

HAND BOOK OF INFORMATION 2021-22



FOR ADMISSION TO The Department of Management Studies (MBA)



**HIGHER EDUCATION INSTITUTE SOCIETY (HEIS)
GOVT. COLLEGE, DHALIARA (KANGRA)**

H.P.-177103

NAAC ACCREDITED GRADE 'B' INSTITUTION

WEB SITE: www.hp.gov.in/gcdhaliara

E-mail: gcdhaliara-hp@nic.in Tel. /Fax-01970-268124

IMPORTANT DATES FOR MBA

Last date of receiving Application	24/09/2021
Display of Merit List	25/09/2021
Date for Dues Deposit (Admission fee)	26/09/2021

The dates of counseling **to be notified later on**

Admission Process

1. The candidate seeking admission in the college has to apply online at <http://www.gcdhaliara.in>
2. The students can approach the College **Guidance and Counselling Committee** in case they find any difficulty in filling up of the admission form during the college hours.
3. The merit lists will be displayed as per schedule mentioned in the prospectus.
4. After getting the approved admission form, applicants are advised to deposit their fee online by using UPIs (BHIM/Google Pay/PhonePe/ Paytm)/Mobile/Internet Banking etc.

Documents Required to Be Uploaded with the Form

5. Matriculation certificate for Date of Birth.
6. 10+2marksheet.
7. Detailed marks certificate of graduation
8. H.P. Domicile certificate for girl students (for exemption in tuition fee).
9. Minimum 40% disability certificate, sports/cultural quota and category certificate in case of students seeking admission against the seats.
10. Original character certificate from Head of the Institution last attended. In case of private candidates, the character certificate must have been issued by a Gazetted officer/ Panchayat Pradhan/ Ward Counsellor but not older than 6 months from the day of submission of admission form.
11. For seat against the 'single girl child category' an Affidavit proclaiming the same from the parents is to be submitted with the admission form.
12. A student seeking admission from Board/University other than H.P. will have to upload the copy of migration certificate and the original certificate has to be submitted at the time of counselling.
13. Affidavits should be provided wherever applicable.
14. Certificate of SC/ ST from Magistrate Class-1 (Authorized Signatory) should be provided by those seeking relaxation in age/ marks.
15. Any gap (latest) in the academic career of the applicant must be supported by a documentary evidence/affidavit as proof of his/ her activities during the period of gap.

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ABOUT INSTITUTION

Established in July, 1973 by Sh. Kesho Dass of Pathankot with the co-operation of some enterprising, enlightened and foresighted people of the area, was initially named after its founder, Thakur Kesho Dass College which fulfilled the long-cherished dream of the people in the catchment area of approximately 25 Km. in its periphery for imparting higher education to their children. On the strong public demand, the state Government took over this college on Aug. 15, 1984 and rechristened as Govt. College, Dhaliara. The College initially started with Humanities in 1973 introducing Science (NM) in 1989, Commerce in 1996 and medical group in 1999. A new chapter was added to the history of this college when it was granted permission to start post graduate classes in the subject of English & Hindi in 2001 and Economics in 2017.

Located in the serene and sylvan environment about 400 mt. away from Dhaliara market on Dharmshala-Chandigarh Road, this college is an ideal place for learning. The Pong Lake in the fore front and Shivalik hills in the background, lend it an aura of Ashrams of yore which were known for their Guru-Shishya Parampara. The college can boast of its vast infrastructure, well equipped laboratories for Medical and Non-Medical streams of Science faculty, a big library with SOUL software INFLIBNET facility, career guidance cell, two units of NSS, two units of Bharat Scout & Guide, unit of NCC, Gymnasium, a well-furnished girls common room, two well equipped computer labs with internet facilities, a big playground facility for sports and other co-curricular activities, photostat facility modern conference Hall and a Canteen. The college has introduced Geography in CBCS under UG programme from the session 2017-18 onwards. College is introducing Geology under UG Programme from this session 2018-19.

Keeping in view, the importance of Information Technology, Computer application and Management in the scenario of globalisation, BCA, PGDCA, BBA and MBA classes were started from July, 2007, 2008 and 2020 respectively under Self Financing scheme and a study centre of IGNOU was allotted to this college in the same year for promotion of academic and professional courses to the students through Distance Education.

The New Science Block is facilitating the students with a new library, a multipurpose Hall and Computer lab with internet facilities. Accredited by NAAC, this college was awarded B-Grade certificate dated 16th Sept. 2011. The College has constituted various societies and clubs which provide platform to the students in different fields. One of the integral parts of the college is Parent Teachers Association which comes forward to assist developmental activities of the college. This college due to its geographical location is providing higher education to the students of Jaswan Pragpur, Chintpurni and Jwalamukhi constituency.

At present, there are two departments under self-financing courses:

- 1. Department of Management Studies.**
- 2. Department of Computer Science.**

Our Vision

By the year 2025, both the Departments aspire to place the students in the top-rated organizations.

Our Mission

Our commitment to management education is centered on developing a thorough grasp of business, teaching with expertise and passion, and articulating ideas that have real-world application. Our commitment to dealing with real-world management situations, conducting problem-focused research, and using the case method of instruction remain characteristics of our programme.

Our college's MBA programme trains students for management and staff positions in regional, national, and international organizations. The emphasis in co-curricular activities is on creative problem solving, environmental concerns, ethical leadership, expert use of technology, global viewpoints and teamwork.

We, the members of the Dhaliara Business School, strive towards excellence in all of our endeavors to attain our goals. We collaborate to produce knowledge and understanding in order to provide an intellectually challenging learning environment and to demonstrate unwavering commitment to our stakeholders.

Initiatives That Count

MBA programme is modified in such a way to keep up with the changing requirements of the business world, as part of its commitment to provide a high-quality management education.

- (i) Two major specializations are a unique element of the curriculum, allowing students to pursue studies in areas of their interest while also preparing them to find suitable positions in the ever-changing business world.
- (ii) Through on-the-job training, project work, and the opportunity to 'shadow' an executive, students will gain "real world experience." Our college has its own library with the most recent volumes of books, as well as a state-of-the-art IT laboratory, current teaching devices, and well-equipped High Tech lecture theatres.
- (iii) The engagement between the Business School and the industry has allowed the Business School to provide better placements for its students.

Learning in our Business School is a one-of-a-kind experience, thanks to a pleasant environment, cutting-edge infrastructure, and a gorgeous setting. Graduates with research expertise from management, commerce, economics, and other fields make up the Core and Visiting Faculty. Management and commerce graduates with research experience enrich the curriculum. The curriculum is enhanced by notable guest instructors from both the business and academic worlds. The Business School's education is centered on Total Quality Management.

From the Principal -cum-Director's Desk



Dear Students

The College is a premier co-educational institute in the region and provide quality education in the field of Science, Arts, Commerce, Management and Computer Applications. The College also offers post-graduation in the subjects of Chemistry, Physics, MBA, Commerce, English, Hindi, Economics and post graduate diploma in Computer Application. New courses may be added in the coming session for the benefits for the students with the permission of H.P Government.

This college is one of the oldest colleges in the state. The College has produced excellent educationist, bureaucrats, leaders, sport persons, army men and prominent citizens. Dedicated and brilliant faculty is always there to make your dreams come true.

The College has well equipped laboratories, well stocked library, canteen, girl's common room, water coolers, multipurpose hall and modern conference hall. In the addition college has many smart classrooms and all are well ventilated. The College campus and classrooms are under CCTV surveillance to provide protective environment to the students.

I hope you will establish healthy tradition and bring laurels to the institution by the hard work and smart approach to the studies so that this institution may be recognized as college of excellence.

I welcome to you all in the portal of this institution.

(Dr.Pramod Singh Patial)

Principal -Cum-Director

Knowledge Has always Been the Prime mover Of prosperity And power. The Acquisition of The Knowledge Has therefore Been the Thrust area Throughout The world And sharing The Experience of Knowledge is A unique Culture of our Country.

The power of Youth is the Common Wealth for the Entire world. The faces of Young people Are the faces Of our past, Our present And our Future. No Segment in the Society can Match with the Power, Idealism, Enthusiasm And courage of The young people.

Good habits Formed at Youth make All the Difference.



Co-Ordinator MBA

Education is an endless journey Through knowledge and enlightenment

In our country, in the ancient days, “Vidya” or education was considered to be the “third eye” of the man, which gave inner mental strength. There is a common saying in India “Swadesh Pujyate Raja”, Vidwaan Sarvatra Pujyata”. It means that the king’s respect is limited to his own kingdom whereas learner man is respected everywhere. Education enlightens like a lamp and makes students good, responsible and respectable citizens. Learned are better able to manage their daily affairs. It helps to differentiate between good and bad and inculcates truthfulness, honesty, sincerity and commitment. It gives them clarity of thoughts and understanding which in return develop their character.

Francis Beacon rightly said: “*Abeunt studia in mores*” which means **Studies pass into character.**

MBA courses offer the prospect to obtain professional skills in the early on in one's career as a administrative professional. This postgraduate course offers a profound understanding and expansion of vital business skills such as leadership, communication skills, critical thinking, and decision-making. Master’s of Business Administration (MBA) degree offers fundamental education in management and business principles. MBA students can focus on a broad variety of areas such as management information system, managerial economics, international business, marketing, HR, Finance etc.

The self-financing courses of BBA, MBA, BCA and PGDCA are started in the colleges with a focus on job specific skills which gives the job-oriented training along with class room theoretical inputs. Several activities along with academics are conducted to groom the students in order to meet the challenges of rapidly changing business in the globalized world which are as under:

Wish you all the best.

***Prof. Karan Singh Pathania
Co-ordinator(MBA/BBA)
Dept. of English GPGC Dhaliara***

Guidelines of MHA and MHRD regarding the preventive measures and SOP COVID- 19.

Protect Others by Protecting Yourself

Student are required to follow these

Do's	Don'ts
1. Wash your hands with soap and water frequently or use alcohol-based hand rub/sanitizer. Wash hands even if they appear to be clean.	1. Don't be in close contact with anyone, if you are experiencing cough and fever.
2. Wear a mask while you are on the campus.	
3. Cover your nose and mouth with hanker chief/tissue paper while sneezing and coughing.	2. Don't touch your eyes, nose and mouth.
4. Throw used tissue napkins into closed bins immediately after use.	
5. See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting a doctor, wear a mask/cloth to cover your mouth and nose.	3. Don't spit in the campus/public places.

If you have signs/symptoms or Covid-19 infection

Please call state helpline number 1070, Avoid participating in large gatherings in the college.

1.

DEPARTMENT OF MANAGEMENT STUDIES

Every year, after the completion of graduation exams in March many students are becoming busy choosing their career options and searching for various courses and their admission procedures. MBA is one of the courses that creates new avenues for students after graduation. The aim of a MBA course is to inject basic management skills to students. The MBA degree imparts basic management and business skills to the students seeking a bright career in future. After taking admission to MBA course, a student can be a leader for tomorrow. The MBA course is structured in such a way so that it helps students learn basic management skills and effective communication skills as well. Master's degree programs in business administration/business studies/management studies are called by various names by the different universities. Hence, you are likely to come across MBA courses, all of which are more or less the same thing.

What is MBA?

Master of Business Administration (MBA) is a two-years fulltime course that is designed to give rise to future professionals, rather than mere **'degree holders'**. This course keeps in mind the needs of the industry where the students would ultimately find employment, and, therefore, has a completely different approach to learning.

WHY is MBA better than any other conventional degree?

Answer lies in three points: -

(a) A professional course: MBA goes beyond bookish knowledge. Instead, it sharpens student's managerial skill through organizing Management Fest, presentations, Ad-Mad, case studies, industry visits, guest lectures by professionals etc. that helps students to deal with real life situation better.

(b) A Structured Syllabus: Maximum subjects taught in MBA course, be it areas of management like marketing, finance systems, human resource management etc. Theoretical concepts learnt in the classroom are supported by practical experience in the form of projects, presentations, industry visits and summer placements, thereby making the course a complete learning experience.

(c) An edge over other postgraduate courses: The limited number of seats in the MBA means that only the best students get selected. They are then trained by some of the finest faculty members. Add to this, the guest lectures delivered by industry experts, and you know that MBA post graduates have a definite edge over others.

What after MBA?

After completing the MBA course students also have the option of joining MNC's as a management trainee/ executive trainee/sales specialist/ HR manager/ Account managers/ Business analysts/ Marketing manager etc. in any of the following sectors. Banking, Consultancy, Finance, IT Companies, Advertising Agencies etc. or carry their own company to next height of success. So go ahead.

Objectives of the Course

1. To prepare highly skilled professionals, with a strong conceptual and theoretical background in the field of management theory and its application.
2. To increase the level of self-confidence.
3. To develop the positive attitude.
4. To learn professional integrity.
5. To develop employability skills.
6. To develop leadership quality and spirit of team management.

2. MASTER OF BUSINESS ADMINISTRATION

2.1 Seats, Eligibility Condition, Age limit, Basis of Admission, Promotion and Reservation

The duration of MBA is three years, spread over four semesters. There shall be an examination at the end of each semester. The total number of seats in MBA course is proposed 60, distributed as under.

Category	Seats
Subsidized	40
Non-Subsidized	20
Total Seats	60

2.2 ELIGIBILITY CONDITION

Minimum eligibility for the course is any first bachelor degree of a university, established by law in India, at least with 50% marks (with 45% marks in the case of Scheduled Caste/Scheduled Tribe candidates). The candidates who are appearing for their final examination of Bachelor Degree examination in March/April, 2021 shall be allowed to appear in HP University Management Aptitude Test (HPU-MAT), but the final selection is subject to their satisfying the eligibility condition.

2.3 AGE LIMIT

Except for Non-subsidized, serving or retired defence personnel, the maximum age limit is 26 years for boys and 28 years for girls (29 years in case of SC/ST candidates both for boys and girls) as on 1st of July of the year concerned. Provided that the Vice Chancellor shall have the power to permit age relaxation for reason to be recorded in writing up to a maximum of six months. Provided further that age bar shall not apply in case of Nonsubsidized students, defense personnel, State/ Government of India nominees.

2.4 HPU Management Aptitude Test (HPU-MAT)

The admission is based on the merit in competitive examination, which comprises of Application Rating, Management Aptitude Test, Group Discussion and Personal Interview. HPU-MAT will be of objective type consisting of Multiple-Choice Questions (MCQ). Candidates for Non-subsidized seats have to compete among themselves, so is the case with the candidates in subsidized seats. Separate merit list will be prepared for subsidized category and non-subsidized category. The weightage assigned in computing merit is as follows: -

- (i) Application Rating [10 % of the percentage of marks obtained in each of the following examinations i.e., matriculation,10+2 and graduation.] - 30 Marks
- (ii) Management Aptitude Test: (HPU-MAT) - 50 Marks
- (iii) Group Discussion - 10 Marks
- (iv) Personal Interview - 10 Marks

Examination Centres

The HPU-MAT will be conducted at Shimla, Solan, Dharamshala, Hamirpur, Mandi, Una, Palampur and Chandigarh. The University Business School reserves the right to alter the date/Centre of entrance examination.

NOTE: - The Centre will be created depending on availability of adequate number of applicants.

Composition of Test

The HPU-MAT will have four sections:

- A) English Comprehension & Language,
- B) Numerical Ability & Data Interpretation,
- C) General Intelligence & Critical Reasoning,
- D) General Knowledge & Business Awareness.

Each section will have about fifty (50) questions. The performance in HPU-MAT is the basis for screening the candidates for group discussion and personal interview.

The Number of Seats

For the MBA programme, the Dhaliara College accepts 60 students. According to H.P. University standards, the admissions roster 120, which shows reservations for various categories, must be used.

Breakup of seats as per roster 120 for Academic Session (2021-2022)

1	11	21	31	41 ST	51	61CUL	71	81CUL	91SC	101	111
2	12SC	22	32	42	52SC	62	72SC	82	92	102	112
3	13ST	23	33SC	43	53ST	63	73	83	93ST	103	113SC
4	14	24	34PC	44	54	64	74	84	94	104	114
5	15	25	35	45	55	65SC	75	85SC	95	105	115
6	16	26SC	36	46SC	56	66PC	76	86	96	106SC	116
7SC	17	27ST	37	47	57	67ST	77	87	97ST	107ST	117SP
8	18SC	28	38CUL	48	58	68	78SC	88	98CUL	108	118CUL
9	19SP	29	39SC	49	59SC	69	79SP	89	99SP	109	119SC
10	20CUL	30	40SP	50	60	70	80ST	90	100PC	110	120ST

Abbreviation used: SC- Scheduled Caste ST- Scheduled Tribe PC- Physically Challenged
SP- Sports CUL-Cultural

2.5 Fee Structure

Subsidized Seats: Rs. 25,100/- per annum.

Non-Subsidized Seats: Rs. 37,900/- per annum.

Note: -

(a) Fee once deposited shall not be refunded.

(b) The student admitted to the faculty of MBA will be governed by the rules and regulations of HPU Shimla.

Refundable Library Security Fee:

An amount of Rs. 1000/- will be charged extra as library security fee at the time of admission.

PTA Fund:

In addition to above mentioned fee structure PTA fund of Rs. 300/- will be charged from each candidate per semester.

University Development Fund:

For Subsidized Seats: 250/- Rs.

For IRDP/ BPL Candidates: 100/- Rs.

For Non-Subsidized Seats: 500/- Rs.

For IRDP/ BPL Candidates: 100/- Rs.

2.6 Conduct and Discipline of Students

- I) Ragging is strictly banned in Govt. College Dhaliara. There shall be no ragging in and outside the teaching departments of the College campus, or the hostels, and also on roads/ approaches leading to such college.
- II) Ragging refers to any form of physical or mental torture perpetrated by an individual or group, whether via words or actions, that causes a person to fear that he would be unable to continue his studies due to the mental disturbance/trauma caused.

Ragging is prohibited in the college, and any student who engages in ragging will most certainly face disciplinary action. Expulsion from the college, suspension from the college or classes for a certain length of time, or a fine with a public apology are all possible punishments. The punishment may also include (a) the withdrawal of a scholarship, (b) the prohibition of participation in activities/ events, (c) the withholding of results.

(NOTE: Notwithstanding anything contained in this Handbook of Information, the students will have to abide by provisions of the HPU Act, Statutes, Ordinances, Rules & Regulations as may be framed and amended from time to time).

2.7 MBA Programme

The program's course curriculum focuses on instilling problem-solving skills in students. They enable them to scan the opportunities and problems that arise in the corporate environment with precision. Seminars, workshops, conferences, and symposia are held to expose students to macro-environmental developments as well as to help them improve analytical and interpersonal skills. An inter-disciplinary approach is used throughout the course in order to develop a multi-faceted personality.

MBA Programme and Specializations

MBA program is spread over four semesters (two years duration), with dual specialization in second year. In addition to various courses, students work on research projects and undergo eight-weeks 'On-the-Job' training. The following are the papers that will be offered during the first and second years of the programme.

FIRST SEMESTER

- 101 Management Process & Organisational Behaviour
- 102 Management Science-I
- 103 Managerial Economics
- 104 Business Environment
- 105 Indian Ethos & Values
- 106 Accounting for Managers

SECOND SEMESTER

- 201 Organizational Effectiveness, Change and Organizational Development
- 202 Management Science – II
- 203 Human Resource Management
- 204 Financial Management
- 205 Marketing Management
- 206 Operations Management
- 207 Research Methodology
- 208 Viva Voce

Third Semester

- 301 Strategic Analysis
- 302 Management Information System
- 303 On the Job Training Report
- 304 -305 Specialization I (Two courses)
- 306-307 Specialization II (Two Courses)

Fourth Semester

- 401 Strategic Management
- 402 -403 Specialization I (Two Courses)
- 404-405 Specialization II (Two Courses)
- 406 Project Report
- 407 Training Report
- 408 Viva Voce

Students have the option of taking Two specializations out of three specialization areas given below. Under each specialization they will have to study two papers in third semester and two papers in fourth semester.

Finance

- FM-01 Indian Financial System
- FM-02 Security Analysis and Investment Management
- FM-07 Advanced Financial Management
- FM-10 Project, Planning, Analysis and Management

MARKETING

- MM-01 Marketing Research
- MM-02 Advertising Management
- MM-03 Strategic Marketing
- MM-04 Rural Marketing

HUMAN RESOURCE MANAGEMENT

- HRM-01 Industrial Relations
- HRM-02 Advanced Industrial Psychology
- HRM-05 Strategic Human Resource Development
- HRM-06 Rural Marketing

2.8 MTT and Class Attendance

To be eligible to appear in university exams, the students must attend at least 75% lectures and secure at least 40% marks in each subject or 40% aggregate in the MTT.

2.9 Faculty Profile

Core Faculty of the Govt. College Dhaliara Business School (Department of Management Studies – Self Finance)

Name	Designation	Specialization
Dr. Ravi Kumar	Guest Faculty	Marketing Management
Mr. Balwit Kumar	Guest Faculty	Marketing Management
Mr. Mukesh Kumar	Guest Faculty	Marketing Management

Visiting Faculty	Designation	Specialization
Dr. Vishwas Gupta	Associate Professor	Marketing Management
Dr. Atul Kumar	Assistant Professor	Finance
Dr. Balraj Verma	Assistant Professor	Marketing Management

2.10 OFFICERS OF THE COLLEGE

Name of the Officer	Designation
Prof. Pramod Patial	Principal cum Director
Prof. Sultan Singh Jaswal	Dean, Commerce
Prof. Swadeep Sood	Dean, Sciences
Prof. Sushil Kumar	Dean, Arts
Prof. Karan Singh Pathania	Co-Ordinator BBA/MBA
Prof. Raman Chaudhary	UGC Affairs Committee
Prof. Gulshan Kumar	House Examination Committee
Prof. Sanjeev Kumar	Library Committee
Prof. Sanjay Sharma	College Development Committee
Prof. Gulshan Kumar Dhiman	Anti-Ragging Squad
Prof. Sanjay Sharma	General Purchase Committee
Prof. Rajeev Kumar	Career Counseling & Placement
Prof. Pitamber Singh	Career Development Committee
Prof. Leena Sharma	Women cell & Prevention of Sexual Harassment committee
Prof. Nisha Rana	Scholarship Committee
Prof. Raman Choudhary	House Examination Committee

Prof. Sunita	Student Redressal Committee
Prof. Dharmender Kumar	Canteen Committee
Prof. Rajeev Kumar	Campus Beautification Committee
Prof. Leena Sharma	College Magazine Committee
Prof. Swadeep Sood	Sports Committee
Prof. Nirmal Chandel	Rovers and Rangers
Prof. Sanjeev Jaswal	Eco Club
Prof. Sultan Jaswal	CSCA Election
Prof. Rohini Rana	Educational Tour
Prof. Vandana Rana	IQAC/NAAC/RUSA
Prof. Raman Choudhary	Estate Committee
Prof. Gulshan Dhiman	Buss Pass & University Form Attestation Committee
Prof. Laxmi Versain	UGC Committee
Prof. Sanjeev Jaswal	Library Committee
Prof. Swadeep Sood	Time Table Committee
Prof. Leena Sharma	Red Cross/ Red Ribbon/ Disaster Management Committee
Prof. Jagdeep Kumar	Press & Media
Prof. Rajeev Kumar	NCC
Prof. Anita Kumari	NSS
Prof. Leena Sharma	Youth Festival Group