students should carry their I-Card while entering the Computer lab.
5. Students must Switch-off their Mobile Phones before entering Computer lab.

Don't

1. Chat or Watch indecent web sites inside the lab.
2. Play games or create indiscipline in the lab.
3. Carry **eatables** and **bags** inside the lab.
4. Use **Mobile Phones** inside the lab.
5. Using virus infected Pen Drive or any CD / DVD without the notice of Lab Representative.
6. Charging mobiles or transferring data from mobiles to computers or vice versa.

NOTE:

1. According to the timetable, concerned students would be allowed to sit inside the lab.
2. Any physical damage to lab property will lead to punishment in the form of cash penalty.
3. For any kind of H/W or S/W problem, students have to immediately consult the lab representative present in the computer lab.
4. Students who do not follow the above rules will be suspended from the lab for a period of one week.

Lab Timings: 09:00 am to 06:00 pm (Monday to Saturday)

Lab In-charge

RULES FOR LIBRARY

1. As per library rules and regulations each student can obtain two books at a time (One book per reader ticket).
2. Books will be issued for the period of seven days only, and you can get it reissued for the same period again.
3. Library card should be kept safely and students are advised not to lend their library tickets to anybody else. Students will be personally responsible for loss of their library cards.
4. It is mandatory for students to return the books on due dates. A fine of Rs. 5 / per day will be charged for every day of delay.
5. Periodicals, Reference books will not be issued and may be consulted only in the library.
6. Books lost, defaced or damaged in anyway shall have to be replaced or its price shall be paid by the borrower. In case of loss or damage of library books, student shall be liable to pay the cost of current edition as per the cost printed on the book. If the edition of book is of more than two years old, and the same edition is not available in the market, then double the price printed on the book will be charged.
7. Issued books should never be marked, torn or tampered.
8. Do not disturb the arrangement of books. Once a book has been removed from shelves, it should be left on nearby tables. The library staff will put the books at its proper place. Please remember that a misplaced book in the library is as good as lost.
9. If you find a book torn or certain pages missing- please bring it to the notice of the library staff immediately before getting the book issued.
10. Kindly be in queue while getting or returning the books.
11. Students are advised to keep absolute silence in the library.
12. Eatables are not allowed in the library. Do not eat in the library.
13. Do not take any book out of the library without getting them issued.
14. If you lose you library card or a book, -report it at once to the librarian, giving all details, for the needful. New Library Card will be issued on paying a fine of Rs. 50/-.
15. Kindly keep your Identity Card with you while entering the library.
16. Requirement of new books may be intimated to the librarian through HOD.
17. Handbags, personal books, and such other items shall be left at the property counter while entering into Library...
18. The Library staff is here to serve you. So come forward and do not hesitate to ask for any information/material you need.
19. Remember that, this is your library and the more you help to maintain it, more shall you benefit from it.

WORKING HOURS

Monday to Saturday - 09:00 am to 05:30 pm

Strict and absolute silence shall be observed in the library

Librarian

EXAMINATION RULES

(Important Regulatory provisions of Ordinance 11 of GGSIPU)

9. Attendance

- 9.1 A student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester, provided that the Dean of the School in case of University Schools and Principal / Director in case of University maintained / affiliated institutes may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester term end examination. Additional (not decreasing the provisions above) attendance requirement may be specified by Syllabi and Scheme of Teaching and Examination.

For programmes regulated by a statutory regulatory body, if the statutory regulatory body provides for any specific guideline for attendance, the same shall be applicable as approved by the Board of Studies of the concerned school.

- 9.2 Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next academic year or semester and he/she will be required to take re-admission and repeat all subjects of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period as mentioned in clause 4.3.

Dean of the School / Director / Principal shall announce the names of all such students who are not eligible to appear in the semester term end examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

- 9.3 In case any detained student appears in the semester / supplementary examination, his/ her result shall be treated as null and void.

10. Evaluation and Examination

- 10.1 The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.

- 10.2 The evaluation of students in a course shall have two components unless specifically stated otherwise in Syllabi and Scheme of Teaching and Examination:

- (i) Continuous evaluation by the teacher(s) of the course.
- (ii) Evaluation through a Semester term end examination.

- 10.3 The guidelines for distribution of weightage for various components of evaluation shall be as below: **a. Theory Courses**

- (i) Continuous evaluation by teacher(s)-25%
 - (ii) Semester term end examination-75%
- b. Practical/Laboratory / Studio Courses**

- (i) Continuous evaluation by teacher(s)-40%(ii) Semester term end examination-60%

The Syllabi and Scheme of Teaching and Examination shall prescribe the distribution of weightage for various components of evaluation.

- 10.4 For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies / Programme Coordination Committee, with the approval of the Vice-Chancellor.

10.5 Conduct of Continuous Evaluation by Teachers

- (i) The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the Academic Programme Committee and Programme Coordination Committee, as applicable. The Syllabi and Scheme of Teaching and Examination shall specify the division of marks for teacher's continuous evaluation into class test and / or other methods of continuous evaluation.
- (ii) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

10.6 Conduct of Semester Term End Examination

- (i) All Semester/supplementary term end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester term end examinations.
- (iii) For theory and practical examinations, and project report/training report and any other term end evaluation component, all examiners shall be appointed by the Controller of Examinations.
- (iv) For programmes being run in the University Schools (and colleges), recommendations for names of external examiners shall be obtained from the concerned Boards of Studies, through their respective Chairman. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run only in affiliated institutions, recommendations for names of external examiners shall be obtained from the respective Programme Coordination Committees, through the Chairman of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies/ Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

- (v) The panel of external examiners received by the Controller of Examinations shall be approved by the Vice-Chancellor, or any other person nominated by the Vice-Chancellor.

- (vi) The Controller of Examinations shall be authorized to add one or more names in the approved panel of examiners received from Board of Studies/ Programme Coordination Committee / authorized Dean.
- (vii) The paper setter appointed by the Controller of Examinations, out of the approved panel for setting the Question Paper, shall set the Question Paper. The question paper shall be set out of the entire syllabus of the course.
- (viii) After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject-wise by the Controller of Examinations.
- (ix) Semester term end examination answer scripts of students shall be evaluated by teachers appointed by Controller of Examinations from the course wise list of teachers. The course wise list of teachers teaching a specific course shall be forwarded by the Dean of the University School offering the programme or the Director / Principal of the college. The list of teachers shall be forwarded to the Controller of Examinations within one month of commencement of the semester.
- (x) The Syllabi and Scheme of Teaching and Examination of a programme shall prescribe supplementary examinations for the programme, if required.

10.7 Semester term end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners appointed by the Controller of Examinations.

10.8 For any other type of examination, not covered by sub-clauses (10.3 and 10.4) above, the mode of conduct of examination shall be as specifically provided in the Syllabi and Scheme of Teaching and Examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Programme Coordination Committee concerned, with the approval of the Vice-Chancellor.

10.9 The results of a semester (including the teacher's continuous evaluation and semester/supplementary term end examination) shall be declared by the Controller of Examinations. However, after scrutiny of the detailed result, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice-Chancellor.

10.10 The award list / term end marksheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic semester, after the declaration of the result.

11. Criteria for Passing Courses, Marks, Promotion and Divisions

11.1

- (a) The maximum marks in a course shall be 100 irrespective of the credits assigned to the course.
- (b) The passing marks in course(s) of a programme shall be uniform across courses of a particular programme and shall be specified by the Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as the percentage of total marks (sum of both the teachers' continuous evaluation and term end examination) and shall not be less than 40 percent.

(c) To pass/qualify in a course, the student must appear in all components of the course.

11.2 A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as mark-sheet of the concerned semester/supplementary term end examinations.

11.3

(I) A student obtaining less than the passing marks assigned to a course and failing in the course, shall be allowed to re-appear in semester term end examination of the course in subsequent years when the course is offered, subject to maximum permissible period as mentioned in clause 4.3.

(ii) A student who has to re-appear in a semester term end examinations in terms of clause 11(3) (i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the students joining the concerned programme, the examination may be held in accordance with the old syllabus.

(iii) Students who are eligible to re-appear in a semester / supplementary term end examination shall have to apply to the Controller of Examinations through the School / Institution concerned and pay the examinations fees prescribed by the University, to be allowed to reappear in an examination.

(iv) The re-appearing student who secured less than marks equal to passing percentage (as defined in 11.1(b)) of maximum marks of teacher's continuous evaluation also have the option to repeat and improve the class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Dean/ Director of the School/ Institute. The revised marks, received from the School / Institution concerned at least 7 days before the commencement of semester term end examinations shall be considered, otherwise the previous marks, already obtained by the student shall be taken into account without any modification. In such cases where the students opts to improve the class test performance with the next batch of students, the marks obtained in class test will be proportionately increased to include the component of assignment / group discussion/ viva voce/ additional test/ quizzes etc. If such students do not re-appear in the term-end examinations, the improvement in teacher's continuous evaluation shall not be taken into account for result declaration No extra fee shall be charged from the students for repeating the teacher's continuous evaluation.

(v) Promotion Policy to the Next Academic Year

(i) A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.

(ii) All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be

declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.

On acquisition of sufficient credits for promotion, such students who have taken at least one academic break shall be automatically readmitted in the regular batch of that academic year of the concerned programme. The Syllabi and Scheme of Teaching and Examination applicable to such students on readmission (from the year of readmission) shall be Scheme as offered to the students of the regular batch. If the total credits of all courses offered to the student is less than the minimum credits of the regular batch students then the minimum credits for the award of the degree of such students shall be as proposed by the Controller of Examinations and approved by the Vice-Chancellor otherwise it shall be equal to the minimum credits of the regular batch in which the student has studied the final year of the programme.

Academic break shall be applicable only to students-

1. Who are detained due to shortage of attendance?
2. Who do not attain the required credits for promotion?
3. Those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components); such students shall be required to apply through School of Study / Institute / College for readmission. This break shall be deemed as an academic break.

Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. A student who has exhausted two academic breaks and a further occasion arises for him / her to take academic break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time as per clause 4.3, the admission of such students shall automatically stand cancelled. If such students, whose admission have been cancelled as per this clause, and the student appears for examinations, the result of such students shall be declared null and void.

In programmes of studies governed by a statutory body, if the regulations/rules of the statutory body specify any promotion policy, the same shall be applicable, after approval for implementation by the concerned Board of Studies. The Board of Studies governing the concerned programme of study may impose additional requirements for promotion to the next academic year by incorporating the same in the Syllabi and Scheme of Teaching and Examination for the concerned programme.

(vi) **Final Year Supplementary Term End Examinations**

Supplementary examination shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog up to the pre-final year courses. That is, supplementary term end examinations to be held only for the courses of the final year for the regular students who have failed only in courses of the final year. The supplementary term end examinations shall be allowed only to students who have only been offered one chance to appear in the examinations of the final year course(s). The teacher's continuous evaluation components shall not change in these cases. The supplementary term end examinations shall be held for programmes of studies whose Syllabi and Scheme of Teaching and Examination specify this examination.

11.4 Credit Requirements / Transfer of Credits

A candidate who has earned the minimum number of credits prescribed in the concerned Syllabi and Scheme of Teaching and Examination, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning and Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been entered by the Guru Gobind Singh Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Syllabi and Scheme of Teaching and Examination shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Syllabi and Scheme of Teaching and Examination of a programme shall generally be 5 – 10% more than such minimum specified credits, subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.

11.5 Grading System

After adding the teaching continuous evaluation marks to the term end examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:

Marks	Grade	Grade Point
– 100	O	10
– 89	A+	9
– 74	A	8
– 64	B+	7
– 54	B	6
– 49	C	5
– 44	P	4
Less than 40 or absent	F	0

Grade P (grade point 4) shall be the course passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the programme. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the term end marksheets.

12. Unfair Means / Students' Grievance Committee

A. Use of Unfair Means

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examination shall be placed before an Unfair Means Committee/s to be constituted by the Vice-Chancellor for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Examination Division and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be approved by the Vice-Chancellor. For

UFM cases during teacher's continuous evaluation the Dean/Director of the concerned school/institution shall take appropriate necessary decision and communicate to the Examination Division.

B. Students Grievance Committee

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the School / Director of the Institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

1. Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.
2. Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.
3. The formula for calculation of SGPA and CGPA is given below:

$$\sum_i C_i G_i$$

SGPA =

$$\sum_i C_i$$

i

$$\sum_{ni} C_{ni} G_{ni}$$

CGPA =

$$\sum_{ni} C_{ni}$$

Where

C_i – number of credits for the *i*th course.

G_i – grade point obtained in the *i*th course.

C_{ni} – number of credits of the *i*th course of the *n*th semester.

M_{ni} – marks of the *i*th course of the *n*th semester.

G_{ni} – grade points of the *i*th course of the *n*th semester.

4. Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.

The successful candidates as per clause 11.6 and having an overall CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree shall be awarded the degree and shall be placed in Divisions as below:

- **CGPA of 4.00 – 4.99** shall be placed in the Third Division.
- **CGPA of 5.00 – 6.49** shall be placed in the Second Division.
- **CGPA of 6.50 or above** shall be placed in the First Division.
- **CGPA of 10** shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.
- The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

14. Award of Degree

A student shall be awarded a degree if:

- (i) He/she has registered himself/herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- (ii) There are no dues outstanding in his/her name to a School of the University/Affiliated Institution; and
- (iii) No disciplinary action is pending against him/her.
- (iv) He/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.

PLACEMENT POLICY & PROCEDURE

The Institution would endeavour to provide job opportunities to its students of BBA / B.Com. (Hons.) who have completed regular six semester courses of studies with consistent good academic performance without any record of violation of discipline of the Institution. Students who have scored atleast 60% marks in first four semesters of BBA/B.COM. (Hons.) programme without any back paper(s) shall be eligible for availing placement services.

Every student is required to complete the professional drill imparted by the placement cell to facilitate the placement of the student such as career counselling, resume help, mock interviews, etc.

Students who get selected and succeed to get an offer letter from a company will opt out of further Placement Process. Students who get selected and fail to join due to any genuine reason(s) may be allowed to participate in the further Placement Process.

The Placement Cell shall consist of Placement Officer, faculty members, students volunteer who will function under the overall supervision and direction of the authorities of the Institution.

The Placement Cell shall also look after the summer placement of the students who have successfully completed 1st, 2nd, and 3rd semester of BBA/B.Com. (Hons.) programme(s).

The Placement Cell also helps the students to organize Industrial visits in manufacturing/service organizations. Industrial visits help the students to relate their class-room knowledge to the ground realities in business and they also witness and imbibe the best practices of these corporate entities. It's mandatory for all.

Every student has to prepare a report on the Industrial visit after its completion. The reports are evaluated and the best report gets certificate of appreciation and such student has to make presentation of the report in front of whole class.

ANTI - RAGGING COMMITTEE

An Anti-ragging Committee has been constituted for monitoring campus on regular basis. The names and mobile numbers of the committee members are displayed on notice boards of the College at various points and are also available on College website. List of Anti-Ragging Committee Members are:

Chairperson

Prof. Ravinder Vinayek, Director – 9654250005

Faculty Representatives

Prof. G.S.Popli, Professor &Executive Director, 9015533002

Prof. Moloy Ghoshal, Professor – 9547074826

Prof. Sima Kumari, Professor – 9654250004

Dr. Shipra Singh, Associate Professor – 7982142677

Dr. R.S. Singh, Associate Professor – 9868974097

Ms. Simran Kaur, Assistant Professor – 9953454644

Non- Teaching Representatives

Ms. Simmi Madan – 9210383187

Mr. Mathura Prasad – 9818432165

NGO Representative

Prof. K.V. Bhanumurthy, President Rotary Club, Delhi Maurya

Local Police Representative SHO Police Stn. / or his nominee

Moreover, all students and their parents have to submit an affidavit related to anti-ragging at the time of admission. Further, to curb this menace, Institute has put up banners of “Ragging Is Prohibited” at various places of the Institute. Floor wise duties are assigned with the associated faculty on that floor.

Till date, no such incident has been reported in the college.

DISCIPLINE COMMITTEE

The college has a well-managed and an active discipline committee that continuously ensures the maintenance of good discipline and apt code of conduct among the students, while on campus and do counsel them to inculcate it in their routine as well.

Prof. G.S. Popli, Professor & Executive Director, 9015533002

Prof. Sima Kumari, Professor – 9654250004

WOMEN ANTI - HARASSMENT COMMITTEE

The Institution has a Women Anti-Harassment Cell for gender sensitization and conducts open forums, to sensitize students and staff on gender issues and also address and takes care of the issues, if arises. It works towards building a gender-sensitized environment at our institute, by promoting a healthy working environment for all our female staff, students and faculty members. List of Women Anti-Harassment Committee Members are:

Prof. Sima Kumari, Professor – 9654250004

Dr. Shipra Singh, Associate Professor – 7982142677

Ms. Simran Kaur, Assistant Professor – 9953454644

Ms. Manya Jain, Assistant Professor– 9811410571

Prof. K.V. Bhanumurthy, President Rotary Club, Delhi Maurya

STUDENTS' GRIEVANCES REDRESSAL CELL

The Institution has a Student's Grievances Redressal Cell which renders mechanism to students for redressal of their grievances with regard to their complaints on academic and non-academic matters, grievances related to assessment, victimization, attendance, extra charging of fees, conducting of examinations, harassment by colleague, students or teachers, etc. List of Student's Grievances Redressal Cell Members are:

Dr. G.S.Popli, Professor & Executive Director, 9015533002

Dr. R.S. Singh, Associate Professor – 9868974097

Ms. Simran Kaur, Assistant Professor – 9953454644

Ms. Mukta katyal, Assistant Professor-9911195523

Student Representative BBA (Elected)

Student Representative B. Com. (Hons.)

National Service Scheme (NSS)

The **National Service Scheme (NSS)** is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. Since inception of the NSS in the year 1969, the number of students strength increased from 40,000 to over 3.8 million up to the end of March 2018 students in various universities, colleges and Institutions of higher learning have volunteered to take part in various community service programmes.

Motto:

The motto of National Service Scheme is **NOT ME BUT YOU**

Benefits of Being a NSS Volunteer:

An NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member these student volunteers would have the exposure and experience to be the following

* an accomplished social leader

* an efficient administrator-a person who understands human nature

CLUBS AND COMMITTEES

In order to nurture the all-round development of the students, various clubs have been in operation in the college. They are aimed at promoting, motivating and enhancing the talent and skills of the students. These clubs are basically student driven wherein all the activities are planned and organized by the students under the guidance of respective club mentors. The brief details of the clubs are as follows:

- **Dans Dansuri; The Dance Society**, is a platform for expressing artistically through body movements. This society is defined by its un-inhibition, its courage to try out everything out there fearlessly. It has built itself through the years, stumbling and floundering through mistakes and blunders, but has come to find a strong and unflinching footing in the Guru Gobind Singh Indraprastha University circuit. The society encompasses all forms of dance. They have performed in a number of inter college and intra college programs.
- **Clix; The Photography Society**, aims to make students appreciate visual excellence and the magnificence this world has to offer. The market for photographic services demonstrates the aphorism “one picture is worth a thousand words” which has an interesting basis in the history of photography. Magazines and newspapers, companies putting up web sites, advertising agencies and other groups pay for photography. So, keeping all these views and interests in mind, we have generated a “Clix-Photography Club”. We hope that this endeavor shall not only broaden the horizons of our students but also nurture and build up their hidden talents in photography along with their academic skills.
- **Sur-Taal; The Music Society**, is an endeavour for dissemination and enjoyment of music. It a platform for those students who along with their academic engagements try to spare some time to learn music. Sur-Taal is a group of varied singers who have come together to create music. The Music society holds auditions every year to extract fresh talent and encourage students with musical prowess. The society not only actively engages itself into inter-college music events but also performs at various in-house events like Independence Day, Farewell, Annual College Fest etc.
- **Rangmanch; The Dramatics Society**, a judicious mix of creative, imaginative, expressive and enthusiastic members. The society nurtures various forms of theatre ranging from the regular and classical stage performances to the more spontaneous and thoughtfully improvised street plays. Over the years, Rangmanch has gradually incorporated electronic multimedia into the performances. At the beginning of the annual calendar, subsequent to new admissions, Rangmanch holds auditions for students who wish to be part of the society.

Kalakriti; The Fine Arts Society, works to open new avenues for students to help them discover and unleash their creativity and power of innovation. The society focuses on the promulgation of Fine and Performing Arts in college, in a subtle and intellectually satisfying manner. It involves and engages students from all courses in organizing several events that aim at a holistic development of one's creative faculties. This society organizes number of Fine Arts Competitions - Sketching, Poster-making, Card-making, Folder - making, Calligraphy, Cartooning, etc- in which all students participate in large numbers.

SCHOLARSHIP DETAILS

BBA

S.N.	Percentage in XII	Rank in CET	Scholarship Amount	Total no. of scholarship in different categories
1.	>95	1-500	Full tuition fee	2
2.	>90	501-1000	50% tuition fee	2
3.	>85	1001-2000	25% tuition fee	2
4.	>80	2001-3000	15% tuition fee	2

B. COM. (Hons.)

S.N.	Percentage in XII	Rank in CET	Scholarship Amount	Total no. of scholarship in different categories
1.	>95	1-500	Full tuition fee	2
2.	>90	501-1000	50% tuition fee	2
3.	>85	1001-1500	25% tuition fee	2
4.	>80	1501-2000	15% tuition fee	2

NOTES:

1. The student eligible for scholarship has to submit all the relevant documents in originals.
2. The decision of the scholarship committee shall be final in this regard.
3. The above mentioned scholarship will be awarded each year. In the second year of the three year programme the scholarship amount shall be paid only when the scholarship holder has performed well in the first two semester examination by scoring at least 75% in aggregate marks in each semester and doesn't have any back paper. The same principle shall apply for continuation of scholarship in the third year of the course also.
4. Tuition fee here means tuition fee payable by the student to the institute after deducting IP University's share and DHE's share out of the same, if any.
5. In case a scholarship holder is found involved in any act of indiscipline, the scholarship shall stand withdrawn.
6. If any of the document submitted by the candidate based on which scholarship is claimed is found false the scholarship granted to the student shall stand withdrawn and disciplinary action may be initiated against the particular student.

SEMINARS & CONFERENCES

The college has been organizing an International Seminar/Conference each year since its inception in 1999 in India and abroad on a topical theme wherein academicians, researchers, practicing managers both from India and abroad have been participating in good numbers

- This year, as well we have successfully conducted the XX Annual International Conference will be organized from January 4-5, 2019 on the broad theme “Global Vision 2030: Challenges & Opportunities” at New Delhi, India.

Forthcoming Seminars

- The XXI Annual International Conference on January 4-5, 2020 at New Delhi on the broad theme: “Achieving Excellence in Higher Education”

CO - CURRICULAR ACTIVITIES

At DSPSR, Industry visits and Guest Lectures are an integral facet of DSPSR's pedagogy. They enable the students to gain a better understanding of theories and gain practical exposure in real time thus enabling them to narrow down the gulf between theoretical knowledge and its application. They also provide an insight on how corporate works. The college is proactively involved in organizing various guest lectures and industrial visits for students. Eminent personalities from various school of thoughts are invited for enlightening students & to make them more pro corporate.

EXTRA CURRICULAR ACTIVITIES

Students have always been highly motivated and enthusiastic to participate in various cultural and sports activities which are organized by the college. It helps to enhance the value of teamwork, individual and group responsibilities, physical strength, competition, diversity, endurance, and a sense of culture and community. It provides an opportunity to students to apply theoretical knowledge that they learn in the classroom, and thus, considered part of a well-grounded education. In this competitive world of education, both extra-curricular and academic activities are equally important.

The cultural team of the college headed by Ms. Mukta Katyal and Ms. Simran Kaur proactively celebrates each festival in the college along with Management Fest. Inter and Intra college competition are organised by the institute to enhance the personality of the students so that they can compete and face the challenges in the market. It prepares students to participate in different competitions organized by the various affiliated institutions and the university Annual Fest called “Anugoonj”. The students have also won various accolades for the same.

The students are given opportunities to work for the betterment of the society through their participation in various activities under the purview of the This provides scope for holistic development of the students. Recently, Rotaract club of DSPSR has received award for 'Maximum Registration' during the 1st district conference organized by Rotaract District Organization at New Delhi.

Course Structure – BBA
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

S. No.	Code No.	Paper	L	T/P	Credits
FIRST SEMESTER					
1	BBA 101	Management Process & Organisational Behaviour	4	-	4
2	BBA 103	Business Mathematics	4	-	4
3	BBA 105	Financial Accounting & Analysis	4	-	4
4	BBA 107	Business Economics	4	-	4
5	BBA 109	Computer Applications	4	-	4
6	BBA 111	Computer Applications Lab	-	4	2
		Total	20	4	22
SECOND SEMESTER					
1	BBA 102	Cost Accounting	4	-	4
2	BBA 104	Quantitative Techniques	4	-	4
3	BBA 106	E-Commerce	4	-	4
4	BBA 108	E-Commerce Lab	-	4	2
5	BBA 110	Business Communication	4	-	4
6	BBA 112	Business Environment	4	-	4
		Total	20	4	22
THIRD SEMESTER					
1	BBA 201	Business Laws	4	-	4
2	BBA 203	Marketing Management	4	-	4
3	BBA 205	Business Ethics and Corporate Social Responsibility	4	-	4
4	BBA 207	Management Accounting	4	-	4
5	BBA 209	Indian Economy	4	-	4
6	BBA 211	Environmental Science* (NUES)	2	-	2
		Total	22		22
NUES- Non- University Examination System					
FOURTH SEMESTER					
1	BBA 202	Human Resource Management	4	-	4
2	BBA 204	Financial Management	4	-	4
3	BBA 206	Research Methodology	4	-	4
4	BBA 208	Research Methodology Lab	-	4	2
5	BBA 210	Information Systems Management	4	-	4
6	BBA 212	Information Systems Management Lab	-	4	2
7	BBA 214	Managerial Skill Development* (NUES)	2	-	2
		Total	18	8	22
Note: At the end of the 4 th Semester all the students shall have to undergo Summer Training for 8 Weeks.					
NUES- Non- University Examination System					
FIFTH SEMESTER					
1	BBA 301	Income Tax Law and Practice	4	-	4
2	BBA 303	Production and Operation Management	4	-	4
3	BBA 305	Service Marketing	4	-	4
4	BBA 307	Entrepreneurship Development	4	-	4
5	BBA 309	Goods & Services Tax (GST)	4	-	4
6	BBA 311	Summer Training Report	-	-	6
		Total	24		26
SIXTH SEMESTER					
1	BBA 302	Project Management	4	-	4
2	BBA 304	Digital Marketing	4	-	4
3	BBA 306	International Business Management	4	-	4
4	BBA 308	Business Policy & Strategy	4	-	4
5	BBA 310	Sales and Distribution Management	4	-	4
6	BBA 312	Project Report	-	-	6
		Total	16		26

Course Structure – B. Com. (Hons.)

BACHELOR OF COMMERCE (B. Com. – Hons.)

S. No.	Code No.	Paper	L	T/P	Credits
FIRST SEMESTER					
1	BCOM 101	Management Process & Organisational Behaviour	4	-	4
2	BCOM 103	Financial Accounting	4	-	4
3	BCOM 105	Micro Economics	4	-	4
4	BCOM 107	Business Communication	4	-	4
5	BCOM 109	Computer Applications	4	-	4
6	BCOM 111	Computer Applications Lab	-	4	2
		Total	20	4	22
SECOND SEMESTER					
1	BCOM 102	Business Mathematics	4	-	4
2	BCOM 104	Business Laws	4	-	4
3	BCOM 106	Macro Economics	4	-	4
4	BCOM 108	Cost Accounting	4	-	4
5	BCOM 110	Business Studies	4	-	4
6	BCOM 112	Minor Project Report	-	-	4
		Total	20	-	24
THIRD SEMESTER					
1	BCOM 201	Marketing Management	4	-	4
2	BCOM 203	Management Accounting	4	-	4
3	BCOM 205	Human Resource Management	4	-	4
4	BCOM 207	Business Ethics and Corporate Social Responsibility	4	-	4
5	BCOM 209	Business Statistics	4	-	4
6	BCOM 211	Computerized Accounting Software (<i>Computer Lab</i>)	-	4	2
7	BCOM 213	Managerial Personality Development* (NUES)	4	-	2
		Total	22	4	24
NUES- Non- University Examination System					
FOURTH SEMESTER					
1	BCOM 202	Fundamentals of Financial Management	4	-	4
2	BCOM 204	Auditing	4	-	4
3	BCOM 206	Corporate Accounting	4	-	4
4	BCOM 208	Indian Economy	4	-	4
5	BCOM 210	Financial Modelling	4	-	4
6	BCOM 212	Financial Modelling Lab	-	4	2
	BCOM 214	Research Methodology	4	-	4
	BCOM 216	Research Methodology Lab	-	4	2
		Total	24	8	28
Note: At the end of the 4 th Semester all the students shall have to undergo Summer Training for 6 Weeks.					
FIFTH SEMESTER					
1	BCOM 301	Income -Tax Law and Practice	4	-	4
2	BCOM 303	Entrepreneurship Development	4	-	4
3	BCOM 305	Information Systems Management	4	-	4
4	BCOM 307	Information Systems Management Lab	-	4	2
5	BCOM 309	Summer Training Report	-	-	6
6	BCOM	<i>ELECTIVE I (Any one of the following)</i>	4	-	4
		Total	16	4	24

The student will choose one elective paper from given electives.

ELECTIVE I					
1	BCOM 311	Investment Management	4	-	4
2	BCOM 313	Financial Markets and Institutions	4	-	4
3	BCOM 315	Sales and Distribution Management	4	-	4
4	BCOM 317	Advertising and Brand Management	4	-	4
5	BCOM 319	Industrial Relations and Labour Laws	4	-	4
6	BCOM 321	Training and Development	4	-	4

SIXTH SEMESTER

1	BCOM 302	Project Management	4	-	4
2	BCOM 304	Goods & Services Tax (GST)	4	-	4
3	BCOM 306	E-Commerce	4	-	4
4	BCOM 308	E-Commerce Lab	-	4	2
5	BCOM 310	Environmental Science* (NUES)	2	-	2
6	BCOM 312	Research Project	-	-	6
7	BCOM	<i>ELECTIVE II</i>	4	-	4
		Total	18	4	26

NUES- Non- University Examination System

One elective should be chosen from the given electives in sixth semester.

ELECTIVE II					
1	BCOM 314	Introduction to Derivatives	4	-	4
2	BCOM 316	Principles of Insurance	4	-	4
3	BCOM 318	Services Marketing	4	-	4
4	BCOM 320	International Business Management	4	-	4
5	BCOM 322	Compensation Management	4	-	4
6	BCOM 324	Organisational Development	4	-	4



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