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ABOUT COLLEGE

N.B.G.S.M. College is a leading institution committed to academic excellence and intellectual growth of the young minds to achieve higher levels of success in their life.

It aims to produce well-versed and wholesome human beings through value-based education who are not only conversant with material skills but also with vital life skills.

Since its inception in 1975, the college has progressively moved forward in all the arenas of academic life, making it one of the leading colleges of the region and the affiliating university. The N.B.G.S.M. College has two campus namely City and New Campus, is set on 16 acres with the ancient and pleasing Aravalli hills as a backdrop. The students of N.B.G.S.M. College have repeatedly proved their mettle in academics by bagging a number of meritorious positions in university exams. Year after year our bright students found place in the university merit lists and did the college proud.

The College helps the students in grooming their personality, enhancing their communication skills and building a positive, progressive outlook through numerous programs, activities and counseling. The College has four well-equipped Computer Labs, a Language Lab with latest technologies, Science Labs and Geography Lab which are fully loaded with necessary equipment and facilities. More and more smart classrooms are added gradually to do away with the chalk and talk method. Continuous technological upgradation is carried out for the faculty and students to equip themselves well for the challenges of today's world.

ADMISSION SCHEDULE FOR UG COURSES (B.A. (Pass) / B.Com. (Pass))

[Aided Courses]

SESSION: 2017-2018

Schedule of dates for admission to Under-Graduate for the session 2017-18:

1. Calling of application admission forms (last date of receipt of forms) : **30.06.17 upto 4.00 PM (Friday)**
2. Scrutiny of application forms for admissions : **Upto 03.07.17 (Monday)**
 - (a) Display of 1st Merit List : **05.07.17 (Wednesday)**
 - (b) Display of 2nd Merit List : **10.07.17 (Monday)**
 - (c) Display of 3rd Merit List : **13.07.17 (Thursday)**
3. Date of Commencement of Teaching : **15.07.17 (Saturday)**
4. (a) In case of seats remaining vacant after 15th July, 2017, late admissions from 17th July, 2017 to 20th July, 2017 may be allowed on merit basis by the Principal/Director concerned with late fee of Rs.50/- per day subject to minimum of Rs. 100/- to be remitted to the University by the College/Institute alongwith Registration Return.
- (b) Late admissions from 21th July, 2017 to 25th July, 2017 may be allowed on merit basis by the Principal/Director concerned with late fee of Rs. 500/- to be remitted to the University by the College/Institute alongwith Registration Return.
- (c) The admission cases received from 27th July, 2017 to 31th July, 2017 by the Principal/Director of the college/Institute concerned, if the seats are available, may be made by the College/Institute with late fee of Rs.1000/- per student (to be remitted to the University) on the basis of merit. The list of students so admitted be sent alongwith Registration Return.
- (d) Candidates who have compartment/re-appear in one or more paper(s) in the qualifying examinations shall not be allowed admission in 1st semester of the course in any case.
- (e) There will be no admission by the College/Institute after the above schedule in order to maintain the statutory provision of clear 90 teaching days per semester. If the number of teaching days falls short due to some unforeseen reasons, it shall be the responsibility of the Principal/Director and the concerned teacher to make good the loss by taking extra classes.
- (f) The admission for promoted students be made by 14th July, 2017 positively. Thereafter, the admission will be made with late fee as above. The late fee so charged from the students by the Colleges/Institutes shall be remitted to the University alongwith Continuation Return.

GOVERNING BODY OF THE COLLEGE FOR THE PERIOD 2016-2019

1	Sh. M.C. Nagpal	President
2	Sh. Parveen Midha	Vice-President
3	Sh. S.S. Sethi	General Secretary
4	Sh. Vinod Babbar	Treasurer
5	Sh. Ravinder Singh Manhas	Member
6	Dr. M.S. Khatri (Principal)	Secretary
7	Sh. G.S. Anand (Natti ji)	Member
8	Sh. Rajeev Sharma	Member
9	Smt. Asha Kapoor	Member
10	Sh. Ram Krishan Abhilashi	Member
11	Sh. Ashish Ahuja	Member
12	Sh. Rakesh Chaudhary	Member
13	Sh. Madhu Mohan, CA	Member
14	Sh. Joginder Sukhija (Advocate)	Member
15	Smt. Anju Dhall	Member
16	Smt. Primal Singh	Member
17	Mrs. Prerna Sharma	Rep. Teaching Staff
18	Dr. Rakesh Kumar	Rep. Teaching Staff
19	Sh. Rajender Prasad	Rep. Non-Teaching Staff
20	Principal (Dron. Govt. College, Gurgaon)	DGHE Nominee
21	Prof. Arvind Dalal	VC's Nominee

NBGSM COLLEGE, SOHNA (GURUGRAM)

The following committees will work for the academic session 2017-18 to carry out various functions in the smooth conduct of college affairs:-

1. A 'Staff Council' is constituted to look after the academic, culture, sports and students welfare activities in the college. The members are as follows:

(a) Dr. M.S. Khatri	(Principal)	Chairperson
(b) Dr. Rita Ahuja	(Head Dept. of Commerce)	Member
(c) Smt. Kiran Behl	(Head Dept. of English)	Member
(d) Dr. Madhu Bala Gupta	(Head Dept. of Hindi)	Member
(e) Dr. Rakesh Kumar	(Head Dept. of Political Science)	Member

2. Academic Committee

(a) Dr. M.S. Khatri	Principal
(b) Dr. (Mrs.) Rita Ahuja	Member
(c) Smt. Kiran Behl	Member
(d) Dr. Madhu Bala Gupta	Member
(e) Dr. Rakesh Kumar	Member

3. Internal Quality Assurance Cell

(a) Dr. M.S. Khatri	(Principal) Chairperson
(b) Dr. (Mrs.) Rita Ahuja	Member
(c) Sh. Vinod Babbar	Management Representative
(d) Smt. Anju Dhall	Employer Representative
(e) Smt. Kiran Behl	Member
(f) Dr. Madhu Bala Gupta	Member
(g) Mrs. Perna Sharma	Member
(h) Miss Neha Gupta	Member
(i) Sh. Chander Bhan	Local & Community Member
(j) Sh. Aman Kumar	Administration

4. There will be a 'Proctorial Board' consisting of the following to look after the discipline in the college campus.

- | | |
|---------------------------|-----------------|
| (a) Dr. (Mrs.) Rita Ahuja | (Chief Proctor) |
| (b) Dr. D.P. Singh | Member |
| (c) Dr. Rakesh Kumar | Member |
| (d) Lect. In Phy. Edu. | Member |

5. There will be a Dean Students Welfare to consider fee concession proposals, help to poor students and other welfare activities of the students.

Dr. Madhu Bala Gupta

6. Editorial Board for College Magazine 'Gyanankur'

- | | |
|---------------------------|----------------|
| (a) Dr. (Mrs.) Rita Ahuja | (Chief Editor) |
| (b) Mrs. Kiran Behl | (Editor) |
| (c) Dr. Rakesh Kumar | (Editor) |

**7. To check the transparency of College A.F. Account & College welfare Fund.
The college Bursar will be:-**

Dr. (Mrs.) Rita Ahuja	Bursar
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8. Examination Incharge

- (a) Dr. D.P. Singh
- (b) Sh. Lokesh Kumar to Assist Examination Incharge

9. Time-Table Incharge

- | | |
|---------------------------------|--------------|
| (a) Dr. S.P. Monga | SFS Courses |
| (b) Dr. (Mrs.) Madhu Bala Gupta | Arts Faculty |

10. Programme Officer N.S.S.	Dr. Rakesh Kumar
11. N.C.C. Officer	Dr. Rakesh Kumar
12. Youth Festival & Cultural Activities	
(a) Dr. (Mrs.) Madhu Bala Gupta	(Convener)
(b) Mrs. Perna Sharma	
(c) Dr. D.P. Singh	
(d) Dr. Rakesh Kumar	
(e) Miss Neha Gupta	
(f) Dr. O.P. Kalra	
(g) Mrs. Anju Bhardwaj	
13. Incharge Library Affairs	Dr. Rita Ahuja
14. Incharge Career Guidance & Placement Cell	
(a) Miss Neha Gupta	
(b) Mrs. Narita	
15. Incharge Farewell & Tours	Smt. Kiran Behl
16. Incharge Women Cell	Mrs. Perna Sharma
17. Incharge Moral Education	
(a) Dr. (Mrs.) Rita Ahuja	
(b) Dr. D.P. Singh	
18. Coordinator BBA/BCA/B.Sc/B.Com/M.Com	Dr. O.P. Kalra
19. Estate Officer (General Repair & Maintenance)	Sh. Sunil Kumar
20. Legal Awareness Coordinator	Dr. (Mrs.) Rita Ahuja

21. Anti-Ragging Committee

- (a) Dr. (Mrs.) Rita Ahuja
- (b) Dr. Rakesh Kumar

22. SC/ST Cell

- (a) Dr. (Mrs.) Madhu Bala Gupta
- (b) Dr. D.P. Singh

23. Assessment & Accreditation Committee

- | | |
|---------------------------|----------|
| (a) Dr. (Mrs.) Rita Ahuja | Convener |
| (b) Miss Neha Gupta | Member |
| (c) Dr. S.P. Monga | Member |
| (d) Dr. Amit Kumar | Member |

24. Red Cross Executive Committee

- | | | |
|--------------------------------------|------------------------|-------------------------|
| (a) Dr. M.S. Khatri | Principal | Chairman |
| (b) Dr. (Mrs.) Rita Ahuja | Head Dept. of Commerce | Member |
| (c) Smt. Prerna Sharma | Incharge Women Cell | Member |
| (d) Dr. Rakesh Kumar | N.S.S. Program Officer | Member |
| (e) Miss Neha Gupta | | Secretary / Coordinator |
| (f) Sect. Dist. Red Cross (Gurugram) | | Member |

ELIGIBILITY CONDITIONS FOR ADMISSION TO UNDERGRADUATE COURSES

1. B.A. / B.Com. (Pass)

(10+2+3 pattern)

No one shall be eligible to join the first semester of B.A. / B.Com. unless he/she has passed one of the following examinations with atleast 33% marks in aggregate for admission to B.A. Sem-I, 40% for admission to B.Com. Sem-I (minimum pass marks in case of SC/ST candidates of Haryana only):

- a) Senior Secondary Certificate Examination (10+2) of Board of School Education Haryana, Bhiwani.
OR
- b) Diploma in Pharmacy Course (for B.Sc.) (Sem-I only)
OR
- c) 3-Year professional diploma programmes conducted by the State Board of Technical Education Haryana for admission to B.Sc. / B.Com courses in 1st semester only.
OR
- d) Any other examination recognised by the University as equivalent thereto.

RULES FOR PROMOTION UNDER SEMESTER SYSTEM

1. A student who has passed atleast 50% papers of 1st semester shall be promoted to 3rd semester, a student who has passed all the papers of 1st semester shall be promoted to 5th semester.
2. Students to the other semesters will be promoted automatically.
3. Further, the students who have taken admission in 1st semester in any course prior to session 2016-17, all such students will be promoted automatically irrespective of passing the papers of 1st /3rd/ 5th semester unless otherwise specified in any other Ordinance.

SCHOLARSHIPS AND FEE CONCESSIONS

1. Fee waive offer for Meritorious Students (Only for first academic year)

For Aided Courses

90% and above marks	→	50% Discount on Management Charges
85% to less than 90% marks	→	40% Discount on Management Charges
80% to less than 85% marks	→	30% Discount on Management Charges
75% to less than 80% marks	→	10% Discount on Management Charges

2. SC Category: Fee Exemption as per Haryana govt. Norms

3. Scholarship (Per Annum)

Rs. 5000/-	If the student gets a position in University Merit List i.e. among the Top 10 students
Rs. 4000/-	If the student secured 80% and above marks and he is not in the University Merit List of Top 10 Students.
Rs. 3000/-	If the student secured 75% to less than 80% marks and he is not in the University Merit List of Top 10 Students.
Rs. 2000/-	If the student secured 70% to less than 75% marks and he is not in the University Merit List of Top 10 Students.

4. Sports/Athletics

- If he/she has secured a position (1/2/3rd) at National Level – 100% discount in Management Fees
 - If he/she has secured a position (1/2/3rd) at State Level – 50% discount in Management Fees
- For students whose both the parents are not alive – 75% discount in Management fees.**

FEE STRUCUTRE

B.A. (Pass) Course (Aided) for the Session 2017-2018

Management Fund	B.A. 1 st Sem.	B.A. 2 nd Sem.	B.A. 3 rd Sem.	B.A. 4 th Sem.	B.A. 5 th Sem.	B.A. 6 th Sem.
Admission Fee	100	NIL	100	NIL	100	NIL
Building Fund	1500	1500	1500	1500	1500	1500
Dilapidation	100	100	100	100	100	100
Internet	250	250	250	250	250	250
Tuition Fee (Only for Male students)	180	180	180	180	180	180
Water & Electricity	500	500	500	500	500	500
Genset	500	500	500	500	500	500
Computer Lab Charges	600	600	NIL	NIL	NIL	NIL
Library	400	400	400	400	400	400
Cycle Stand Fee	180	180	180	180	180	180
College Security (Refundable)	500	NIL	NIL	NIL	NIL	NIL
Geography Lab	60	60	60	60	60	60
Music Lab	60	60	60	60	60	60
Extension Activities	150	150	150	150	150	150
College NSS	10	NIL	10	NIL	10	NIL
Total (A)	5090	4480	3990	3880	3990	3880
University Funds (Annually)	300	NIL	NIL	NIL	NIL	NIL
Registration Fee (only for freshers, 1 st Sem. Students, who are not registered with MDU Rohtak.						
Continuation Fee (To be deposited at the time of admission in 3 rd and 5 th Sem.)	NIL	NIL	100	NIL	100	NIL
Radhakrishan Fund	70	NIL	70	NIL	70	NIL
Holiday Home Fee	20	NIL	20	NIL	20	NIL
Development Fee	150	NIL	150	NIL	150	NIL
Youth Welfare Fee	60	NIL	60	NIL	60	NIL
Sport Fee	120	NIL	120	NIL	120	NIL
NSS Fee	10	NIL	10	NIL	10	NIL
Curriculum Charges	50	NIL	50	NIL	50	NIL
Youth Red Cross Fee	60	NIL	60	NIL	60	NIL
Examination Fee	800	NIL	800	NIL	800	NIL
EVS	240	NIL	NIL	NIL	NIL	NIL
Total (B)	1880	NIL	1440	NIL	1440	NIL

College Welfare Fund	B.A. 1st Sem.	B.A. 2nd Sem.	B.A. 3rd Sem.	B.A. 4th Sem.	B.A. 5th Sem.	B.A. 6th Sem.
Identity Card Charges	50	NIL	50	NIL	50	NIL
College Magazine Fee	150	NIL	150	NIL	150	NIL
NCC Fund	10	NIL	10	NIL	10	NIL
Correspondence Fee	100	100	100	100	100	100
Medical Fee	50	50	50	50	50	50
Students Aid Fund	50	50	50	50	50	50
Total (C)	410	200	410	200	410	200
Amalgamated Fund (Total D)	360	NIL	360	NIL	360	NIL
Grand Total (A+B+C+D)	7740	4680	6200	4080	6200	4080

Note:

1. Admission fee for the Odd Semesters (1st, 3rd and 5th Sem.) to be paid at the time of admission and for even Semesters (2nd, 4th, 6th) to be paid in the first week of November 2017.
2. The students who have opted both the subjects i.e. Geography as well as Music, the amount will be payable as above.
3. The students who have opted either Geography or Music as subject, the amount payable will be payable as follows:

B.A. 1st Sem.	B.A. 2nd Sem.	B.A. 3rd Sem.	B.A. 4th Sem.	B.A. 5th Sem.	B.A. 6th Sem.
7680	4620	6140	4020	6140	4020

4. The students who have neither opted Geography nor Music as subject, the amount payable will be payable as follows:

B.A. 1st Sem.	B.A. 2nd Sem.	B.A. 3rd Sem.	B.A. 4th Sem.	B.A. 5th Sem.	B.A. 6th Sem.
7620	4560	6080	3960	6080	3960

FEE STRUCUTRE

B.Com. (Pass) Course (Aided) for the Session 2017-2018

Management Fund	B.Com. 1 st Sem.	B.Com. 2 nd Sem.	B.Com. 3 rd Sem.	B.Com. 4 th Sem.	B.Com. 5 th Sem.	B.Com. 6 th Sem.
Admission Fee	100	NIL	100	NIL	100	NIL
Building Fund	1500	1500	1500	1500	1500	1500
Dilapidation	100	100	100	100	100	100
Internet	250	250	250	250	250	250
Tuition Fee (Only for Male students)	180	180	180	180	180	180
Water & Electricity	500	500	500	500	500	500
Genset	500	500	500	500	500	500
Computer Lab Charges	600	600	NIL	NIL	NIL	NIL
Library	400	400	400	400	400	400
Cycle Stand Fee	180	180	180	180	180	180
College Security (Refundable)	500	NIL	NIL	NIL	NIL	NIL
Commerce Fee	60	60	60	60	60	60
Extension Activities	150	150	150	150	150	150
College NSS	10	NIL	10	NIL	10	NIL
Total (A)	5030	4420	3930	3820	3930	3820
University Funds (Annually)	300	NIL	NIL	NIL	NIL	NIL
Registration Fee (only for freshers, 1 st Sem. Students, who are not registered with MDU Rohtak.						
Continuation Fee (To be deposited at the time of admission in 3 rd and 5 th Sem.)	NIL	NIL	100	NIL	100	NIL
Radhakrishan Fund	70	NIL	70	NIL	70	NIL
Holiday Home Fee	20	NIL	20	NIL	20	NIL
Development Fee	150	NIL	150	NIL	150	NIL
Youth Welfare Fee	60	NIL	60	NIL	60	NIL
Sport Fee	120	NIL	120	NIL	120	NIL
NSS Fee	10	NIL	10	NIL	10	NIL
Curriculum Charges	50	NIL	50	NIL	50	NIL
Youth Red Cross Fee	60	NIL	60	NIL	60	NIL
Examination Fee	800	NIL	800	NIL	800	NIL
EVS	240	NIL	NIL	NIL	NIL	NIL
Total (B)	1880	NIL	1440	NIL	1440	NIL

College Welfare Fund	B.Com. 1st Sem.	B.Com. 2nd Sem.	B.Com. 3rd Sem.	B.Com. 4th Sem.	B.Com. 5th Sem.	B.Com. 6th Sem.
Identity Card Charges	50	NIL	50	NIL	50	NIL
College Magazine Fee	150	NIL	150	NIL	150	NIL
NCC Fund	10	NIL	10	NIL	10	NIL
Correspondence Fee	100	100	100	100	100	100
Medical Fee	50	50	50	50	50	50
Students Aid Fund	50	50	50	50	50	50
Total (C)	410	200	410	200	410	200
Amalgamated Fund (Total D)	360	NIL	360	NIL	360	NIL
Grand Total (A+B+C+D)	7680	4620	6140	4020	6140	4020

Note: Admission fee for the Odd Semesters (1st, 3rd and 5th Sem.) to be paid at the time of admission and for even Semesters (2nd, 4th, 6th) to be paid in the first week of November 2017.

SYLLABUS AND SCHEME OF EXAMINATION OF B.A. (PASS) COURSE

ACADEMIC SESSION 2017-2018

B.A Part- I, II & III (Degree Classes)

(1) **Compulsory Subjects:**

1. English
2. Hindi / Sanskrit

(2) **Elective Subjects:**

Group-1	Group-2	Group-3	Group-4	Group-5
Hindi (E)	Music (V)	Pol. Sci.	Geography	History
Sanskrit (E)				
Economics				

Compulsory Paper: Computer Awareness Level-I (For B.A. 1st Year)

Compulsory Qualifying Paper: Environmental Studies

The students will be required to qualify this paper otherwise the final result will not be declared and degree will not be awarded.

Note:

- i) Every candidate must offer Hindi either as a compulsory subject or as an elective subject.
- ii) Language offered as compulsory subject shall not be offered as an elective subject.
- iii) A candidate coming from a Non-Hindi speaking area shall if he/she did not offer Hindi in the examination will opt additional English in lieu of Hindi.
- iv) In addition to compulsory subjects, a student will opt one elective subject each from any of the two groups selected out of the above five groups as per the combination allowed by the concerned College.
- v) Candidates appearing for additional subject(s) will also choose not more than one subject from each group.
- vi) Other existing conditions for opting subject / subject combinations will remain unchanged.
- vii) Other relevant guidelines in this regard for B.A. & B.Com. Course may be drafted by the Academic Branch also for the information of the Principals / Students.

SYLLABUS AND SCHEME OF EXAMINATION OF B.COM. (PASS) COURSE

ACADEMIC SESSION 2017-2018

B.Com. (Pass) Semester - I

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
1.01	Financial Accounting – I	80	20	600
1.02	Business Mathematics – I	80	20	
1.03	Business Economics – I	80	20	
1.04	Business Management – I	80	20	
1.05	Business Communication Skills	80	20	
1.06	Basics of Computers – I	50	50 (Practical)	

B.Com. (Pass) Semester - II

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
2.01	Financial Accounting – II	80	20	600
2.02	Business Mathematics – II	80	20	
2.03	Business Economics – II	80	20	
2.04	Business Management – II	80	20	
2.05	Business Environment	80	20	
2.06	Basics of Computers – II	50	50 (Practical)	
Environmental Studies (Qualifying Paper)		75	25 (Practical)	100

B.Com. (Pass) Semester - III

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
3.01	Corporate Accounting – I	80	20	600
3.02	Business Statistics – I	80	20	
3.03	Business Regulatory Framework – I	80	20	
3.04	Corporate Law – I	80	20	
3.05	Macro Economics	80	20	
3.06	Human Resource Management	80	20	

**B.Com. (Pass)
Semester - IV**

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
4.01	Corporate Accounting – II	80	20	600
4.02	Business Statistics – II	80	20	
4.03	Business Regulatory Framework – II	80	20	
4.04	Corporate Law – II	80	20	
4.05	Marketing Management	80	20	
4.06	Banking and Banking Law	80	20	

**B.Com. (Pass)
Semester - V**

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
5.01	Taxation Law – I	80	20	600
5.02	Cost Accounting – I	80	20	
5.03	Accounting for Management – I	80	20	
5.04	Financial Market Operations – I	80	20	
5.05	Entrepreneurship and SSB	80	20	
5.06	Secretarial Practices	80	20	

**B.Com. (Pass)
Semester - VI**

Paper Code	Title of the Paper	Maximum Marks		
		Theory	Internal Assessment	Total
6.01	Taxation Law – II	80	20	600
6.02	Cost Accounting – II	80	20	
6.03	Financial Management	80	20	
6.04	Auditing	80	20	
6.05	Indirect Taxes	80	20	
6.06	International Trade	80	20	

Note: The students will be required to qualify Environmental Studies paper otherwise their final year's result will not be declared and degree will not be awarded.

ADMISSION PROCEDURE

1. Applying for admission does not automatically entitle a student to get admission. The Principal reserves the right to refuse any admission.
2. The application for admission must be duly signed by the parent/guardian of the student. It must also carry the photograph of the student on the application form. In the absence of the requisites, the form will be rejected.
3. At the time of the interview a student must be accompanied by his/her parent/guardian.
4. The Application Form for admission must carry passing certificates of previous class along with testimonials and three passport size photographs.
5. The Student, whose result is held up on any account will not be granted admission.
6. Candidates who have compartment/re-appear in one or more papers in the qualifying examination shall not be allowed admission in 1st semester of the course in any case.

Notes:

1. All admission will remain provisional till the approval of the Principal and the University. The Principal is empowered to reject any application form for admission without assigning any reason whatsoever.
2. Any student found misrepresenting or concealing facts is liable to be expelled from the college at any time.
3. Such student cannot forfeits claim of any kind
4. Students migrating from other Boards/University will have to submit Migration Certificate latest by 1st August 2017.
5. If a candidate after having been admitted to the first year of a course leaves the course without attending any class and he/she applies for refund of fee within 7 days of the date of admission the fee paid by him/her shall be refunded after deducting Rs. 1000/-.
6. If a candidate after having been admitted to the first year of a course withdraws his/her candidature after 7 days and the seat vacated by him/her is subsequently filled up from the waiting list, the fee paid by him/her shall be refunded after deducting 16% fee paid by him/her subject to a minimum of Rs. 1000/-.
7. In a similar case if the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.
8. Aadhar Number, Mobile Number, Photo and Date of Birth should be made mandatory for every student as the same is required by the UGC for uploading the results of students for online verification. Student himself/herself will be responsible for providing the correct information

DISCIPLINE

A healthy disciplinary atmosphere and moral ethics provide an ideal atmosphere for studies in the College Campus. A special Discipline Committee is constituted in order to maintain perfect discipline and decorum in the College Campus. The students are required to abide by the following rules:-

1. Every Student will make their attendance on Digital Access Machine for coming in & going out of the college in addition to the class attendance taken by the teacher.
2. Smoking and use of intoxicants in any form in the college premises is strictly prohibited.
3. Classes will be held accordingly to the declared lime Table. The Principal is authorized to make changes in it as per requirement. Students commuting by trains or buses should bear in mind the college time table and adjust accordingly.
4. Walking or creating nuisance in corridors during the class-time will invite punishment.
5. Proxy at the time of Roll-call is an offence.
6. The students must reach the class room as soon as the bell sounds. After the teacher has closed the register, student will not be marked present.
7. Calling any student from the class without getting permission from the office is prohibited.
8. Students leaving the class room without the permission of the teacher are liable to be fined heavily.
9. It is the duty of the students to get information about his attendance at the end of the month. No complaint will be entertained at the end of the session in this regard, in case of doubt regarding calculation of attendance, the student should immediately approach the concerned lecturer.
10. For availing any leave, it is necessary to submit beforehand application to the office duly signed by the guardian and the teacher, otherwise the student will have to pay fine.
11. Every student must carry his Identity Card throughout his stay in the college. It can be checked by any staff member at any time.
12. In the event of Identity Card getting lost, a student can get fresh card on payment of Rs. 200/-.
13. Damaging college property is an offence.
14. Writing anything on walls of the college building or sticking posters on them is a punishable offence.
15. Parking cycle without lock at the cycle stand will not entail any responsibility for the Stand Contractor. The College will not be responsible for the loss of Scooter/ MotorCycle/Car etc. Parking of vehicles elsewhere in the campus is punishable.
16. It is a must for students to attend functions organized on the college Campus from time to time.
17. No students shall participate directly, or indirectly in any subversive activities, unlawful act. This will include strikes, holding unlawful meetings, complaints by means of posters etc.
18. No meeting can be organized or held by the students in the College premises without the written permission of the Principal.
19. It is punishable to bring mischief-mongers from outside in the college.
20. As per the instructions of the Govt. of Haryana, students are prohibited to bring mobile phones in college. Any students found having mobile phone in college campus will be liable for disciplinary action against him/her.
21. In case of change in address and phone/mobile no. as mentioned in the Admission Form, the Principal office should be informed immediately with valid proof of such a change.

BAN ON RAGGING IN EDUCATIONAL INSTITUTIONS

Instructions for curbing Ragging:

Ragging in educational-institutions is banned anyone indulging in ragging likely to be punished appropriately which punishment may include expulsion from the Institution, suspension from the Institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess and the like. If the individuals committing or abetting ragging are not/cannot be identified collective punishment can be awarded to act as a deterrent.

ATTENDANCE

It is compulsory for the students to attend a minimum of 65% lectures and Practical/Tutorial classes separately. In the case of students joining late, the attendance will still be counted from the start of session. It is students' responsibility to remain informed of attendance rules.

LIBRARY AND READING ROOM

The Reading Room attached to the Library has provision for a number of Journals, Periodicals and Newspapers. A student is allowed to get maximum two books issued for a period of 15 days. In case of any book getting lost the student will have to make good for the loss. If a book is torn or damaged in any way or is not available in the market, the student will be charged double price of that book.

COLLEGE MAGAZINE

The college Magazine "Gyanankur" is published annually. The nomenclature of the magazine is indicative of the main motive behind its publication. It is a sapling of knowledge growing into a wisdom-tree. Students of the college are guided, inspired and motivated by the staff. The creative and innovative skills of the students are properly developed, moulded and shaped to inculcate confidence in the budding writers.

IDENTITY CARD

Identity Cards are issued to bonafide students of the college at the commencement of the academic session. It is compulsory for the student to carry Identity Card while they are in the Campus and produce the card when demanded by any member of staff.

SPORTS FACILITIES

The college has arrangement for games like Volley Ball, Hockey, Badminton, Cricket, Basket Ball etc. Students desirous of taking part in games should contact Lecturer in Physical Education.

N. C. C.

The college has N.C.C. facility for the students. If a N.C.C. cadet qualifies 'C' certificate examination then he may get the opportunity to join as a Commissioned Officer in Indian Army. N.C.C. Cadets also participates in various District and State level programmes. Unity and Discipline (Ekta aur Anushasan) is the motto of N.C.C.

N. S. S.

Students who opt to be member of the National Service Scheme get an opportunity to serve society in good ways. Once in a year during winter break N.S.S. camps are organized in rural areas, in which members of the scheme take part to imbibe the dignity of labour. They are awarded Certificates by the college at the end of the year. These Certificates carry much worth for the future of the students.

WOMEN CELL

Aiming at intellectual and social upliftment of the female students the college has established a Women Cell. The cell stands for facilitating women's empowerment through guest lectures, seminars, awareness programs and other welfare activities.

PLACEMENT CELL

The Placement Cell of NBGSM College, Sohna creates a platform to students for showcasing their talents which different companies seek to explore and utilise. The college have successfully placed a number of graduates in various organizations.

REFUND OF SECURITY

Students leaving the college must take back their refundable security not later than 30th November in the subsequent year. Security will be refunded only to those students who complete their term in college. Those who give up their studies in between will not be entitled to claim refund of security.

RESERVATION OF SEATS

1. Reservation of Seats:

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

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

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

In the event of quota reserved for Physically Handicapped remain unutilized due to non availability for suitable category of handicapped candidates, it may be offered to Ex-Servicemen and their wards (1% and the dependant of Freedom Fighter 1%).

Further, 3% reservation is also provided to Ex-serviceman/ Freedom Fighter and their dependants by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Caste and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided / Institutes located in Haryana. As far as Block allocation in Block-A and Block-B of Backward Classes category is concerned year wise rotational system will be adopted. For example if

Block-A of Backward Classes are given seats in academic year 2013, the next Block i.e. (B) Block of Category of Backward Classes will be given seats in the next academic year 2014 and so on.

Note: A roster register for reservation of seats for ex-servicemen/freedom fighter shall be maintained and carry forward all fractions till one seat is accumulated through different fractions over the years. As and when the total comes to one, a seat will be provided in the Prospectus (Chief Secretary to Govt. Haryana letter No. 23/27/2004-2GS-III dated 05.12.2008).

2. Guidelines for Reservation

- i)** A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he is not selected in general category, he/she will be considered for reserve category.
- ii)** Benefit of reservation will be given to all the reserved categories upto 3rd counselling according to the reservation policy given in the Information Brochure. In case at the time of 3rd counselling the reserved seats of various categories remain vacant and no eligible candidates of the reserved categories are available, these vacant seats may be thrown open to Haryana General Category. In case, the seats in Haryana General Category remain vacant at the end the same will be thrown open to All India Open Category.
- iii)** If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa.
- iv)** A candidate having a minimum of 40% permanent disability will be considered physically handicapped for admission to a course, provided that the candidate is otherwise medically fit for the particular course. Such candidate will be admitted to the relevant courses on the basis of academic merit and not on the basis of degree of handicapped. Certificate should be as per Appendix-"A".

SCHEDULE OF TERMS AND VACATIONS

FOR UNDER-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2017 to 14.07.2017
1st Teaching (Odd Semester)	15.07.2017 to 14.10.2017
Vacation-1	15.10.2017 To 22.10.2017
2nd Teaching(Odd Semester)	23.10.2017 To 13.11.2017
Examinations	14.11.2017 onwards
Winter Vacation	18.12.2017 To 31.12.2017
1st Teaching (Even Semester)	01.01.2018 To 27.02.2018
Vacation-II	28.02.2018 To 04.03.2018
2nd Teaching Term(Even Semester)	05.03.2018 to 28.04.2018
Examinations(except 6 th Semester)	30.04.2018 onwards
Examinations 6 th Semester	20.04.2018 onwards
Practical Examinations	Before/After theory Examinations
Summer Vacation(2017-18)	19.05.2018 to 01.07.2018

**List of Public Holidays during the Calendar year 2017
(July to Dec. 2017)**

Sr. No.	Name of Holidays	Date & Month	Day of Week
1.	All Sundays	-	Sundays
2.	Hariyali Teej	July, 26	Wednesday
3.	Independence Day & Janmashtami	August, 15	Tuesday
4.	Id-ul-Juha (Bakrid)	September, 2	Saturday
5.	Maharaja Agrasen Jayanti	September, 21	Thursday
6.	Haryana Heroes" Martyrdom Day	September, 23	Saturday
7.	Dussehra	September, 30	Saturday
8.	Mahatma Gandhi"s Birthday	October, 2	Monday
9.	Maharshi Valmiki"s Birthday	October, 5	Thursday
10.	Diwali	October, 19	Thursday
11.	Vishvakarma Day	October, 20	Friday
12.	Haryana Day	November, 1	Wednesday
13.	Guru Nanak"s Birthday	November, 4	Saturday
14.	Milad-Un-Nabi & Id-E-Milad	December, 2	Saturday
15.	Christmas Day & Guru Gobind Singh"s Birthday	December, 25	Monday
16.	Shaheed Udham Singh"s Birthday	December, 26	Tuesday

Note:- Holidays for the next year will be notified later on by the University.

STATE-WISE LIST OF FAKE UNIVERSITIES

Bihar

1. Maithili University/Vishwavidyalaya Darbhanga, Bihar.

Delhi

2. Commercial University Ltd., Darya Ganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi, 110 008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self Employment, Rozgar Sewasadan, Delhi

Karnataka

8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

Kerala

9. St. John"s University, Kishanattam, Kerala.

Maharashtra

10. Raja Arabic University, Nagpur, Maharashtra.

West Bengal

11. Indian Institute of Alternative Medicine, Kolkatta.
12. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkata-700063.

Uttar Pradesh

13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Woman"s University) Paryag, Allahabad, Uttar Pradesh.
15. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
16. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
20. Indraprashta Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida Phase-II, Uttar Pradesh.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh.

Odisha

22. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture and Technology, Odisha.

Note:- Before finalizing the admissions, the up-dated lists of recognized examinations of Board of School Education Haryana, Bhiwani/Other Boards/Universities is /are also required to be consulted.

BAN OF RAGGING IN EDUCATIONAL INSTITUTIONS

The instructions for curbing ragging as conveyed by the UGC vide letter No. 1-15/2009 (ARC) pt. III dated 17.03.2017, in view of the judgement of the Hon^{ble} Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009 and also given in Chapter X be adhered to strictly (UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, UGC website: www.ugc.ac.in & the Haryana Prohibition of Ragging in Educational Institution Ordinance 2012.

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

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

Hon^{ble} Supreme Court of India in SPL (C) No. 24295/2004 in the matter of University of

Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain to if his/ her explanation is not found satisfactory, the authority would expel him/her from the Institution.

Medical Certificate for Physical Handicapped
DEPARTMENT OF ORTHOPAEDICS
Pt. B.D. Sharma UHS Rohtak.
OR
Chief Medical Officer

No.....

Dated.....

Certified that Shri/.....son / daughter of Shri.....

Resident of.....District.....

appeared before the undersigned for medical checkup on Medical Examination, he/she is found suffering from
..... and thus he/she is Physically Handicapped. His/her percentage of Handicap is
.....% (in words).....

Place _____

(Signature of Applicant)

Prof. & Head of Ortho, Deptt.
University of Health Sciences, Rohtak
OR
Chief Medical Officer
_____Haryana

SELF DECLARATION

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

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

Declared this _____ day of _____ month of _____ year.

Signature of the Student
Name:

Self Declaration by the Parent/ Guardian

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

Declared this _____ day of _____ month of _____ year.

Signature of the Parent/ Guardian

Name:

Address:

Telephone/ Mobile No.

E-mail id: