

### CHAPTER-III

## Course Offered, Eligibility and Entrance Test

The course conducted through distance mode by the Universities approved by the UGC are recognised by this University with the conditions that the same are also approved by the DEB(UGC) or DEC or Joint Committee of UGC-AICTE-DEC.

The courses offered through the Directorate of Distance Education and the eligibility conditions to admission are as follows: -

Course Code	Course Name	Duration	Eligibility
<b>POST GRADUATE COURSES</b>			
01	M.Sc. (Computer Science)	(i) Two Years (ii)One Year (Under Lateral entry scheme)	Bachelor's degree in any discipline. PGDCA/PGDCSA/PGDCS/Post B.A. or B.Sc./DCA/BIT or BIS (only those enrolled upto year 2000-01)/A level of DOEACC (After Graduation)
02	Master of Computer Applications (MCA)	(i) Three Years	Bachelor's degree in any discipline
		(ii) Two Years (Under Lateral entry scheme)	PGDCA/PGDCSA/PGDCS/Post B.A. or B.Sc./DCA/BIT or BIS (only those enrolled upto year 2000-01)/A level of DOEACC (After Graduation) OR Recognized Bachelor's Degree of minimum 3 yrs duration in BCA, B.Sc./ B.Tech. (IT/Computer Science) with Mathematics as a course at 10+2 level or at Graduate Level. Obtained at least 50% (47.5% in case of candidate belonging to reserved category at the qualifying Examination).
		(iii)One Year (Under Lateral entry scheme)	M.Sc. (Computer Sc.)/M.Sc. (Software)/M.Sc. (IT)/MIT
03	MCA (5 Yrs. Integrated course after 10+2)	Five Years	10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board.
11	MCA (5 yrs. Integrated course)	Four Years (Under Lateral entry scheme)	3 year Diploma in Computer Engg./Information Tech. from Board of Technical Education Haryana or its equivalent from recognized Board.
04	M.A. (Mass Communication)	Two Years	Graduation in any stream from any recognized University
08	M.A. (Mass Communication) Lateral Entry	One Year	PG Diploma in Journalism/Communication/ Mass Communication/Advertising/Public Relations/Media Writing after graduation in any discipline from a UGC recognized University or institution approved by Equivalence Committee of GJUST, Hisar.
06	Master of Business Administration (MBA)	Two Years	Bachelor's Degree with 3 years of supervisory managerial/professional experience OR Professional Degree in Engineering/Medicine/ Architecture/Law/ Pharmacy OR Professional Qualifications in Accountancy/cost and works Accountancy/Company Secretary ship, etc. OR A Master's degree in any subject

			OR Bachelor's Degree with 50% marks in any discipline (47.5% marks in case of SC/ST candidates).
	MBA (with one Additional Specialization)	One Year	MBA degree from this University
10	MBA (Lateral Entry)	One Year	M.Com/MBE/MFC/MMT/PG degree or 2 years diploma in Public Administration or Tourism Management or Hotel Management or Hospitality Management/One or two years diploma in Management or Business Administration or Personnel Management or Industrial Relations after graduation from any UGC recognized University/AICTE approved institution/1st & 2nd Semester of MBA regular (passed from HSB, GJUS&T).
07	Master of Commerce (M.Com)	Two Years	Any Graduate from a recognized University or Fellow of ICSI/ICAI/ICFAI/ICWAI/Similar body.
09	M.Sc. (Mathematics)	Two Years	B.A.(Hons.)/B.Sc.(Hons.) in Mathematics or B.A./B.Sc. with Mathematics as one of the subjects.

#### **P.G. DIPLOMA COURSES**

26	PG Diploma in Computer Applications (PGDCA)	One Year	Bachelor degree in any discipline from a recognized university.
27	PG Diploma in Advertising & Public Relations (PGDA&PR)	One Year	Bachelor degree in any discipline from a recognized university.
28	PG Diploma in Taxation (PGDT)	One Year	Any Graduate or Post-Graduate degree from recognized University or Fellow of ICSI/ICFAI/ICWAI/ ICAI.
29	PG Diploma in Environmental Management (PGDEM)	One Year	Bachelor degree in any discipline from a recognized university.
30	PG Diploma in Bakery Science & Technology (PGDBST)	One Year	Bachelor degree in any discipline from a recognized university.
31	PG Diploma in Counseling & Behaviour Modification (PGDCBM)	One Year	Bachelor degree in any discipline from a recognized university.
32	PG Diploma in Industrial Safety Management (PGDISM)	One Year	Bachelor degree in any discipline from a recognized university.

#### **UNDER GRADUATE COURSES**

51	Bachelor of Business Administration (BBA)	Three Years	10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board
53	BBA (Lateral Entry)	Two Years	Diploma in Business Management (3 years Regular diploma after Matriculation examination).
52	B.A. (Mass Comm.)	Three Years	10+2 or equivalent examination from Board of School Education, Haryana/CBSE or any other Board recognized by Board of School Education, Haryana/CBSE or 3 years Diploma from Board of Technical Education, Haryana or its equivalent from recognized board

Note:

1. In case of lateral entry admission to MBA, the degree shall be awarded on the basis of aggregate of marks obtained in 3rd and 4th semester including project based on internship and viva-voce examination. The fees will be the same as charged from MBA students of Directorate of Distance Education in their 3rd and 4th semester.
2. In case of lateral entry of MBA regular students- a) Their request should be recommended and forwarded by the Director, HSB giving the certificate on the application that the student has left the regular course of MBA; b) The students will have to submit the passing proof of their 1st and 2nd semester of regular classes of MBA up to 31 December of the relevant year as per rule; c) The students will have to deposit the fee of Distance Education afresh and their fee already deposited for regular course will not be adjusted.

## ENTRANCE TEST

As a mandatory requirement of DEC/DEB, entrance tests will be conducted for admission to MBA, MCA (3Yrs.) and MCA (5 Yrs. Integrated). The Entrance Test will comprise of objective type multiple choice questions on (A) General English (B) Numerical Ability (C) Reasoning (D) General Awareness.

## SYLLABUS

The students desirous to take admission in the MBA and MCA programmes of DE will have to appear in an entrance test and clear the same with a valid score. The Entrance Test will comprise of Multiple Choice Questions (MCQs) from the subjects covering **English, Numerical Ability, Reasoning and General Awareness**. There will be 90 questions in the entrance test with no negative marks for wrong answers. The time limit for entrance test will be 90 Minutes. The purpose of this test is to judge the mental, analytical and general ability of the students for management and computer programmes. The contents of the subjects in the entrance test are as follows:

**Part I:**

**General English:** Vocabulary, Synonyms, Antonyms, Odd-One Out, Idioms and Phrases, Spotting Errors, Word Usage, English Structure etc.

**Part II:**

**Numerical Ability:** Numbers, Percentage, L.C.M. & G.C.F., Fractions, Simplification, Square Root and Cube Root, Simple Interest, Compound Interest, Area, Time, Speed and Distance, Linear Equation and Quadratic Equation etc.

**Part III:**

**Reasoning:**

Analogy Test, Coding-Decoding, Blood Relation Test, Analytical Reasoning, Classification etc.

**Part IV**

**General Awareness:**

Social, Political (national and international), Cultural, Sports and other general issues etc.

**Note: The Question Paper for MBA and MCA (3 Years) will be same and MCA (5 Years Integrated) will be different.**

## CHAPTER-IV

# The Courses and Their Structure

The candidates may note that

- i) In all the programmes 30% of the Maximum marks will be allocated for internal assessment in each theory paper based on two assignments (handwritten) of the 15% marks each.
- ii) There will be one section of 7-10 short answer type question carrying 50% weightage of the maximum marks in the question papers.

### **Post Graduate Diploma in Computer Applications (PGDCA);**

### **M.Sc.(Computer Science) and Master of Computer Applications(MCA)**

This is a modular programme having three components including PGDCA, M.Sc. (Computer Science) and MCA. The students leaving the course after successful completion of first year will be awarded Post - Graduate Diploma in Computer Applications, the students leaving the course after successful completion of 2<sup>nd</sup> year will be awarded degree of M.Sc. (Computer Science) [except those who took admission through lateral entry in MCA-2<sup>nd</sup> year on the basis of BCA, B.Sc./ B.Tech (IT/CS)] and after successful completion of all the 3 years, they will be awarded the degree of MCA.

### **Course Structure**

#### **26. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA) / 1ST YEAR MCA (3 YEARS)**

<b>I Semester</b>		<b>II Semester</b>		
<b>Paper Code</b>	<b>Nomenclature of Paper</b>	<b>Max. Marks</b>	<b>Paper Code</b>	<b>Nomenclature of Paper</b>
MS-01	Introduction to IT	100	MS-06	Data Structure and Algorithms
MS-02	Computer Programming and Problem Solving	100	MS-07	Computer Organization and Architecture
MS-03	Digital Electronics	100	MS-08	Operating System
MS-04	System Analysis and Design	100	MS-09	Business Data Processing
MS-05	Practical (Based on MS-01 & MS-02) (In two sittings each of 3hrs duration)	100	MS-10	Practical (Based on MS-06 & MS-09) (In two sittings each of 3 hrs duration)

#### **01. MASTER OF SCIENCE (COMPUTER SCIENCE)/2ND YEAR OF MCA (3 YEARS)**

<b>III Semester</b>		<b>IV Semester</b>		
MS-11	RDBMS	100	MS-16	Computer Networks
MS-12	Software Engineering	100	MS-17	Object Oriented Programming using 'C++'
MS-13	Computer Graphics	100	MS-18	Internet and Web Programming
MS-14	Management information System	100	MS-19	Computer Based Optimization Methods
MS-15	Practical (Based on MS-11 & MS-13) (In two sittings each of 3hrs duration)	100	MS-20	Practical (Based on MS-17 & MS-18) (In two sittings each of 3 hrs duration)

## 02 MASTER OF COMPUTER APPLICATIONS (MCA)-3 RD YEAR

V Semester			VI Semester		
MS-31	Data Warehousing and Data Mining	100	MS-41	Thesis/ Project*	200
MS-32	C Sharp (C#) Programming	100		Distribution of marks:	
MS-33	Advanced Computer Architecture	100		Thesis / Project Evaluation	100
MS-34	High Speed Networks	100		Viva-Voce Examination Including	100
MS-35	Practical Based on MS-32 (In one sitting of 3 hours duration)	100		seminar/ presentation/ Demonstration	

\*Marks will be awarded on the basis of Viva-voce Examination conducted in the presence of examiners. If a candidate obtains less than total 80 marks out of 200 marks irrespective of marks obtained in Thesis/Project and Viva-Voce Examination, he/she will be declared fail and will be directed to work on a fresh topic. This project will be submitted not earlier than one semester duration, which should be internship based.

One copy of Thesis/Project Report will be submitted (simple binding with chart paper in sky blue colour) through study centre with proper certification by the supervisor concerned who may be a person with five years working experience and must have Master's degree in relevant field or a regular teacher working in Govt./Semi-Govt. Institution/University/ Engineering College. Students are advised to come prepared for presentation/demonstration of their Thesis/Project at the time of their final Viva-voce examination.

## 03 MCA (FIVE YEARS INTEGRATED COURSE AFTER 10+2)

### 11 MCA (FIVE YEARS INTEGRATED COURSE) LATERAL ENTRY

The course is designed in modular form. This course provides BCA (Bachelor of Computer Applications) degree after successful completion of first three years & in case of those who have taken admission in MCA (Master of Computer Applications) lateral entry, BCA (Bachelor of Computer Application) degree will be awarded after completion of two years and MCA (Master of Computer Applications) degree after completion of the course.

#### COURSE STRUCTURE

Paper Code	Nomenclature of Paper	Max. Marks	Paper Code	Nomenclature of Paper	Max. Marks
<b>MCA I Year</b>			<b>MCA II Year</b>		
MCA-101	Computer Fundamentals	100	MCA-201	Data Structure & Algorithms	100
MCA-102	Computer Programming & Problem Solving Using C	100	MCA-202	Database Management System	100
MCA-103	Mathematics-I	100	MCA-203	Digital Electronics	100
MCA-104	Business Flow System	100	MCA-204	Computer Organization and Architecture	100
MCA-105	Operating System-I	100	MCA-205	Mathematics II	100
MCA-106	Communication & Presentation Skills	50	MCA-206	Communication Skills-Scientific and Technical Writing	50
MCA-107	Lab-1 based on MCA-101	100	MCA-207	Lab-1 based on MCA-201	100
MCA-108	Lab-2 based on MCA-102	100	MCA-208	Lab-2 based on MCA-202	100
<b>MCA III Year</b>			<b>MCA IV Year</b>		
MCA-301	Computer Networks	100	MCA-401	Computer Graphics & Multimedia	100
MCA-302	Object Oriented Programming	100	MCA-402	Artificial Intelligence	100

	Using C++					
MCA-303	Software Engineering	100	MCA-403	Analysis & Design of Computer Algorithm	100	
MCA-304	Internet Fundamentals	100	MCA-404	Operating System -II	100	
MCA-305	Mathematics III	100	MCA-405	Computer Networks -II	100	
MCA-306	Social Implication of IT	50	MCA-406	Management Information System	50	
MCA-307	Lab-1 based on MCA-302	100	MCA-407	Lab-1 based on MCA-401	100	
MCA-308	Minor Project Distribution of Marks: Viva-Voce Evaluation Viva-voce will include Presentation/Seminar/Demonstration	100 50 50	MCA-408	Lab based on MCA-402	100	
<b>MCA V Year</b>						
MCA-501	Principles of Programming Language	100	MCA-504	System Simulation and Modeling	100	
MCA-502	Advanced Architecture and Parallel Processing	100	MCA-505	Data Mining and Data Warehousing	100	
MCA-503	Object Oriented Design and Modeling	100	MCA-506	Project (6months internship based) Distribution of Marks: Viva-Voce Evaluation Viva-Voce will include Presentation/Seminar/Demonstration	250 100 150	

**Note: The Project should be internship based of not less than 6 months' duration**

#### **04 M.A. (MASS COMMUNICATION)**

#### **08 M.A. (MASS COMMUNICATION) 2<sup>nd</sup> LATERAL ENTRY**

(Includes Journalism, Newspaper, Radio and Television, Public Relations and Advertising, Media Research, Media Law)

In order to cater to the market need for trained persons in mass communication, the Directorate introduced a two years integrated course of M.A. (Mass Communication) with the provision of lateral entry and lateral escape. Any candidate having taken admission into the two years M.A. (Mass Communication) course can leave the course after one year. If a candidate leaves this course after successful completion of first year, he/she will be awarded PG Diploma in Mass Communication (PGDMC). This programme exposes the students to very important aspects of mass communication as given in the course structure.

## COURSE STRUCTURE

Paper Code	Nomenclature of Paper		Max. Marks	Paper Code	Nomenclature of Paper		Max. Marks
M.A. (Mass Communication) I year /PGDMC				M.A. (Mass Communication) II year			
MMC-101	Human Communication	100	MMC-201	Media Writing	100		
MMC-102	Mass Communication	100	MMC-202	Media Productions	100		
MMC-103	Print Media	100	MMC-203	Media Management	100		
MMC-104	Electronic Media Communication	100	MMC-204	Media Laws	100		
MMC-105	Advertising & Corporate	100	MMC-205	Media Research	100		
MMC-106	Production Portfolio (MMC-1)	100	MMC-206	Production Portfolio (MMC-II)	100		

## 06 MASTER OF BUSINESS ADMINISTRATION (MBA)

Master of Business Administration programme has been designed to cater to the senior level management requirements of the industry. After successful completion of first year, the students shall be awarded Post Graduate Diploma in Business Administration (PGDBA) and after successful completion of the entire course, the students shall be awarded the degree of Master of Business Administration (MBA). The Diploma will, however, be awarded, in case the students do not continue their studies till the completion of their MBA degree and wish to drop out after passing all the papers of the final year.

### COUSE STRUCTURE

#### First year

Paper Code	Nomenclature of Paper		Max. Marks	Paper Code	Nomenclature of Paper		Max. Marks
<b>I SEMESTER</b>				<b>II SEMESTER</b>			
CP-101	Management Process and Organizational Behaviour	100	CP-201	Human Resource Management	100		
CP-102	Managerial Economics	100	CP-202	Financial Management	100		
CP-103	Environment Management	100	CP-203	Marketing Management	100		
CP-104	Accounting for Managers	100	CP-204	Production and Operations Management	100		
CP-105	Business Communication	100	CP-205	Statistical Analysis	100		
CP-106	Computer Applications in Management	100	CP-206	Research Methodology	100		

#### Second Year

During Second year, in addition to compulsory papers a student will have to opt one Specialization area comprising four papers in each of the third and fourth semesters.

<b>III SEMESTER</b>			<b>IV SEMESTER</b>		
CP-301	Business Policy and Strategic Analysis	100	CP-401	Entrepreneurship Development	100
			CP-402	Project Report (Internship Based)	100
CP-302	Business Legislation (Plus all the four papers from any one area of specialization)	100	CP-403	Comprehensive Viva-Voce (Including Viva-Voce on Project Report)(Plus all the four papers from any one area of specialization)	50

**NOTE:** Project Report (Internship Based): The students will have to undergo a six months internship in any public/private/co-operative organization or any institution where the candidate is employed. The internship training will be started just after the completion of theory exam of IIIrd Semester. Synopsis is to be submitted upto 31<sup>st</sup> March and the Project Report up to 31<sup>st</sup> July without late fees. Period of Project writing will be considered as part of Internship period.

### **MBA with One Additional Specialization**

MBA with one Additional Specialization is a one year programme with maximum duration of three years consisting of two semesters i.e., 3<sup>rd</sup> and 4<sup>th</sup> Semester.

### **LIST OF PAPERS OF VARIOUS SPECIALIZATION AREAS**

#### **FINANCE**

<b>III SEMESTER</b>			<b>IV SEMESTER</b>		
FM-303	Corporate Taxation	100	FM-404	Management of Financial Services	100
FM-304	Security Analysis and Investment Management	100	FM-405	Project Planning, Analysis and Management	100
FM-305	Management of Financial Institutions	100	FM-406	International Financial Management	100
FM-306	Principles of Insurance	100	FM-407	Financial Derivatives	100

#### **MARKETING**

<b>III SEMESTER</b>			<b>IV SEMESTER</b>		
MM-307	Advertising Management	100	MM-408	Product and Brand Management	100
MM-308	Sales Management	100	MM-409	E-Commerce	100
MM-309	Consumer Behavior	100	MM-410	International Marketing	100
MM-310	Rural Marketing	100	MM-411	Marketing of Services	100

#### **ORGANIZATIONAL BEHAVIOUR AND HRD**

<b>III SEMESTER</b>			<b>IV SEMESTER</b>		
OBH-311	Management of Industrial Relation	100	OBH-412	Management Training and Development	100
OBH-312	Managing Interpersonal and Group Process	100	OBH-413	Organizational Change and Intervention Strategies	100
OBH-313	Human Resource Planning and Development	100	OBH-414	Human Resource Development: Strategies and Systems	100
OBH-314	Organizational Effectiveness & Change	100	OBH-414	Cross Cultural and Global Management	100

#### **INTERNATIONAL BUSINESS**

<b>III SEMESTER</b>			<b>IV SEMESTER</b>		
IB-315	International Business Environment	100	IB-416	International Financial Management	100
IB-316	Export import-Procedures, Documentation and Logistics	100	IB-417	International Marketing	100
IB-317	India's Foreign Trade & Policy	100	IB-418	Global Human Resource Management	100
IB-318	Foreign Exchange Management	100	IB-419	E-Commerce	100

### INFORMATION TECHNOLOGY

III SEMESTER			IV SEMESTER		
ITM-319	Management Support System	100	ITM-420	ERP	100
ITM-320	System Analysis & Design	100	ITM-421	RDBMS & SQL Concepts	100
ITM-321	Database Management	100	ITM-422	Applications Development Using Oracle	100
ITM-322	Internet Programme for E-Commerce	100	ITM-423	E-CRM	100

### PRODUCTION AND OPERATION MANAGEMENT\*

III Semester			IV Semester		
Course Code	Nomenclature of Course	Max. Marks	Course Code	Nomenclature of Course	Max. Marks
POM-323	Supply Chain Management	100	POM-424	R & D Management	100
POM-324	Total Quality Management	100	POM-425	Service Operations Management	100
POM-325	Purchase & Materials Management	100	POM-426	Project Management	100
POM-326	Production Planning and Control	100	POM-427	Technology Acquisition & Diffusion	100

\*Admissions to this specialization in MBA 1st year will take place w.e.f. this session i.e. 2015-16. Admissions in MBA Lateral Entry for this specialization will take place w.e.f next session 2016-17.

### 07. MASTER OF COMMERCE (M.COM.)

Master of Commerce is a two years annual course and has been designed to meet the requirement of graduates aspiring to make their career in academics, research and corporate world. The course aims to strengthen the theoretical, analytical and applied knowledge base of commerce. There is ample scope of employment for a commerce post-graduate particularly in teaching, research and corporate sector. The course curriculum has been designed in accordance with the UGC's NET syllabus. Care has been taken to include all relevant and latest aspects of the discipline of commerce so that the students can make their way through UGC NET examinations and apply for teaching and research jobs in Universities, Colleges and Industries.

#### COURSE STRUCTURE

#### COMPULSORY PAPERS

M.Com I Year			M.Com II Year		
Paper Code	Nomenclature of Paper	Max. Marks	Paper Code	Nomenclature of Paper	Max. Marks
MC-101	Management Concepts & Organizational Behaviour	100	MC-201	E-Commerce	100
MC-102	Communication and Secretarial Practice	100	MC-202	Entrepreneurship Development & Small Business Management	100
MC-103	Business Environment	100	MC-203	Marketing Management	100
MC-104	Economic Analysis	100	MC-204	Financial Management	100
MC-105	Management Accounting	100	MC-205	(To be opted from following optional groups)	100
MC-106	Business Statistics	100	MC-206	-do-	100

MC-107	Computer Applications in Business	100	MC-207	-do-	100
			MC-208	Comprehensive Viva-Voce	100

#### A. OPTIONAL GROUPS

In M.Com -2<sup>nd</sup> year the students are required to opt any one of the optional groups for their specialization. Each group consists of three papers of 100 marks each.

Optional Group -I (Finance)			Optional Group -II (Marketing)		
MC-205F	Corporate Taxation	100	MC-205M	Consumer Behaviour	100
MC-206F	Investment Management	100	MC-206M	Advertising and Sales Mgt.	100
MC-207F	Insurance and Banking	100	MC-207M	Marketing Research	100

Optional Group -III (International Business)			Optional Group -IV (HRM)		
MC-205IB	International Business	100	MC-205H	Human Resource Management	100
MC-206IB	Export-Import Procedures and Documentations	100	MC-206H	Industrial Relations and Labour Laws	100
MC-207IB	Foreign Exchange Management	100	MC-207H	Human Resource Planning	100

#### 09. MASTER OF SCIENCE (MATHEMATICS)

I SEMESTER			II SEMESTER		
Paper Code	Nomenclature of Paper	Max. Marks	Paper Code	Nomenclature of Paper	Max. Marks
MAL-511	Algebra	100	MAL-521	Abstract Algebra	100
MAL-512	Real Analysis	100	MAL-522	Measure and Integration Theory	100
MAL-513	Mechanics	100	MAL-523	Methods of Applied Mathematics	100
MAL-514	Ordinary Differential Equations-I	100	MAL-524	Ordinary Differential Equations-II	100
MAL-515	Complex Analysis-I	100	MAL-525	Complex Analysis-II	100

III SEMESTER			IV SEMESTER		
MAL-631	Topology	100	MAL-641	Functional Analysis	100
MAL-632	Partial Differential Equations	100	MAL-642	Differential Geometry	100
MAL-633	Mechanics of Solids-I	100	MAL-643	Mechanics of Solids-II	100
MAL-634	Fluid Mechanics	100	MAL-644	Integral Equations	100
MAL-635	Advance Discrete Mathematics	100	MAL-645	Programming in 'C' (Theory & Practical) Th: 60,Pr:40)	100

Note: 20% marks are allocated to practical file prepared by each candidate for the paper MAL-645 programming in 'C' (Practical). The practical file will consist of at least 15 programs based on syllabus of Paper MAL-645 Programming in 'C'.

#### 27. P.G. DIPLOMA IN ADVERTISING & PUBLIC RELATIONS (PGDA & PR)

The P.G. Diploma in Advertising and Public-Relations is intended to prepare the students to work as copy writer, media planner, corporate communicator, public relations officer and field publicity offer. As is evident from the course structure, this course provides the exposure to the communication functions of Advertising & Public Relations.

## COURSE STRUCTURE

Paper Code	Nomenclature of Paper	Max. Marks
PGDAPR-101	Basic Principles of Advertising and Public Relations	100
PGDAPR-102	Practice of Advertising	100
PGDAPR-103	Advertising Ethics, Codes and laws	100
PGDAPR-104	Practice of Public Relations	100
PGDAPR-105	Basic Principles of Marketing and Management	100
PGDAPR-106	Production/Assignment	100

## 28. P.G. DIPLOMA IN TAXATION (PGDT)

Post-Graduate Diploma in Taxation is a one year course and has been designed to cater to the middle and higher level tax management requirements of the society in general and the business and Industry in particular. The course is intended to impart learning in a way that a candidate on successful completion of this course becomes competent to provide consultancy or get a suitable job in the industry.

## COURSE STRUCTURE

Paper Code	Nomenclature of Paper	Max. Marks
PGDT-101	General Business Concepts	100
PGDT-102	Income Tax Law and Practice	100
PGDT-103	Central Excise Tax	100
PGDT-104	Indian Custom Tax	100
PGDT-105	Central Sales Tax	100
PGDT-106	Tax Administration	100
PGDT-107	Practical Training Report	50
PGDT-108	Comprehensive Viva-Voce	50

## 29. P.G. DIPLOMA IN ENVIRONMENTAL MANAGEMENT (PGDEM)

There is a need for environmentally aware manpower in every section of the society including educational, industrial and agricultural sectors, defence services, government offices, N.G.O.'s, media and judiciary. The P.G. Diploma in Environmental Management has been designed to educate people from various sections about various aspects of environmental problems and their management.

## COURSE STRUCTURE

Paper Code	Nomenclature of Paper	Max. Marks
PGDEM-01	Fundamentals of Environment	100
PGDEM-02	Natural Resource Conservation and Management	100
PGDEM-03	Environment Pollution	100
PGDEM-04	Pollution Control and Management	100
PGDEM-05	Energy and Disaster Management	100

PGDEM-06	Environment Awareness and Legislation	100
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### **30. P.G. DIPLOMA IN BAKERY SCIENCE AND TECHNOLOGY (PGDBST)**

Milling and baking industry is encountered with several challenges, particularly arising from the quality of the products, limited variety of products produced and lack of trained people. Post Graduate Diploma Course in Bakery Science and Technology is designed by the Dept. of Food Technology of this University to acquaint the students with important aspects of bakery machineries, production methods, management, quality control, product specifications hygiene and sanitation.

Paper Code	Nomenclature of Paper	Max. Marks
PGDBST-01	Wheat Grain Structure , quality and milling	100
PGDBST-02	Functionality of wheat flour components and bakery ingredients	100
PGDBST-03	Quality Testing of Wheat Flour and Bakery Products	100
PGDBST-04	Rheology and Chemistry of Dough	100
PGDBST-05	Bread Industry and Processes	100
PGDBST-06	Soft Wheat Products and Processes	100

### **31. P.G. DIPLOMA IN COUNSELING AND BEHAVIOUR MODIFICATION (PGDCBM)**

This diploma course is highly specialized and job oriented. The course contains the theory and methods of application of Psychological Principles in counseling and behavior modification.

#### **COURSE STRUCTURE**

Paper Code	Nomenclature of Paper	Max. Marks
PGDCBM-01	Fundamentals of Psychology	100
PGDCBM-02	Personality	100
PGDCBM-03	Guidance and Counseling	100
PGDCBM-04	Psychological Testing	100
PGDCBM-05	Psychotherapy	100

### **32. P.G. DIPLOMA IN INDUSTRIAL SAFETY MANAGEMENT (PGDISM)**

Safety acts as a basic ingredient which all further parameters could be added to improve productivity. No amount of efforts would work to enhance the productivity and quality until safety is ensured. To ensure the same, the services of qualified safety officers are necessary to assist the management. The Directorate is offering one year PG Diploma in Industrial Safety Management that aims to groom safety managers for the corporate, govt., semi-govt . and public sector companies.

#### **COURSE STRUCTURE**

Paper Code	Nomenclature of Paper	Max. Marks
PGDISM-01	Principles of Industrial Safety	100
PGDISM-02	Industrial Toxicology, Environment Pollution and Occupational Health	100
PGDISM-03	Industrial Hazards and Accidents	100
PGDISM-04	Safety Management and Organization	100
PGDISM-05	Safety Statistics and Accident Inspection	100

PGDISM-06	Safety Legislation	100
PGDISM-07	Computer Application (Theory: 50 Practical: 50)	100
PGDISM-08	Dissertation on field work	100
PGDISM-09	Comprehensive Viva-Voce	100

### **51. BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

Bachelor of Business Administration is a three year degree course and has been designed to cater to the junior level managerial requirements of the industry. The course structure is devised in a way that students are exposed to all the functional specifications and allied areas of management.

#### **COURSE STRUCTURE**

<b>BBA-I Year</b>		<b>BBA-II Year</b>			
<b>Paper Code</b>	<b>Nomenclature of Paper</b>	<b>Max. Marks</b>	<b>Paper Code</b>	<b>Nomenclature of Paper</b>	<b>Max. Marks</b>
BBA-101	Foundations in Management and Organizational Behavior	100	BBA-201	Business Law	100
BBA-102	Business Environment	100	BBA-202	Business Statistics	100
BBA-103	Business Economics	100	BBA-203	Marketing Management	100
BBA-104	Financial Accounting-I	100	BBA-204	Financial Accounting-II	100
BBA-105	Business Mathematics	100	BBA-205	Financial Management	100
BBA-106	English Language	100	BBA-206	Business Communication	100
BBA-107	Computer Awareness	100	BBA-207	System Analysis and Design	100
<b>BBA-III Year</b>					
BBA-301	Entrepreneurship Development	100			
BBA-302	Human Resource Management	100			
BBA-303	Production Management	100			
BBA-304	Cost and Managerial Accounting	100			
BBA-305	Sales Management	100			
BBA-306	Income Tax Law and Practice	100			
BBA-307	In-Company Training (6 to 8 weeks)	100			

### **52. B.A. (MASS COMMUNICATION)**

This course has been devised to meet the ever growing demand of those who wish to make a career in mass communication after successful completion of their 10+2 examination.

<b>B.A. (Mass Communication ) I Year</b>			<b>B.A. (Mass Communication ) II Year</b>		
<b>Paper Code</b>	<b>Nomenclature of Paper</b>	<b>Max. Marks</b>	<b>Paper Code</b>	<b>Nomenclature of Paper</b>	<b>Max. Marks</b>
BMC-101	Human Communication	100	BMC-106	Social sciences -I	100
BMC-102	Hindi	100	BMC-107	Social Sciences-II	100
BMC-103	English	100	BMC-108	Mass Communication	100
BMC-104	Basic Writing Skills	100	BMC-109	News Writing	100
BMC-105	Computer Applications	100	BMC-110	Production Portfolio (I)	100

<b>B.A. (Mass Communication ) III Year</b>		
BMC-111	Reporting	100
BMC-112	Editing	100

BMC-113	Advertising and Public Relation	100
BMC-114	Media Issues	100
BMC-115	Production Portfolio (II)	100

**CHAPTER-V**

# **Fee Structure and Dates for Remittance of Fee & Admission Form**

**01. MASTER OF SCIENCE (COMPUTER SCIENCE)/MCA 2<sup>nd</sup> YEAR**

Installment No	Amount in Rupees	Without Late fee	With late fee of Rs.500/-	With late fee of Rs.1000/-
1 <sup>st</sup> Installment	10250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**02. MASTER OF COMPUTER APPLICATIONS (MCA) 3<sup>rd</sup> YEAR**

1 <sup>st</sup> Installment	11250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	8750/-	31.01.2016	29.02.2016	31.03.2016

**03. MCA (FIVE YEARS INTEGRATED COURSE AFTER 10+2)****MCA-I Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**MCA-II Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	7750/-	31.01.2017	28.02.2017	31.03.2017

**MCA-III Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2017	30.09.2017	31.12.2017
2 <sup>nd</sup> Installment	7750/-	31.01.2018	28.02.2018	31.03.2018

**MCA-IV Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2018	30.09.2018	31.12.2018
2 <sup>nd</sup> Installment	7750/-	31.01.2019	28.02.2019	31.03.2019

**MCA-V Year**

1 <sup>st</sup> Installment	10250/-*	31.08.2019	30.09.2019	31.12.2019
2 <sup>nd</sup> Installment	8750/-	31.01.2020	29.02.2020	31.03.2020

**11. MCA (FIVE YEARS INTEGRATED COURSE) LATERAL ENTRY****MCA-II Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**MCA-III Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	7750/-	31.01.2017	28.02.2017	31.03.2017

**MCA-IV Year**

1 <sup>st</sup> Installment	9250/-*	31.08.2017	30.09.2017	31.12.2017
2 <sup>nd</sup> Installment	7750/-	31.01.2018	28.02.2018	31.03.2018

**MCA-V Year**

1 <sup>st</sup> Installment	10250/-*	31.08.2018	30.09.2018	31.12.2018
2 <sup>nd</sup> Installment	8750/-	31.01.2019	28.02.2019	31.03.2019

**04. M.A. (MASS COMMUNICATION)****M.A. (MASS COMMUNICATION) - I Year/PGDMC**

1 <sup>st</sup> Installment	7800/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4200/-	31.01.2016	29.02.2016	31.03.2016

**M.A. (MASS COMMUNICATION) - II Year**

1 <sup>st</sup> Installment	7800/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	4200/-	31.01.2017	28.02.2017	31.03.2017

**08. M.A. (MASS COMMUNICATION) LATERAL ENTRY**

1 <sup>st</sup> Installment	7800/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4200/-	31.01.2016	29.02.2016	31.03.2016

**06. MASTER OF BUSINESS ADMINISTRATION (MBA)****MBA - I Year**

1 <sup>st</sup> Installment	10250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**MBA - II Year**

1 <sup>st</sup> Installment	10250/-*	31.08.2016	30.09.2016	31.10.2016
2 <sup>nd</sup> Installment	7750/-	31.01.2017	28.02.2017	31.03.2017

**10. MASTER OF BUSINESS ADMINISTRATION (MBA) LATERAL ENTRY**

1 <sup>st</sup> Installment	10250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**07. MASTER OF COMMERCE (M.COM)**

1 <sup>st</sup> Installment	7800/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4200/-	31.01.2016	29.02.2016	31.03.2016
3 <sup>rd</sup> Installment	7800/-*	31.08.2016	30.09.2016	31.12.2016
4 <sup>th</sup> Installment	4200/-	31.01.2017	28.02.2017	31.03.2017

**09. MASTER OF SCIENCE (MATHEMATICS)**

1 <sup>st</sup> Installment	9250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	6750/-	31.01.2016	29.02.2016	31.03.2016
3 <sup>rd</sup> Installment	9250/-*	31.08.2016	30.09.2016	31.10.2016
4 <sup>th</sup> Installment	6750/-	31.01.2017	28.02.2017	31.03.2017

**26. P.G. DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)/ 1ST YEAR OF MCA(3 YEARS)**

1 <sup>st</sup> Installment	10250/-*	31.08.2015	30.09.2015	31.10.2015
2 <sup>nd</sup> Installment	7750/-	31.01.2016	29.02.2016	31.03.2016

**27. P.G. DIPLOMA IN ADVERTISING & PUBLIC RELATIONS (PGDA&PR)**

1 <sup>st</sup> Installment	6600/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	3400/-	31.01.2016	29.02.2016	31.03.2016

**28. P.G. DIPLOMA IN TAXATION (PGDT)**

1 <sup>st</sup> Installment	7800/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4200/-	31.01.2016	29.02.2016	31.03.2016

**29. P.G. DIPLOMA IN ENVIRONMENTAL MANAGEMENT (PGDEM)**

1 <sup>st</sup> Installment	6600/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	3400/-	31.01.2016	29.02.2016	31.03.2016

**30. P.G. DIPLOMA IN BAKERY SCIENCE AND TECHNOLOGY (PGDBST)**

1 <sup>st</sup> Installment	6600/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	3400/-	31.01.2016	29.02.2016	31.03.2016

**31. P.G. DIPLOMA IN COUNSELING AND BEHAVIOUR MODIFICATION (PGDCBM)**

1 <sup>st</sup> Installment	6600/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	3400/-	31.01.2016	29.02.2016	31.03.2016

**32. P.G. DIPLOMA IN INDUSTRIAL SAFETY MANAGEMENT (PGDISM)**

1 <sup>st</sup> Installment	6600/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	3400/-	31.01.2016	29.02.2016	31.03.2016

**51. BACHELOR OF BUSINESS ADMINISTRATION (BBA)****BBA - I Year**

1 <sup>st</sup> Installment	8400/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4600/-	31.01.2016	29.02.2016	31.03.2016

**BBA - II Year**

1 <sup>st</sup> Installment	8400/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	4600/-	31.01.2017	28.02.2017	31.03.2017

**BBA - III Year**

1 <sup>st</sup> Installment	8400/-*	31.08.2017	30.09.2017	31.12.2017
2 <sup>nd</sup> Installment	4600/-	31.01.2018	28.02.2018	31.03.2018

**53. BBA (Lateral Entry)****BBA - II Year**

1 <sup>st</sup> Installment	8400/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4600/-	31.01.2016	29.02.2016	31.03.2016

**BBA - III Year**

1 <sup>st</sup> Installment	8400/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	4600/-	31.01.2017	28.02.2017	31.03.2017

**52. B.A. (MASS COMMUNICATION)****B.A. (MASS COMMUNICATION) - I Year**

1 <sup>st</sup> Installment	7800/-*	31.08.2015	30.09.2015	31.12.2015
2 <sup>nd</sup> Installment	4200/-	31.01.2016	29.02.2016	31.03.2016

**B.A. (MASS COMMUNICATION) - II Year**

1 <sup>st</sup> Installment	7800/-*	31.08.2016	30.09.2016	31.12.2016
2 <sup>nd</sup> Installment	4200/-	31.01.2017	28.02.2017	31.03.2017

**B.A. (MASS COMMUNICATION) - III Year**

1 <sup>st</sup> Installment	7800/-*	31.08.2017	30.09.2017	31.12.2017
2 <sup>nd</sup> Installment	4200/-	31.01.2018	28.02.2018	31.03.2018

\*includes Rs.500/- as University Regn. fee in case of fresh admission and as continuation fee in case of promotion to next class /Year and Rs.2000/- as university examination fee in the case of semester courses and Rs.1000/- in the case of Annual Courses.